

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: January 12, 2015 **1:30 pm**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ron Bontekoe - Chair	P	Bob Cooney – Vice Chair	P	Doug Vincent – Secretary	P	Krystyna Aune – Dean, Graduate Division, Julianne Maeda, Associate Dean, Graduate Division, and Beth Tillinghast and Dore Minatodani (Library)	2:00 pm
Kelley Withy	P	Peter Garrod	P	Ashley Maynard	P	VCAFO Cutshaw	3:00 pm
Stacey Roberts	P						
Lorna Ramiscal - Staff	P	Rebecca Fraser - Staff	E				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Bontekoe at 1:30 pm
REVIEW OF MINUTES	1. The minutes of January 5, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by P. Garrod to approve the minutes as amended; second by A. Maynard. Passed unanimously.
CHAIRS REPORT		
GUESTS	Krystyna Aune (Dean, Graduate Division), Beth Tillinghast and Dore Minatodani (Hamilton Library) 2:00 – 2:30 pm 1. Dissertation Storage in the Hamilton Library: Dore Minatodani from the Hamilton Library presented changes for online submissions of UHM dissertations and Plan A MS theses. The library, working with Graduate Education has developed a transition plan for electronic submission and for online public access to these theses and dissertations. The Library will continue to catalog dissertations and	1. The SEC had no objection to the plan and ask that they be kept informed as to the progress and if there are any snags going forward.

	<p>theses. The Library will no longer keep paper copies of dissertations and theses. The library will no longer keep microfilm copies of dissertations and theses. All UHM theses and dissertations will be made available to the public online through ScholarSpace. 100% of dissertations and plan A theses will be submitted to Proquest for cataloguing and microfilming. Should students request, options will be made to embargo documents for up to 2 years. The advantages are that all theses and dissertations will be submitted online, increasing efficiency at Office of Graduate Education and increasing exposure of UHM research to academic communities and the general public via Proquest. Currently, the program is piloted and it is hoped to have full implementation sometime in 2015.</p> <p>2. Graduate Council and CORGE Relations 2:30 pm – 2:50 pm Julienne Maeda and Krystyna Aune stayed for a discussion regarding the future of Grad Council and the MFS Committee on Research and Graduate Council. Based upon discussions held between Chair Bontekoe and Graduate Dean Aune, the program committee in Grad Council will be chaired by a Senator with experience as DC or Grad Chair. The SEC expressed no opposition to this compromise. Because this alters the function of CoRGE, which will now revert to CoR, this has to be approved by both the Senate and the Congress. The Senate will review it at the February Meeting, and have it before the Senate at the March Senate meeting. First reading before the Congress will be at the March Congress meeting and be eligible for passage at the subsequent Congress meeting during Fall Semester 2015.</p> <p>Kathy Cutshaw (Vice Chancellor for Administration, Finance and Operations) 3:00 pm</p> <p>1. Parking Rate Increase – VCAFO Cutshaw reported on the proposed parking rate increase. The BOR approved holding a public hearing on the proposed rate increase. It is anticipated that the hearing will be held March 6, 2015. Once the hearing is completed</p>	<p>2. The SEC endorsed this compromise and referred this issue to CoRGE. Liaison Garrod will bring it before CoRGE. CoRGE will produce a resolution for first reading at the February Senate Meeting and for approval at the March 2015 Senate meeting.</p> <p>1. The SEC will monitor and make referral to CAB as needed.</p>
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	<p>and testimony received, the Board will act on the proposed rate increase at its, likely, April meeting. If approved it would be implemented for Fall 2015.</p> <p>2. Action and Responses to Audit Report on Special and Revolving Funds – VCAFO Cutshaw summarized the audit report. She was reassured that the auditor had no findings of mismanagement. The special and revolving funds identified in the report were not financially solvent and/or did not meet the original legislative intent. President Lassner indicated that most will be dissolved. The President defended two accounts – the Outreach College non-credit tuition fund. This fund had a negative due to an accounting oversight due to administrative costs for the Outreach College Credit tuition program not being transferred to this special fund. This will be done. The other account in deficit is the Athletics Special Fund. The Athletics Special Fund as of FY 2014 was \$3M in deficit and it is anticipated that it will be \$5.5 M in deficit at the end of this fiscal year. Chancellor has requested \$3 M for the Athletics Program in this year’s budget.</p> <p>3. Status of new management report form. VCAFO Cutshaw reported that this new management form is still in development.</p> <p>4. Status of the Budget – VCAFO Cutshaw reported that the UHM budget is in good shape at the moment. She has worries for FY 2016 budget if the BOR doesn’t approve the tuition increase or the legislature does not support the UHM budget.</p>	<p>2. The SEC will monitor this situation.</p> <p>3. No action taken by the SEC.</p> <p>4. The SEC thanks VCAFO for the information and will continue observe the situation.</p>
COMMITTEE REPORTS	<p>1. COA is reviewing its Fall 2014 report for submission to the MFS Office. It will meet in February.</p> <p>2. CoRGE – CoRGE rescheduled their meeting and as noted elsewhere will review Grad Council and CoRGE changes.</p> <p>3. CFS –CFS is seeking a new Chair. It hopes to meet soon.</p>	<p>1. Once the report has been reviewed, Liaison Withy will submit to MFS office.</p> <p>2. Liaison Garrod will work with CoRGE on a resolution for the February Senate Meeting.</p> <p>3. Liaison Roberts will push for resolution of outstanding</p>

