

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: May 20, 2019 **2:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	P	Ann Sakaguchi, SEC Secretary	E	Shawn Richey PCard Admin & Jan Gouveia VP Admin	2:30 PM - 3:30 PM
Stacey Roberts, MFS Secretary arrived at 2:06 PM and excused 3:54 PM.	P	Jennifer Griswold	P			Ingrid Lin TIM & Nicholas Ordway SCB	3:30 PM - 4:20 PM
Carolyn Stephenson	P	David Ross	P	John Kinder - Staff	P		
Jim Potemra (Guest)	E	Tom Conway (Guest)	P	Truc Nguyen (Guest) arrived at 2:10 PM.	P		
Paul McKimmy (Guest) excused 4:15 PM.	P						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:01 PM.
REVIEW OF MINUTES	1. The minutes of the 5/13/19 Senate Executive Committee meetings were circulated electronically.	1. A motion was made by David Duffy to approve the 5/13/19 minutes; seconded by David Ross. The minutes were approved unanimously in support.
CHAIR'S REPORT	1. Chair Powell brought up the Service Animal Policy that was sent to the ACCFSC. Need to let them know that we cannot respond by June 17th, nothing will likely happen over the summer. David Ross notes that we need to let the rest of the faculty know of the policy and have a chance	

	<p>to make comments. Discussion of the topics to be brought up with the TIM Faculty representatives. Chair Powell notes the burden is on the administration, the financial commitment for faculty summer support is quite small. We need to confirm where the TIM faculty stands.</p> <p>2. GenEd Assessment Plan - sent by Christine Beaulé (same as the document shared by Carolyn). Question about the role of MAO and GEO/GEC on assessing Gen Ed. Concern of overlap between the two and coordinating the assessment.</p>	
ACTION ITEMS	1. None.	
GUESTS	<p>1. Shawn Richey PCard Administrator & Jan Gouveia VP Administration (2:30 PM - 3:00 PM)</p> <p>Discussion topics: Change in PCard Amazon Business account. Many PIs have their own business accounts with PCards. There are concerns for labs that have recurring purchases. Why are we moving toward this? How will it impact PIs? What will the vetting entail for purchases? Shawn Richey - When he began working for UH he used data from the PCard Spending patterns. Amazon and Hawaiian Airlines were the two largest companies. Hawaiian Airlines has an agreement with the state. Amazon did not have an agreement. They started discussions with Amazon starting in June 2018 for a school wide business account. There were numerous instances of individuals using PCards instead of their personal cards and by purchasing personal Amazon Prime accounts (that have non-university related components). Standardize university purchases at the university. The Discussion topics:</p> <p>(1.) Change in PCard Amazon Business account.</p> <p>SR and JG gave a history of when they started considering this (June 2018) and why. SR moved to UH from State, where Amazon and Hawaiian Air were two largest corporate accounts, and thought it would be helpful for UH to have similar arrangements.</p> <p>Q: Why are we moving towards this?</p>	1. No action was taken.

A1: There were numerous instances of individuals using PCards instead of their personal cards on personal Amazon Prime accounts.

A2: Doing purchases through a unified account allows bulk deals on shipping, provides access to free shipping for purchases by non-Prime UH users, eliminates the need for multiple \$99+ expenditures on Prime membership, and provides better data for purchase tracking and spending statistics.

A3: Based on analyzing this data, UH might be able to negotiate better deals.

A4: People without P cards (eg, specialists in labs) will be able to fill a cart for purchase by the P-card holder.

Q: How widespread was the abuse? Both spending level and distribution among units? If it's only a small amount of money and certain units, perhaps it should be dealt with individually.

A: The monetary levels were low, and it is relatively spread out among units.

A: Prime membership is not an allowable expense that the university will pay for.

SEC: We would like to see data detailing the level of abuse.

Q: Is there some guarantee that negotiated prices will be the lowest?

A: Amazon says that the business pricing is the best pricing available. It doesn't go up, but can go down if it can be negotiated.

Q: Who will have access to the purchase information?

A: individuals would only see their accounts, and administrators (fiscal officers and the System level PCard administrators) would have access to see multiple accounts.

Q: How will it impact PIs? What will the vetting entail for purchases?

Q: Is this mandatory? Can you use your old business account with his PCard and with the new PCard system?

A: No, it is not mandatory, and you can still do purchases both ways.

A: One issue is that you can only have your primary email associated with one account.

SEC: The messaging on this has made it look mandatory.

Q: How many people have signed up, percentage wide?

A: As of right now 56% have signed up.

Q: Is this because it was thought to be mandatory? How can the message that it is not mandatory be spread?

A: We have a newsletter. We will remind people in training sessions.

Q: What are the purchase review policies?

A: A business unit with internal PCard operations can add more controls for Amazon purchases. One is a restriction (a soft flag that won't stop you from making a purchase but provide information on how to make that purchase in accordance with current policies), there are currently 12 of these in the system (e.g. food related items). Next year Amazon is planning on having "hard flag" that would prevent purchases but there is no intention of including these in our system at this time. Administrators at the group level can implement these flags.

Q: What about taxes? Many of our purchases should be tax-free.

A: Amazon recommended that we wait until the next round of changes.

SEC: Would like feedback on all aspects including the tax exemption scheme.

Q: Is there anything that can be done about the \$2500 limit? Is it a state limit?

A1(SR): It's not a state limit.

A2(JG): The limit is \$2500 because of a state law that requires HCE compliance above \$2500. Changing the value up to \$5000 would be ideal but that would require a change in the law.

Q: If you're part of the Amazon account can you go over the \$5000?

A: The idea is yes, if we have the HCE compliance for the Amazon account they can hopefully raise the limit.

Q: Does the university make any money on the agreement?

