

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:**        **February 12, 2018**        **2:00 PM - 5:00 PM**  
**LOCATION:**             Hawaii Hall 208  
**ATTENDANCE:**        [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair	P	David Duffy, Vice-Chair	P			VCAFO Kathy Cutshaw	3:00 PM - 4:00 PM
Douglas Vincent, SEC Secretary	P	John Casken	P				
George Wilkens	P	Stacey Roberts, MFS Secretary	P				
Brian Powell	E			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair C. Sorensen Irvine 2:02 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the February 5, 2018 Senate Executive Committee had been circulated electronically.	1. Motion by G. Wilkens to approve the February 5, 2018 minutes; seconded by J. Casken Approved unanimously.
<b>CHAIR'S REPORT</b>	<p>1. Update on meeting with iChancellor David Lassner on Friday, Feb. 9th. Not going to be a change in LMS, not changing Laulima. System committee on repeat policy. That this an academic issue and a faculty issue and faculty needs to be involved in the review of the repeat policy. Discussed meeting on February 8 with CAB. Memo on Course Evaluation System (CES) was work progress update. Lassner discussed talking with WASC regarding the recombination of president and chancellor roles.</p> <p>2. Update on meeting with April Goodwin. Christine met April Goodwin about the repeat policy. Goodwin is the Manoa administrator representative to the System committee. Goodwin will not recommend</p>	<p>1. Asked Lassner on the repeat policy, explain what is the problem that needs to be solved. There may be good reasons for doing this but it has not been conveyed.</p> <p>2. J. Kinder will search for the MFS resolution on the repeat policy.</p>

	<p>that Manoa participate regarding developing a common policy.</p> <p>3. Campus Planning Update C. Sorensen saw a preview of the faculty survey data. They will share the data with Deans/Directors and then with faculty groups. Did focus groups in addition to survey. Will do more listening. Preview of new website; data will be available. Timeline was shared. March 15 will discuss the COE needs. Preliminary plan to BOR by November 2018. Considering repurposing buildings rather than building new building.</p> <p>4. COIA update -- got an email from COIA regarding annual meeting in Boulder, CO. Forwarded to K. Withy COIA Rep regarding attending and reporting back to the SEC.</p> <p>5. Campus Climate Meeting -- some attended training session by COE on “teaching tolerance” emphasized K-12 teachers; asked to revise and adapt for faculty.</p> <p>6. No SEC meeting on February 19th - Holiday.</p>	<p>3. No action.</p> <p>4. No action</p> <p>5. No action.</p> <p>6. No action needed.</p>
<b>ACTION ITEMS</b>	<p>1. None.</p>	
<b>GUEST #1</b>	<p>VCAFO, Kathy Cutshaw (3:15 pm - 4:15 pm) Discussion points:</p> <p>Enrollment numbers -- enrollment down 2.2% from last Spring. Budget down 1.6 M. Living year to year. Projecting 1.9% enrollment decline for next year. We need to address downsizing and increase enrollments as much as possible. Current projections that high school enrollments are up. Zero options on how to downsize number of positions - must abide by union rules. In the past when we experienced a 25% budget reduction, the BoR raised tuition. Cannot do that this time. Just beginning to do projections for next year. We will be conservative in projections. Governor withheld 10%, and later gave back 5% to the Cancer Center (Lassner gave it back, a previous commitment). Augmented Cancer Center by \$2M and gave them the 5% restriction money coming back (to get them to the P30). Anticipate the governor will not give the remaining 5% back. Tuition raise (2%) but that will go to deferred maintenance. Two units have not recovered from</p>	<p>1. The SEC thanked VCAFO Cutshaw for her time and thoughts.</p>