	<p>4. CAB – CAB met on 1/7/2015 and developed a motion for the 1/21/2015 Senate meeting. The Fall Semester CAB report has been submitted to the MFS Office.</p> <p>5. CAPP – Kalpana Kallianpur has resigned from CAPP and wishes to be reassigned.</p>	<p>requests for names to serve on committees.</p> <p>4. No SEC action needed.</p> <p>5. The SEC agreed to assign her to CFS.</p>
OLD BUSINESS	<p>1. Draft SEC Motion of support for Strategic Plan Matrix. VCAA Reed Dasenbrock will present the Strategic Plan Matrix. He has requested an indication of support of the plan. The SEC drafted a motion, if needed, for the Senate Meeting.</p>	<p>1. The draft motion will be available for the Senate Meeting.</p>
NEW BUSINESS	<p>1. Motion on the proposed reorganization of the Office of the Vice Chancellor for Academic Affairs and Manoa International Exchange [PDF] [DOC]</p> <p>2. Restructuring existing committee (CoRGE) and expanded responsibilities relative to Grad Council. As noted elsewhere, the issue assigned to CoRGE based upon a compromise reached between the SEC and Graduate Education..</p> <p>3. Agenda for the January 21, 2015 Faculty Senate Meeting</p> <p>4. Agenda for the January 26, 2015 SEC Meeting.</p>	<p>1. Motion to add motion to January 21, 2014 Senate Meeting agenda by D. Vincent. Second by S. Roberts. Approved unanimously</p> <p>2. Action listed elsewhere.</p> <p>3. Agenda for the January 21, 2015 Faculty Senate meeting was developed.</p> <p>4. Agenda for the January 26, 2015 SEC meeting was developed.</p>

	5. UHPA President Proposal. UH President David Duffy discussed the possibility of releasing Periodic Review of Faculty information to the public in exchange for the 360 reviews of administrators.	5. The SEC will monitor.
ADJOURNMENT	Due to the Martin Luther King holiday on Monday, January 19, 2015, the SEC will meet next on Monday, January, 26, 2015 at 1:30 pm in HH 208.	Motion to adjourn made D. Vincent and seconded by S. Roberts All approved the motion. Meeting adjourned at 4:15 pm.

Respectfully submitted by Doug Vincent, SEC Secretary.

Approved unanimously on January 26, 2015.