Faculty Senate Executive Committee
Meeting Minutes
September 28th, 2012

Members Present: Sally Dunan, Steven Mandraccia, Noel Alarcon, Diane Caulfield, Burton Chang, Ross Egloria, Justin Ota, Erika Lacro, Kaleo Gagne, Mike Leidemann, John DeLay, Charles Miller

Proxy Authorization: Sylvan Chung to Carol Kagimoto

Guests: Ron Pine, Fumiko Takasugi, Kara Kam-Kalani, Mike Meyers, Jim Poole, Russell Uyeno, Marcia Roberts-Deutsch

Recorder: John DeLay

1. Meeting called to order at 9:05 AM.

2. Minutes approved from August 31st meeting pending correction of Diane Caulfield’s name.

3. **Budget Subcommittee Report**: Noel Alarcon gave an update on the budget subcommittee and distributed handouts from the subcommittee meeting. (See attached handout.) He went over three categories:

   A. Background of the Budget Process and the Ranking Procedure for Budget Requests.

   Budget request proposals must meet one of four requirements: be included in the Strategic Plan or Program Review, meet Health and Safety needs (possible injury), or fall under Additional Operational Needs. Budget requests go through each of the governing bodies including FSEC, SSEC, KKW, and ASUH. Each governing body will rank each budget request. A new requirement last year is that no than 1/3 of requests can be included at the high and medium levels. At the low level there is no limit.

   The point system for ranking goes from 1 (low) to 3 (high). Points accumulate per governing body. There are 3 tiers. Tier 1 is 2.26 and higher, Tier 2 is 1.26-2.25, Tier 3 is 1.25 and below. A spreadsheet will be distributed regarding the budget request rankings. 89 budget requests have been carried over from the past year. Brian expects approximately 114 budget requests including the carry overs will need to be ranked this year. Kaleo Gagne thought the 89 requestors may need to reapply. Noel stated that he would clarify the number and status of budget requests. Requesters will be able to attend a Town Hall meeting with governing body representatives to promote their request. Brief mention was made to the handout pages regarding budget Request policies.

   B. Budget Flow Chart and Timeline

   The process flows from the Strategic Plan and Program Reviews. A review is made by the Planning Council, then the subcommittee, then the FSEC and other governing bodies, and back to the Planning Council. The handouts indicated timelines including those for the Town Hall
meeting and governing body reviews. On February 1st, the initial budget requests are scheduled to be reviewed by the FSEC but dates may vary as the September 28th timeline has been covered.

C. Unexpected Expenditures, Budgetary Changes, and Positions

Renovations on Building 7 have gone over budget and among the larger overages is that for movers, amounting to $100,000 of unplanned expenses. Auto Body needed to replace a lift to address Health and Safety issues requiring $108,000.

Events regarding the budget that were not completely clarified include the results from Brian Furuto’s attendance at a UH budget meeting. The old procedure for Community College funding was via a performance request model. This is being revised to a pillar form which would reduce funds to the Community College and divert more funds to the University level. More information will be forthcoming. More information is also pending regarding the Community College budget plan. Future budget deficits and possible layoffs are projected for the 2016 timeframe. A large part of the shortage has to do with salary increases. Other means of obtaining funding are being investigated.

The prior approval of budget requests includes an additional full time ATP position for DISL. An additional position for the MELE program was also approved. Budget requests will be granted for those that met a 3.0 overall average point score. IT will get interval funding on an annual basis. Burton Chang asked how much the positions would cost and Noel Alarcon indicated that was unclear at this time. Ron Pine pointed out that Brian Furuto informed him there are 8 temporary (2 year term) positions including 3 in the Native Hawaiian Center, 1 in CSS, 3 in MELE, and 1 in DISL. After the 2 year term, programs will need continued funding for these positions. These positions will be assessed for their impact on student count and program integrity. Burton Chang asked whether there is any point in submitting budget requests if the budget is going negative. Noel indicated that he needed the budget spreadsheet from Brian to address specifics but that the budget would reach a critical point in 2013 so the budget is flat for now and new requests are not being funded. Increased Facility costs and student count are being addressed. Right now the budget plan going negative looks bad for accreditation.

Burton Chang expressed concern that the FSEC focus is on curriculum and requested information relative to instructional services for the next meeting. Sally Dunan pointed out that the FSEC has an academic focus but also needs to review and approve other budgetary items from the Chancellor. The FSEC needs to be generally informed in order to make better decisions about the annual budget review. The Planning Council decided that representatives are needed from all committees so information about the general budget is part of the FSEC’s responsibilities.

