

## EXECUTIVE COMMITTEE MEETING MINUTES

**MEETING DATE:** August 18, 2014      **1:30 pm**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ron Bontekoe - Chair	P	Bob Cooney – Vice Chair	P	Doug Vincent – Secretary	P	Brian Taylor, Interim VCR	2:00 – 2:25 pm
David Ericson	P	Peter Garrod	P	Ashley Maynard	P		
Stacey Roberts	P	Carolyn Stephenson	P	Duane Stevens	P		
John Casken	P						
Rebecca Fraser - Staff	P						

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order at by Chair Bontekoe at 1:30 pm
<b>REVIEW OF MINUTES</b>	1. The minutes of August 11, 2014 SEC meeting had been circulated electronically before the meeting.	1. R. Bontekoe moved to accept the minutes as amended; second. S. Roberts. Approved unanimously.
<b>CHAIR'S REPORT</b>	1. Chair Bontekoe reported that UHPA President David Duffy would like a few minutes to speak to the Congress and remind faculty to vote on the new contract.	1. Approved.
<b>GUEST</b>	1. Interim Vice Chancellor for Research Brian Taylor shared some preliminary data with the SEC regarding the calculation of student / faculty ratios. Chancellor Apple has used the phrase that UHM is a “faculty-rich environment” and that the current student faculty ratio is 11 to 1. Further analysis suggests a greater ratio 18.6 to 1 when non-instructional faculty such as Extension Agents, Researcher, Librarian, Specialists are excluded. They are also looking at how peer and benchmark	1. The SEC thanked Brian for sharing the information with the SEC.

	institutions are calculating their student faculty ratios. UHM is unique because we have multiple categories of faculty classifications. Additional analysis is expected.	
<b>COMMITTEE REPORTS</b>	1. No committee reports	1. No actions taken.
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1. MFS Staffing – We have received approval to hire a new assistant. The PD is being reviewed. But we have to hold the position open for at least two weeks before we can act on the position.</li> <li>2. UHM Budget Reduction. [Issue 2.15] No further action to report.</li> <li>3. Faculty Congress Agenda on August 19, 2014 Agenda for the Congress has been posted on the web. .</li> </ol>	<ol style="list-style-type: none"> <li>1. Ron and Bob are reviewing the PD and will report once the position has been posted. .</li> <li>2. No action taken.</li> <li>3. Chair Bontekoe encourage SEC members to speak up at the Congress meeting.</li> </ol>
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Congress Listserv Setting</li> <li>2. First Committee Schedules</li> <li>3. Administrator Meetings with SEC</li> <li>4. Issues Index</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken</li> <li>2. Survey Monkeys to begin</li> <li>3. Administrator meeting schedules to be determined</li> <li>4. No action taken</li> </ol>
<b>ADJOURNMENT</b>	The meeting ended early so that Chair Bontekoe and Vice-Chair Cooney could prepare items for the Congress meeting.	Motion to adjourn made by P. Garrod, second J. Casken. All approved motion. Meeting adjourned at 3:00 p.m.

Respectfully submitted by Doug Vincent, *SEC Secretary*.

Approved unanimously on August 25, 2014.