

EXECUTIVE COMMITTEE MEETING MINUTES

MEETING DATE: April 20, 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	P	Doug Vincent – Secretary	E	Vice Chancellor for Administration, Finance and Operations	2:00 pm – 2:35 pm
Kelley Withy	P	Peter Garrod	P	Ashley Maynard	P	Interim Vice Chancellor for Students Lori Ideta, Assistant Vice Chancellor for Enrollment Roxie Shabazz, Asst Vice Chancellor for Diversity and SEED Director Amy Agbayani, and Dean of Students and Director of Student Housing Mike Kaptik	3:00 pm – 3:40 pm
Stacey Roberts	E						
John Kinder – Staff	P	Rebecca Fraser - Staff	E			Duane Stevens -- Senator	1:30 pm – 4:08 pm

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Bontekoe at 1:41 pm
REVIEW OF MINUTES	1. The minutes of April 13, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by Garrod to approve the minutes as amended; second by Cooney. Passed unanimously.
CHAIRS REPORT	Chair Ron Bontekoe reported. 1. The orientation meeting for new senators will be April 29 from 3-4 pm. 2. Ron Bontekoe will be in a televised broadcast about UH. The question to be addressed is	1. Bob Cooney will check on a room in Public Health. 2. No action necessary.

	whether UH is meeting the educational needs of the students. Other participants will include Regent Portnoy, President Lassner, and Chancellor Bley-Vroman.	
GUESTS	<p>Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw 2:00 pm – 2:35 pm</p> <ol style="list-style-type: none"> 1. Chair Bontekoe asked how Customer Service training for the parking office and other offices is proceeding. VC Cutshaw said that the parking office is making an effort and OHR is leading a program. There was a comment that the physical setting of the parking office is unfriendly—like a “fortress.” VC Cutshaw said she would consider that. 2. Maynard asked, “How will ‘carry forward’ of funds be handled at the chancellor level?” VC Cutshaw replied that the chancellor “may not take carry forward, but will not let you spend it.” 3. Stevens commented that it takes a long time to hire people. VC Cutshaw said that they are procuring an app to track all documents, including hiring. This should make the process smoother. 4. There was discussion of where the Budget Task Force is going from here, and when its work will be finished. VC Cutshaw said there will be “buckets” [categories] of money, such as core teaching, activity based, strategic initiatives, and common good initiatives. These will be used to form a working model of how to proceed with campus budgeting. The BTF will convene on 4/24 and perhaps get a model out for discussion. <p>Interim Vice Chancellor for Students Lori Ideta Assistant Vice Chancellor for Students for Enrollment Management Roxie Shabazz, Asst Vice Chancellor for Diversity and SEED Director Amy Agbayani, and Dean of Students and Director of Student Housing Mike Kaptik 3:00 pm - 3:40 pm</p>	<ol style="list-style-type: none"> 1. No action necessary. 2. No action necessary. 3. No action necessary. 4. No action necessary.

	<p>Roxie Shabazz briefed the SEC on the admissions profile of the campus. Enrollment is flat. She said that social media are necessary to impress prospective students. She needs a new website. She said that next year we will showcase Manoa and say, “We are the best.” Birth rates are down and the economy is up, so students may not come to college.</p>	
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CoRGE – Advanced learning outcomes should go back to grad council. 2. GEC – They will be focusing on the QR requirement and hallmarks. 3. CPM – Some members are interested in an electronic dossier. The committee spoke with Kris Hanselman of UHPA and they were informed of the issues surrounding the transition to electronic dossiers. The committee voted on a motion to send a resolution to MFS, but the motion failed. 4. COA—will be meeting with the AD next month. 	<ol style="list-style-type: none"> 1. No action necessary. 2. No action necessary. 3. No action necessary. 4. No action necessary.
OLD BUSINESS	<ol style="list-style-type: none"> 1. GEC working group for QR hallmarks We will need a new working group that includes faculty from Math and other units that teach a heavy FS load now. 	<ol style="list-style-type: none"> 1. Continue to monitor.
NEW BUSINESS	<ol style="list-style-type: none"> 1. Certification of Elections for MFS and SEC 2. Dual Credit / Early College There may be WASC issues with this. 3. Memo from Pres. Lassner requesting evaluation feedback on Interim Chancellor Bley-Vroman [PDF] 	<ol style="list-style-type: none"> 1. SEC results were reviewed and certified. (4 votes for, 1 abstention). We still need to review the MFS results. 2. SEC will ask CAPP to monitor the bill. 3. Chair Bontekoe will ask Pres. Lassner whether he wishes the SEC to review the chancellor, or whether he meant for the entire senate to do so.

	4. Agenda for the SEC meeting on April 27, 2015	4. An agenda for the April 27, 2015, SEC meeting was developed.
ADJOURNMENT	The next meeting of the SEC will be on Monday, April 27, 2015 at 1:30 pm in Hawaii Hall 208	Motion to adjourn was made by Garrod and seconded by Withy. All approved the motion. Meeting adjourned at 4:08 pm

Respectfully submitted by Ashley Maynard, Senate Secretary.

Approved unanimously on April 27, 2015.