

Faculty Senate
Executive Committee
Meeting Minutes

Meeting Date: November 29, 2010

Attendance:

Susan Hippensteele (Chair)	E			Chancellor Hinshaw	VCAFO Cutshaw	X Others:
Lilikala	E	Martin Rayner	X	VCGRE Ostrander	David Hafner, facilities	X
Shirley Daniel	X	Halina Zaleski	X	VCAA Dasenbrock		
Rosanne Harrigan	E	David Duffy	X	VCSA Hernandez		

Subject	Discussion	Action/Strategy
Call to order	Meeting convened at 3 p.m. in HH 208	
Chairs Report	Minutes from last week's meeting were approved as revised.	
Meeting with Hafner and Cutshaw	<p>Hafner presented a summary of the current status and challenges faced by the facilities dept. He described a re-engineering and productivity initiative that he has been implementing. One challenge is the aging workforce and decreased worker hours due to budget cuts and lack of hiring. Hafner has worked out some workflow and cleaning expectation changes that will allow UHM to have adequate maintenance with our decreased resources. Cutshaw noted that with vacation leave, sick leave, furlough days, etc., facilities personnel are at half strength at any one point. The group discussed the possibility of hiring students for facilities tasks.</p> <p>After some discussion, the group agreed that Hafner would be invited to address the Senate on the topic in the spring, probably in January.</p> <p>Cutshaw provided a management summary budget analysis. She noted that this was a special report that is manually created from many sources. However, she hopes to update it regularly or upon request.</p> <p>She mentioned that in general, she thinks the Strategic Plan is good, and looks forward to a more extended discussion on benchmarks and such. Cutshaw mentioned that the Strategic Plan's primary focus seemed to be on new items, and wanted to ensure that funding was also retained for existing items.</p>	<p>Kristin will schedule Hafner for January Senate meeting.</p> <p>SDaniel will provide links to budget and financial statement information</p>

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Retreat with Admin	<p>The retreat is set for the morning of January 6, 2011. The Chancellor is arranging a site at the medical school in Kakaako.</p> <p>The agenda will be set next week, but it is anticipated that additional work on the Strategic Plan and benchmarking will be addressed.</p>	
Budget workshop in January	<p>The dates of Jan 7 and 8 have been confirmed, and the event will be held at the law school. We need to make sure people are aware of this opportunity. We will notify ACCFSC of the funds available for travel and ask them to notify others that the meeting will be accessible remotely. We may also ask UHPA to help publicize the event. We also will want to set up an RSVP system, since the room capacity is 120. The event may also be webcast to other UH campus sites. We also will want to make sure all materials are posted on a website, as paper copies are uneconomical and would not be available to offsite participants.</p>	<p>Lilikala, SDaniel, and Kristin will work on publicity materials, an RSVP system, and other logistics. Hippensteele will contact ACCFSC.</p>
COIA representation at national meeting	<p>Julia Patriarche was nominated as COIA meeting representative. Travel budget is needed for this, the meeting is in Chicago in February</p>	<p>Kristin is working with the administration to determine the budget for this.</p>
UH System International	<p>In general the statement seems to be top-down driven. ACCFSC reviewed and had substantial comments. There is also concern that technically, such matters should be referred to our Senate committees for proper consideration. The UHMFS has taken the position that ACCFSC is not the official consultative body of the Senate. SEC will issue a response as time is short but will refer to committees for further consideration.</p> <p>It was agreed that discussion of the International programs organization structure at UHM would be deferred until Hippensteele and Harrigan return. It was also expected that such discussions for changes would be deferred until after the Strategic plan is processed.</p>	<p>Hippensteele will send a response to system with a copy to ACCFSC.</p>
Strategic Plan	<p>Town Hall meeting is scheduled for Friday Dec 3. There was some debate about the time.</p>	<p>Kristin will follow up.</p> <p>The draft plan will also need to be posted for review prior to the Town Hall meeting.</p>
Reorganization issues	<p>There was a discussion about whether facilities changes must go through the M3.101 reorganization process. Anything involving academics should go through the process. There was also a discussion about whether reorganization proposals could originate from the faculty/departments rather than from the administration.</p> <p>The SEC agreed that following the documented process is critical for important decisions. that the SEC repeated its position that reorganization proposals must be properly justified and supported with facts, figures, etc.</p>	
Agenda for Dec 8 faculty senate	<p>Items are due to Chair Hippensteele by Dec 1</p> <p>The agenda from the previous meeting still needs to be addressed as we did not</p>	<p>Lilikala and SDaniel will follow up with the budget workgroup report.</p>

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meeting	<p>obtain a quorum.</p> <p>We anticipate an open access resolution. There are several other motions anticipated on the agenda.</p> <p>It is hoped that the Budget workgroup report will be presented.</p> <p>A prior parliamentarian has informed the SEC that if there is no quorum, the SEC can act on the Senate's behalf to avoid getting further behind. At the meeting, the SEC can quickly convene and ask the Senators present for input and then act on the Senate's behalf.</p> <p>CAB is planning to propose a first reading on senator participation.</p> <p>It is hoped that with our improved staff support, we can have better attendance records and can offer reminders for meetings.</p> <p>There may be some senators retiring in December, who will need to be replaced with alternates.</p>	<p>Kristin will follow up to determine which Senators will be resigning at the end of December.</p>
Spring Committee charges		
Discussion of moving Senate meeting from Jan 19 to 12	<p>It had been proposed that earlier Senate meetings might better work with the BOR schedule. However, since faculty will not be back on campus until Jan 10, there is concern that we might not get a quorum. It was agreed to stay with the third Wednesday for the remainder of spring 2011 semester.</p> <p>We have already invited Donovan and Hafner for the January meeting. It was noted that Donovan may have other commitments in January, and we may need to reconfirm and offer to reschedule him until Feb.</p>	
Gmail initiative	It was recommended that we invite David Lassner to our January Senate meeting to discuss the state of the Gmail initiative and his response to past Senate requests.	Kristin will invite Lassner to speak to the Senate in January.
Scheduling meetings with administrators in Spring	Kristin is reconfirming meetings with all the administrators. It was agreed that we would not meet with any administrators on Jan 3, since we are having the retreat with them on Jan 6.	
Liaison reports	<p>CoR will meet Wed</p> <p>Grad Ed has been meeting and hopes to turn in final report this week.</p> <p>CPM is working on some wording of motions for the Dec meeting.</p>	
Other business	It was suggested that the Senate should have its own UHF account to receive donations to support faculty governance.	Kristin will check into the details of setting up such an account.