

COMMITTEE ON ADMINISTRATION AND BUDGET (CAB)  
MANOA FACULTY SENATE  
MEETING MINUTES

Meeting Date: Thursday. September 1, 2011

Attendance (Members): Robert Cowie, Shirley Daniel, David Ericson, Brian Glazer, Torben Nielsen, Douglas Vincent, Paul Wessel, Herbert Ziegler, John Casken.

Excused: Chin Lee

Absent: Barry Leinert, Luciano Minerbi, and Joyce Najita.

Attendance (Guest) Tom Conway – SEC Liaison (convener)

Subject	Discussion	Action/Strategy /Who
Call to Order		Meeting called to order at 9:05 am by Convener Tom Conway
Introductions	Members and the guest introduced themselves	
Elections	Discussion on qualities needed for each office and potential candidates	Doug Vincent elected as Chair by acclaim; David Ericson as Vice-Chair by acclaim; John Casken elected as Secretary by acclaim
Meeting Dates	Discussion on dates/times	Meetings will be held the second and fourth Wednesdays from 2:00 to 4:00 p.m.. Location will be difficult because of size of group. Next meeting will be in Sakamaki Room A 411. More details on rooms will be forthcoming. The Chair will invite VC Cutshaw to update members on budgetary matters
Presence of VCAFO	Discussion on invitation to VC Cutshaw as a standing invitation	Chair will check with VC Cutshaw to see if she could be present 2:00 – 2:30 pm on a regular basis
SEC's charge to CAB	Members reviewed the material previously circulated.	1a) Nielsen will head up a subcommittee

	1) Bylaws Review	<p>with Glazer and Casken to have a draft review for the whole committee.</p> <p>1b) Casken to circulate the minutes of the last CAB meeting (05/18/'11) as those minutes have immediate changes of language that should be presented at the next MFS meeting.</p> <p>1c) Should SEC have an MOU with the Chancellor to sign off on bylaw changes without any delay?</p>
	<p>2) Kewalo Basin Issue.</p> <p>Major discussion from the members on the various ramifications of this issue – especially the effect of potential closure on faculty research productivity. Questions raised as to where Kewalo Basin fits in with the Manoa Strategic Plan.</p>	Cowie will present feedback on the Kewalo Basin issue.
	<p>3) Marine Facilities Report.</p> <p>Connected in with the Kewalo Basin issue. Noted that this had been a joint report from COR and CAB</p> <p>Noted the SOEST is in line for an external review in the near future.</p>	Chair Vincent to check with the Chair of CoRGE to see what their stand is. Will report back.
	<p>4) Evaluation of Administration.</p> <p>Difficulty with current 360 System is that there is no feedback. UHHilo have a faculty evaluation in place which is conducted by faculty with the results fed back to the administrator and then destroyed</p>	Chair Vincent will contact the Chair of CPM for possible follow up as this was a joint charge from the SEC.
May 18, 2011 Reso	Need to bring the resolution to the floor at the next MFS meeting. To become part of Item #14 of the SEC Charge.	Casken to circulate May 18 minutes as not all members have seen them.
Issues raised by CAB members	Ericson circulated material on creation of a new Standing Committee on Governance to avoid some of the problems that happened this summer. Members felt that these items might become part of an expanded CFS with some to go to CPM	Issue to be raised during bylaws review.
RTRF Accounting	Chair Vincent presented the concerns of Lee on RTRF. There is a report on the use of funds on the VCGRE's site.	Daniel will forward the link to members, as it is not readily found.

Next Meeting		Next meeting set for Wednesday September 14 from 2:00 to 4:00 pm in Sakamaki Room A411
Adjournment		Chair Vincent thanked members and meeting was adjourned at 11:00am

Approved by CAB September 14, 2011

John Casken, Secretary of CAB