

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: September 19, 2016 **2:00 pm**

LOCATION: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler – Chair	P	Vilsoni Hereniko	P	Lilikalā Kame`eleihiwa arrived at: 2:10 PM	P	Jan Gouveia and Donna Kiyosaki	3:15 pm – 4:35 pm
John Casken- Vice Chair	P	Christine Sorensen-Irvine Departed at 4:45	P			Denise Konan	4:35 pm – 5:00 pm
Kelley Withy - SEC Secretary	E	Sarita Rai	P	John Kinder – Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Butler at 2:00 PM
REVIEW OF MINUTES	The minutes of the September 12, 2016 meeting had been circulated electronically before the meeting.	1. Motion to approve the 9/12 minutes by Christine Sorensen-Irvine; seconded by Vilsoni Hereniko. Passed unanimously.
CHAIRS REPORT	<ol style="list-style-type: none"> Proposed New UH Administrative Procedure, Chapter, 12, Research, AP 12.305. This is a conflict of interest issue proposed from the System Office of the Vice President for Research and Innovation (VPRI). Teaching equivalencies and all CV's to be posted on the departmental website for instructional faculty: Work load issue RP9.214 	<ol style="list-style-type: none"> Referred to Committee on Research (COR), Committee on Administration and Budget (CAB), and Committee on Professional Matters (CPM) Referred to Committee on Academic Planning and Policy (CAPP). Marguerite Butler, John Casken and Sarita Rai will meet with

	<p>3. Clarification meeting on MFS process for appointments to General Education Committee and General Education Boards. Clarification is needed to discuss the scope of authority and charges in terms of governance. The General Education Committee is the governing Board of the General Education Office thus it is unusual for the Director to appoint the Chair and its members to the Board.</p> <p>4. UHM-Congress Listserv</p> <p>Point of information: The Congress listserve was not set up as a moderated list. One cannot have a discussion list with 2000+ members. Therefore, it will be used as one-way announcement platform from the Chair and Admin.</p> <p>UHM-Senators Listserv</p> <p>Point of information: The UHM Senators consists of active members, and ex-officio positions such as the Mānoa Chancellor as honorary president of the senate; the ASUH President; and the GSO President. This Listserv is open for public comment or conversation.</p> <p>5. Deans' and Directors' 9-14 meeting</p> <p>Vice Chair Casken reported that MB told Clifton Tanabe, Assistant to Sr. Executive</p>	<p>Michael Bruno, Interim Chancellor for Academic Affairs and Debra Halbert, Associate Vice Chancellor for Academic Affairs on Wednesday September 21, 2016 at 2:00 pm.</p> <p>The following Monday September 26, 2016 Hokulani and the General Education Staff, and Debra Halbert, Associate VC for Academic Affairs will be invited by SEC to discuss this issue further in an attempt to streamline General Education requirements and faculty workload this year.</p> <p>4. No Action needed.</p> <p>5. Chair Marguerite Butler will inform April Goodwin that Lilikalā Kame`eleihiwa, Vilsoni Hereniko, Sarita Rai and Kelley Withey will attend on September 24 from 8:30 to 12:30 pm. While</p>
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	<p>that if all members of SEC weren't invited to the Strategic Planning Retreat then no one from the SEC would attend.</p> <p>Very few attendees participated in the discussions.</p> <p>Interim VCAA reiterated that posting items on the website is not consultation.</p> <p>All SEC members received an invitation to attend the next meetings on September 24 or October 1 today.</p> <p>6. Changes to Mānoa Tenure/Promotion Review Criteria. Memo from Assistant VC for Academic Personnel Beverly McCreary was received by Chair Butler. The memo indicated that from Fall 2017 only published manuscripts will be counted and not those under "contracted for publication." Respond to McCreary with accepted national best practices.</p>	<p>Marguerite Butler, John Casken and Christine Sorensen-Irvine will attend the October 1 meeting.</p> <p>Chair Butler will also request the Agenda for the Retreat.</p> <p>2. Motion passed with unanimous vote. Chair Butler will respond to Assistant VC for Academic Personnel.</p> <p>Villi Hereniko made a motion and it was seconded by John Casken that</p> <p><i>Chair Butler to respond to Assistant Vice Chancellor for Academic Personnel Beverly McCreary stating that criteria to count published/under contract, etc. manuscripts/publications cannot be changed, that the accepted national best practices need to be adopted. Publication time-line is out of the hands of the faculty and is controlled by the publisher.</i></p>
ACTION ITEMS	None	

