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Committee on Administration and Budget (CAB)
MEETING MINUTES

MEETING DATE: August 30, 2017 3:00 pm - 4:00 pm
LOCATION: Agricultural Sciences 202
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
David Chin	P	Robert Paull	P			None	
Graham Crookes	P	Randy Minas	P				
Youping Deng	E	Robert Cooney	P				
Kwanglim Seo	P	Douglas Vincent - liaison	P				
Christopher Measures	P						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by SEC liaison Douglas Vincent at 3:05 PM.
REVIEW OF MINUTES	1. None	1. No action
CHAIRS REPORT	1. Aloha & Welcome -- Doug Vincent, SEC Liaison to CAB welcomed the committee. Introductions were made. David Chin noted the lack of gender equity on the committee and wondered if the SEC might be able to do anything about it.	1. No action
UNFINISHED BUSINESS	1. Doug Vincent reminded CAB that at the first Senate meeting on September 20, 2017 that the second reading of the Bylaws revisions presented at the May 10, 2017 Senate meeting will be reviewed, possibly amended and voted upon. If the amendments to the Bylaws pass, then the amended Bylaws will be presented to the Faculty Congress for review and vote at the October 18, 2017 meeting of the Congress. The link to the revisions are in the introductory PowerPoint.	1. No action



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	2. There is also the unfinished business relative to the CPM resolution on collegial behavior from the May 10, 2017 Senate Meeting. CAB proposed amendments to the resolution but the meeting adjourned before the resolution could be voted upon.	2. No action
NEW BUSINESS	<p>1. Committee on Administration and Budget Kickoff presentation</p> <p>2. Election of CAB officers</p> <p>3. CAB meeting schedule -- the best time for CAB to meet is Wednesdays at 3:00 pm. To provide time to send items to the SEC for consideration, it was decided that CAB would meet on the first Wednesday of each month and meet other days (Wednesdays) at the need arises.</p> <p>4. Amendment to the MFS Rules of Order regarding minutes. Robert Paull proposed changes to the MFS Rules of Order regarding the taking of minutes at the Senate and the Congress. Robert explained that Roberts Rules stipulates that minutes for deliberative organizations like the Senate and the Congress require more detail.</p>	<p>1. Reviewed. The PPT was sent to the committee.</p> <p>2. CAB approved the following officers: Chris Measures - Chair Robert Paull - Vice-Chair Graham Crookes - Secretary</p> <p>3. CAB approved the 2017-18 meeting schedule</p> <p>4. Vote to send proposed changes to the Rules of Order to the SEC: Motion: Robert Paull: Second: David Ericson. Vote: 6 in favor, 0 opposed, 2 abstentions.</p>
ADJOURNMENT	1. The next Committee on Administration and Budget will be on October 4, 2017 in HH 208.	Motion to adjourn by Robert Paull; seconded by David Ericson. Approved unanimously.. Meeting adjourned at 4:15 pm.

Respectfully submitted by Douglas Vincent.

Approved on October 4, 2017 with all votes in favor.