

## EXECUTIVE COMMITTEE Minutes

**MEETING DATE**      September 8, 2025  
**MEETING TIME**     3:00- 5:00 PM  
**LOCATION**             Hybrid: via Zoom or HH208

### Members

Name	Role	Attendance
Marguerite Butler	Chair	Present
Sarita Rai	Vice Chair	Present
Camaron Miyamoto	MFS Sec.	Excused
Jennifer Griswold	SEC Sec.	Present
Birendra Mishra	Member	Present
Dan Port	Member	Present
Michelle Tallquist	Member	Present
John Kinder	Staff	Present

### Guests

Name	Role	Time
Hye-ryeon Lee	Chair, School of Communication and Information	3:17 PM - 3:47 PM

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>	The meeting was called to order.	The meeting was called to order by Chair Butler at 3:01 pm
<b>Review of Minutes</b>	1. The draft minutes of the 8/25/2025 Senate Executive Committee were circulated electronically.	1. Minutes were accepted as submitted.
<b>Chair's Report</b>	<p>1. BOR Update BOR 9-4-25</p> <p>2. Met with GEO Truc Ngyuen, Lisa Fujioka, Sarah and Brad (GEC)</p> <ul style="list-style-type: none"> <li>Discussed NCHEM report on Gened</li> <li>Gen Ed committee and GEO will draft a proposal on gen ed for everyone to understand</li> <li>Gen Ed (Sarah) will draft a memo requesting SEC for referral to CAB to establish Gen Committee as a MFS committee</li> <li>Marguerite and Sarita to work on scheduling a working group meeting, and "cheat sheet" promised for the regents</li> </ul> <p>3. Training prospective Chairs/Secretaries - Wed Aug 27, 2025</p> <ul style="list-style-type: none"> <li>Well received 12 attendees</li> <li>Cancelled: September 10, 2025</li> </ul> <p>4. Sen. Kenika Lorenzo-Elarco (ED) 2-year term (May 2025 - August 2027) resigned on August 26, 2025. Victoria Timmerman (ED) 2025 COE Election results- 2025 first alternate candidate has agreed to complete the remaining term vacated by Sen. Kenika Lorenzo-Elarco.</p> <p>5. Special elections are underway and the polls will close tonight at 11:59 pm HST. SOEST has 3 candidates for 4 open seats SOCSCI has 3 candidates for 1 open seat</p>	<p>1. For information only</p> <p>2. For information only</p> <p>3. For information only.</p> <p>Suggestion: Liaisons reach out to their committees if they are interested in attending a training and/or send them the training video.</p> <p>4. For information only..</p> <p>5. For information only.</p>

