

COMMITTEE ON ADMINISTRATION AND BUDGET (CAB)
MANOA FACULTY SENATE
MEETING MINUTES

Meeting Date: Monday January 24, 2011

Location: Hawaii Hall Room 309

Attendance (Members): Robert Cowie, David Ericson, (Chair), Elizabeth Fisher, Chin Lee, Torben Nielsen, Barry Lienert, Bonnyjean Manini, Weilin Qu, Douglas Vincent, John Casken (Secretary)

Attendance (Guests): Kathy Cutshaw, Vice-Chancellor for Administration, Finance and Operations

Excused: David Duffey, (SEC liaison),

Subject	Discussion	Action/Strategy /Who
Call to order		Meeting called to order at 2:05 by Chair Ericson
Review of Agenda		Agenda approved as distributed
Review of Minutes	Draft minutes of January 10, 2011 reviewed as distributed prior to meeting.	Minutes of January 10, 2011 approved for submission to Faculty Senate office for posting
Future of "R" Series Faculty	General discussion on the issue of "R" faculty. Some feeling that the issue did not need additional work. Some units have already moved to "I" hires which give greater flexibility than the "R" designation.	
Fiscal Officer Standardization	VC. Cutshaw noted that FOs do not report to her but to their own deans though she has monthly meetings with them. She asked if members felt that the way she laid out her FAQs was useful. There was general assent that they were. Her goal is to make the Policies and Procedures as lean as possible and the FAQs as detailed as possible because the FAQs can be changed more readily. She is trying to set up a centralized stores system for items	Members noted that in this tight budgetary climate FOs also have been required to do more with less. Members noted that we should be recognizing the outstanding FOs who help make the system work for faculty.

	such as paper. The goal is to provide mechanisms to simplify the acquisition of goods and services and let faculty concentrate on what they were hired for. SuperQuotes are still an issue because of bids that are impossibly low. She is also looking at having specialized buyers , including catalog buyers, for UHM to reduce the burden on FOs.	
Review of new wording for the Manoa Reorganization Process	Members reviewed the wording of Section III item I which had been previously circulated for review. The goal was to have flexibility and avoid the problems of summer of 2010 and the PBRC between Senate and Manoa Administration	
Next meeting		Meeting to be held 02/14/2011 in Hawaii Hall 309
Adjournment	Meeting adjourned at 3:35 pm	

Approved at the CAB meeting of 02/14/2011