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A: No. But there is an option to donate a percentage of each purchase to a non-profit or in universities' cases to their endowments.

Q: What part of UH pays for prime shipping?

A: The PCard program will pay the prime shipping? It costs \$3500 per year for the shipping program.

(2.) Hawaiian Airline question.

Q: Does State's Hawaiian Air agreement also apply to UH?

A (JG): We will look into this

A (Truc): Yes. You build a team and they are interchangeable (ie, if one can't fly on the day another can in their place). You still earn your own frequent flier miles and for the account as well. You get 2 free baggage, third is only \$25. Link:

https://spo.hawaii.gov/wp-content/uploads/2019/02/VL-18-13-Change-No.-1_signed.pdf

2. Ingrid Lin VC TIM Faculty Senate & Nicholas Ordway Chair SCB Faculty Senate (3:30 PM - 4:20 PM)

Chair Powell explained to the guests that we want to understand from the faculty point of view the issues for and against the merger of TIM and SCB. The reorg came before the Faculty Senate March 28th and was presented at the May meeting. Little information was provided in the proposal about what the faculty in the affected units thought. This ended up with the motion being tabled at the May meeting pending further information regarding the opinion of the affected faculty.

Ingrid Lin: As VC sent out surveys to see if faculty wanted to get into negotiations. This occurred in March of Spring 2018. Majority of faculty supported this with reservations, would be open minded. At the end of the (Spring 2019?) semester sent out another survey "support" or "not support" merger with 7 voted yes out of 11, 3 voted no. The TIM faculty want a permanent dean for their school from their field. Want to move on and hope for the best.

2. David Ross made a motion that the SEC is in support of CAB's *Resolution to Endorse with Reservations the Proposed Reorganization for Shidler College of Business and the School of Travel Industry Management*; seconded by David Duffy.
4 votes in support of support.

Nicholas Ordway - Faculty favor the merger on the condition that the TIM school faculty feel comfortable. SCB feels TIM will fit in well with the current organizational structure. SCB supports the merger and has for years. Latest poll was on October 29, 2018 during a college senate meeting. The college senate minutes indicate that the majority of the faculty supported and no one opposed it (numbers were not recorded).

The SEC does not wish for the MFS to block a reorganization that the affected units support. As such, we aim to understand the opinion from the faculty senates of each unit. I. Lin stated that TIM has been requesting a permanent dean for 10 years without adequate response from the administration. At this point, the TIM faculty have resigned themselves that merger with Shidler is the only path forward. As such, they aim for the best scenario for that merger. TIM/Shidler will hire a new Associate Dean for TIM that reports to Dean Roley. TIM faculty must be on that search committee. Tenure, Promotion and Curricular matters will still be handled by the TIM faculty. TIM faculty had requested that Dean Roley sign a memo affirming these facts but he declined. TIM Faculty hope that this merger goes forward and is not delayed another year. The uncertainty of the past decade has been very detrimental to TIM.

David Ross moved to support the CAB resolution, seconded by David Duffy. 4 approved. SEC can write a letter in support of the merger but will not support the merger going forward until after the MFS votes in September. Suggest they pay the summer salary and appoint Dean Roley. Suggest they put the item on the BOR agenda on September 20th.

John Kinder - When the reorg happens there will need to be changes in the bylaws to address TIM being removed and incorporated with SCB.

**COMMITTEE
REPORTS**

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| 1. CAB (AS) – The CAB members voted in favor of having the SEC move on the TIM/Shidler reorg resolution on behalf of the MFS--4 in support, 3 against and 1 felt that he was in support by choosing the lesser of two evils. Stated reasons for the opposition are: this subject should wait till Fall for full faculty vote; little faculty support to mixed faculty support on the reorg and a need to look into this further. | 1. No action was taken. |
| 2. CAPP (CS) – No report. | 2. No action was taken. |
| 3. CFS (DR) – Next CFS meeting is May 20th at 1:30 PM in Hawaii Hall 208 to review the 2019-20 Senator Preference Survey results. | 3. No action was taken. |
| 4. COA (JG) – inactive until next fall. | 4. No action was taken. |
| 5. COR (DD) – Inactive til next fall | 5. No action was taken. |
| 6. CPM (SR) – No report. | 6. No action was taken. |
| 7. CSA (JG) – Inactive until next fall. | 7. No action was taken. |
| 8. GEC (CS) - No report. | 8. No action was taken. |
| 9. CEE (DR) – No report. | 9. No action was taken. |
| 10. UHPA (AS) – UHPA Board meeting to be held on 6/1/19. | 10. No action was taken. |
| 11. WASC (CS) – No report. | 11. No action was taken. |

UNFINISHED BUSINESS	1. None	
BUSINESS	<ol style="list-style-type: none"> 1. Review 2019-20 Senate / Congress meeting schedule <ol style="list-style-type: none"> a. Senate meetings are the 3rd wednesday based on the Bylaws. CAB needs to address this in the future if we want to shift the meeting schedule to better align with the BORs schedule. 	<ol style="list-style-type: none"> 1. Approved 2019-20 Mānoa Faculty Senate meeting schedule. <u>Fall dates</u> September 18, 2019; October 16, 2019; November 20, 2019; and December 18, 2019. <u>Spring Dates</u> January 15, 2020; February 19, 2020; March 25, 2020; April 15, 2020; and May 13, 2020. 2. Approved 2019-20 Mānoa Faculty Congress meeting schedule. <u>Fall date</u> October 16, 2019. <u>Spring date</u> March 25, 2020.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on 6/3/19, in Hawaii Hall 208.	A motion to adjourn was made by D. Duffy; seconded by C. Stephenson. Meeting was adjourned at 4:52 PM.

Respectfully submitted by Jennifer Griswold, acting SEC Secretary
Approved on June 17, 2019.