

**EXECUTIVE COMMITTEE**  
**MEETING MINUTES**

**MEETING DATE:** November 3, 2014      **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	Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw	2:00 pm – 2:25 pm
Duane Stevens	P	Peter Garrod	E	Ashley Maynard	P	Board of Regents Chair Randy Moore and Vice-Chair Jan Sullivan	2:55 pm – 4:17 pm
Stacey Roberts	E					Carolyn Stephenson, Chair, CAPP	2:00 pm- 4:20 pm
Lorna Ramiscal - Staff	P	Rebecca Fraser - Staff	E				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair Bontekoe at 1:40 pm
<b>REVIEW OF MINUTES</b>	1. The minutes of October 27, 2014 SEC meeting had been circulated electronically before the meeting.	1. Motion by A. Maynard to approve the minutes as amended; second by B. Cooney. Passed unanimously.
<b>CHAIRS REPORT</b>	1. Chair Bontekoe reported on the Interim Chancellor's Campus Conversation meeting on 11/3/2014.	1. No action taken.
<b>GUESTS</b>	<p>Vice Chancellor for Administration, Finance and Operations Kathy Cutshaw 2:00 pm– 2:25 pm</p> <p>1. Impact of Apple's Coverage of the Athletic Debt. The SEC asked VCAFO Cutshaw for the impact of the Athletics Department debt and the forgiveness of the debt. The debt, \$14.7M, was not "forgiven" but rather moved from the Athletics Department books into a new account "Chancellor's Athletics</p>	1. No action taken. But CoA will continue to monitor.

	<p>Account” and is show as a negative on the books. The removal of the debt from the Athletics Department was advantageous to the Athletics Department, because it improved perception with potential donors. At the time, FY13, there was an \$86M carry forward in Special Funds. The Athletics Department continues to accumulate debt~\$2.0M in FY14 and it is anticipated that in FY15, an additional debt of \$3-4M will be incurred. There are several complicating factors that hurt the Athletics Department including that the football team is not winning and drawing attendance. With Title IX we are obliged to provide scholarships for equal number of men and women’s sports. Due to agreements with the conferences, we must remain Division I even though this creates greater expenses.</p> <p>2. Clarification of Department Spending within “Green-Lighted” College Budgets. Kathy explained that initial budget meetings were held with deans and directors. However, this was prior to understanding the impact of the faculty salary increase and the recent budget restriction imposed by the governor. Subsequently, deans and directors were asked to submit budget documents to the OVCAFO for final review by the VCAFO and cognizant VC. For most units, these budgets have now been approved and notification has been sent to deans and directors. For a few units, further questions and adjustments have to be done. As to the question raised by A. Maynard, Kathy explained that deans and directors should have distributed funds to departments and departments can spend as according to their budgets, keeping in mind that faculty positions still need to be approved by the VCs. But other positions, e.g. casual hires, APTs, GAs, student help can go forward. If these hires are being stopped, then the stoppage is occurring at the deans and director’s office.</p> <p>Board of Regents Chair Randy Moore and Vice-Chair Jan Sullivan (2:55 pm – 4:15 pm)</p>	<p>2. No action taken. The SEC thanked Kathy for spending time with the SEC and providing information.</p>
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	<p>1. Faculty Governance. Chair Bontekoe explained the importance of faculty governance to the university, especially during these times of great difficulty for the university. That faculty are highly specialized, critical to the university and hard to replace. Unfortunately the recent failure of the BoR, and the President to consult with the faculty on the President's search and subsequently, the firing of the Chancellor has created significant distrust of the central administration, anger and low morale among the faculty. The lack of optimism among junior faculty is leading to many of them leaving UHM. The SEC encouraged Regents Moore and Sullivan to take advantage of the collective wisdom of the faculty senate and other governance bodies in the university to help with difficult issues. Regents Chair Moore took note of our concerns and expressed his vision of making changes in how the regents operate, to make the meetings less "transactional" and to take time to look at the big picture in shaping policies. Vice Chair Sullivan encouraged the SEC to help provide solutions to problems. She recognized and was alarmed by the lack of transparency. Chair Moore challenged the SEC to seek and provide solutions, and not just surface problems. The SEC encouraged the regents to call upon the SEC to provide perspective on issues, such as faculty governance.</p>	<p>1. The SEC thanked Regents Chair Moore and Vice-Chair Sullivan for their time and cordial conversation. We will continue to schedule meetings with Chair Moore and other regents. We look forward to future productive conversations with the regents.</p>
<b>COMMITTEE REPORTS</b>	<p>1. CAB -- After reviewing and discussing several Responsibility Center Management (RCM) models for budget distribution adopted at other institutions of higher learning, the MFS Committee on Administration and Budget (CAB) encourages the Chancellor's Budget Task Force to reject any</p>	<p>1. Pending CAB meeting on 11/5/2014, CAB will provide a resolution for the 11/19/2014 Senate Meeting.</p>

