

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: **June 24, 2019** **2:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	P	Ann Sakaguchi, SEC Secretary	P	VCAFO Kathy Cutshaw	2:30 PM - 3:30 PM
Stacey Roberts, MFS Secretary	E	Jennifer Griswold	P	Carolyn Stephensen	P	Sandy French-Interim VCAFO	2:30 PM- 3:30 PM
David Ross	E	Jim Potemra	E	Tom Conway	P		
Truc Nguyen-arrived 2:14 pm	P	Paul McKimmy	E	John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:03 PM.
REVIEW OF MINUTES	1. The minutes of the 6/17/19 Senate Executive Committee were circulated electronically.	1. C. Stephenson made a motion to approve the minutes of the 6/17/19 meeting; this was seconded by D. Duffy. The minutes were approved unanimously.
CHAIR'S REPORT	1. Chair Powell followed up with Provost Bruno on 6/20/19 to request a copy of the second draft of the Strategic Plan. The Provost responded the same day and said he had not received feedback from the team, but he would provide the SEC with a copy that weekend, one way or another. On 6/22/19, Provost Bruno sent out an email to Chair Powell stating that there is a debate about some of the text, he was uncomfortable sharing the Strategic Plan at this time and that it would likely take several more days. Meantime, layout and graphics are being worked on that would be circulated for campus comment.	1. No action was taken.
ACTION ITEMS	1. None.	

<p>GUEST</p>	<p>1. VCAFO Kathy Cutshaw and Sandy French (Director of Finance and Accounting)-2:30-3:30 PM</p> <p>VCAFO Cutshaw started by announcing her retirement.</p> <p>Cutshaw newly proposed that Manoa’s campus operations become part of the System, since Planning, Facilities, and Human Resources have been moved to System.</p> <p>She stated that because of this, mail, parking, and campus operations are no longer linked to these central units that are now situated at the System level. They should be linked to the Planning Office. In her view, the offices do not impact research or teaching. Cutshaw requested that the SEC approve this proposal. According to her understanding, the SEC has the authority to approve MFS matters in the summer. Cutshaw was informed that this needed to go to the CAB for review. Cutshaw said she was okay with waiting till Fall for CAB’s review--just wanted this item to be off her desk before she retired on 8/1/19. She will include language in the functional statements as she deemed appropriate based on her 14 years of experience in the position.</p> <p>Cutshaw then introduced Sandy French, who will likely be appointed as the Interim VCAFO as her replacement while the Phase II reorganization is under discussion. French has served as the Director of Finance and Accounting since 2009 and worked at the Cancer Research Center of Hawaii for 16 years before that.</p> <p>An SEC member asked why Cutshaw’s position on the Manoa campus operations changed from what she advocated 3-4 weeks ago. She explained that she is looking at this through a different lens now. She said she was unable to explain what has changed in her mind, but could not be clearer in her explanation. Furthermore, she noted that she has the right to change her mind.</p>	
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COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (AS) – No report. 2. CAPP (CS) – No report. 3. CFS (DR) – No report. 4. COA (JG) – No report. 5. COR (DD) – No report. 6. CPM (SR) – No report. 7. CSA (JG) – No report. 8. GEC (CS) - No report. 9. CEE (DR) – No report. 10. UHPA (AS) – No report. 11. WASC (CS) – No report. 12. Educational Excellence Committee (CS/AS) - No meetings until July 2019. Co-Chairs are Laura Lyons and Christine Sorensen-Irvine. 13. Equity, Climate and Conflict Resolution Committee (JG) - No report. Co-Chairs are Chip Fletcher and Jan Gouveia. 14. Enrollment Management Committee (TC/BP/SR) - No report. Next meeting will be on July 8th. Co-Chairs are Roxie Shabazz and Christine Sorensen-Irvine. 15. Student Success Committee (PM) - No report. 16. Research, Scholarship, and Graduate Studies Committee (JP/TN/DD) - No meeting as of yet due to continued information gathering by the administration. Co-Chairs are Velma Kameoka and Chip Fletcher. 	<ol style="list-style-type: none"> 1. No action was taken. 2. No action was taken. 3. No action was taken. 4. No action was taken. 5. No action was taken. 6. No action was taken. 7. No action was taken. 8. No action was taken 9. No action was taken. 10. No action was taken. 11. No action was taken. 12. No action was taken. 13. No action was taken. 14. No action was taken. 15. No action was taken. 16. No action was taken.
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UNFINISHED BUSINESS	<p>1. The Memo to the Provost regarding GEC's response to External/Internal Reviews: The SEC discussed that a written response from the SEC on the GEC Program Review's One-Year Progress Report should be submitted to the GEC Chair and Provost Bruno before the end of the summer, including clarifications related to the GEC's authority and functions within the MFS.</p> <p>The SEC briefly discussed the documents and several concerns were expressed; e.g., should the area requirements of WASC for critical thinking and information literacy be given higher priority by the GEC? A related matter is who will be held responsible for these assessments.</p> <p>It was learned that the GEC's External and Interview reviews had been earlier circulated before the arrival of the new SEC members so Chair Powell re-distributed the documents electronically so a full discussion can be held later by the full SEC.</p>	1.
BUSINESS	<p>1. Special meeting of SEC members will be held on 9/23/19 at 11:00 am.</p>	
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on July 29, 2019.	D. Duffy made a motion to adjourn; seconded by T. Conway. Meeting adjourned at 4:52 PM.

Respectfully submitted by Ann Sakaguchi, Secretary
Approved unanimously on August 5, 2019.