

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:** November 9, 2015 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	P	Bonnyjean Manini	P	Jeff Kuhn- Left at 5:30	P	Susan Schultz	3:00 pm -3:30pm
Marguerite Butler -Vice Chair	P	Ashley Maynard	E				
Kelley Withy- Secretary	P	Sarita Rai	P	John Kinder Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair R. Cooney at 2:04 pm.
<b>REVIEW OF MINUTES</b>	1. The minutes of November 2, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by M. Butler to approve the minutes as amended; seconded by B. Manini. Passed unanimously.
<b>CHAIR'S REPORT</b>	1. Senate Leadership Retreat feedback-chairs gave updates and enjoyed learning about what other committees do. QR requirements under review currently, SEC will ask GEC to clarify when QR requirements need to be voted on by full Senate.	1. J. Kinder shared feedback on the Leadership retreat survey. J. Kinder was instructed to forward the survey details via email to all SEC members. Chair Cooney requested that B. Manini, liaison ask the GEC office when the QR requirements need to be reviewed in order to be

	<ol style="list-style-type: none"> <li>2. Upcoming meeting with Isaac Choy-next Friday 11/13/2105.</li> <li>3. Substitute SEC Chair for November 16, 2015 meeting.</li> <li>4. Cancellation of SEC meeting due to Mānoa Green Days – Power Down in Hawaii Hall during the holidays and Winter/Spring breaks.</li> </ol>	<p>implemented in time. Request GEC memo to report back to the SEC.</p> <ol style="list-style-type: none"> <li>2. Chair R. Cooney to meet with Isaac Choy this Friday.</li> <li>3. Vice Chair, M. Butler to assume Chair duties on 11/16/2015.</li> <li>4. SEC meetings cancelled on December 28, 2015 and March 28, 2016. J. Kinder to update UHMFS website and senate calendar.</li> </ol>
<b>ACTION ITEMS</b>	<ol style="list-style-type: none"> <li>1. Confirmation on Senate meeting date change to December 9, 2015.</li> <li>2. CPM recommendation to purchase table tents.</li> </ol>	<ol style="list-style-type: none"> <li>1. J. Kinder confirmed same venue reservation in ARCH 205 on 12/9/2015.</li> <li>2. Approved by consensus, estimated cost of \$30 plus shipping costs.</li> </ol>
<b>ADDITIONS TO THE AGENDA</b>	<ol style="list-style-type: none"> <li>1. Graduate students being required to file twice the same graduate forms that were approved years ago. Graduations potentially being delayed by paperwork requirements by Grad Division.</li> <li>2. UHPA representative will be R. Cooney instead of J. Kuhn as he is on UHPA Board to avoid dual representation.</li> <li>3. Consensual relations-UHPA responding to existing policy and will work with CPM.</li> <li>4. Death protocol discussion.</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer issue to CSA. M Butler to discuss with Krystyna Aune.</li> <li>2. Invite UHPA to SEC meeting.</li> <li>3. No action at this time.</li> <li>4. Invite Allyson Tanouye, Director of Counseling &amp; Student Dev. Cntr, and Pat Masters, CSA Chair to future SEC meeting. Chair Cooney to request information on UH deaths on or off campus for last 5 years.</li> </ol>

	<p>5. Snyder discussion-charrettes were held with full faculty involvement. However Microbiology and Biology departments needs have not been met.</p> <p>6. Interim Associate Dean of Natural Sciences named without proper procedure.</p>	<p>5. Recommend to Biology and Microbiology that they address concerns to CAB if this will interfere with faculty productivity.</p> <p>6. M. Butler to recommend to the CNS faculty to write the SEC to review this matter.</p>
<b>GUESTS</b>	None	
<b>COMMITTEE REPORTS</b>	<p>1. MAC-Needs 2 additional members.</p> <p>2. CAB- working on revised budget spaghetti diagram. CAB met with Vassilis Syrmos who did NOT acknowledge that the RTRF cut is only for 1 year.</p> <p>3. CAPP-Small program and honors resolutions passed and will be reviewed by SEC 11/16. Honors resolution passed for 12/9 MFS.</p> <p>4. GEC-Working on QR for 12/9.</p> <p>5. COR-Looking at RTRF and uniform policy.</p> <p>6. COA- Meeting this week.</p> <p>7. CPM-Sent letter to President Lassner to request that VC R. Dasenbrock be placed on administrative leave with pay. CPM requested a deadline for action by 11/19/15 or CPM will consider a resolution for 12/9/15 senate meeting. CPM sent letter to President Lassner regarding COI policy and UH Cancer Center.</p> <p>8. CFS-Meeting scheduled for next week.</p> <p>9. CSA-Death policy-no resolution.</p> <p>10. UHPA-see above.</p>	<p>1. The SEC will discuss excessive workloads burden on committee members with Alice Tse and Monica Stitt-Bergh on 11/23/15.</p> <p>2. Kathy Cutshaw agreed to create table that includes all sources of funding to determine sustainability.</p> <p>3. No action.</p> <p>4. No action.</p> <p>5. No action.</p> <p>6. No action.</p> <p>7. No action.</p> <p>8. No action.</p> <p>9. No action.</p>

		10. R. Cooney to be assigned the role as representative.
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Tours of buildings.</li> <li>2. Data requests.</li> </ol>	<ol style="list-style-type: none"> <li>1. M. Butler and J. Kuhn to schedule SEC building tours.</li> <li>2. R. Cooney to talk with ORS on RTRF request. M. Butler to request salary information from K. Cutshaw.</li> </ol>
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. COI Resolution.</li> <li>2. Prepare SEC agenda for November 16, 2015</li> <li>3. November 18 resolutions: COI; Honors.</li> <li>4. December 9 resolutions: Dasenbrock; Hallmarks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Motion by M. Butler; seconded by S. Rai, passed unanimously.</li> <li>2. Action deferred.</li> </ol>
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be November 16, 2015.	Motion to adjourn by K. Withy; seconded by B. Manini. All approved the motion. Meeting adjourned at 5:50 pm

Respectfully submitted by Kelley Withy, SEC Secretary.  
Approved unanimously on November 16, 2015