<p>6. Survey on "Campus Town" went out on UH announce with subject line "REMINDER: UH Manoa Ewa Property: Additional Community Outreach Survey"</p> <p>7. I learned that UG students in UH housing who drop below 12 cr for any reason (e.g., needing to drop a class or fail, or not needed in senior year for graduation) are immediately kicked out of housing! There is a one-semester waiver process (only one semester!). This seems severe and can lead to stress and poor outcomes for fear of losing housing.</p> <p>8. International admissions for Graduate Students remains excessively complex and bureaucratic. The Cost of Attendance remains a large barrier, as TA funding is still short of COA. Recently a student who is here on an F2 (spousal visa) was accepted into the program pending support, but cannot work nor serve as a TA, and cannot begin graduate studies. She was unable to convert F2 to F1 because they were held to the same COA threshold for a single student abroad, although no travel needed and additional support was already certified by spouse. Grad Div was the barrier here, but who does this serve?</p> <p>9. UHM Faculty Senate update to the BOR on November 20, 2025</p>	<p>6. For information only.</p> <p>7. MB moved to send to CAS, Jen 2nd.</p> <p>8. BM to bring to the Grad Council.</p> <p>9. For information only.</p>
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<b>MFS Committee Reports</b>	<ol style="list-style-type: none"> <li><b>CAB (SR)</b> – Liaison meeting with CAB on 8-27-28 All 8 CAB members were present. Officers elected: Randy Minas, Chair; Kathleen Connolly, Vice Chair; and, Barbara DeBaryshe Secretary. CAB meetings are twice a month (every two weeks) beginning Friday September 12. Would like to have hybrid meetings - Randy knows to contact JK to reserve the senate room. Let them know about the Gen Ed Committee to be part of MFS; Ad hoc Space committee; CAB would like to have referrals from SEC soon.</li> <li><b>CAPP (DP)</b> – Liaison launch meeting was held on August 27 from 3:30 pm - 4:30 pm. Elections were held and by acclamation, Beatriz Rodriguez is Chair, and Mario J. Cruz-Zayas is Vice Chair, with Kathy Ferguson as Secretary. They are trying to coordinate their regular meeting time and as of 9/8/25 they have not yet settled on a next meeting date and time. Beatriz has agreed to serve as CAPP rep to the Grad Council.</li> <li><b>CFS (BM)</b> – Liaison launch meeting to be determined this week.</li> <li><b>COA (MT)</b> – Liaison meeting was held on Sept 3 from 12-1 pm. Officers elected: Erin Centeio, Chair; Nate Gronewold, Vice Chair; and Tammy Tabe, Secretary. Meetings will be on the first Wednesday of the month at 10 AM. Next meeting student athletes will be invited to learn of their needs. Some time this fall Manoa Athletics Director, Matt Elliott will be invited.</li> <li><b>COR (MT)</b> – Liaison meeting was on Sept 5 from 12-1pm. Officers elected: Jason Higa, Chair; Sayed Batani, Vice Chair; and Peter Seidel, Secretary. Meetings will be on the first Friday of the month at noon.</li> <li><b>CPM (CM)</b> – Liaison meeting will be September 17 from 12-1pm to elect officers. A doodle poll is out to determine monthly meetings.</li> </ol>	<ol style="list-style-type: none"> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> <li>Information only.</li> </ol>
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	<p>7. <b>CSA (JG)</b> – Liaison meeting will be Sept 11 from 2:30-3:30 pm</p> <p>8. <b>GEC (MB)</b> – Liaison launch meeting was held on September 8 from 1:30 pm - 2:30 pm.</p> <p>9. <b>CEE (DP)</b> – Liaison launch meeting was held on August 27 from 12 pm - 1 pm. Only 2 voting members attended so Nicole agreed to serve as interim Chair and Josef as interim Secretary until enough members are available to hold an election. Main issue with CEE is there are not enough voting members serving on the committee. John reached out to two former members whose terms had expired who are interested in serving. They tentatively have set the 1st Weds on the month 3:30-4:30pm as a regular meeting time.</p>	<p>7. Information only.</p> <p>8. Information only.</p> <p>9. Information only.</p>
<b>Other Reports</b>	<p>1. <b>Pilina Support Team (CM)</b> – Meeting is September 11, 2:00 pm-3:30 pm.</p> <p>2. <b>Grad Council (BM)</b> – No report.</p>	<p>1. Information only.</p> <p>2. Information only.</p>
<b>Unfinished Business</b>	<p>1. None</p>	
<b>Business</b>	<p>1. Need for additional members for the 2025 CEE: *FYI: Past CEE members interested to serve a second 3-yr. term. A&amp;S 2025-28 (3-yr term) *Justin Walguarnery (NATSCI / CNS) A&amp;S 2025-28 (3-yr term) A&amp;S 2024-27 (remaining 2-yr term) *Joanna Philippoff (CNS)  Non A&amp;S 2025-28 (3-yr term) *Alice Tse (SONDH / DH) Non A&amp;S 2024-26 (1-yr term) Non A&amp;S 2025-28 (3-yr term)</p> <p>2. UH Mānoa Strategic Planning Committee - Invitation to Nominate a Representative to Serve: - Attached memorandum</p>	<p>1. Refer to CFS for action.</p> <p>2. SR moves that MB will be the representative on the committee, MT 2nds.</p>

	<p>3. VPAS Call for Nominations to establish the General Education Conference Committee Attached memorandum</p> <p>4. Office Space from School of Communication Chair: Space Committee via Dean Konan notified the Chair to vacate their office space for cinematic arts (was told that the directive came from BOR). Guest: Hye-ryeon Lee</p> <p><b>HL:</b> On August 18th, SCI was informed that four of its office spaces had to be vacated within a week, just as the semester was beginning. There had been no prior communication, and the decision came abruptly. The spaces may have appeared unoccupied over the summer, but this was due to ongoing renovations or faculty being on sabbatical—all offices were assigned and intended for use.</p> <p><b>MFS:</b> Was there any formal notification ahead of time?</p> <p><b>HL:</b> No formal notice was given—only an email after the fact. One office had been prepped by a faculty member on leave. Another was in use by graduate TAs, with new appointments pending. A small shared room was designated for visiting faculty and lecturers to meet students (used by 3–7 individuals), and SCI also relies on a secure mail/copy room that cannot be made accessible to outsiders due to FERPA and student privacy regulations.</p> <p><b>MFS:</b> Was the source of the directive explained?</p> <p><b>HL:</b> According to the Dean, the decision came from “much higher up,” possibly from the Board of Regents (BOR). Further questions were referred to the Provost.</p>	<p>Unanimous.</p> <p>3. Motion by MB to send Chair or Vice Chair of SEC, GEC, CAPP. 2nd by BM. Unanimous.</p> <p>4. Michelle will ask for clarification about current space committees</p>
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**MFS:**

Who is expected to take over the offices?

