



COMMITTEE ON ADMINISTRATION AND BUDGET

MEETING MINUTES

MEETING DATE: 25 Apr 2014
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
BOULOS, Daniel	E	COWIE, Robert	P	MINERBI, Luciano	P	STEPHENSON, Carolyn	8:00-9:45
BRYANT GREENWOOD, Peter	A	HARRIGAN, Rosanne	E	PAULL, Robert	P		
CHIN, David	P	INAZU, Judith	P	POTEMRA, James	P		
CONWAY, Thomas	P	KAWABATA, Wendy	A	SAKAGUCHI, Ann	P		
COONEY, Robert	E	MANINI, Bonnyjean	E	VINCENT, Doug	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting was called to order at 8:05.	
OFFICE OF RESEARCH SERVICES RE-ORG PROPOSAL	CAB discussed the proposal to re-organize the Office of Research Services (ORS). Concerns were made about the potential for additional funds required, although the proposal stated none were needed. It seemed that ORS personnel might simply be shuffled around to fill the new offices.	D. Chin will summarize the CAB concerns and D. Vincent will send these to Michelle Isa (VPR Office) with a cc to the SEC
COLLEGE OF SOCIAL SCIENCES RE-ORG PROPOSAL	Discussions followed after a detailed overview of the College of Social Sciences and its reorganization was presented. Of particular concern, it was noted that 1) while the proposal states “no immediate costs”, CAB did not think this was realistic given the proposed changes; 2) Departments in the College were not properly consulted on the proposal, and more importantly have not been permitted to hire key personnel (e.g., faculty and APTs) while the proposal allows for “emergency” hires at the administrative level; 3) there appears to be duplication of efforts, e.g., “Global Studies” in the proposal vs. the existing Study Abroad Center and the School of Pacific and Asian Studies (SPAS); etc. In summary, CAB felt that the existing proposal did not make the case for the re-organization. Two key points emerged:	A. Sakaguchi will complete the re-organization checklist and D. Chin will draft a resolution.



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	<ol style="list-style-type: none">1. it was not vetted through proper channels (faculty and Dept. Chairs), and2. it clearly will have costs associated and these are not addressed <p>In addition, the single proposal was thought to be actually two separate proposals, one for Global Studies that seems like a duplication of the Study Abroad program and SPAS, and another for advising. CAB voted to complete the check-list for re-organization and draft a resolution that stated the proposal was missing key information as written.</p>	
FACILITIES AND PLANNING RE-ORG PROPOSAL	<p>The proposal is to combine the Office of Physical, Environmental and Long Range Planning and the Office of Facilities and Grounds to form the Office of Planning and Facilities (P&F). CAB generally agreed that facilities, in particular maintenance, were a big concern. It was acknowledged that the facilities office suffered severe cuts in past years, and CAB agreed that improvements were needed. The costs involved (1.26M) would come from the supplemental budget. The proposal did not meet with much objection.</p>	<p>R. Paull will complete the re-org checklist and a draft resolution in support of the proposal and distribute to CAB for comment.</p>
APPROVAL OF MINUTES	<p>The minutes from the last CAB meeting were passed.</p>	
ADJOURNMENT	<p>D. Chin adjourned the meeting at 09:47</p>	

Respectfully submitted by Jim Potemra

Approved on May 4, 2014 (via email vote) with 8 votes in favor of approval and 0 against.