

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: **August 20, 2018** **2:00 PM - 3:30 PM**

LOCATION: Hawaii Hall 208

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	P	Carolyn Stephenson, arrived 2:05 PM	P		
Douglas Vincent, SEC Secretary	P	Stacey Roberts, MFS Secretary	P	George Wilkens	P		
Ann Sakaguchi	E	Jennifer Griswold	E				
Christine Sorensen Irvine	E	John Casken, arrived 2:08 PM	P	John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:01 PM.
REVIEW OF MINUTES	1. The minutes of the August 13, 2018, Senate Executive Committee had been circulated electronically.	1. Motion to approve the August 13, 2018 minutes by D. Duffy; seconded by S. Roberts. 5 votes in support of approval and 0 abstentions.
CHAIR'S REPORT	1. Update on Aug 16th BoR meeting, B. Powell attended. There is a \$28M shortfall in the UHM budget, covered by reserves. B. Powell suggested that there needs to be better communication between the UHM Faculty and the BOR. BOR Chair Putnam suggested that some communication from the BOR to the faculty is via the ACCFSC. ACCFSC is holding a kickoff meeting at Windward CC on August 31 and BOR Chair Putnam will attend. C. Irvine and B. Powell will attend. Concerns were raised about the ACCFSC representing UHM as a whole with the BOR. Lassner discussed public/private partnerships across each campus (see B. Powell's write up).	1. Chair Powell forwarded email notes from the Aug 16th BoR meeting to the SEC membership.

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	<p>2. 2018-19 Campus Climate Committee (CCC) - Chair requests that an SEC member volunteer and attend the monthly CCC meetings and report back to the SEC.</p> <p>CAPP Liaison -- to serve on Grad Council; need a second member; C. Stephenson</p> <p>3. SEC membership on these other committees: Classroom Committee - D. Vincent Student Fee Committee - S. Roberts Campus Climate Committee - B. Powell</p> <p>4. Update on 2018-19 SEC Relief Fund Support (J. Kinder).</p> <p>5. How to find senate committee Listserv links (J. Kinder)</p> <p>6. UH MFS archive of public documents (J. Kinder)</p>	<p>2. SEC Chair B. Powell volunteered to represent the SEC on the Campus Climate Committee.</p> <p>C. Stephenson to serve on Grad Council -- Motion D. Duffy, S. Roberts, second. Send to CAPP.</p> <p>Other SEC members to serve on these committees.</p> <p>3. The approved annual 2018-19 SEC Chair's Relief Support is \$11,310, and the approved annual non-Chair Relief Support is \$5,655. J. Kinder will draft memos and SEC members should review the list of uses in the memorandum.</p> <p>4. J. Kinder reviewed with the members where to find the Senate committee listserv links on the UHMFS website.</p> <p>5. J. Kinder will link public documents on the UHMFS web site.</p>
ACTION ITEMS	<p>1. None.</p>	
GUEST	<p>1. None.</p>	

COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (DV) – No report. 2. CAPP (CS) – No report. 3. CFS (AS) – CFS has scheduled a meeting for August 28th. No report. 4. COA (AS) – COA has scheduled a meeting for Sept 5th. No report. 5. COR (DD) – No report. 6. CPM (CS) – No report. 7. CSA (JG) – No report. 8. GEC (SR) - Orientation meeting was held on August 24th in ITC 105B. 9. CEE (JG) – No report. 10. UHPA (AS) – No report. 	<ol style="list-style-type: none"> 1. No action is taken. 2. No action is taken. 3. No action is taken. 4. No action is taken. 5. No action is taken. 6. No action is taken. 7. No action is taken. 8. No action is taken. 9. No action is taken. 10. No action is taken.
UNFINISHED BUSINESS	<ol style="list-style-type: none"> 1. Discussion on Election reporting. (G. Wilkens). We need clarity on the reporting of the votes. Original raw vote vs. system adjustment of ranks to determine who is elected. The current system is more analytical than previous versions. Question: How do we determine the quota? The number of votes cast divided by the number of open seats plus one determines the quota. Excess votes (those votes that exceed the quota) are redistributed to other candidates. Once any candidate(s) reach the quota and are elected; then the quota is changed and the election is re-run, excluding the votes of the elected individuals. CFS decided to not show the election results of the alternates for the SEC but the vendor fully audited the results (audited by the vendor). Ballots are public but voters cannot be identified unless the self-identified. 	<ol style="list-style-type: none"> 1. G. Wilkens reported. G. Wilkens send round links to two YouTube videos on the election process; instant runoff results and the Meeks method. He explained how alternates were selected. Links are here: https://youtu.be/_5SLQXNpzs_k https://youtu.be/INxwMdI8OWw A. Sakaguchi to follow up with CFS to ensure that they determine the number of alternates for the future SEC election.

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		<p>CFS should work on how best to report results of the election to the MFS;</p> <p>CFS needs to provide adequate documentation on the algorithm to determine the results.</p>
BUSINESS	<ol style="list-style-type: none"> 1. Election of SEC Officers - (revisited) After the election, a member requested to change an officer position. The Chair sent instructions for an electronic vote by email with the suggested change. All votes were unanimous. 2. SEC Liaison committee assignments - (revised) After the liaison assignments were approved, a member requested to change a position. The Chair sent instructions for an electronic vote by email with the suggested changes. All votes were unanimous. 3. Prospective SOEST Senator resignation. (J. Kinder). A newly elected SOEST Senator will miss more than 50% of the Senate meetings and committee meetings. There is an alternate in place. 4. CES Rollout discussion 5. Parking Data and Issues. 	<ol style="list-style-type: none"> 1. SEC Officer election revision: Chair - B. Powell Vice Chair - D. Duffy MFS Secretary- S. Roberts SEC Secretary- D. Vincent 2. Revised Liaison assignments: CAB - D. Vincent (till 12/31)/A. Sakaguchi CAPP - C. Stephenson CEE - J. Griswold COA - A. Sakaguchi (till 12/31) COR - D. Duffy CFS - A. Sakaguchi (till 12/31) CPM - C. Stephenson CSA - J. Griswold GEC - S. Roberts UHPA - A. Sakaguchi 3. The decision is up to the individual Senator but if the Senator cannot attend over 50% of the meetings it hurts their constituency. J. Kinder will provide feedback to the Senator. 4. Defer item to next meeting. 5. Defer until next meeting. Need additional data. Need the number of 24-hour reserved parking for administrators. Also, need the reduction of paid faculty/staff parking position by an increase in

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	<p>6. Welina Manoa - SEC members will adjourn at 3:30 PM to attend the student welcome events at Campus Center, Legacy Path, and Kuykendall lawn.</p>	<p>the number of green stalls.</p> <p>6. Members adjourned to attend the Welina Manoa event.</p>
ADJOURNMENT	<p>The next meeting of the Senate Executive Committee will be on August 27, 2018.</p>	<p>Motion to adjourn by S. Roberts; seconded by J. Casken. Passed unanimously. Meeting adjourned at 3:32 PM</p>

Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on August 27, 2018.