



**Senate Meeting
MEETING MINUTES**

MEETING DATE: Aug 31, 2015
LOCATION: Gilmore 212
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS		TIME
Hua Zan	P	Brad Porter		Zhiqiang Cheng	P	Maria Gallo		2:25
Jenjira Yahirun	P	Ryo Kubota	P	Jensen Uyeda	P	Charly Kinoshita		2:25
Rebecca Settlage	P	Susan Crow	P	Ted Radovich		Ken Grace		2:25
Ju-Young Kang		James Leary	P	Alton Arakaki				
Rajesh Jha	P	Kirsten Oleson	P	Kent Kobayashi	P			
Maria Stewart	P	Catherine Chan	P	Kheng Chea	P			
Jinan Banna	P	Michael Kawate	P					
Alan Titchenal	P	MiaoYang Tian						
Brent Buckley	P	Koon Hui Wang	P					
Alvin Huang		Brent Sipes						
Eun Sung Kan		Janice Uchida						

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SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	2:05 Rajesh Jha called to order (Senate Chair)	
MINUTES	No discussion.	Move to approve- M Stewart 2nd- A Tichenal 100% approve motion
Deans report	(Maria Gallo) Int'l Program Position: approval is waiting from President. If approved new hire starts in January (Ken Grace) will provide report to R Jha. Faculty FTE Policy: Changes are based on programmatic need; faculty member and chair have opportunity to provide input so Dean can make valid decision. Draft was presented to leadership 2 weeks before 8/19/15 leadership meeting, approved by administration on 8/20/15, posted on the CTAHR website Employees section. This formalizes the process to everyone knows what's going on. J Leary asked for an opportunity to provide feedback. K Grace is happy to take input from faculty. C Chan- clarification on who is requesting the FTE change: is the faculty member requesting or is the DC requesting? M Gallo- if faculty member requests the change, request needs to go through DC. K Grace- if DC initiates, statement from faculty member agreeing to change must be included.	



SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
	<p>Experiment Station Maintenance- problem in with adequate funding. APLU is assessing the problem, nationally. UH CTAHR has \$130 million in deferred maintenance. UHM accepted some responsibility for the R&M of these facilities. CTAHR is pursuing donors and other funding opportunities. M Gallo- Thomas Lim has a priority listing of the facilities/stations. (Charly Kinoshita)</p> <p>CTAHR Scholarships- This discussion is limited to scholarships administered through UH Foundation. This year, CTAHR had 51 named scholarships admin thru UHF, approx. ½ are awarded by CTAHR the other ½ are from departments. 47/51 were awarded. 4 that weren't awarded were justified to ASAO. The 47 scholarships were awarded to 106 students. Awards may have only used 50% of the cash available, but this allows for continued giving. ASAO will continue to monitor to ensure we have continued scholarships without excessive savings. (James Leary)</p> <p>Extension Network Technology Program- There was an overlap in the amount of time spent communicating and time spent in the field. To advance the technology of communication in the field, this program is supporting 15 agents with tablet (iPad or Microsoft Surface Pro) with unlimited data hot spot. Agents will report on the success. M Gallo- funding came from private foundation.</p>	
Old business		
Focus requirement inventory	<p>M Stewart- gave background. This is an inventory to provide a report to CTAHR ASAO, with potential to result in additional support requests from CTAHR ASAO</p> <p>C Chan- this is a problem for larger programs, b/c the enrollment cap is 20 students/section.</p>	
New Business		
Faculty FTE	<p>Personnel Committee will develop recommendations</p> <p>C Chan- what are the college FTEs?</p> <p>J Leary- Do the FTEs address the needs of the future? Is this a new policy? Is there an old policy that this is replacing?</p> <p>C Chan- FTEs used to be fixed within the dept. The new policy will allow for dept total FTEs to change.</p>	<p>Senators to send feedback to Personnel Committee, Personnel Committee to report at October meeting.</p>
Experiment Station	<p>See Deans update above.</p> <p>C Chan- Perhaps 12-15 yrs ago, the CTAHR Fac Senate made a report with recommendations RE: keeping stations open, maintenance, etc. This is complicated. Station maintenance should be addressed more creatively.</p> <p>B Buckley- Thomas Lim has a list. We should review the list. The report may have been 20 years ago.</p> <p>J Leary- What is the current state of faculty demand for these resources?</p>	<p>Research and Extension Committee to investigate the prioritization.</p>



SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
	K Oleson- CTAHR fac senate could recommend process for this evaluation.	
Assistant Agent Hiring	K Oleson- Agent hiring summary: this increases the options for educational/experience needed to be hired at the Assistant Agent level. Document is ready for a CTAHR vote. Minor editorial changes allowed	Vote- 100% in favor 0% opposed Resolution passed.
Grand Inquiry on Communication and Cooperation	J Leary- are the civil service employees providing adequate support for faculty? How can we communicate better with each other? C Chan- does this include APTs? M Stewart- the intent would be to include APT. J Leary- the climate is unhealthy and unproductive. Maybe it's an individual issue. K Chea- A college-wide survey may be appropriate to identify how serious these issues are. C Chen- Andy Hashimoto did a survey. M Stewart- Morale	Ad Hoc Committee to be formed. Kheng Chea is Chair, contact Kheng to serve on committee.
Committee Introductions	Need one more elections committee. Committees need to elect chair. Need 2 more senators from FCS	
Upcoming Meeting	October 2 nd Monday 3pm December 2 nd Tuesday 3pm February 2 nd Monday 3pm April 2 nd Tuesday 3pm	
ADJOURNMENT	3:05	

Respectfully submitted by Maria Stewart.

