

EXECUTIVE COMMITTEE MEETING MINUTES

MEETING DATE: July 20, 2015 **1:30 pm**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	P	Stacey Roberts	P	Doug Vincent	E		
Marguerite Butler - Vice Chair	P	Peter Garrod	E	Ashley Maynard	E		
Kelley Withy - SEC Secretary	P	Sarita Rai	P	Jeff Kuhn, until 3:25 pm	P		
Bonnyjean Manini	E	John Kinder - Staff	P				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Bob Cooney at 1:38 pm
REVIEW OF MINUTES	The minutes of July 6, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by M. Butler to approve the minutes as amended; second by S. Rai. Passed unanimously.
CHAIRS REPORT	<p>BOR report:</p> <ol style="list-style-type: none"> BOR focus on faculty workload-will BOR institutionalizes policies that detract from UHM as a research university? The contract says the requirement is to teach twenty-four (24) credits a year or equivalents. No discussion of ORU took place. Administrators not allowed to teach by UHPA Bylaws. UHPA concerned workload issues may result in strike. Administration evaluation metrics draft document created by UHPA. Should we have separate BORs for Mānoa, 4-year campuses and community colleges. UHM SEC will present 3 minute testimony to each BOR. Chair Cooney will request to present a faculty report each BOR meeting. Consider reorg of VCR and VPR, and VCAA and VPA 	<ol style="list-style-type: none"> No action taken. No action taken. Chair Cooney will send draft letter requesting faculty senate report to Chair BOR. S. Rai to document past and current Academic Affairs administrators (1995 and 2015); M. Butler to look at

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	<p>5. Response to WICHE report. We should document increase in administrative costs.</p> <p>MFS Office update - J. Kinder</p> <ol style="list-style-type: none"> 1. Art in Public Places Program- MFS Office will be receiving art this week. 2. Rebecca got a raise from \$14.75 to \$15.75 and she will be graduating in 12/15. 3. MFS meeting site during the Fall session will be held in Architecture (ARCH 205) as the Law School venue was not available. Senate Meetings are scheduled on 9/16, 10/21, 11/18, and 12/2. 4. Toshiba copier-termination and removal charge for \$495 plus \$270 for hard drive erase, and instead purchase laser printer, save \$3,100 a year. 5. MFS Archives-all pre 2005 at Hamilton Library, post 2005 now on website. We need long term plan for pre 2005 data. First step is inventory. Also need to restrict SEC private communication discussions. 	<p>A&S Admin. S. Roberts to consider as student project, or we can have RA do it.</p> <p>5. No action taken.</p> <p>1. No action taken.</p> <p>2. No action taken.</p> <p>3. No action taken.</p> <p>4. Motion to terminate Toshiba copier lease contract by K. Withy; second by Chair Cooney. Passed unanimously.</p> <p>5. No action taken.</p>
ADDITIONS TO THE AGENDA	Mānoa policy says that SEC is the body that is consulted for mergers.	
GUESTS	None	<p>Future guests:</p> <p>August 3th - VC Cutshaw (2:00pm)</p> <p>August 17th - VC Dasenbrock (3:00 pm); and VC Ideta (3:30 pm)</p>
COMMITTEE REPORTS	1. No committee reports	1. No action taken.
OLD BUSINESS	<ol style="list-style-type: none"> 1. Confirm standing SEC meeting day & time, Monday 2:30 pm - 4:30 pm starting in September 2015. 2. Discussion on SEC visits to Departments/ORUs-will start at UHCC, then JABSOM. Topics to discuss-mergers, understanding different units. We will try for third Monday every month starting in 	<p>1. No action taken.</p> <p>2. Chair Cooney to contact UH-Cancer Center, Senate Chair about possible meeting on August 24th at the UHCC.</p>

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	<p>September 2015.</p> <p>3. Discussion on senator committee assignments</p> <p>4. SEC issues and goals-</p> <ul style="list-style-type: none"> a. Increase shared governance. b. Encourage formation and empowerment of senates. c. Emphasize faculty involvement in appointment of deans. d. Examine policies where faculty have become advisory instead of recommenders to strengthen shared governance e. Examine bylaws and develop SEC policies. f. Encourage transparency at college and department level. g. Improve Mānoa: Increase faculty involvement in PR, help UHPA with PR, have open houses, support fund development. h. Faculty evaluation of administration. 	<p>3. Motion to approve Senator Committee assignments by K. Withy. Seconded, S. Rai. Approved unanimously.</p> <p>4. No action taken.</p>
NEW BUSINESS	<ul style="list-style-type: none"> 1. Non-senator nomination to Student Engagement, Retention and Graduation Committee (SERG). Discussion determined that since this is an administrative committee MFS does not need to be represented but would like decisions from the committee to come to MFS for consideration. SEC will discuss with current representative. 2. Graduate Council nominations-get clarification on request. 3. PCard procurement guidelines & foreign publication charges 4. Faculty-Student romantic relationship guidelines 5. Future SEC retreat with department chairs/administrators 	<ul style="list-style-type: none"> 1. Invite Rosie Woodruff to speak to SEC about SERG. 2. Chair Cooney to check request for Grad Council nominations. 3. No action taken, deferred to the next meeting. 4. No action taken, deferred to the next meeting. 5. No action taken, deferred to next meeting. 6. An agenda for August 3, 2015

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	6. Agenda for SEC meeting August 3, 2015:	SEC meeting was developed.
ADJOURNMENT	<p>The next meeting of the Senate Executive Committee will be August 3, 2015.</p> <p>Future visitors: August 3th - VC Cutshaw (2:00 pm)</p> <p>August 17th - VC Dasenbrock (3:00 pm); and VC Ideta (3:30 pm)</p>	Motion to adjourn by K. Withy, seconded by S Rai. All approved the motion. Meeting adjourned at 4:37 pm.

Respectfully submitted by Kelley Withy, SEC Secretary
Approved unanimously on August 3, 2015.