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**EXECUTIVE COMMITTEE**  
**MEETING MINUTES**

**MEETING DATE:** October 31, 2016 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler -- Chair, arrived at	P	Vilsoni Hereniko	E	Lilikalā Kame'eleihiwa, via Polycom	P		
John Casken - Vice Chair	P	Christine Sorensen-Irvine	P				
Kelley Withy -- SEC Secretary	E	Sarita Rai -- MFS Secretary	P	John Kinder -- Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by VC Casken at 2:05 PM
<b>REVIEW OF MINUTES</b>	The minutes of the October 24, 2016.	Motion to approve made by J. Casken seconded by C. Sorensen-Irvine. Approved unanimously
<b>CHAIRS REPORT</b>	<ol style="list-style-type: none"> <li>Update on 2016 Chairs Leadership Retreat (J. Casken). Six chairs attended. Lots of discussion and would like meet again in early Spring.</li> <li>Meetings with Chancellor candidates. (J. Kinder). The two candidates for Mānoa Chancellor to meet with SEC.</li> </ol>	<ol style="list-style-type: none"> <li>Schedule Spring meeting with the Chairs and SEC</li> <li>Chair Butler to request the candidates to attend SEC meeting (November 14 &amp; 21)</li> </ol>



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	<p>3. Mānoa Commuter Services - Focus group (J. Kinder). Requested SEC participate in focus group and survey. SEC will not do focus group.</p> <p>4. Guide to Basic Parliamentary Procedures (J. Kinder). Hand out of Robert's Rules of Order as simplified by Senator David Flynn. If agreed, J. Kinder will distribute to the Senate. Prior to distribution - D. Flynn needs to be credited.</p> <p>5. Congress Listserv (J. Kinder). Request from Compassion Hui to forward message to Congress. Discussion of whether we should forward messages from faculty members to the Congress and if so, based on what criteria.</p> <p>6. GEC Listserv (S. Rai). Discussed request to add staff to official GEC listserv.</p> <p>7. Future SEC meetings with i-Chancellor (J. Kinder). Reached out to A. Luke to schedule meetings with the i-chancellor.</p>	<p>3. J. Kinder to invite the parking manager to an SEC meeting and then SEC will consider the survey.</p> <p>4. J. Kinder will review handout to ensure alignment with bylaws. Chair Butler will check with D. Flynn regarding noting his authorship on the document. Pending review of the Roberts Rules of Order as edited by D. Flynn and establishing his credit, J. Kinder will distribute to the Senate.</p> <p>5. J. Kinder. to invite Prof. S. Shultz to talk about the Compassion Hui</p> <p>6. SEC agreed that staff are not part of the official list serve but can email to the listserv.</p> <p>7. Agreed that if the I-chancellor will come every two weeks to SEC then there is no need for chair and vice chair to meet with the --Chancellor in addition.</p>
ACTION ITEMS	NA	



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<b>ADDITION TO AGENDA</b>	NA	
<b>GUESTS</b>	NA	

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COMMITTEE  
REPORTS

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| <ol style="list-style-type: none"> <li>1. CAB: No report. Checklist from Jan Gouveia has not been received as of Monday October 24.</li> <li>2. CAPP: No report.</li> <li>3. CFS: Met and working on their report.</li> <li>4. COA: No report</li> <li>5. COR: Considering the Conflict of Interest Issue and the Reorganization.</li> <li>6. CPM: No report</li> <li>7. CSA: No report</li> <li>8. GEC: Met on Thursday Oct 27 to for course approvals.</li> <li>9. MAC: No report</li> <li>10. UHPA: No report</li> </ol> | <ol style="list-style-type: none"> <li>1. No action.</li> <li>2. No action.</li> <li>3. No action.</li> <li>4. No action.</li> <li>5. No action.</li> <li>6. No action.</li> <li>7. No action.</li> <li>8. Request GEC to provide a plan for revising their governing document and ensure a draft by Jan 15. Also provide a report on the plan for streamlining the work of the GE Boards by December 15.</li> <li>9. Request draft survey of three programs (administrative offices) by December 15. Develop instruments to evaluate administration/offices through MAC. Assessment of programs based MAC responsibilities described in MAC description: "Establish academic assessment policies necessary to foster a campus-wide understanding of and commitment to improvement-oriented educational assessment."</li> <li>10. No action.</li> </ol> |
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OLD BUSINESS

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| <ol style="list-style-type: none"> <li>1. Plan for SEC Meeting with Regents Sullivan and Kubo. The meeting will be November 1, 2016. Prime purpose to discuss the RCM budget model with the two Regents. Attending will be D. Chin, M. Butler and J. Casken. A. Sakaguchi invited, as B. Glazer cannot be present. J. Kinder sent the RCM Budget Model to the regents.</li> <li>2. Meeting procedures- SEC &amp; MFS. General discussion about precedence of bylaws over Robert's Rules of Order.</li> <li>3. Follow up to CES and Classroom use.</li> <li>4. Follow up on President Lassner's Vision statement.</li> <li>5. Follow up on clarification on purpose of a pre tenure renewal review.</li> <li>6. Tracking issues out to committees. Discussion of need to keep track of issues. When we receive issues and progress reports.</li> <li>7. SEC Priority update - Strengthening Mānoa Autonomy</li> <li>8. SEC Priority update - Implementing Process for Review of Administration</li> </ol> | <ol style="list-style-type: none"> <li>1. No action.</li> <li>2. M. Butler to send her correspondence from Senator Powell to CFS.</li> <li>3. J. Kinder to invite Asst. VC Debora. Halbert to provide update on CES and Classroom usage report.</li> <li>4. C. Butler to request all committees to send feedback to SEC by December 1.</li> <li>5. M. Butler is to follow-up with Vice-chancellor Bruno.</li> <li>6. J. Kinder will be tasked with tracking the issues</li> <li>7. No action.</li> <li>8. Brief discussion on SEC priority - strengthening Mānoa autonomy Plan to have a Resolution to present to the MFS regarding BoR Committee structure. Agreed that the SEC should track legislative bill in 2017</li> </ol> |
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NEW BUSINESS	<ol style="list-style-type: none"> <li>1. Assignment to Judicial Board</li> <li>2. Teaching Assignments for Instructional Faculty - Policy RP 9.214</li> <li>3. Proposal to updates UHM Academic Grievance Procedures</li> <li>4. Assignment to Grad Council, organization of Grad Council. Administrative Committee chaired by the Dean of Graduate Dean.</li> <li>5. Space utilization at UHM (S. Rai)</li> <li>6. Administrators to be invited to SEC.</li> <li>7. Prepare SEC agenda Nov 7th</li> <li>8. Prepare Senate agenda Nov 16th</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to CFS</li> <li>2. Meet with V.P. R. Dickson and AVC D. Halbert (two separate meeting). Refer again to CAPP</li> <li>3. Refer to CAPP, CPM, CSA</li> <li>4. M. Butler to respond to the Dean of Office of Graduate Education and clarify consultation pathway for program reviews and course approvals.</li> <li>5. Motion by J. Casken: SEC to handle the issue of space utilization on the Makai side concerning CI and Study Abroad in Moore Hall. Seconded by C. Sorenson-Irvine. Approved unanimously.</li> <li>6. Chair agreed to invite Ron Cambra re advising issues.</li> <li>7. J. Casken who will chair to work with J. Kinder on Nov 7th agenda.</li> <li>8. To be finalized on Nov 07.</li> </ol>
ADJOURNMENT		Meeting adjourned at 4:57 pm.



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Respectfully submitted by Sarita Rai.  
Approved on November 7, 2016.