

# EXECUTIVE COMMITTEE

## MEETING MINUTES

**MEETING DATE:** July 10, 2017 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine -- Chair	P	George Wilkens -- Vice Chair	P	Stacey Roberts	P	None	
Marguerite Butler	P	Sarita Rai -- MFS Secretary	E	Brian Powell	P		
Kelley Withy -- SEC Secretary	P	John Casken	E	John Kinder - Staff	P		
Douglas Vincent	P	David Duffy	E				

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	<ol style="list-style-type: none"> <li>2. Update on the Manoa Campus Physical Plant Committee (MCP)-Meets tomorrow. Expect discussion of standard scheduling. AdAstra report found that we don't need anymore classroom space, can expand non-prime time use.</li> <li>3. Education Advisory Board (EAB) Academic Affairs Forum-faculty can register: <a href="https://www.eab.com/">https://www.eab.com/</a></li> <li>4. SEC summer guest schedule</li> <li>5. MFS website / Election system update-Google drive with common minutes template expected to be ready by Mid-September. Training will be needed for committee chairs. Election database expected in October.</li> <li>6. Senate conference room reservation practice-a non-UHMFS council wants to reserve senate room Friday afternoons however UHMFS committees have priority for senate meeting room.</li> <li>7. Meeting time discussion</li> </ol>	<ol style="list-style-type: none"> <li>3. No action.</li> <li>4. D. Lassner July 24 3-4; M. Bruno Aug 28 3-3:45; D. Lassner Aug 28 3:45.</li> <li>5. No action</li> <li>6. SEC agrees on continuing practice.</li> <li>7. Mondays 2pm.</li> </ol>
<b>ACTION ITEMS</b>		
<b>GUESTS</b>	<ol style="list-style-type: none"> <li>1. None</li> </ol>	
<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. CAB (SR) – No report.</li> <li>2. CAPP (CSI) – No report.</li> <li>3. CFS (KW/SR) – No report.</li> <li>4. COA (KW) – No report.</li> <li>5. COR (MB) – No report.</li> <li>6. CPM (JC) – No report.</li> <li>7. CSA (MB) – No report.</li> <li>8. GEC (CSI) – No report.</li> <li>9. CEE (SR) – No report.</li> <li>10. UHPA (CSI) – No report.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken.</li> <li>2. No action taken.</li> <li>3. SEC requests CFS's official approved minutes from June 8..</li> <li>4. No action taken.</li> <li>5. No action taken.</li> <li>6. No action taken.</li> <li>7. No action taken.</li> <li>8. No action taken.</li> <li>9. No action taken.</li> <li>10. No action taken.</li> </ol>
<b>UNFINISHED BUSINESS</b>	<ol style="list-style-type: none"> <li>1. None</li> </ol>	<ol style="list-style-type: none"> <li>1. None.</li> </ol>

<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. 7/20 BoR meeting / testimony</li> <li>2. Review SEC liaison - MFS committee kickoff presentation.</li> <li>3. Review MFS new senator orientation &amp; SEC attendees.</li> <li>4. Review MFS committee leadership orientation &amp; SEC attendees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ideas generated.</li> <li>2. Reviewed.</li> <li>3. Aug 30 and Sept 6 from 3-4:30 is orientation for new senators.</li> <li>4. Sept 27 from 3-4:30.</li> </ol>
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be on July 24, 2017.	Motion to adjourn by K. Withy, seconded by M. Butler. Passed unanimously. Meeting adjourned at 4:02 pm.

Respectfully submitted by Kelley Withy.

Approved unanimously on July 10, 2017.