

**Faculty Senate**  
Executive Committee  
Meeting Minutes

Meeting Date: January 3, 2011

Attendance:

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

Subject	Discussion	Action/Strategy
<b>Call to order</b>	The meeting was called to order at 3:00 pm at Hawai'i Hall 208 by Chair Hippensteele.	
<b>Announcements</b>	<b><u>ERS: Act 179 Relating to Employment ERS Retirants</u></b> Vice Chair Duffy discussed the issue of whether retirees from the State could be reemployed by the State within less than 6 months. An e-mail was sent out interpreting Act 179. Whether these restrictions apply to RCUH is not yet determined. Whether or not these restrictions will be applied retroactively is also unclear. This could impact the employment of lecturers, and could cause many other issues affecting faculty.	KH forwarded the e-mail announcement interpreting Act 179 to the SEC members for their review.
<b>Chairs Report</b>	No Chairs Report	
<b>Administrative Report</b>	The administrative report was given by Kristin Herrick.  <b><u>New Faculty Reception</u></b> The Faculty Senate was invited to a welcome reception for new faculty at the Student Services Center on Wednesday, January 5. Chair Hippensteele and VC Duffy will attend on behalf of the Senate  <b><u>National Conference on Race &amp; Ethnicity in Higher Education</u></b> The SEC will pass along information about this conference to student services personnel.	KH will RSVP the Chair and VC to attend the reception.

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	<p><b><u>Budget Workshop</u></b>  Preparations for the budget workshop have been underway. 48 people are registered to attend the event in person, 9 to receive an electronic recording, and 6 for electronic access. Since there are still seats available for additional attendees, the SEC has elected to send out another announcement to faculty in order to encourage them to pass along the invitation to interested staff members.</p> <p>The presenters indicated that they should have the program agenda and supporting documents completed by tomorrow evening.</p> <p>The group discussed the possibility of providing refreshments to participants at the workshop and decided to contract with Sodexo for continental breakfast service on both days. Participants will be responsible for providing their own lunch on Friday, since many campus eateries will be open, and the SEC will put together lunch plate or bento options and collect money on Friday so that lunch can be delivered on Saturday, when the campus eateries will not be open. The SEC will also extend an invitation to take the presenters out to dinner on Friday or Saturday night.</p>	<p>KH will ask UHPA to send another reminder e-mail to faculty and request that they pass the invitation along to staff.</p> <p>KH will e-mail the participants to request a final agenda, find out how much time they'd like to allot to each agenda item, and invite them to dinner on either Friday or Saturday night.</p> <p>KH and Lilikala Kameeleihiwa will put together three lunch options and will take orders and money on Friday so that we can place a lunch order for delivery on Saturday. KH will place an order with SODEXO for continental breakfast as funds permit.</p>
<p><b>Approval of minutes of 12/20 and 12/13</b></p>	<p><b><u>December 20 SEC minutes</u></b>  <b><u>Additions to the facilities issues v. reorganizations discussion:</u></b>  The SEC discussed some of the background of the Dec 20 meeting minutes, particularly in regard to facilities issues versus reorganizations. There is concern with the condition of our facilities and the lack of ongoing planning to manage facilities. There is also concern about the administration's plans to reposition facilities that may affect research or instruction.</p> <p>The long-range development plan is online, but hasn't been vetted with the faculty senate. There are two senate appointees to the campus planning board. These appointments are made by the Committee on Faculty Service. It would be a good idea for these senators to report back to the Senate.</p> <p>There is some information on building maintenance on David Hafner's website, which is being improved to provide more transparency. Several SEC members expressed concern with the adequacy of facilities maintenance and planning. It was agreed that more planning and communication of those plans to faculty and staff on a timely basis could help streamline consultation without unduly hindering administration's ability to manage facilities as they deem appropriate.</p> <p><b><u>December 13 SEC minutes</u></b>  The Dec 13 minutes were approved as corrected.</p>	<p>SEC members will submit revisions to the 12/20 SEC minutes and the minutes will go up for approval at the next SEC meeting.</p> <p>KH will post the approved 12/13 minutes as revised.</p>
<p><b>Retreat agenda</b></p>	<p><b><u>Strategic Plan</u></b>  The SPWG proposed a number of benchmarks which were in different forms and</p>	<p>The SEC will discuss this benchmarking process with the Administration at the</p>

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	<p>levels of detail. Due to the inconsistency and lack of uniformity in these benchmarks, additional work will be needed to finalize this portion of the plan.</p> <p>Hippensteele provided a proposed method for creating the plan elements and benchmarks. Due to time constraints and burnout, we need a final push to get the benchmarks created. Fortunately, we have developed a flowchart to link the plan to the budget. In order to make the plan operational, benchmarks that can be used when setting priorities and allocating and reallocating budgets must be put in place.</p> <p>Hippensteele reported that the SPWG met on 1/3 and has proposed that this goes back to the writing groups to prepare a set of initial benchmarks, with input from the administration, preferably most VCs and especially the VCAFO. On an annual basis, we will also need to review the benchmarks and measure annual progress. This annual review will need to involve people with experience and knowledge of the long-term process.</p>	<p>SEC/Admin Retreat on 1/6.</p> <p>Halina Zaleski will present the Strategic Plan for approval to the Senate at the 1/19 Senate Meeting. The benchmarks will not be included in this proposal.</p>
<b>Transparency in the use of RTRF at the unit level</b>	<p>The administration has invited a representative of the Senate to address the MET or Mini MET to request information about RTRF policies.</p>	<p>Shirley Daniel and CoR chair Cooney will try to attend the next meeting on Jan 11.</p>
<b>Committee charges</b>	<p>Chair Hippensteele updated the standing committee charges for 2011 as of 1/3/2011 and e-mailed them to the SEC for their review prior to the meeting. The SEC reviewed the draft committee charges and agreed that it should be sent to the committees to plan their work for the year.</p> <p>There was also a discussion of use of university funds for events that seem to have little academic value (for example, going away parties, etc.) It is not clear what the source of funding for this is. Even if the source is UHF funds, the legislature approved moving tuition funding to UHF, and faculty are particularly concerned about the use of tuition funds for non-academic activities.</p> <p>It was also suggested that COA may look into creating a collegiate canoe team.</p>	<p>Chair Hippensteele will forward the final committee charges as revised to the Committee Chairs.</p>
<b>Adjournment</b>	<p>The meeting adjourned at 5:30 pm.</p>	