

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

Meeting Date: Monday December 13, 2010

Location: Hawaii Hall Room 309

Attendance (Members): David Ericson, (Chair); Weilin Qu; Elizabeth Fisher; Barry Lienert; Bonnyjean Manini; Chin Lee; Robert Cowie; David Duffy, (SEC Liaison); John Casken (Secretary)

Excused: Torben Nielsen; Douglas Vincent.

Attendance (Guests): Kathy Cutshaw, VC Administration, Finance and Operations; Sarita Rai, Chair CAPP.

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 Dec 13 reviewed as distributed prior to meeting.	Minutes of December 13, 2010 approved for submission to Faculty Senate office for posting
CAPP on Classroom Use	Chair Rai presented some of the issues on classroom use that had been raised by the CAPP. Some of the key issues : a) How many rooms are needed for the various classes b) Issue of 'spontaneous' meetings c) Who will maintain the rooms that depts. Have been maintaining so far?	Discussion suggested that there should be a committee from the Senate along with the Council of Chairs to come up with a coherent policy and recommendations. Alternatively an Exploratory Committee of Dept Chairs or their nominees including room rich and room poor chairs with a rep from CAPP and CAB. Agreed it is a major problem that needs to be solved.
Statement on Senate Member Attendance	Discussion noted that the last Senate meeting started and finished with quorum. Were our efforts bearing fruit. Noted that there had been far more notices from the Senate office. Noted that the reasons noted in the Survey sent out by Bonny	Agreed that the changes to the Bylaws were not onerous as it is easy to call or send an email asking to be excused. Agreed that the proposed changes should go forward as

	all appeared to be legitimate	originally offered.
ACCFSC/UHPA Budget Training session	Four members from CAB attend and made comments on the overall quality of the presentations	
VC Cutshaw presentations	<p>VC Cutshaw presented a snap shot of where Manoa was at. Noted that the System and the Legislature can make cuts or additions to specific units. If the PRC are approved by the Legislature they will go to the units presenting them. She expects that the stimulus gap will be backfilled in July 1. She noted that the state will not cover raises which will have to come from the System.</p> <p>Questioned whether the BOR should have a policy on how much to keep in reserves.</p> <p>On the R question she noted that when adding in tenure track R faculty the total becomes 12% of faculty. She noted that post tenure review seems to be the only place to deal with a non-productive faculty. Contracts also involve the union.</p> <p>Will be happy to answer any specific questions on the budget.</p>	The VC was thanked for her presentation which as always was frank and refreshingly free of bureaucratic jargon.
SEC Wishlist	<ol style="list-style-type: none"> <li>1) How to deal with Summer break and M3-103 on re-organization. Agreed that the PBRC was perhaps a unique situation and care should be used in dealing with the policy.</li> <li>2) Trainings for fiscal officers.</li> <li>3) Matrix of Committees – how many committees are there?</li> <li>4) Benchmarking on the Strategic Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1) VC Cutshaw will submit a possible wording to deal with the issue.</li> <li>2) VC Cutshaw has presented travel policy revisions to ensure less hassle for faculty and more uniformity on the campus.</li> <li>3) VC Cutshaw will create a copy of all the Administration's committees.</li> <li>4) Members agreed that there should be a very few number of quantitative benchmarks otherwise it will become meaningless. The data should also be retrievable from the System currently or it will never happen. Chair Ericson will send out the latest Version of the Strategic Plan.</li> </ol>
Next meeting		Next meeting will be held in Hawaii Hall Room

		309 on Jan 24, 2011
Adjournment	Meeting adjourned at 3:40 pm	

Minutes Approved at CAB Meeting of Jan 24, 2011

John Casken, Secretary