GUESTS	<p>1. Jan Gouveia, System Vice President for Administration and Donna Kiyosaki, System Associate Vice President for Administration and also Interim VC for the Office of Planning at Manoa arrived at 3:15 PM.</p> <p>The meeting was to discuss the Reorganization Plan to merge 2 UH Manoa units to the Office of the VP of Administration at the System. These Manoa offices were 1) Planning and Facilities which includes buildings and grounds (this Office is currently under the Vice Chancellor for Finance and Operations at Mānoa), 2) Communications (currently in the Mānoa Chancellor's Office).</p> <p>Jan Gouveia began by stating that the BOR were discussing economies of scale for operational prioritization and the possibility of combining functions. Toward that end then the discussion of combining Offices from Mānoa to the system: Research Compliance, Facilities, Human Resources and Communications. This was to benefit both by having these</p>	<p>Reorganization Proposal to be referred to CAB, CAPP, and CPM</p>

operations under one roof. President Lassner tasked small groups in 2015 to begin the discussion. There were pros and cons to keep system and Mānoa separate, hybrid or fold Mānoa offices into the System.

According to Jan at a high level “you agree you are all under one unit and it is in everyone’s best interest to have it under one unit.” With a split there was not ownership on capital projects. The conclusion from the working groups - after the WICHE report – was to combine the functions. She further stated that there was no savings for combining the offices – rather that it would be more efficient.

Facilities are the kuleana of the individual Chancellors. Jan’s role is to provide as much information as possible to the Chancellors concerned so that each one can make decisions regarding what kinds of facilities are needed and the priorities on the campus. There should, however be integrity in the process. Jan views her position as building what the Chancellor’s tell her to build. She does not have the final say in the prioritization of projects.

As for Communications, again this is a shared service according to Jan. Communication is internal and external. Jan indicated that Mānoa has vulnerabilities in the communications area primarily due to disconnected messaging that does not take advantage of opportunities to lift both the campus and the units. She said that Dan Meizenzhal is the spokesperson for all the ten campuses. He is contacted by the external media on all matters, including times of crises and general inquiries, and has found that

communication between his office and the internal campus communication structure it is difficult. They debriefed – and in hindsight found that these were primarily people problems, who didn't feel it was appropriate to coordinate with Dan.

It was pointed out that regardless of the reorganization and folding Mānoa offices into System, the issues will not be solved. Ultimately, it will take the leadership and cooperation of all stakeholders at both Mānoa and System. Members of the SEC pointed out that at the System level press releases of faculty achievements has not been forthcoming because it is not the System's priority; that the Mānoa Chancellor should have his/her own communication team in terms of autonomy and as the head of the flagship research extensive campus; the autonomy of the Mānoa campus is important; that other campuses are not being consolidated except for Mānoa. According to Jan, the marketing function of Mānoa campus remains under the purview and direction of the Mānoa Chancellor. This function is really the Public Relations and Marketing arm of what is typically in a Communications Office – This is expected to remain with UHM Chancellor under the proposed reorganization and is a venue for publicizing and marketing faculty achievements. To the extent external and internal communications have also been the primary functions of a Communications Office, it is intended for the System Communications Office to handle these functions on a systemwide basis. Mānoa is the first step and if this works then other campuses may also have shared services.

Jan pointed out that the positive side of her being in charge of Mānoa Facilities is that historically capital improvement funds were distributed lump sum according to campus gross square footage across the 10 campuses. This meant that last year, Mānoa, with the largest deferred maintenance costs, received only \$7M. This year however, out of the \$45M Mānoa is receiving \$41M because she was able to work with the other chancellors to do the distribution according to need by taking the deferred maintenance backlog into consideration.

As for Human Resources, Jan stated that the proposed reorganization does not impact Mānoa's HR Office. However, the IT area within the System HR Office is being internally reorganized within the System.