	<p>“Performance Based Budgeting Models” and to work toward the development of a RCM model for UH-Manoa. CAB voted unanimously on 10/29/2014 to have Chair Ann Sakaguchi carry that message to the Budget Task Force.</p> <p>2. CPM met and dispensed with two issues on their agenda.</p> <ol style="list-style-type: none"> <li>Issue 24.13 Periodic Review of Faculty is to be considered closed as it was the subject of a memorandum of agreement between UHM and UHPA.</li> <li>Issue 55.12 Proposal – Office of Student Affairs Course Subject Code. CAPP tabled the issue in Spring 2013 but the issue was left open. CPM in Fall 2014 reviewed the issue and recommended closure of the issue</li> </ol> <p>3. Bob Cooney reported on the UHPA Board of Directors Meeting. UHPA President David Duffy requested to be put on the Faculty Senate Meeting Agenda to alert senators about making changes to Departmental Procedures governing tenure, promotion and contract renewal.</p> <p>4. Ashley Maynard reported on the Legislative Hui meeting organized by Elmer Kaai. Kaai provided information about the process of submitting testimony on behalf of UH. Kaai will keep hui members abreast of legislation that might influence UHM.</p>	<p>2. The SEC recommended the following</p> <ol style="list-style-type: none"> <li>Marking Issue 24.13 complete</li> <li>Marking Issue 55.12 closed.</li> </ol> <p>3. David will be invited to present to the MFS meeting. Chair Bontekoe will extend the invitation.</p> <p>4. Chair Bontekoe encouraged other SEC members to also attend upcoming Hui meeting as their schedule permits.</p> <p>5. No action taken</p> <p>6. No action taken</p>
<b>OLD BUSINESS</b>	<p>1. Letter to the BoR drafted by Chair Bontekoe and discussed at the last meeting was tabled.</p>	<p>1. The SEC will communicate with the BoR in other ways.</p>

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<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Request that tenure and promotion dossiers be submitted only in electronic form.</li> <li>2. Nominations from CFS for committee vacancies <ol style="list-style-type: none"> <li>a. MAC: Stephanie Kraft-Terry (A&amp;S Biology)</li> <li>b. GEC: Kaitlyn Conner (ASUH Representative)</li> <li>c. O Focus Board: Cathryn Clayton (Asian Studies)</li> </ol> </li> <li>3. Agenda for the next SEC meeting.</li> <li>4. Agenda for the November 19, 2014 Senate Meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Referred to CPM as issue</li> <li>2. Motion to approve the appointments by B. Cooney, second by D. Stevens. Passed unanimously. Lorna will notify the individuals, chairs of the committees and CFS Chair.</li> <li>3. Agenda for the next SEC was created.</li> <li>4. The tentative agenda for the November 19, 2014 Senate Meeting was drafted.</li> </ol>
<b>ADJOURNMENT</b>	The SEC will meet next on Monday, November 10, 2014 at 1:30 pm in HH 208.	Motion to adjourn made by A. Maynard and seconded by D. Vincent. All approved the motion. Meeting adjourned at 4:45 p.m.

Respectfully submitted by Doug Vincent, SEC Secretary.  
Approved unanimously on November 10, 2014.