

**FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: July 18, 2011

ATTENDANCE:

Susan Hippensteele (Chair)	E	Bonnyjean Manini	X	Kristin Herrick, Staff	X	Chancellor Hinshaw	Elmer Ka'ai
Shirley Daniel	E	Thomas Conway	X			VCRGE Ostrander	
Halina Zaleski (Acting Chair)	X	Ian Pagano	X			VCAA Dasenbrock	
Lilikala Kame'eiehiwa	X					VCSA Hernandez	
Martin Rayner	X					VCAFO Cutshaw	
Bob Cooney	X						

SUBJECT	DISCUSSION	ACTION
CALL TO ORDER	Meeting called to order 15:03	
ANNOUNCEMENTS	None.	
CHAIR'S REPORT	<p>The Chair asked for any questions before moving to the next item on the agenda.</p> <ul style="list-style-type: none"> A question was asked. What is the required method for counting votes on the Senate floor? The reason for asking was that clickers are desired for making the process easier. All agreed that clickers would be helpful. It was indicated that money was available for purchasing. The Center for Instructional Support might have some available for free. Relating to available funds, there was also discussion about money needed to cover the costs of Vkeys. Another question was how to tell if the people voting are actually senators. It was agreed that this was primarily handled by trust. A motion was made to purchase clickers, but the motion was withdrawn. It was decided that more information was needed. 	Kristin Herrick will look into it.
ADMIN REPORT	None.	
MINUTES	<p>The Chair moved to the next item on the agenda.</p> <ul style="list-style-type: none"> It was noted that there were two versions of the minutes, weighting detail vs. discretion to different 	

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	<p>degrees.</p> <ul style="list-style-type: none"> • It was noted that politeness is important, but major events need to be recorded accurately. • It was noted that an explanation was needed for the Vice Chair's resignation. • But how much detail do we need? • It was noted that motivational assumptions should not be included and nothing should be either inflammatory or ad hominem. • The more detailed version of the minutes was examined for possible inflammatory statements. • Some areas were flagged and revised. • There was agreement that the minutes needed to be re-written in the past tense. • The Chair asked for other changes. • A spelling correction was noted for Kualii Financial System. • It was noted that the title of the presiding member is Chair. • The minutes were unanimously approved as amended. 	
OLD BUSINESS	<p><u>Review of committee charges</u></p> <ul style="list-style-type: none"> • The Chair asked if there were any proposed changes. • It was asked if there could be a way to tell where charges came from and how time sensitive they were. • It was noted that the charges are not necessarily from the Administration. • The charges should be primarily based on how the Faculty can take control of their future, and not be run by the Administration. • The SEC can set out certain ideas, but the list is a "living document," which needs Faculty input. • It was noted that Admin orders are probably time sensitive, however, and would need priority. • There was agreement that this is important. • It was noted that the need to document the origin of the charges is important for follow-up. • It was noted that both prioritizing and indicating time sensitivity is necessary. • It was noted that the SEC and the committee chairs should communicate effectively on the charges. In past years, the SEC has scheduled meetings with the committee chairs, either as part of a regular SEC meeting and/or prior to Senate meetings. Committee chairs also participate in the SEC/Administration retreat. Liaisons are also an important avenue of communication between the SEC and the committees. • Coordination is also important when multiple committees have the same charge. • The Chair asked if there were any changes to the charges at this time? • A request was made to include the Kualii Council in discussions on the Native Hawaiian Hiring Proposal. • It was noted that the Chancellor needs more input from the Kualii Council with respect to Native Hawaiian faculty hiring. • It was agreed to change the wording to show that the SEC will work on the Native Hawaiian hiring proposal in consultation with key constituencies. • It was noted that a sortable list of charges was needed. • A database system was suggested. • It was noted that the SEC Liaisons need to understand the rationale for the charges and where they came from. Liaisons track the status of the charges. 	