Approved on October 12, 2015 with 19 votes in favor of approval and 0 against.

Resolution on Assistant Extension Agent Hiring

2015 July 1, Wednesday

Whereas, Extension Agents are faculty members engaged in continuing education and training, working with families and adults in our community with the goal of community well-being, economic development and environmental protection; and

Whereas Assistant Extension Agent faculty are currently required before being hired to have “...A Masters degree from a college or university of recognized standing, with major work in agriculture, home economics, marine science, resource management, or a related field, whichever is appropriate, or, in addition to the Bachelor’s degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job; at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields; ability to exercise independent judgment and to assume responsibility for developing an Extension program; ability to work harmoniously with other agents in an integrated Extension system, and with related agencies.;...” (E5.221, page 23); and

Whereas, this Executive Policy (E5.221) that goes back to at least 1975, implies that an applicant with Masters degree plus three of experience is equivalent to a holder of a Bachelor degree with 30 credit hours of post-baccalaureate non-structured academic work and at least three years of successful experience; and

Whereas, this Executive Policy (E5.221) may have meant that applicants with a Bachelor’s degree were required to have **either** 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job **or** at least three years of successful experience, this interpretation is supported by Junior Agent (A2) only being required to possess an appropriate Bachelor degree to be placed in that rank (A2); and

Whereas, Executive Policy (E5.221) does not provide any flexibility in this three years of experience requirement for applicants for Assistant Extension Agent with a Master’s degree; and

Whereas, Assistant Extension Agents at other Land-Grant Universities such as the University of Arizona, University of California, University of Florida, University of Georgia, Oregon State University, and West Virginia University are required to have the minimum of a Master’s degree in a relevant field, they do not require three years of relevant experience; and

Whereas, it is difficult for Master’s holder to get extension experience without being hired as Junior Agents that requires 30 credit hours after obtaining their Bachelor’s degree which is equivalent to a Master’s Plan B program; and

Whereas, the recent external review of the College (CTAHR) found this three years of experience requirement for Assistant Extension Agent unusual and should be changed; therefore

Be it resolved that the effective relief to the current restrictive criteria for Assistant Extension Agent hiring is to rephrase the current policy by changing the punctuation in the current Executive Policy (E5.221) for the Minimum Qualifications for Assistant Extension Agent (A3) to “.....**or, in addition to the Bachelor’s degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job or in addition to the Bachelor’s degree at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields;.....**” and

Be it further resolved, that the College of Tropical Agriculture and Human Resources Faculty Senate requests that this recommendation to modify the Minimum Requirements for Extension Agent be submitted to the Manoa Faculty Senate, with a copy to the Dean of the College of Tropical Agriculture and Human Resources, and when endorsed by Manoa Faculty Senate the resolution be transmitted to the Manoa Chancellor, University President and the Board of Regents.

If Approved, the Revised Minimum Qualification for Assistant Extension Agent (A3) in E5.221 would read:

Minimum Qualifications: A Masters degree from a college or university of recognized standing, with major work in agriculture, home economics, marine science, resource management, or a related field, whichever is appropriate, or, in addition to the Bachelor's degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job; or **in addition to the Bachelor's degree** at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields; ability to exercise independent judgment and to assume responsibility for developing an Extension program; ability to work harmoniously with other agents in an integrated Extension system, and with related agencies.

CTAHR Research Office Report

CTAHR Faculty Senate Meeting

August 31, 2015

1. CTAHR Faculty FTE Modifications Policy:

The “College of Tropical Agriculture and Human Resources (CTAHR) Policy on Modification of Faculty FTE Assignments to Reflect Changing Program Needs” was developed by CTAHR administration to standardize the process, provide a mechanism for both faculty members and chairs/directors to provide input on such requests, and ensure that the Dean is provided with sufficient information on the value and impact of the request to make an informed decision. The draft policy was distributed to the CTAHR Leadership team (Administration, Chairs, Director, County Administrators, Faculty Senate Representative) for review two weeks prior to the August 19, 2015, Leadership Meeting, and was discussed at that meeting. It was approved and posted on the CTAHR website on the “Policies and Guidelines” page <http://cms.ctahr.hawaii.edu/empres/HOME/Policies&Guidelines.aspx> on August 20, 2015.

A copy of the policy is attached to this report.

