Faculty Senate Executive Committee  
Friday Sept. 13, 2013 – Approved Minutes

I. Call to Order: 9:05am  
Recorder: Sterling Foster  

Motion – Sterling Foster moved to suspend the agenda to elect a Campus Chair. John DeLay seconded. Motion passed unanimously.

Motion – John DeLay nominated Sterling Foster as FSEC Campus Chair. Danny Aiu seconded. Motion passed unanimously.

II. Adoption of the Agenda

Motion – John DeLay moved to approve the agenda with said changes (above). Noel Alarcon seconded. Motion passed unanimously.

IV. Reports
1. Campus Chair – remind faculty that all agenda submissions need five parts (1) item title, (2) description, (3) presenter, (4) time to present, (5) action desired, like discussion for feedback, or needs a vote, etc. – Also added all Deans and Div.Chairs to the FSEC committee email list, if any one wants to discuss this, inform the chair and we’ll put it as a New Business item.

2. System Chair – had two meetings, for Community Colleges and for UH at Manoa, Met to push Hawaii Graduation Initiative, more transparency and accountability, and Renovate to Innovate for facilities maintenance. – Also the president’s plan to educate includes the community colleges: Public Education Forum on Nov. 1st to focus on higher Ed. check the Board of Regents website for time and place. – At the UHCCC system meetings the Community College representatives will now vote and elect their own chair. – Also there is a possibility to send an additional non-voting representative to the Board of Regents meetings.

3. Chancellor – Accreditation Reports are being compiled with draft responses to each recommendation, including Distance Education. A town hall meeting is set for Sept. 20th. Accreditation visit date is currently unknown, will most likely be the chair of the last visit and
others. – Also John Morton presented Community College performance indicators, and HCC did really bad. Things like completion rates have been low and this affects funding for the school. HCC is only getting about 59% of a possible $250,000, other CC’s are getting the full amount. – Also the executive position for VCAS has been filled and they will start Nov. 1st.. There may be temporary help/training hired for this position. – Also in working on our strategic plan, the HCC System Chair helps another Community College and HCC has help from a different Community College system chair.

4. Liaisons - none
5. FSEC Representatives - none

V. Public Forum
Marcia Roberts-Deutsch – representatives need to take time to review the accreditation reports and pass on to the faculty. Some reports are on the intranet, but need work on the links.

VI. Unfinished Business
A. Campus Chair – item already addressed above.

B. FSEC Charter – Sterling Foster presented a few items that need changing from last year: TAC committee deletion, CTC committee inclusion, movement of committee list within the charter, and more specific requirements for end-of-year reports. Since these items will be address with the New Business FSEC Charter item, this item was concluded. There were no objections to removing this item.

VII. New Business
A. Proposal HCC#9.202 – Erika Lacro presented this draft college policy for Employee Performance Evaluations (attached HCC#9.202). It follows the UHCC policy on evaluations (attached UHCC#9.202). This policy is for all employees, stating they will be evaluated through contracts and unions guidelines. And will fulfill the Accreditation suggestion: since some positions/employees needed evaluation documentation with operating procedures. There was discussion about the 360 evaluations, and this draft includes those in the UHCC executive employees performance evaluations, on an annual cycle.

Motion – Erica Balbag-Gerard moved to approve the draft proposal. Jessica Kaniho seconded. Motion passed unanimously.

A.2 Executive Update – Erika Lacro discussed the searches for executive positions, the lack of applicants meeting the MQs (Mandatory Qualifications), the strength of the applicants, and the Accreditation suggestion to have more executives positions filled, and less interims. Two positions were mentioned, PCATT and VCAA. Erika also discussed the chancellor’s option to
appoint people into these positions. But she wants the faculty to support the executives and does not want to appoint unless needed. After the FSEC discussed the matter, it was suggested that HCC conduct another search for applicants, if no qualified candidates emerges, then the Chancellor may appoint an individual.