**HL:**

The spaces are being reassigned to the Cinematic Arts program, formerly the Academy for Creative Media (ACM). After the program's founder moved to UH West O'ahu, taking the name and resources with him, the Mānoa program was rebranded. The precise origin of the reassignment directive remains unclear.

**MFS:**

This mirrors other situations—such as in Life Sciences—where space was reallocated based on appearance, not consultation.

**HL:**

SCI had previously loaned space to other programs with the understanding that the space would be returned after renovations were completed. Instead, faculty were told to submit new space proposals, despite previously occupying the offices. This request came just weeks after the school's Memorandum of Agreement (MOA) for space expired in June 2025.

**MFS:**

Were any alternative office spaces offered?

**HL:**

No alternatives were provided—only a directive to vacate.

**MFS:**

Who currently serves on the university's space committee?

**HL:**

The current members appear to be Laura Lyons, Vassilis Syrmos, and Jan Govia, but no one from SCI has been included in discussions or consultations—not even informally.

**HL:**

This isn't about creating conflict—it's about calling attention to a flawed and opaque process. SCI is seeking a

transparent, equitable review of campus space usage, including space needs for both SCI and Cinematic Arts. The claim that the BOR was directly involved appears to be used to deflect scrutiny, and if that's truly the case, then it should be clearly confirmed.

**MFS:**

What would be helpful at this point?

**HL:**

Support from faculty leadership is essential. As a new school, SCI cannot shoulder this alone. Junior faculty are hesitant to speak out, and there's concern about placing them in a vulnerable position. Collective advocacy is needed, but it must be done strategically and safely.

**MFS:**

There is a meeting with the Provost on Wednesday (Sept 10). It would be helpful to bring the email from the Dean and request clarification on where the directive originated.

**Recommendations:**

- Draft a faculty memo and hold a vote to express collective concern.
- Seek clarification on space governance structures, especially distinctions between research, instructional, and administrative space oversight.
- Consider testifying before the BOR, depending on how the situation evolves.

**HL:**

The SCI Chair is open to these steps and has already met with key administrators (including Denise and David Arnot). Laura Loomer reportedly said the decision wasn't about how the space appeared—they "knew how it was used"—but there was no direct communication with SCI leadership prior to the decision.

**MFS:**

This appears to be yet another anonymous, top-down decision lacking transparency or accountability. The CAB is currently exploring the formation of a more inclusive



	<p>campus-wide space committee, and Michelle will be asked to clarify the role and status of existing research and instructional space committees.</p> <p>5. Response to NCHEMS report "University of Hawai‘i System Study".</p> <p>6. 2025-2026 VPAS Policy Briefing - Discuss for transmission to committees or action. Please make notes in the MFS copy.</p> <p>7. Systemwide AI concerns - email from Ashley Maynard. FYI recent presentation to BOR: Systemwide AI strategic</p> <p>8. Ann McFarlane Jurassic Parliamentarian confirmed for Sept. 24th MFS meeting, 90 min training, recorded for future reference. Finalize topics - see Syllabus here.</p> <p>9. Guest planning for MFS/Congress meetings. Priority: invite Kalbert Young soon on budget, CIP, housing, etc.</p> <p>10. Review of SEC item tracking/priorities - please review and update. Let’s discuss placing "stars" to indicate priority</p>	<p>5. Ask President WH for an update on data related to transfers Transfer advisor office - SR will reach out. SR and MB will start a document and ask for input.</p> <p>6. Suggested committees for specific policy changes.</p> <p>7. SEC Resolution on AI, DP to draft a resolution for comments from SEC.</p> <p>8. MB Motion to accept proposal, SR 2nds. Approved Unanimously.</p> <p>9. Reviewed.</p> <p>10. Reviewed.</p>
<b>New Business</b>	1. None	
<b>Adjournment</b>	The next regular meeting of the Senate Executive Committee will be convened on (Monday), September 15, 2025 at 3-5 pm Hybrid.	Chair M. Butler adjourned the meeting at 5:00 pm.

Respectfully submitted by Jennifer Griswold, SEC Secretary.

Approved unanimously on September 15, 2025