Marcia Roberts-Deutsch pointed out that the budget situation may not be as bad as it looks. Brian Furuto indicated that he could justify the current fiscal management situation and there is a 5% reserve over and above the rest of the budget. The budget is fluid and it is difficult to project over future years. It is also possible to search creatively for other program funding more than has been done in the past rather than depending on legislative funding, tuition, and fees. Diane Caulfield pointed out there are often monies left at the end of the year so if the request has been submitted this is an opportunity for otherwise unanticipated funding.
Kara Kam expressed interest in seeing a summary of what did or did not receive funding and why. Sally agreed that this feedback is important to closing the loop and that she and Jim Poole met with Erika Lacro on this matter. Jim Poole indicated that last year’s results have been posted on the Intranet. Erika Lacro mentioned that a general email regarding the summary can be distributed. Burton Chang indicated this would be useful for those resubmitting budget requests. Erika indicated that since the proposals carry over for a total of two years, knowledge of the status is important for the submitters in case revisions are necessary. Burton Chang asked whether proposals need to be re-submitted or whether these stay on the books for two years. Erika Lacro confirmed that the proposals stay for two years (1 year holdover). Noel Alarcon pointed out that the Budget Subcommittee recommended that unfunded proposals be checked for possible revisions to obtain funding.

Marcia Roberts-Deutsch mentioned that the Town Hall meeting indicated on the timeline can supplement the summary information. Sally Dunan pointed out that in the past a lack of information about the status of budget items has been problematic but last year the forms were posted, that this was helpful, and the Town hall meeting will provide a further opportunity for them to learn about the status of their requests. Kaleo Gagne indicated ASUH has also set up its own budget subcommittee and expressed the importance of Town Hall Meetings.

4. System Chair Representative Report. Representative Steve Mandraccia had announced in the last meeting that the campus could have a 2nd person attend the system meeting and indicated that Burton Chang had volunteered to be the non-voting representative. Yesterday was first meeting to accommodate the Board of Regents Meeting. President MRC Greenwood attended and talked about Stevie Wonder concert debacle. Steve expressed his opinion that MRC Greenwood is forthcoming and not playing politics with the faculty. Steve Mandraccia mentioned that faculty talked about a former faculty scholarship fund to be revived and that the faculty tuition waivers are being discontinued according to UHM faculty member Travis Idol. Several HCC FSEC members expressed concern regarding this issue. Steve Mandraccia pointed out that MRC Greenwood said she would form a committee address these issues.

Some discussion at the system meeting did not affect the FSEC however common course numbering did get discussed. Numbering, especially for core courses, should be consistent system-wide. All campuses agreed with the exception of UH Hilo but they agreed to revisit the issue and address the unquestionable courses. Several FSEC members had questions regarding course renumbering. Erika Lacro indicated that the proposal will be given to Russell Uyeno and Russel will contact faculty whose courses have been listed for renumbering and ask for input. Steve Mandraccia said he could send a link of Foundations courses up for renumbering. Fumi Takasugi asked what reasons there are for renumbering and why UH Hilo is not in agreement Steve Mandraccia indicated that articulation is a principal reason for renumbering. Several FSEC members pointed out that UH Hilo has historically followed its own path and Erika Lacro mentioned that they dealt separately with their own General Education requirements. Steve mentioned that the list of reasons provided by UH Hilo for not articulating does not equate with the reasons why they should address this.

Several FSEC members including Kara Kam asked questions related to the renumbering and course equivalency. Ron Pine mentioned possible issues with course descriptions. Burton Chang mentioned that course equivalency, not just numbering, is the key for students trying to finish programs while attending multiple campuses. Steve Mandraccia pointed out that there will be
differences in how courses are taught but that academic freedom allows for this. Kara Kam mentioned that she was directed to renumber her courses at a recent system meeting without a chance for input. Erika pointed out that renumbering is to assist students and if courses are not to be renumbered then justification should be provided. Steve Mandraccia expressed the need for articulating courses relative to cases in which essentially the same courses are not transferable and must be retaken. Kaleo Gagne expressed student frustration regarding the lack of transferability and the perception that this is financially motivated. Also, students feel that since all the campuses are part of the UH System there should be transferability.

John DeLay expressed concern with SLO articulation and academic freedom. Steve Mandraccia clarified that instructors would not have to use the SLOs dictated by another campus. Diane Caulfield and Jim Poole had attended a meeting several years prior in which SLO articulation was discussed with respect to academic freedom as long as course content was similar. Diane Caulfield mentioned numbering issues related to MATH 24, 25 across Community Colleges. Steve Mandraccia clarified that content at KCC is the same although they are using computer methods, and that LCC does not offer these courses but have MATH 73 and 83. These are equivalent as a package but a student could not expect to take MATH 24 at HCC and then MATH 83 at LCC although they could take MATH 73 at LCC and then 25 at HCC. The Maui campus also has some numbering discrepancies but these transfer to HCC.

Burton Chang asked Russell Uyeno if he could assist in coordinating a system policy regarding transferability based on a general percentage similarity rule allowing for academic freedom. Russell Uyeno expressed that the ultimate factor in transferability is faculty agreement. Steve Mandraccia mentioned that the policy agreed to is available on the system committee website. Some discussion followed related to PCCs and pressure from a separate source for programs to align themselves with regard to SOC codes. System representative Steve Mendraccia mentioned that there would be another system meeting next week for Community Colleges and that more information would be forthcoming regarding this issue.

