

## Committee on Administration & Budget

### Meeting Minutes

**Meeting Date** 27 April 2022  
**Meeting time** 3:00 PM - 4:30 PM

#### Attendance

#### Members

Name	Role	Attendance
Healani Chang	Member	Present
Roy Gal	Member	Present
Erik Guentner	Chair	Present
Lilikala Kame'eleihiwa	Member	Excused
Robert Paull	Vice-Chair	Present
Ann Sakaguchi	Member	Present
Carolyn Stephenson	Member	Present
Alex Stokes	Member	Present
Mark Thorne	Member	Excused
Andrew Wertheimer	Secretary	Present
Christine Sorensen Irvine	SEC Liaison	Present

#### Guests

Name	Role	Time
Rich Gazan, Chair, <u>Library &amp; Info. Sci. Program</u>	Guest, School of Comm & Info. Reorg, Design Team	3:15-4:10

<b>Amy Hubbard,</b> Chair, <u>Dep't of Communicology</u>	Guest, School of Comm & Info. Reorg, Design Team	3:15-4:10
<b>Colin D. Moore,</b> Chair, <u>School of Communications</u>	Guest, School of Comm & Info. Reorg, Design Team	3:15-4:10

<b>Subject</b>	<b>Discussion/Information</b>	<b>Action / Strategy / Responsible Person</b>
<b>Call to Order</b>		Call to Order at 3.04 p.m..
<b>Review of Minutes</b>	1. Review of 6 April 2022 Minutes	Approved by acclamation.
<b>SEC Liaison Report</b>	<p>1. EM searches in process or planned. Cancer Center Director in process, Nursing Dean - finalizing search firm, Social Work and Public Health Dean - finalized search committee, SOEST Dean -preparing the ad, Assistant Provost Global Engagement - committee meeting, CTAHR Dean - meet with faculty in May to discuss interim, CARES Office Director - still discussing. Confidential Advocate and Conflict Management - positions needed for CARES.</p> <p>2. Discussed general education with GEO Director Christine Beaulé and GEC Chair B. Gilliland and AVPAA Debbie Halbert and provided suggestions for reframing</p> <p>3. Proposed ad hoc committee on reorganization process</p> <p>4. Reported on travel committee meetings and recommended faculty</p>	

	<p>5. Discussed process for online program approval and Zoom use. Shared article with administration and sample policies from other institutions. Requested Provost share with deans and ask departments to discuss.</p> <p>6. Shared ACCFSC discussion related to opening of CES (majority prefer 2 weeks) and Laulima open date (majority prefer first day of instruction)</p> <p>7. Referred revised policy on children on campus to CPM</p> <p>8. Non COVID telework policy beyond May 31 - are approving requests through the end of August and will discuss over the summer. Asked supervisors to review quality prior to renewing requests.</p> <p>9. Fall Semester Summary of course modalities. 77.6% in person only, 2.6% hybrid, 14.9% online only, and 5% HOT. Variation across campus.</p> <p>10. Forwarded COA vote supporting the Knight Commission C.A.R.E. model to COIA</p> <p>11. Recommended 7 nominees for (4) open faculty seats on the Search Advisory Committee (SAC) for the new Assistant Provost for Global Engagement.</p> <p>12. Forwarded requests for specialist representatives for a system working groups on S-faculty to CFS and asked for more Manoa representation on the working group.</p> <p>13. Request for nominees for the Student Conduct Appellate Board to CFS.</p> <p>14. Discussed postdoc hiring with Provost.</p> <p>15. Discussed GEC request for feedback on governance document.</p>	
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	<p>C. CAB also expressed concern about the promises for space and revenue were only for 3 years, and also how budgets will be worked, especially as OC funds decrease.</p> <p>D. CAB suggested that the SCI Design Team secure “start-up” funds to cover transition costs, such as signage, letterhead, business cards, and website revision.</p> <p><b>3. GenEd redesign / GEO governance / Meeting with Provost Bruno</b></p> <p>4. GEO / GEC governing documents</p>	<p>3. Meeting with Bruno tomorrow 2:30-3:00 4/28 everyone except Roy and Christine (partial) and Mark and Alex. Chair Guentner will send email to those attending with Zoom information. The topics are GEN ED governance.</p> <p>4. Chair Guenter will invite the GEC chair and vice chair to the next CAB meeting.</p>
<b>New Business</b>	<p>1. Pre-approval of software purchases by IT (Paull).</p> <p>2. Time permitting at the final meeting we will discuss suggestions on how Admin could help with reorganizations.</p>	None.
<b>Guest(s)</b>	(see above)	None.
<b>Committee Reports</b>		None.
<b>Other</b>		None.

<b>Adjournment</b>	The next meeting of the Committee on Administration & Budget Wednesday, 5/4/2022 at 3:00 p.m.	Meeting adjourned at 4.33 p.m.

*Respectfully submitted by Andrew Wertheimer Secretary*  
*Approved unanimously on 4 May 2022.*