B. Committee Liaisons – Sterling Foster reminded the FSEC that as a committee we need to have representatives on several committees: AOC, AC, BC, CLT, and PC. Noel offered to serve on the Budget Committee (BC), since he has served on that committee before. Sterling offered to attend the Planning Council (PC) if no one else wanted it, no one responded. It was stated that Erica was asked to serve on the Campus Leadership Team (CLT), since both Sterling and John have classes at that time. After some discussion about the Accreditation Oversight Committee (AOC), the current FSEC Rep. should be replaced by an actual member of the FSEC committee, Michael offered to serve. There was discussion of the Assessment Committee (AC), it was mentioned that the AC and AOC might merge to form one committee in the future. Jessica offered to serve on the AC.

C. Planning Council – Sterling Foster stated that due to an error in selecting the Faculty-at-Large position for the planning council, a faculty should be selected. There was clarification of the PC charter. Then the matter was discussed.

Motion – Danny Aiu moved to keep Ron Pine as the interim Faculty-at-Large Planning Council Rep. until we look at the list (of faculty who volunteered to be on the Planning Council). Michael Leidemann seconded. Motion passed and two abstained.

Since the current COC chair was down the hall, this list was obtained during the discussion, but after the motion. We then discussed the list of faculty who volunteered for this role, including their rankings. According to the volunteer rank and removing two faculty who were already on the PC, the FSEC selected the highest ranking faculty, if they were still willing. The individual was emailed and informed of the situation, they were still willing. An email was sent to the FSEC for the appointment.

Motion by Email – Noel Alarcon moved to appoint Stefanie Sasaki as the faculty-at-large rep for the planning council. Karen Hastings seconded. Motion passed.

C. Committee Minutes – Sterling Foster pointed out that the Faculty Senate Constitution and the FSEC Charter do not mention any procedure for minutes. The Standard Four committee proposed a template (Jan.2012) for minutes for campus committees, to keep them similar. But that document noted “the degree to which detailed summary of discussions taking place should be recorded, including naming participants and their views, is left to the discretion of the committee.” Therefore the only written guidance for minutes comes from Robert’s Rules of
Order which require minutes to include names for the motion makers and the seconds, as well as exact wording of the motions made. Anything else is up to the discretion of the committee. It was proposed that future FSEC committee minutes include brief summaries for each item discussed and acted upon, without naming the individuals in the discussion, and include the exact wording of motions with the names of those making them. No one opposed this format.

III. Approval of the Minutes: May 10, 2013
What was done in the past, publicly publishing the Draft Minutes, was never written as a FSEC requirement. Therefore according to Robert’s Rules of Order only the FSEC committee members were given a copy of the draft May minutes (an edited transcription). Guests at the meeting requested copies, and were denied by the Chair. Considering the May minutes were a close transcription of the meeting, the chair highlighted key points and summarized the discussions. It was proposed to only include these highlighted portions. It was discussed that since there are several new members, some of the old members should give feedback on the minutes. The chair pointed out that according to Robert’s Rules only current members may amend and approve the minutes. It was stated that since we are representatives, the previous committee members or any faculty could suggest changes and then the current members may make the motions. It was suggested that we take the Draft back to our constituents and approve it at the next meeting. There was discussion on how the faculty suggests changes on a draft they cannot read. The chair stated that the FSEC should approve the minutes before public circulation; draft minutes should not be circulated only approved minutes.

Motion – Danny Aiu moved to summarize minutes as highlighted for the record and retain an unapproved transcribed copy with each Rep to be returned to this committee in two months (Nov.8). Sterling Foster seconded. Motion passed unanimously.

Edits were made to names and spelling errors in the highlighted sections.

Motion – Danny Aiu moved to approve the highlighted minutes (with spelling changes). Noel Alarcon seconded. Motion passed unanimously.

VIII. Adjournment

Motion – Sterling Foster moved to adjourn. Danny Aiu seconded. Motion passed unanimously. (new business not addressed may be the old business next time)