

EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: March 30, 2015 **1:30 pm**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ron Bontekoe - Chair	P	Bob Cooney – Vice Chair	E	Doug Vincent – Secretary	P	Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw	2:00 pm – 2:25 pm
Kelley Withy	P	Peter Garrod	P	Ashley Maynard	P	Monica Stitt-Bergh, OVCAA Assessment Office	2:30 pm – 3:10 pm
Stacey Roberts	P						
		Rebecca Fraser - Staff	E				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Bontekoe at 1:37 pm
REVIEW OF MINUTES	1. The minutes of March 16, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by A. Maynard to approve the minutes as amended; second by P. Garrod. Passed unanimously.
CHAIRS REPORT	Chair Ron Bontekoe reported. 1. Chair Bontekoe reported on the informal meeting held on 3/23/2015 with Chancellor Bley-Vroman and other SEC members. Several issues were discussed.	1. No action taken by the SEC.
GUEST	Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw. 2:00 - 2:25 pm. 1. Kathy Cutshaw was asked why the budget proposal by Imua Mānoa was not considered. Cutshaw indicated that for the first year the principle of “do no harm” to existing budgets was to be in place. The Imua Mānoa proposal would take funds in the first year. 2. Kathy updated the SEC on the budget for FY 2016, there will be an augmentation of the FY 2016 budget from tuition dollars based upon the 50% SSH, 25% majors and 25% graduate formula. Across the	1. The SEC thanked Kathy for the updates on the budget and other issues.

	<p>campus \$2.1M of additional funds will be distributed.</p> <ol style="list-style-type: none"> Regarding the proposed tuition increase, Deans and Directors have been asked to develop budget plans that include the 7% increase and a 0% increase in tuition dollars. The BOR appears to be disinclined to raise tuition. (There are two scheduled 7% tuition increases for FY 2016 and FY 2017). She noted that the BOR is asking UHM to submit different “straw man” budget scenarios by the May 2015 BOR meeting. Cutshaw was asked about the budget management summary reports. She indicated that the reports were about to be updated on the web site but the website had been updated recently and when she looked at the data, there still were problems with the report. So she expects the glitches to be worked out shortly and the site updated very soon. <p>Monica Stitt-Bergh, Director of Mānoa Assessment Office 2:30 pm – 3:10 pm</p> <ol style="list-style-type: none"> Questions had been raised by the SEC about the MAC resolution on the new Quantitative Reasoning (QR) requirements. Director Stitt-Bergh was kind enough to come to the SEC meeting to address these concerns. The first question had to do with the implementation date for Fall 2018 first year students. The SEC questioned whether it was necessary to wait that long. Stitt-Bergh stated that the working group wanted to wait until all of the SR courses had expired. Additionally, the new course requirements with QR would have to change syllabi and there needed to be sufficient notification given to other campus. The SEC encouraged her to move the start date to Fall 2017. She said that she did not think that would be a deal breaker. Another issue was the length of the resolution (10 pages) which includes the proposed hallmarks. Concerns were raised about whether the document should include all the supporting documentation. 	<ol style="list-style-type: none"> The QR resolution as is, with the exception of changing the start date to Fall 2017 will be presented at the April 15, 2015 Senate meeting. P. Garrod will present the resolution. Monica will make sure that the QR working group members will be present at the Senate meeting should questions come up. An alternative motion with a single “Be it resolved” will be in reserve should it appear that the lengthy resolution is struggling. <p>The SEC thanked Monica Stitt-Bergh for coming to address questions at short notice.</p>
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COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CFS – a list of 5 nominees to the Recruitment and Admissions Strategic Planning Committee was proposed. 2. CoRGE – no report 3. CSA – no report 4. GEC -- no report 	<ol style="list-style-type: none"> 1. A. Maynard moved to approve the nominees. Second, S. Roberts. Approved unanimously. 2. No SEC action needed. 3. No SEC action needed. 4. No SEC action needed.
OLD BUSINESS	<ol style="list-style-type: none"> 1. MFS Staffing – Chair Bontekoe reported that John Kinder has tentatively accepted the offer. We are awaiting the Chancellor’s office approval for the salary offer so we can go forward with the preliminary offer. 	<ol style="list-style-type: none"> 1. Chair Bontekoe will follow up with the Chancellor’s Office.
NEW BUSINESS	<ol style="list-style-type: none"> 1. QR Resolution [PDF] -- see minutes pertaining Monica Stitt-Bergh under guests. 2. CTAHR Faculty Senate Resolution on Promotion Criteria [DOC] – The CTAHR Faculty Senate is seeking MFS endorsement of a resolution passed by the CTAHR Faculty Senate seeking a change in the minimum requirements for promotion for extension agents (A3 to A4 and A4 to A5). The resolution as submitted to the SEC was problematic on several fronts. First, the resolution had several grammatical and punctuation errors. In addition, the CTAHR Senate needs to submit a signed copy. More substantive was that the actual requests for change were listed in the “Whereas” section as opposed to in the “Be it Resolved” section. This resolution needs to be reviewed by the Committee on Professional Matters as it relates to personnel matters. 3. Review of the Mānoa Faculty Senate Meeting Minutes. K. Withy (who took the March MFS minutes) asked the SEC to review the minutes for clarity. 4. Agenda for the SEC meeting on April 6, 2015 	<ol style="list-style-type: none"> 1. Garrod will present the resolution on behalf of MAC at the April Senate Meeting. See above for more information. 2. D. Vincent will return the resolution to the CTAHR Faculty Senate for revision with suggestions for improvement. If the CTAHR Faculty Senate can get it back to the SEC quickly, the SEC will send it to CPM for a quick review by email with the hope to get it on the May Senate meeting. 3. Following review, K. Withy sent the minutes to the MFS office to add the attendees and to post on the web site.

		4. An agenda for the April 6, 2015, SEC meeting was developed.
ADJOURNMENT	The next meeting of the SEC will be on Monday, April 6, 2015 at 1:30 pm in Hawaii Hall 208	Motion to adjourn was made by K. Withy and seconded by P. Garrod All approved the motion. Meeting adjourned at 3:55 pm.

Respectfully submitted by Doug Vincent, SEC Secretary.
Approved unanimously on April 6, 2015.