

**FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: June 27, 2011

ATTENDANCE:

Susan Hippensteele (Chair)	X	Bonnyjean Manini	E	Kristin Herrick, Staff	X	Chancellor Hinshaw	Elmer Ka'ai
David Duffy (Vice Chair)	E	Thomas Conway	X			VCRGE Ostrander	
Shirley Daniel	E	Ian Pagano	X			VCAA Dasenbrock	
Halina Zaleski	X	Richard Nettell	X			VCSA Hernandez	
Lilikala Kame'eleihiwa	E					VCAFO Cutshaw	
Martin Rayner	X						
Bob Cooney	X						
Rosanne Harrigan	L						

SUBJECT	DISCUSSION	ACTION
CALL TO ORDER	Chair Hippensteele called the meeting to order at 3:05 in Hawaii Hall 208.	
ANNOUNCEMENTS	No announcements. No meeting next Monday.	
CHAIR'S REPORT	<p><u>Strategic Plan Committee.</u> The Chancellor has confirmed that the Strategic Plan Committee is responsible for prioritizing initiatives, but that, given the delay in selection of Committee members, she had gone ahead with the announcement of initiatives for next year. Nominations for Committee members have been received from all groups except Kauli'i Council; since numerous nominations for Native Hawaiian representatives were received via deans, the SPC will be constituted from nominations received to date. The Chancellor will consult with the VCs regarding having a faculty member co-chair the Committee. The Committee will be provided with a list of quantitative measures for progress indicators, noting which are already available, which can be fairly readily obtained, and which will require some work to obtain data. Committee drafts will be sent to CSA, CAB, CAPP and CPM for review and suggestions.</p> <p><u>Cluster hire positions.</u> The Chancellor clarified that the position involving work with the UH system will be a 100% Manoa position, with 25% FTE related to outreach to other programs. The joint positions related to</p>	

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	<p>Hawaiian programs are seen as seed positions to develop work areas.</p> <p><u>Administrators</u>: Both the Chancellor and the VCAA terms end next year and it is up to the BOR to renew or not. The VCSA has indicated he plans to be here for two more years.</p>	
ADMIN REPORT	The Senate website has been changed to add an issues index, a requests index, and a documents archive, which will hopefully be searchable.	
MINUTES	The SEC voted to approve the 6/27/2011 minutes as amended.	<i>KH will post the minutes to the web.</i>
OLD BUSINESS <ul style="list-style-type: none"> ➤ COMMUNICATION ➤ COMMITTEE CHARGES ➤ BYLAWS 	<p>Should the SEC be copied on all Chair communications? The volume of communications is huge, and even now the chair often receives no response to questions. Formal letters and communications are copied to the SEC; while back and forth discussions are more informal and flexible. Status updates on issues will be provided at every SEC meeting. Kristen will try to make the website more informative by posting an issue status chart, with links to the committees responsible.</p> <p>The retreat with administration, the SEC and Committee chairs is normally scheduled in September. Because administration calendars fill up, this should be scheduled even though the committee chairs have not yet been elected. Hopefully all chairs would be available on a Wednesday afternoon in late September or early October. Hopefully committee meetings can be scheduled early in the fall. Senators will be asked to indicate availability, with the understanding that schedules may change.</p> <p>Committee charges will be reviewed at the next meeting. KH will research past resolutions related to the charges to provide background to the committees. Revisions to System Executive Policies are expected. These will go to the ACCFSC for consultation, and will be passed to us. These policies will need review by multiple committees.</p> <p>The Senate bylaws should be reviewed and updated. This charge will be addressed by CAB and the SEC, and the Parliamentarian will be available for consultation. The priority is to correct glaring inconsistencies. The bylaws should provide general guidance to support effective and democratic governance, and details are best left to policies. It might be helpful to have an expert, either a paid consultant or qualified faculty that have some distance from the Senate, preview the bylaws.</p>	<p><i>KH will include issue status on the web</i></p> <p><i>KH will check with administration regarding dates</i></p> <p><i>KH will ask Senators for their schedules</i></p> <p><i>KH will provide past resos related to charges.</i></p> <p><i>KH will check cost of consultant.</i></p>
NEW BUSINESS <ul style="list-style-type: none"> ➤ COMMITTEE PROCESS 	<p><u>SEC process</u>. It was found in the past year that most of its work involves discussion for the purpose of developing consensus, and that this is a more constructive approach than taking a formal vote before consensus is reached. Given that most SEC work consists of careful evaluation prior to either administrative decision-making or referral to a Senate committee, most issues are better resolved by such discussions. If necessary the SEC could announce that it was not able to reach consensus but such issues are very rare in our experience, while keeping the record free of names maintains the focus on the issues rather than on personalities. SEC votes are usually needed only for such issues as the election of officers by secret ballots.</p> <p><u>Committee process</u>. The liaisons convene the initial committee meetings. Although the bylaws require that</p>	

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	committees elect chairs by September 15, electing a chair very early might favor holdover committee members who are already familiar with the work of the committee.	
ADJOURNMENT	Meeting adjourned at 4:15 pm.	