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Committee on Administration and Budget (CAB)

MEETING MINUTES

MEETING DATE: October 4, 2017 3:00 PM - 4:30 PM
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
David Chin NATSCI	P	Robert Paull, Vice Chair CTAHR	P	David Ericson, COE	E	None	
Graham Crookes, Secretary LLL	P	Randy Minas, CoB (excused at 4:17pm)	P				
Youping Deng, JABSOM	P	Robert Cooney, SOCWK	P				
Kwanglim Seo, TIM	P	Douglas Vincent - SEC liaison	P				
Christopher Measures, Chair SOEST	P						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Measures at 3:03 PM.
REVIEW OF MINUTES	1. The meeting minutes of August 30, 2017 were circulated electronically for comments.	1. Motion by R. Paull to approve the August 30, 2017 minutes; seconded by G. Crookes. Approved unanimously.
CHAIRS REPORT	<ul style="list-style-type: none"> Liaison Douglas Vincent was asked to provide a SEC-related report. Welcome to attend SEC. VC Admin & Fiscal Cutshaw presented. Enrolments down 2.5% UHM. Freshman enrollments up, strong, but juniors & seniors down. Grad students down, JABSOM up. Formula for tuition allocations is 50%SSH, 25% majors, 25% graduating students 	1. No action



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	<ul style="list-style-type: none"> • SEC Chair Sorensen attends BoR meetings. Noted that BoR sometimes makes decisions without consulting FacSen. • FacSen bylaws revisions almost all approved. 2nd reading is in process. Amendments still possible in October senate meeting. Current problem: no provision for replacing senators who resign, die, etc., during the year. • Manoa Fac Sen website is live, inc. CAB committee page. • Question from Bob Cooney: If addl bylaws changed at next Senate meeting, what happens? Vincent: Must be reviewed by Congress; vote can follow after Congress. Any changes CAB wants to make today can be forwarded to Vincent who will take them to Fac Sen as soon as possible. 	
UNFINISHED BUSINESS		
BUSINESS	<ol style="list-style-type: none"> 1. Bylaws matters (a). In the continuing review of Faculty Senate Bylaws (which is in CAB's purview), a couple of issues were of concern to CAB today. (a) Discussion of how to word the matter of replacing a Senator in case of death, retirement, etc. A revision of existing wording was developed (and can be found as a Comment in the Google Document being used for this review). The revision was approved by the Committee and will be reviewed by Senate at next meeting. 2. Bylaws matters (b). Article 6 section 2 subsection (d). Discussion of the interaction between Senate membership and SEC membership. If a Senator is elected to SEC part way through their term, they may continue as an SEC member after their Senatorial term has expired. While it is undesirable that an Executive Committee representative of a larger group should be made up of individuals who are not also members of the larger group, in practice there is a lack of available individuals. The Bylaws as they stand recognize this as an oddity, signalling this with the word "However". CAB recommends to SEC that 	<ol style="list-style-type: none"> 1. Motion by Chair Measures to approve CAB comments on Bylaws; seconded by R. Minas. Approved 8 votes in favor; 0 against; and 1 abstention. 2. A recommendation, to remove the word "however" from Article 6 section 1 subsection (a) made to CoR.



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	<p>this word be removed, so as not to seem uncertain about the legitimacy of this practice.</p> <p>3. CAB has received drafts of Executive Policies 12.501 and 12.205 proposed policy documents on Patents and Copyright (which includes reference to intellectual property). This should be reviewed by CAB (as secondary) to forward comments to Committee on Research, time permitting. First point of concern: The draft policy is not current with 21st century lab practices concerning digital records (as the draft refers to lab notebooks and so on). CAB recommends that Committee on Research (COR) develop language that better documents dates of creation such as the use of “Electronic Laboratory Notebooks” that meet necessary security. Second point of concern: draft language states that all potential intellectual property and anything and everything potentially patentable should be “promptly” reported to State of Hawai’i Office of Technology Transfer. But patented or patentable content cannot be published. So this wording (which CAB believes has been drafted inadvertently narrowly) needs revision (by CoR). Third point of concern: intellectual property that may have been created by faculty members’ consulting, not even using grant monies, or developed outside of regular time of work, is also apparently to be reported if the University “may” have an interest in it. Fourth point of concern: varying percentages of monies accruing to patents appear in the draft document. In general at a number of places in the document, wording is very broad and CAB recommends that CoR review their 4 points of concern.</p>	<p>3. CAB discussed and developed 4 points of concern. CAB recommends that COR review their 4 points of concern.</p>
ADJOURNMENT	<p>1. The next Committee on Administration and Budget will be on November 1, 2017 in HH 208.</p>	<p>Motion to adjourn by C. Measures; seconded by R. Paull. Unanimous in favor. Meeting adjourned at 4:24 PM.</p>

Respectfully submitted by Graham Crookes, Secretary.

Approved on Date with X votes in favor of approval and X against.