

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: August 29, 2016 **2:00 pm**

LOCATION: Hawaii Hall 208

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler – Chair	P	Vilsoni Hereniko	P	Rosanne Harrigan	E	Hoku Aikau	2:08 pm -2:25 pm
John Casken- Vice Chair	P	Ashley Maynard	P	Robert Cooney	P		
Kelley Withy - SEC Secretary	E	Sarita Rai	E				
Christine Sorensen-Irvine	P	Lilikala Kame`eleihiwa Via polycom at 2:15 pm	E	John Kinder – Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Butler at 2 pm.
REVIEW OF MINUTES	The minutes of the August 15, 2016 meeting had been circulated electronically before the meeting.	1. Motion to approve the 8/22 minutes by R. Cooney; seconded by V. Hereniko. Passed unanimously.
CHAIRS REPORT	1. M. Butler gave the Chairs' Report. Butler thanked Cooney, Harrigan, and Maynard. The SEC party will be on Friday, September 2nd.	1. No action.
ACTION ITEMS	1. CFS committee recommendations for GEC were discussed. SEC desires to streamline the process and have clear communications in writing.	1. SEC will notify CFS about our discussion.

GUESTS	1. Hoku Aikau visited the SEC. We discussed appointments to the GEC and the Focus Boards. We are waiting for input from CFS.	1. We will wait for input from CFS.
COMMITTEE REPORTS	<p>1. CAB – No meeting yet, so no report from the committee. However, the SEC is concerned about the small size of the committee and will ask CFS to fill the vacancies after vacant senator seats are filled.</p> <p>2. CAPP – No report</p> <p>3. CFS – The committee has been working hard to compose the various committees. The committee is acting very diligently by thoroughly vetting candidates for the various committees and boards.</p> <p>4. COA – No report.</p> <p>5. COR – No report.</p> <p>6. CPM – No report.</p> <p>7. CSA – No report.</p> <p>8. GEC – No report.</p> <p>9. MAC – No report.</p> <p>10. UHPA – No report.</p>	<p>1. SEC will follow up.</p> <p>2. No action taken.</p> <p>3. No action taken.</p> <p>4. No action taken.</p> <p>5. No action taken.</p> <p>6. No action taken.</p> <p>7. No action taken.</p> <p>8. No action taken.</p> <p>9. No action taken.</p> <p>10. No action taken.</p>
OLD BUSINESS		
NEW BUSINESS	1. Discussion of Pres. Lassner BOR performance review.	1. SEC will be looking for ways to work with Pres. Lassner on the issues concerning Mānoa and wants senators' input and involvement. Therefore senators need to understand more about the president's and chancellor's roles. A motion was made and seconded to send the MFS evaluation of Pres. Lassner's performance, the MFS SEC testimony to the BOR re: the appointment of Lassner as Interim Chancellor of Mānoa, and

	<p>2. Discuss faculty review of administrators</p> <p>3. Registrar announcement for faculty to take attendance</p> <p>4. Discussion of Mānoa Strategic Plan Committee</p> <p>5. Schedule date for the SEC/Committee Chairs and VCs Retreat</p> <p>6. Assign SEC members to attend the new senator training sessions</p> <p>7. Prepare SEC agenda for September 12, 2016</p>	<p>a memo to all senators. The motion was approved unanimously.</p> <p>2. Administrative performance, including review of offices, should be evaluated by faculty to be sure administrators are serving faculty and student needs. A motion was made and seconded to ask MAC to work on an administrative performance assessment for Mānoa. The motion was approved unanimously.</p> <p>3. No action.</p> <p>4. SEC will continue to monitor the Strategic Planning process.</p> <p>5. Retreat scheduled for October 5th, 9:00 – 11:00 a.m.</p> <p>6. New Senator training scheduled September 14th from 3:00 pm – 4:00 pm.</p> <p>7. A meeting agenda was prepared.</p>
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on September 12, 2016.	Motion to adjourn by V. Hereniko, seconded by C. Sorensen-Irvine. All approved the motion. Meeting adjourned at 4:01 pm.

Respectfully submitted by Ashley Maynard
Approved unanimously on September 12, 2016.