Steven Mandraccia mentioned that President MRC Greenwood had a letter from the Accreditation team that was confidential but mentioned that she was pleased with results and that the contents had already been published in a local newspaper. He also discussed having future system meetings at campuses other than UH Mānoa, including the previous day’s meeting at HCC. Kara Kam inquired whether these meetings were open and he clarified that there is not a restriction on attendance but that there was a clause for one additional non-voting representative who could participate in the talks.

There was some discussion at the system meeting regarding the Mānoa FSEC no-confidence vote for which there was agreement that this action, and following media releases, were counter-productive, misleading and contrary to cooperation. The Maui FSEC had also expressed disagreement with the Mānoa FSEC vote. Several FSEC members discussed inaccuracies in the media regarding the vote and the interest of the Accreditation Team in the Stevie Wonder concert. Steve mentioned that MRC Greenwood had indicated the team’s concern was that job appointments were made independent of political influence and that Greenwood asserted that replacing appointees based on the demands of the Governor would not embody that independence. President MRC Greenwood had expressed herself as a faculty president and indicated her desire to work with the faculty and visit other campuses. Several FSEC members
expressed concern about the public perception of the no-confidence vote, issues with the legislature, and the media coverage of MRC Greenwood.

5. Reorganization Update

Erika Lacro discussed working with those affected by reorganization and the DPC review as some of the DPCs are changing. She is also working with UHPA and Division Chairs regarding assignments of faculty member evaluations. FSEC membership will also be affected and is on the agenda for this meeting. New hires are being re-described and the process is going well.

6. Proposal to add a FSEC Representative

Diane Caulfield brought a new organization chart for Tech 1 reflecting the change from 2 division chairs for Tech 1. Given the 30 faculty, Diane suggested that the FSEC should retain 2 representatives from Tech 1, add a representative from Construction Academy given the 20 faculty, and retain the Tech 1 Division Chair. Sally Dunan confirmed that the proposal entails retaining the 2 representatives from Transportation and Trades which is one division, and adding a representative from the Construction Academy. Sally Dunan pointed out that a campus wide vote is required according to the charter and asked for a motion. Diane Caulfield made a motion to have the FSEC membership reflect 2 positions from Tech 1, Transportation and Trades (as in the charter) and add 1 faculty representative from the Construction Academy, amounting to 3 faculty representatives from Tech 1. Noel Alarcon seconded. Discussion followed regarding representation and population versus entities. The Motion to increase the Tech 1 FSEC faculty representation to 3 by adding a faculty representative from the Construction Academy, passed unanimously.

7. Proposal for Technology Committees

Mike Meyers discussed creating a new Committee to advise the IT CIO position, which fits structure of reorganization and meets the requirement for self-assessment for accreditation. Sally Dunan requested to see a charter for the new committee and a report from the committee to be dissolved (Technology Advisory Committee). This would be a joint subcommittee between FSEC and SSEC. Jim Poole suggested that the committee should be kept under FSEC for legal correctness. The issue was tabled pending the charter and report.

8. Status of CTE General Education Committee

Sally Dunan pointed out that the CPC had established an ad hoc CTE General Education committee to deal with issues related to general Education Requirements and the accreditation process. She indicated that the committee should be formalized and inquired about its status. Marcia Roberts-Deutsch expressed that this item should come under CPC. Sally Dunan expressed that the FSEC is responsible for many of the committees on campus, the status of the CTE General Education Committee is of concern to the FSEC. Marcia Roberts-Deutsch indicated that Jennifer Higa King is working on the formalization of the committee. Sandy Sanpei gave a brief report on the status of the Committee and indicated a draft copy of the charter has been distributed. Sally Dunan indicated she would like to see a method for certifying CTE programs. Marcia indicated that always been on table that General Education Requirements not be solely course-based but could be based on Program Curriculum. They agreed that no such process currently exists. Marcia mentioned that students will be allowed to
register for Spring 2013 before certification changes could be made in the catalog, that recertifications should be completed soon and that a general notice should be sent.

A supplementary list could also be provided to counselors. There was some discussion related to the list of courses fulfilling General Education requirements that was developed during the summer Ron Pine suggested that the Hallmarks are too specific and could be revisited by CTE faculty, in particular for Math or Logic versus Math and Logic. Sally Dunan pointed out that the AAS, CTE General Education core does not transfer which allows for more latitude in evaluating a program for meeting requirements. There was general discussion about placement and the difference between developmental, and other less than 100-level courses regarding the fulfillment of requirements for the AS versus the AAS. Marcia suggested that placement or removal of courses on the list should be passed through the subcommittee and that information regarding the changes be communicated to faculty. Steve Mandraccia mentioned that the FS Hallmarks for Math at Mānoa have been reworded with very minor changes and distributed a copy of the changes. (Copy of revised hallmarks attached.)

9. Meeting adjourned at 11:05 AM

The next FSEC meeting is currently scheduled for Friday, October 26th in Building 2, Room 606, from 9:00 AM until 11:00AM.