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	<ul style="list-style-type: none"> • A question was asked as to how to get this started. • It was decided that the Liaison assignments are needed first. • Ian Pagano will work with Kristin Herrick to develop a database for the committee charges. • The Kualii Financial System Committee is beginning implementation. There is a faculty representative on the Committee, who will serve on CAB for the fall semester, and could continue on CAB as a non-Senator faculty member in the spring. • It was noted that the Bylaws require people on the project to maintain communication. • A motion was made to accept the charges, including the Native Hawaiian hiring proposal amendment, and to pursue further information. • The motion passed unanimously. <p><u>Committee Assignments</u></p> <ul style="list-style-type: none"> • The list of senators requesting reassignment was examined. • Kristin Herrick presented a spreadsheet showing how each committee would be affected if all requests were granted. • It was noted that CSA and CAPP would need additional members. • Three senators were found who had requested CSA or CAPP as either their first or second choice. • These three will be asked if they are willing to change. • A motion was made to accept all of the discussed reassignments. • The motion passed unanimously among the incoming SEC members. • How the senators should be notified was discussed. • The Chair would send a draft message to the SEC before sending to individual senators. 	
NEW BUSINESS	<p><u>Resignations and Alternates</u></p> <ul style="list-style-type: none"> • A motion was made to accept David Duffy's resignation. • The motion passed unanimously. • A motion was made to accepted Richard Nettell's resignation. • The motion passed unanimously. • It was noted that L N Frazer and Richard Chadwick are the next two alternates. • Kristin Herrick has tried to contact both, but has not been successful. • She will follow-up with their departments. • A motion was made to accept the 2011-12 election list as the correct one for selecting alternates. • The motion passed unanimously. <p><u>Audit of Election Ballots</u></p> <ul style="list-style-type: none"> • Ian Pagano recused himself from the discussion and left the room. • The former liaison to SEC acknowledged Ian's hard work and dedication to CFS last year and his confidence in the voting. • The SEC election has been questioned for a few reasons. It has been questioned whether CFS had a quorum to certify the 2010-11 SEC election results at its March 30 meeting. CFS's March 30 minutes, as posted to the website, were displayed on the screen and the SEC determined that the committee did have 	

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	<p>quorum (five of six members were present to certify).</p> <ul style="list-style-type: none"> • Another question was raised as to whether statements of intention to run for the SEC were mandatory. SEC members did not all agree on this issue. The Bylaws specify that the election will be in accordance with the Rules of Order. The Chair read the pertinent section of the Rules of Order, "Each nominee will be asked to indicate in writing a willingness to serve and will be asked to submit a brief biography and statement of priorities by April 15. Each nominee who agrees to serve and turns in the requested material will be placed on the ballot." The Chair stated that the word "and" means that both conditions must be met before a nominee is placed on the ballot. One 2011-12 SEC member indicated that they had not submitted the requested material. • In light of the Bylaws statement that SEC elections shall be by secret, auditable ballot, an audit of the ballots can be used to determine whether the count was correct, SEC discussed third parties that would be acceptable to conduct the audit. SEC also expressed concern about whether it can continue to conduct business, pending the audit. SEC voted to ask David Ross, former SEC Chair, to assemble an ad hoc committee to audit the 2011-12 SEC election count. • Another question concerns whether the Chair of CFS, who conducted the election, should have recused himself from CFS while running for the SEC. SEC moved to change the rules of order such that CFS members running for the SEC should recuse themselves from CFS (passed unanimously) <p><u>SEC Officer Election</u></p> <ul style="list-style-type: none"> • Ian Pagano returned. • The date officers take office was discussed. • The incoming SEC is organized as soon as it is attending the meetings. • June 1st is the official date for new SEC members to take office. • The old officers continue until the new ones are elected. • Only a quorum is required for an election. • A secret ballot is required to elect officers. • It was noted that a secret ballot by Skype is possible. • The SEC agreed to elect officers in either the next session or the one after. • It was agreed that the seating of the new members would happen before the officers are elected. 	
ADJOURNMENT	Meeting adjourned 17:25	