	<p>previous deficits: CNS and Shidler. CNS needs a base budget augmentation. Other academic units that were in the red are balancing their budgets and have paid off their debt. Athletics is still operating in the red. \$1.5 M annual increasing deficit in the Athletics. Lassner has given Matlin to 2020 to have a balanced budget. Lots of questions coming from the legislature.</p> <p>Cell phone policy -- Audit of cell phones at UH. Focus on appropriated funds. Developing some recommendations.</p> <p>Response to EAB and any follow up? K. Cutshaw enjoyed the EAB. What is it we want to do? Our problem is with declining revenues. Hope to bring EAB back to assist with the reorganization and budgeting.</p> <p>New budget model committee has been established, Kathy has been meeting with the committee. Don't change budget model during declining revenues.</p> <p>Roll out of budget model for next FY -- this year 3% cuts. Looking at SSH's and the impact of SSH. Caution about creation of majors. Incentivizing adding courses. Need to include RTRF. 5% of RTRF was taken to cover the TMT. Start up funds are usually coming out of RTRF. No formal policy on start up. State RTRF is only on research. Different from other states.</p> <p>Doing the revenue estimates right now, and she hasn't started on projections. Need to determine what Lassner wants to do to establish priorities. Need to meet the transparency requirement. Wants to look at scholarly activity and how to budget. Needs an academic basis for funding.</p> <p>Reorganization will affect future budgeting. Need more information on the impact of the reorganization on budgeting.</p> <p>What are the priorities tasked to follow - CNS &amp; Utilities.</p> <p>Campus reserves are still within 5%.</p>	

<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. CAB (DV) – CAB met with iChancellor/President David Lassner on Thursday, February 8, 2018. Lassner discussed the recombination of the President and UHM Chancellor position, the efforts of the Design Team and the proposed reorganization. CAB has prepared a resolution supporting the notion of recombining the two positions to be brought before the February 21, Senate Meeting.</li> <li>2. CAPP (BP) –No report. Next meeting is scheduled on February 14, 2018. C. Sorensen will substitute for Brian.</li> <li>3. CFS (GW) – No report. Next meeting is scheduled on February 14, 2018.</li> <li>4. COA (BP) – No report. Next meeting is scheduled on March 1st.</li> <li>5. COR (DD) – Met last week. Are assembling from departmental T &amp; P guidelines what various departments consider productivity in research/ scholarship and graduate education. Also reviewed Federal Demonstration Project which will be surveying UH research faculty to measure the administrative load faced by researchers. There is concern that loads are so high that researchers at smaller, poorer institutions will be unable to compete with institutions with deeper pockets that can provide administrative support to researchers.</li> <li>6. CPM (JC) – No report.</li> <li>7. CSA (JC) – No report. Next meeting is scheduled on February 14th. Meeting with Hae Okimoto on LMS. Will be getting a report from the Advisors.</li> <li>8. GEC (SR) - No report. Next meeting is scheduled on February 16th.</li> <li>9. CEE (CSI) – No report. Next meeting is schedule on February 22nd.</li> <li>10. UHPA (GW) – No report. Faculty forum on February 24, 2018. Tracking bills in the legislature.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken.</li> <li>2. No action taken.</li> <li>3. No action taken.</li> <li>4. No action taken.</li> <li>5. No action taken.</li> <li>6. No action taken</li> <li>7. No action taken.</li> <li>8. No action taken.</li> <li>9. No action taken.</li> <li>10. No action taken.</li> </ol>
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<b>UNFINISHED BUSINESS</b>	None	
<b>BUSINESS</b>	<ol style="list-style-type: none"> <li>Agenda for February 21 MFS meeting <ol style="list-style-type: none"> <li>Dental Hygiene Certificate</li> <li>CAB resolution on recombining the President and Chancellor position.</li> <li>Krystyna Aune - Graduate Enrollment</li> </ol> </li> <li>Guests for March 21 MFS/Congress meeting <ol style="list-style-type: none"> <li>Michael Bruno</li> <li>MK Think</li> </ol> </li> <li>Review draft SENATE minutes January 17th.</li> <li>Discuss next BOR Chair testimony <ol style="list-style-type: none"> <li>Facilities (Kamehameha Schools / Bishop Estate Area Development)</li> <li>Discussion of recombining positions</li> <li>Ongoing reorg discussion</li> </ol> </li> <li>Senate Chair's Report <ol style="list-style-type: none"> <li>Update on the Design Team</li> <li>Update on Learning Management Systems (LMS)</li> <li>Update on the Campus Master Planning</li> <li>Educating a Nation</li> <li>Town Hall? March 1 &amp; 6</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Draft agenda was reviewed.</li> <li>Plan to start Congress at 3:30 pm due to guest speakers. We will invite MK Think first and then go to Michael Bruno after.</li> <li>Reviewed Senate draft minutes</li> <li>C. Sorensen will share draft BOR minutes.</li> <li>SEC discussed items for Senate Chair's Report.</li> </ol>
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be on February 26, 2018.	<p>Motion to adjourn by G. Wilkens; seconded by D. Duffy Passed unanimously. Meeting adjourned at 4:53 PM.</p>

Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on February 26, 2018.