

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: September 18, 2017 2:00 PM - 5:00 PM

LOCATION: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair	P	David Duffy, Vice Chair	E	Stacey Roberts, MFS Secretary	P	None	
Douglas Vincent, SEC Secretary (by Polycom)	P	John Casken	P	Brian Powell	P		
George Wilkens	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Sorensen at 2:01 PM.
APPROVE AGENDA		
REVIEW OF MINUTES	1. The minutes of the September 11, 2017 Senate Executive Committee had been circulated electronically and comments made.	1. Motion by George Wilkens to approve the September 11, 2017 minutes, seconded by Brian Powell. Approved with one abstention
CHAIRS REPORT	1. Update on 1:1 meeting with iVCAA Michael Bruno 360 reviews of administrators are not public, the reviews do not leave the VCAA's office. Enrollment is 2.5% down but what matters is how much tuition comes in. Employees and Outreach numbers are not in yet. We are 8% down in tenure track positions overall, but a greater deficit (16% down) in research active departments. Bruno has concerns about retaining assistant professors. Related to I2 position, several units made I2 to I3 but when came to P&T they didn't have the qualifications. The new contract now has 4 steps at I2. Not intended for positions with research	1. No action.

	<p>components, strictly instructional faculty; Performance funding -- UHM admin didn't use the prescribed formula in the last two years, funds used to patch holes in budgets, especially funds went to Nat Sci and Business. This year, UHM only got ½ what they got previously. Bruno applied the formula funding; NatSci had planned on it being part of their base budget. NatSci was given \$250,000 to partially cover shortfalls, up to NatSci Dean to decide where funds to go. Reorganizations -- Lassner's provost model discussing with Deans. Discussion of problems between system and Manoa. Facilities and BOR meeting -- There are concerns about the lack of transparency between facilities planners and end users.</p> <p>2. Update on Dialog Circles meeting -- it has to do with more than the telescopes, students don't know where to go for help, need to get more information out to help. It's clear we need an ombudsmen. Manoa web site isn't user friendly about finding help. Help page is not clear. Idea to have workshops on how to have a conversation about difficult topics.</p> <p>3. Classroom space meeting & MCPP -- consultants put together a report -- asked to go back and separate general use classrooms with other classroom space. Requests for rooms often isn't related to ultimate enrollments.</p>	<p>2. No action.</p> <p>3. No action</p>
ACTION ITEMS	None	

GUESTS	1. None	1. No action.
COMMITTEE REPORTS	<p>1. CAB (DV) – No report. CAB officers are Chris Measures, Chair; Robert Paull, Vice Chair, Graham Crookes, Secretary</p> <p>2. CAPP (BP) – First meeting last week -- couple of issues passed on -- prioritize issues for workflow. Carolyn Stephenson elected Chair of CAPP. Jim Potemra is Vice Chair and Joe Mobley is Secretary</p> <p>3. CFS (GW) – Met last week, will be meeting this week. No officers yet.</p> <p>4. COA (BP) – No Report. Officers are Claire Townsend Ing, Chair, Vanessa Chong, Vice-Chair, Jamie Simpson Steele, Secretary.</p> <p>5. COR (DD) – No Report -- COR met last week. Discussed the strategic initiatives, that were due last week. Wondering if faculty will be involved in review of proposals. Meeting first Thursday of the month. Officers are James Richardson, Co-Chair (Fall ‘17), Jennifer Beamer, Co-Chair (Spr ‘18), Peter Mougini-Mark, Secretary. Need POC with VCR’s office.</p> <p>6. CPM (JC) – No report. Officers are Scott Robertson, Chair, Unhee Lim, Vice-Chair, Jason Higa, Secretary.</p> <p>7. CSA (JC) – Officers are Co-Chair Chizuko Allen (Fall ‘17), Co-Chair Camaron Miyamoto (Spr ‘18), Secretary Brian Shevelenko. Need an undergraduate and are requesting permission to have a graduate student to participate.</p> <p>8. GEC (SR) – Met last week, meeting every other week on Thursday. Officers are Chair, Aurelia Agcaoili, Vice-Chair, Shannon Johnson, Secretary, Jennifer Griswold. Liaisons with boards were established.</p> <p>9. CEE (CSI) – Met today. Tom Conway elected chair. Amy Brown is Vice-Chair. Question of bylaws revision in 2014. Does not appear to have been approved via</p>	<p>1. No action taken.</p> <p>2. No action taken.</p> <p>3. No action taken.</p> <p>4. No action taken.</p> <p>5. No action taken.</p> <p>6. No action taken.</p> <p>7. Motion to seek graduate student (via GSO) on CSA. Motion John, Second, Stacey. Unanimously approved.</p> <p>8. No action taken.</p> <p>9. No action taken.</p>

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	MFS. Need one more appointment. 10. UHPA (GW) – UHPA Board had a special meeting on Saturday.	10. No action taken.
UNFINISHED BUSINESS	1. NA	1. NA

<p>NEW BUSINESS</p>	<ol style="list-style-type: none"> 1. Discussion on SEC Chair's testimony for the next BOR meeting on September 21st. BOR testimony -- Please include faculty and users in facility discussions; no discussion, then all of the sudden decisions are announced. 2. Review MFS agenda -- Christine presented draft presentation to SEC. 3. Review and comment on new MFS website (http://mfs-dev.stemd2.org) 4. Review CFS vacancies. 5 for MFS and others are needed, MCPP, UROP, and other boards. At least twenty names of faculty are needed for vacancies. Once new Senators are appointed, committees like CAPP and CFS can meet their needs. 5. Library hours -- Concerns are raised by students regarding the change in hours of Sinclair Library. referred to CSA 6. CEE Appointment -- to complete the membership of CEE to Stephanie Kraft-Kerry 7. Proud Boys activity on Manoa Campus - discussed with Deans & Directors. Need awareness/response. 	<ol style="list-style-type: none"> 1. Christine discussed and sought input on next BOR testimony. 2. George Wilkens will request the SEC withdraw the motion. Doug Vincent will present ByLaws amendments, 2nd reading. Robert Paull of CAB will present the Rules of Order Changes. 3. SEC to review the draft website and send comments to John Kinder. SEC will discuss at next meeting when to roll out the new page. 4. CFS to fill vacancies, especially the MFS vacancies. 5. Referred to CSA. 6. Move to approve John Casken, Second, Brian Powell, Unanimously approved. 7. Discuss with Lassner on how to respond to maintain a safe campus.
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ADJOURNMENT	The next meeting of the Senate Executive Committee will be on September 25, 2017.	Motion to adjourn by Christine Sorensen Irvine; seconded by George Wilkens. Passed unanimously. Meeting adjourned at 4:00 pm.

Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on September 25, 2017.