Members also asked whether Jan had talked with the impacted personnel in all areas.

As part of the process she personally had talked to management of all impacted units except for UHM Communications. In this regard, she has primarily worked with the Chancellor and Vice Chancellors. Dan M. and Clifton Tanabe have been coordinating the Communications reorganization: Dan discussed this with his team and she assumes that at the System level it is fine; at the Mānoa level she personally doesn't know whether Cliff has talked with the Chancellor's communication team but presumes he has.

Jan stated that she heard the SEC's concerns with some of these mergers. She understands the fundamental principles

driving the SEC's concerns from a governance standpoint and respects them. However, she believes the failing facilities situation at Mānoa cannot wait for these larger issues to be resolved (if that's even possible). In the interest of moving forward, however, she has "Agreed to disagree."

SEC noted that people will want to know what this impacts and how the reorganization will impact the ability of the Chancellor do to things.

Chair Butler stated that the Senate represents 2000+ faculty members across the Mānoa campus. The reorganization document will be sent out to committees for their consideration and based on their recommendation the full Senate will vote on the reorganization proposal. According to BOR policy – the senate needs at least 45 days for the review of such proposals. Chair Butler also said that she would let the committee know that Jan would like to have the reviews done quickly and expeditiously as new hirings were on hold. Both Jan and Donna were provided with the Senate's brochure so that they could have a better understanding as to how the Senate works.

Chair Butler thanked both of them and the guests left at 4:35 pm.

2. Denise Konan, Dean, College of Social Science arrived at 4:35 pm.

Dean Konan began by thanking Chair Butler for fitting her on our schedule at short notice. She stated that she had met with the Committee on Budget and Administration (CAB) in May. In July Interim Chancellor

Robert Bley-Vroman had asked her to put together a biennium budget. request She requested input/consultation from the Graduate Student Organization, Kualii Council and the Arts and Science faculty to provide a strategy to for the biennium budget for the Mānoa Campus. She noted that this is a very late start.

Dean Konan said that she is having a discussion with the Interim Chancellor/President on whether Manoa should be bold about our budget request to the legislature based on the latest data from Carl Bonham, UHERO, and who sits on the State Council of Revenues. Carl Bonham stated that the state has more surplus money than anticipated.

As a result, Denise is suggesting that we request funds from the legislature in terms of:

- a) Strategic investments in augmentation of faculty. This would mean that we would need to to restructure faculty at the campus for Academic Innovation. This would be an opportunity to think about the faculty expertise that we currently have and invest in cluster hires; develop innovative academic programs that would be high state need and high student demand; as an example, there could be collaboration between Institute for Astronomy (IFA) FA and the College of Natural Science.
- b) Modernize the curriculum and shore up the impacted programs that have high student demand but do not have enough faculty members to teach the classes. There are about 10 departments who are severely short of faculty. Examples are in the

	<p>departments of Natural Science (microbiology, math, and Chemistry), Engineering (Mechanical), Social Sciences (Communication and Psychology) and Languages Linguistics and Literatures (English)</p> <p>c) Need to provide more transparency. We currently have a financial system for transactions and not for tracking for the analysis of trends and system patterns. Need for automated – modernized data management to enable position control. (IT environment, and transparency).</p> <p>d) Another ask is related to retention – looking at a mixed strategy. Retention differs by ethnic groups – 25% are Pell grant recipients – realign academic affairs and student affairs. Provide online options for advising and making advising paperless.</p> <p>e) Recruitment and Retention Scholarships for local and Hawaiian students to encourage them to stay here as well for retention.</p> <p>f) Set aside support that enhances the Hawaiian place of learning, requesting faculty for impacted programs, for Hawaiian faculty.</p> <p>g) Graduate Students stipends because enrollment is down and GA positions are down since they are dependent on PIs underwriting their tuition through grants.</p> <p>Dean Konan stated that now she would like to refine the ideas and frame into areas that have a possibility of funding. She would like to receive feedback. She will be talking with her fellow deans as well within the next week. The time line is very tight as the biennium</p>	
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	<p>budget request needs to go the system and then presented at the October BOR meeting.</p> <p>Some challenges include: addressing simple transparency. The past 4 years have had restriction and cuts and yet there have been increases in students in some colleges and departments. Schools and colleges have had to be much more efficient – thus this must be replicated at the campus level. Now we need to take on the challenge and focus on student success. E.g., tuition should follow students; Restructure Admin – how brave do we want to be? Not doing historical budgeting</p> <p>SEC suggested that there should be a firewall between the funds for academic programs and Athletics, Cancer Center and Medical School requests.</p> <p>SEC members indicated that there is a big problem with advising. Suggest that campus redeploy advisors from Mānoa Advising Center to the Colleges. Many of the advisers are in programs in the VCAA or the Chancellor’s Office. If the advisers are realigned with Colleges, then the students would have a home and would also help with retention. SEC members thanked Dean Konan and will send her feedback/input for the budget.</p>	
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB – meeting set for Wednesday. There was a meeting 9/28. Last meeting 9/14 only three people came and not quorum. Four people coming. 2. CAPP – No report. 3. CFS – No report. Meeting on Wednesday 9/21. 4. COA – No report. 5. COR – No report. 6. CPM – met on the 15th. Officers Chair Scott Robertson, Vice Chair Unhee Lim, 	

