

EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: May 11, 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	P	Interim Vice Chancellor for Research Brian Taylor	2:30 pm – 3:00 pm
Kelley Withy	P	Peter Garrod	P	Ashley Maynard	P	Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw	3:00 pm – 3:30 pm
Stacey Roberts	P	John Kinder – Staff	P			Carolyn Stephenson, Chair, CAPP	3:00 pm – 3:30 pm

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Bontekoe at 1:34 pm
REVIEW OF MINUTES	1. The minutes of May 5, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by P. Garrod to approve the minutes as amended; second by K. Withy. Passed unanimously.
CHAIRS REPORT	Chair Ron Bontekoe reported. 1. SEC Annual Report – The SEC reviewed the draft report. 2. Budget Task Force (BTF). Chair Bontekoe said that the BTF has concluded its work; there will be no further meetings. The phase I and final models are complete.	1. If there are any more suggestions, get them to the Chair. 2. No action needed.
GUESTS	Interim Vice Chancellor for Research Brian Taylor 2:30 pm – 3:00 pm 1. Research Advisory Council membership. The SEC asked the Interim VCR about the makeup of the Research Advisory Council. Taylor provided a list	1. No SEC action needed.

	<p>of the membership to the SEC.</p> <ol style="list-style-type: none"> 2. VCR Taylor shared with the SEC data he will be presenting to the BOR about RTRF allocation and distribution. The data set included the breakdown of the allocation of indirect costs by unit; how the RTRF 25% VCR share is allocated; how the RTRF is allocated to and expended by deans and directors. 3. Interim VCR Taylor asked about the status of PBRC-SOEST reorganization. The SEC informed him that CAB is considering it this week at their meeting. The SEC asked Taylor how urgent it is to have the reorganization approved. Taylor replied that with the new director of PBRC starting on July 1, 2015, it would be useful for the Senate to approve it before the new director starts. 4. VPRI and VCR coordination and overlap. When asked about the coordination between VCR and VPRI, Taylor commented that there is coordination but there is also difference of opinions. System believes if a research function happens on more than one campus, control should reside with UH system. Mānoa generally believes that if the majority of the research function takes place on the Mānoa campus, the control should reside with Mānoa. Taylor was asked about the Longanecker report. Taylor has seen the report. The Longanecker report has some suggestions and some criticisms, specifically related to Mānoa and System coordination. <p>Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw. 3:00 pm – 3:15 pm.</p> <ol style="list-style-type: none"> 1. Client relations / satisfaction – VCAFO Cutshaw stated that she has heard our concerns about issues in the fiscal and parking offices. She also admitted that given the current demands on her office with the legislature and the budget, she hasn't had time to work on those issues. 2. Actual Budget Update – Cutshaw is presenting budget data to the BOR. There are no new funds 	<ol style="list-style-type: none"> 2. No SEC action needed 3. The SEC will await the review of the reorganization proposal by CAB. 4. No action needed. <p>The SEC thanked Interim Vice Chancellor for Research Brian Taylor for meeting with the SEC.</p> <ol style="list-style-type: none"> 1. SEC to continue to monitor. 2. At the moment, no action is necessary but the SEC will
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	<p>for UHM in the current budget except to cover for collective bargaining agreements raises. For now, the 7% tuition increase for UHM is in place. They expect a 3% drop in enrollment. If the tuition increases are sustained, then UHM should be in a better budget position in two years or so. If the increases are reduced or eliminated, the UHM budget will be more difficult. Cutshaw will have the materials presented to the BOR placed on the VCAFO web site.</p> <p>Cutshaw, who is the co-Chair of the Budget Task Force indicated that the models are not yet finalized (in contrast to what Chair Bontekoe said).</p> <p>CAPP Chair, Carolyn Stephenson. 3:00 – 3:30 pm.</p> <ol style="list-style-type: none"> 1. Chair of the Committee on Academic Programs and Policies presented CAPP's concerns about the Dual Credit legislation recently passed by the Hawaii State Legislature (SB374 SD2 HD2 CD1) and sent to the governor for his signature. Stephenson recommended that the Chair of the Senate send a letter to the Governor outlining our concerns. Stephenson will send CAPP's concerns to the Chair. 	<p>continue to monitor.</p> <p>The SEC thanked VCAFO Cutshaw for meeting with us.</p> <ol style="list-style-type: none"> 1. S. Roberts said the Governor's K-12 advisor is a former student and she will contact to try to get more information on the bill. The SEC will draft a letter to the Governor outlining the concerns of the faculty for consideration at the May 18 SEC meeting. <p>The SEC thanked Carolyn for surfacing these concerns.</p>
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. MAC – S. Roberts reported. MAC has completed its work for the year. The latter part of the year, MAC worked with a few departments who struggle to do annual assessments. MAC wants to be seen as supportive to departments. 2. CAB – No report, CAB will meet on Wednesday, May 13, 2015 to address the PBRC – SOEST reorganization. 3. GEC – No report 4. CFS – S. Roberts reported that elections were conducted normally. As the new SEC develops 	<ol style="list-style-type: none"> 1. No action needed. 2. No action needed. 3. No action needed. 4. The SEC will help the new CFS understand the importance of its

	committee members for CFS for next year, the new committee needs to know that unlike other committees the workload is highly variable, at certain times of the year the workload is very heavy.	role and the workload.
OLD BUSINESS	<ol style="list-style-type: none"> 1. Survey Monkey results – SEC evaluation of the Chancellor for the President. The SEC reviewed the SEC’s review of Interim Chancellor Bley-Vroman via Survey Monkey. Results were mixed across the board and across questions. Kelley Withy drafted a summary of the results. 2. Survey Monkey approval for distribution to the 2014-2015 Senate. John will send out the Survey Monkey survey to 2014-2015 Senate to gather data on Interim Chancellor Bley-Vroman. Once the data are received, they will be consolidated but left in their raw state for the President. 	<ol style="list-style-type: none"> 1. Because our report to the President is not due until May 22, 2015, we will defer this to the May 18, 2015 meeting. 2. John Kinder to send out the link to the Survey to the 2014-2015 MFS Senate listserv.
NEW BUSINESS	<ol style="list-style-type: none"> 1. Agenda for the SEC meeting on May 18, 2015 2. On May 6, 2015, the SEC and CPM received an email from I Mua Mānoa informing the Senate of the complaint lodged against VCAA Reed Dasenbrock. Attached to the email was a memorandum to Interim Chancellor Bley-Vroman from 23 members of the faculty detailing the complaints. 3. The SEC discussed with Chair Bontekoe the events of the previous Friday afternoon. 	<ol style="list-style-type: none"> 1. An agenda for the May 18, 2015 SEC meeting was developed. 2. Because of the sensitive nature of the complaint and the ongoing investigation, the SEC deferred any action at this time. <ol style="list-style-type: none"> 1. The SEC accepted the resignation of Chair Ron Bontekoe effective immediately. Vice-Chair Bob Cooney will assume the duties as Chair of the Senate and of the SEC. The SEC expressed its gratitude to Ron Bontekoe for his dedicated service on the SEC and as a Senator for many years.
ADJOURNMENT	The next meeting of the SEC will be on Monday, May 18, 2015 at 1:30 pm in Hawaii Hall 208	Motion to adjourn was P. Garrod seconded by K. Withy. All approved

		the motion. Meeting adjourned at 4:30 pm.
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Respectfully submitted by Doug Vincent, SEC Secretary
 Approved unanimously on May 18, 2015.