

## EXECUTIVE COMMITTEE MEETING MINUTES

**MEETING DATE:** December 09, 2013  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
David Ericson - Chair	P	Ron Bontekoe -Vice Chair	P	Halina Zaleski - MFS Secretary	P	Daniel Spencer, TIM Senate Chair	2:30 - 3:40 pm
John Casken - SEC Secretary	P	Stacey Roberts	P	Carolyn Stephenson	E	Juanita Liu, Professor TIM	2:30 - 4:00 pm
Doug Vincent	P						
Kristin Herrick - Staff	P						

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order at 1:35 pm by Chair Ericson.
<b>MINUTES</b>	Minutes of December 02 had been circulated by email prior to the meeting.	D. Vincent made a motion to accept the minutes of December 02, 2013. Motion passed unanimously.
<b>CHAIR'S REPORT</b>	1. Chair Ericson noted that he will be on travel status on 12/16/2013.  2. Chair noted that Chancellor Apple will be meeting with legislators on 12/21 with the budget for Manoa as a key issue.	1. Agreed that a decision on whether to meet on 12/16/2013 should be made closer to that date.
<b>OLD BUSINESS</b>	1. OVCS Tobacco-Free Campus Policy	1. After reviewing the sentiments expressed at the Senate meeting of 12/04/2013, agreed that some of the outstanding issues of concern to senators included: enforcement issues, smoking in private vehicles, tobacco research, e-cigs, and smokeless tobacco. After further discussion agreed that a Survey Monkey should be created to gauge support from senators on a variety of questions. The results to be shared with UHM Administration. Rough draft created. K. Herrick to post finalized instrument on website for senators and set it up so that a senator could respond only once. Senators to be told survey was available.

<b>VISITORS</b>	TIM Senate Chair D. Spencer and former Interim Dean of TIM. Juanita Liu discussed how they viewed the issues confronting TIM at this time with especial concern to the problems of academic governance and intellectual property rights of faculty.	Senator members and TIM faculty brainstormed various ways in which TIM might approach the issues especially in light of the importance of tourism to the economic wellbeing of the State of Hawaii. Stressed that frontal belligerent approaches were rarely successful. The TIM faculty thanked the SEC members for their time and their insights and agreed to keep the SEC informed of potential problems and also of satisfactory outcomes.
<b>NEW BUSINESS</b>	<p>1. Manoa Public Relations Campaign Update.</p> <p>2. CAPP Response regarding the Academic Procedures Committee (APC)</p> <p>3. January 15, 2014 MFS Agenda</p> <p>4. Draft Revision of By-laws</p>	<p>R. Bontekoe reported on the very positive meeting with L. Watters and other members of the Manoa P.R. Office. Bottom line was that SEC members were asked to help create an appropriate statement on the value of a UHM degree and the impact of a reduced legislative allotment for UHM. An appropriate faculty spokesperson was also needed. Members discussed approaches and also potential faculty spokesperson. Agreed that it should be a faculty who could not only make a positive impression but should also be a person who was knowledgeable about Manoa.</p> <p>2. Agreed that the Committee on Student Affairs should be asked to nominate a member to the CPA. Chair of CSA to raise the item at the next CSA meeting.</p> <p>3. Agreed that the final agenda should be determined at the 01/06/14 SEC meeting.</p> <p>4. SEC members asked to review the changes forwarded by the CAB and be prepared to vote on any changes at the 01/06/2014 SEC meeting.</p>
<b>ADJOURNMENT</b>		Motion to adjourn made by J.Casken. All approved motion. Meeting adjourned at 5:10 pm.

Respectfully submitted by John Casken, Senate Executive Committee Secretary.

Approved unanimously on January 6, 2013.