**COMMITTEE ON ADMINISTRATION AND BUDGET**

**Meeting Minutes**

**Meeting Date:** September 09, 2015

**Location:** Hawaii Hall Room 208

**Attendance:** P = Present; A = Absent; E = Excused

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Michael Angelo - Chair | P | Brian Glazer - Vice Chair | P | John Casken - Secretary | P |  |  |
| David Chin | P | Rosanne Harrigan | E | Vilsoni Hereniko | P |  |  |
| Lilikala Kame`eleihiwa | P | Lauren Mitchell | P | Stephen O`Harrow | P |  |  |
| Robert Paull | A | Ann Sakaguchi | P |  |  |  |  |
| Sarita Rai SEC Liaison | P |  |  |  |  |  |  |

| **SUBJECT** | **DISCUSSION/INFORMATION** | **ACTION/STRATEGY/RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting called to order at 3:10 pm by Sarita Rai, SEC Liaison |
| **MINUTES** | No minutes to be reviewed, as this was the first meeting of the Academic Year. |  |
| **INTRODUCTIONS** |  | Faculty members introduced themselves mentioning also their departments. |
| **ROLE AND DUTIES OF**  **CAB MEMBERS AND OFFICERS** |  | S. Rai reviewed duties and role of the CAB members and officers, |
| **ELECTIONS** |  | Michael Angelo elected as Chair, by acclaim.  Brian Glazer elected as Vice-chair, by acclaim  John Casken elected as Secretary, by acclaim. |
| **POTENTIAL ISSUES FOR REVIEW** | Members discussed possible areas of ongoing concern in addition to regular CAB activities.  Key Issues:  1) Budget Transparency at department and campus levels.  2) Shared Governance. | 1.a) S. Rai will follow up on what happened to the Resolution on Budget passed at the last meeting of MFS in May 2015.  1.b) S. Rai will follow up on information regarding an apparent new Budget Task Force  1.c) Members to review how budgets are handled in their departments in terms of transparency and faculty involvement in their creation.  1.d) M. Angelo will inform the AVCAFO, Kathy Cutshaw, when the CAB meetings will be held so that her calendar can accommodate them as necessary.  1.e) M. Angelo to follow up on the Parking Report that is supposed to be reviewed in Fall 2015.  2. Shared Governance will be discussed at the next meeting. |
| **FUTURE MEETINGS** |  | Agreed that CAB will meet on the 1st and 4th Wednesdays of the month for Fall 2015. |
| **ADJOURNMENT** |  | Motion to adjourn made by David Chin. Unanimous approval. Meeting adjourned at 4:03 pm |

Respectfully submitted by John Casken

Approved on September 23, 2015 with 11 votes in favor of approval and 0 against.