2. Experiment Station Maintenance Concerns (R&M, CIP):

Repair and renovation of Agricultural Experiment Station infrastructure is a nationwide problem. Preliminary results of a current Sightlines (see <http://www.sightlines.com/>) study commissioned by the Association of Agricultural Experiment Station Directors (AAESD) and Association of Public and Land-grant Universities (APLU) indicate that the cost of deferred maintenance nationally is approximately \$7.9 billion. A Sightlines study commissioned by the University of Hawaii System identified approximately \$30 million in deferred maintenance costs at CTAHR’s off-campus facilities, and internal assessment by CTAHR’s Office of Planning and Management Systems (with input from County Administrators and Farm Managers) places the R&M cost closer to \$130 million. It’s worth emphasizing that this is only to return the properties to their originally-built condition. Since many of our facilities are in the range of 30-50 years old, this is not really an adequate solution, although certainly better than nothing.

In FY 2015, UH Manoa administration began to include the \$30 million in deferred R&M in the UHM R&M plan, which (if funds are obtained from the legislature) would allow this to be performed over the next 10-15 years. However, continuing issues with Komohana construction have left little to no funds from the initial FY 2015 allocation. Incorporation of our off-campus R&M costs (even underestimated) as a UH Manoa

priority is a positive step, however. To supplement UHM expenditures, CTAHR Administration has pursued and intends to continue to pursue both private and state funding (where appropriate). At the national level, USDA NIFA has indicated awareness of this serious infrastructure issue, and the purpose of the APLU Sightlines study is to bolster interest in some sort of grants program to address this.

Additionally, Interim Dean Sylvia Yuen appointed an exterior station review team in 2011. Over the next year, this team visited all CTAHR stations, and drafted comments that are currently being organized and collated by Thomas Lim for Dean Gallo.

- Submitted by J. Kenneth Grace, Associate Dean and Associate Director for Research

College of Tropical Agriculture and Human Resources (CTAHR) Policy on Modification of Faculty FTE Assignments to Reflect Changing Program Needs

Approved August 20, 2015

PREAMBLE

CTAHR faculty in the Instructor (I), Specialist (S) and Researcher (R) classifications often have partial FTE (Full Time Equivalents) assignments in the areas of instruction, extension and research (I/S/R). For example, an Instructor position might be designated as 0.60 FTE Instruction (I), 0.20 FTE Extension (S), and 0.20 FTE Research (R). The proportional assignment of partial FTE to each of CTAHR's mission areas is a formal description of the duties described in the faculty member's job description.

In recognition that department program needs may change over time, I, S and R faculty may, through their department chair, request consideration of a change in their proportional FTE distribution. Such requests must be based on program needs rather than preference for a particular faculty assignment, and should not require commitment of additional College resources (e.g., hiring of additional faculty to assume the faculty member's prior duties). CTAHR Administration will take a thoughtful approach to such requests, due to the need to reconcile requested FTE distributions with program lines and salary funds provided to the College by the University of Hawai'i.

PROCEDURE AND TIMING

Faculty will submit a request to their unit Department Chair or Center Director. The Chair/Director will transmit the request, with an analysis and statement of their concurrence or disagreement (see below), to the CTAHR Personnel Officer. The Chair/Director, rather than the faculty member, may also initiate a request for a faculty FTE modification to reflect department needs, in which case a statement from the faculty member must be attached.

Requests must be received by the CTAHR Personnel Officer by March 31 in order to be considered for the next fiscal year. Faculty requests should be submitted to the unit Chair/Director at least 30 days prior to this date. FTE modification will be considered only for the beginning of the fiscal year, and mid-year changes will not be considered. The Personnel Officer will forward the request to the Dean through the appropriate Associate Deans for review and final decision.

PROBATIONARY (UNTENURED) FACULTY

Probationary faculty should be aware that in tenure and promotion decisions their performance will be judged based upon their job description, and their actual FTE distribution during each year of the probationary period. Any application for a modification of FTE will require very strong justification on the basis of program needs and (if approved) cannot be retroactive. Requests received from probationary faculty will be considered very conservatively, in recognition of the department needs described in the advertised job description and in order to protect the faculty member from any possible adverse consequences in terms of performance review.

FACULTY RESPONSIBILITIES

A faculty request for modification of FTE assignment must include:

1. A description of the faculty member's current FTE distribution and any past changes in FTE distribution, specific duties, and relationship of current duties to the job description for the position. For faculty with Instructional FTE, this must include a full list of courses assigned, and courses actually taught within the past two years, with the enrollment in each course/section.
2. A description of the rationale for the requested FTE modification based on program needs.
3. A description of the impacts of the requested modification on department programming and operations, including steps necessary (or in place) to mitigate any negative impacts and address prior duties of the faculty member.

CHAIR/DIRECTOR RESPONSIBILITIES

The Chair/Director is expected to attach an analysis of the request for FTE modification, including:

1. A statement of their agreement or disagreement with the request.
2. A description of need for the requested modification, from a program and department operations perspective.
3. A statement on the impact of the requested change on total FTE distributions within the department. For example, is there a corresponding request to adjust another faculty member's FTE in such a way that the overall impact on FTE distribution is neutral?
4. A description of steps that will be taken by the department, without the need for additional resources from the College, to mitigate any negative impacts and manage prior duties (such as course assignments) of the faculty member.