

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: May 22, 2017 2:00 pm
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
John Casken -- Chair	P	Christine Sorensen-Irvine -- Vice Chair	P			H. Aikau; S. Roberts; A. Agcaoili; B. Huffman and W. Kawabata	2:30 pm- 3:25 pm
Marguerite Butler	P	Sarita Rai -- MFS Secretary arrived at 3:05 pm	P			VCAFO Kathy Cutshaw	3:30 pm - 4:15 pm
Kelley Withy -- SEC Secretary	P	George Wilkens	P	John Kinder - Staff excused 5:00 pm	P	Robert Cooney, Guest	2:00 pm - 4:15 pm

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Casken at 2:04 PM.
APPROVE AGENDA		
REVIEW OF MINUTES	1. The minutes of the May 15, 2017 Senate Executive Committee had been circulated electronically and comments made.	1. Motion by G. Wilkens to approve the May 15, 2017 minutes, seconded by C. Irvine (subject to any changes requested by D. Lassner). Approved unanimously.
CHAIRS REPORT	1. Update on GEO Director position - C. Sorensen Irvine and J. Casken met with D. Halbert to discuss position description. SEC will assist in evaluation. Clarified that GEO is not responsible for the curriculum, MFS is responsible for the curriculum.	1. MOU to be developed.

	MOU will be created to clarify roles and responsibilities of GEO in relation to UH MFS.	
ACTION ITEMS	<ol style="list-style-type: none"> Review CFS recommendation to approve the 2017 Senate Executive Committee (SEC) election. <ol style="list-style-type: none"> David Duffy Brian Powell Doug Vincent Stacey Roberts SEC Alternates: Christopher Measures Carolyn Stephenson Tom Conway Review CFS recommendations to approve the 2017-18 MFS Committee assignments. Brown bag lunch went very well-40 people attended. Speakers asked for feedback on CES. 	<ol style="list-style-type: none"> Motion made to certify the 2017 SEC election by C. Sorensen Irvine, seconded by K. Withy. Passed unanimously. Motion made by C. Sorensen Irvine, seconded by S. Rai to approve the 2017-18 MFS Committee assignments. Passed unanimously. No action.
GUESTS #1	<p>Hoku Aikau Dir GEO; Stacey Roberts GEC Chair; Aurelio Agcaoili GEC Chair-elect; and Brian Huffman & Wendy Kawabata CFS members (2:30 pm)</p> <p>Committee recommendations for GEC will be forwarded by CFS to SEC as soon as possible to ensure appointments made no later than August 1.</p> <p>GEO will forward to CFS the list of needed appointments and criteria for each. CFS will use its MFS and volunteer lists to identify potential volunteers that meet the criteria and will coordinate with GEC and GEO to ensure criteria are met.</p> <p>MFS Office will issue letters of service and will coordinate with GEO office to ensure terms are identified appropriately.</p> <p>Discussion of need to clarify the committee status of GEC (whether standing or permanent) in writing for future clarity.</p>	<ol style="list-style-type: none"> No Action

GUEST #2	<p>VCAFO Kathy Cutshaw (3:30 pm)</p> <p>20% net undergraduate tuition returned to the unit by formula based on: 50% SSH assigned to department of instructor, 25% degrees, 25% majors. A total of 80% or tuition funds go into funding pool with all of the G-funds. Graduate and professional tuition breakout 70/30%.</p> <p>Appears to be 10% restriction on budget plus 5% reduction in tuition revenues. 10% is discretionary funds, non-instructional. Turns out to be about 2% of general funds. Plan for 7% restriction (5% reduction in tuition plus 2% general). 2% across the board. 5% not decided.</p> <p>Performance fund given each year from System. Manoa to A&S in previous two years. About \$3.2M each year.</p> <p>System has new facility management tool.</p> <p>RTRF tax to system is continuing to pay for TMT. System gets 30% still.</p> <p>Want to have more data analytics in Fiscal Office. May be part of reorg in future. Banner, PeopleSoft, KFS, etc. Consolidating some services. Manoa HR may be moving to System. M. Bruno meeting with Deans and Directors June 5.</p>	<p>2. No Action.</p>
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (SR) – Question of summer meetings. 2. CAPP (CSI) – No report. 3. CFS (KW) – Senator appointments provided to SEC. Discussion with GEC described above. Some recommendations for changes to rules of order. Once finalized will send to CAB/SEC. Suggest first meeting next year, SEC explain problem and resolution with SEC election. 4. COA (KW) – No report. 5. COR (MB) – No report. 6. CPM (JC) – No report. 7. CSA (MB) – No report. 8. GEC (CSI) – Discussion with SEC noted above. 9. MAC/CEE (SR) – No report. 10. UHPA (CSI) – Vote upcoming on tentative agreement. 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. No action taken. 4. No action taken. 5. No action taken. 6. No action taken. 7. No action taken. 8. No action taken. 9. No action taken. 10. No action taken.

UNFINISHED BUSINESS	1. Review 5/10 Senate draft minutes	1. Deferred.
NEW BUSINESS	1. MFS Office summer supervisor(s) backup (J. Kinder) 2. Prepare 6/19 SEC agenda 3. History of GEC governance documents 4. Chair Casken resigned as Chair of SEC as of 5:25 PM 5/22/17. He expressed appreciation to the SEC for their support over the last two months. 5. Christine Sorensen-Irvine to become Chair 6. George Wilkens elected Vice Chair of SEC.	1. Reviewed and approved. J. Casken primary, C. Sorensen Irvine secondary, S. Rai alternate. 2. Prepared. 3. Moved by K. Withy, seconded by S. Rai to approve with added link. Approved unanimously. 4. No action. 5. No action 6. Motion to adjourn by K. Withy, seconded by S. Rai. All approved the motion.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on June 19, 2017.	Motion to adjourn by K. Withy, seconded by S. Rai. All approved the motion. Meeting adjourned at 5:30 pm.

Respectfully submitted by Kelley Withy.
 Approved unanimously on May 22, 2017.