	<p>and Secretary Doug Vincent. CPM will be reviewing issues of teaching equivalencies. Concerns were raised that the proposed policy has not been brought to the Senate and is counter to the Boards own policy. Chair will contact the Committee on Academic Planning and Policy.</p> <p>7. CSA –No report 8. GEC – No report. 9. MAC</p> <p>The meeting was on Monday, September 19. Mac’s officers as elected by the members: Alice Tse Chair, and Penny Bee as Secretary.</p> <p>MAC charges were to stop requests for assessment reports and disregard outgoing VCAA Dansenbrock memo .There was a new Interim VCAA and thus MAC needed to also hear from him.</p> <p>MAC members raised the concern that if assessment was to be stopped then this would be problematic in the sense that in 2017 the programs who needed assessments would not have them completed.</p> <p>SEC Liaison clarified that the assessments would continue at the level of departments and college as they deemed necessary. It would simply stop reporting at the Assessment Office level.</p> <p>Additionally, MAC was asked to assess the Administration in terms of student learning outcomes and overall effectiveness for the entire University.</p>	
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	<p>MAC requested that SEC provide them with a list of administrative offices for their assessment and they will decide whether evaluating the offices would be in line with MAC's charges approved by the Senate.</p> <p>MAC members indicated that they are not comfortable assessing the Executive Administration. They are also not set up for any other assessment</p> <p>10. UHPA – No report.</p>	
OLD BUSINESS	<ol style="list-style-type: none"> 1. Finalize 9.21 Senate agenda with four priorities. 2. Legislative Committee Proposal Reorganization of the BOR with 4 years' vs the Community Colleges. This would ensure equal access to the board by the appropriate chancellors. 3. Clarification regarding MFS process for appointments to GE and GE Boards 	<ol style="list-style-type: none"> 1. Agenda approved unanimously; Villi Hereniko moved and John Casken seconded. 2. Will discuss this further at the next SEC meeting 3. Chair Butler, GEC Liaison Sarita Rai will be meeting with Interim VCAA Michael Bruno and Associate VCAA Debora Halbert on 9/21 at 2:00 PM. Other SEC members are welcome to attend.
NEW BUSINESS	<ol style="list-style-type: none"> 1. Approve SEC draft: MFS motion to endorse JABSOM faculty senate Resolution 2. Discussion on Chemistry Faculty who was terminated prior to tenure/promotion application. 	<ol style="list-style-type: none"> 1. SEC approved unanimously to forward the motion to the Senate. 2. Chair Butler to convey SEC's request to Interim VCAA Michael Bruno. John Casken made the motion and was seconded by Villi that

	3. Prepare SEC agenda for September 26, 2016.	<p><i>SEC requests that Interim VCAA Michael Bruno review the case of the Chemistry Faculty.</i></p> <p>3. Action deferred.</p>
ADJOURNMENT		Motion to adjourn by Villi Hereinko, seconded by John Casen. All approved the motion. Meeting adjourned at 6:15 pm.

Respectfully submitted by Sarita Rai
Approved unanimously on October 3, 2016.