Meeting was called to order by President Halina Zaleski at 9:40 am.  
Attendance:  Halina Zaleski, Paul Singleton, Debbie Ward, Charlie Weems, and Jean Young,  Susan Miyasaka was out of town and  Kelvin Sewake joined by Poly Com.

**Minutes:** November Minutes reviewed, Nov SEC not checked, December SEC reviewed and approved, Jan SEC reviewed, amended and approved

**Dean’s Report: (Dean Andrew Hashimoto)**  
NEW LEGISLATIVE SESSION : CTAHR requested $500,000 and last year the legislature appropriated $400,000, but the Governor vetoed. We hope to add $450K for Tropical Foliage, $750 K for Data Center, $750K for Food and Nutrition to study obesity, all added to base, and $500K (one time) to study bio-remediation. CIP Komohana--$14 M for design and refurbishment , $330K for Waimanalo LRP, $2.5M PCUGC building, $1M Molokai Extension Office, Kona Extension, Upgrade Pope Lab

The ten bills that affect CTAHR most directly this year are:

House Bill 1723/Senate Bill 2408: Budget appropriation to fund nine of CTAHR's faculty positions, beef and forage improvement, obesity prevention and weight management, Center on the Family's Data Center, and bioremediation research and testing to clean contaminated sediment

HB 2926/SB 2370: Capital improvement project (CIP) funds to plan a research and outreach center in Waimanalo

HB 1853/SB 2371: CIP funds to build a multipurpose building at the Urban Garden Center

SB 2369: CIP funds to renovate and upgrade the Komohana Research and Outreach Center

SB 2475: CIP funds to build an Extension office building on Molokai

HB 2546: A UH CIP bill that currently includes the Komohana, Waimanalo, Urban Garden Center, and Molokai projects listed above, plus an Extension office building in Kona and plant growth facilities on the Manoa campus

SB 3110: A UH CIP bill that currently includes the Urban Garden Center project

At present, the ten CTAHR-related bills listed above have been heard and
approved by their subject committee(s) in the originating legislative body and referred to that body's money committee. The deadline for these bills to be heard and approved by the money committee, prior to being approved by the originating body and crossing over, is called First Decking; this session, First Decking falls on March 5.

Priority Staffing Guidelines
Guidelines were sent out to the leadership teams. County and departments should prioritize and justify positions.

County Administrator and Assoc Dean Searches
Executive Management positions aren’t being considered in the priority staff process (they are a higher priority). Rationale is that the interim role is not fair or functional; if no funds are available to hire outside, we will hire internally.

Instruction Committee Report (Charles Weems)
PEPS 471: Approved Report

(Jean left to amend minutes for full Senate meeting this afternoon.)

Chair’s Report (Halina Zaleski)
CAFNRM: No report

Uniform Grading Policy
All campus council has set up a committee to make a recommendation. Business School was opposed to this.
Charly Kinoshita has proposed a new CTAHR rule to bring the college up to standard with others at Manoa: CATHR students must have a minimum cumulative GPA for graduation with 2.0 (C or C-) in major courses to graduate, effective with incoming freshmen.
SEC will put it to the Senate today for consideration, but may defer vote until Brent Sipes (Instruction Committee) could garner pros and cons, comments.

Personnel Committee (Deborah Ward)
The Personnel Committee met on February 20, at 2:30 pm in St John 106 and limited the scope of the meeting to:

1) Review department procedures regarding the Department Personnel Committees (DPC) for compliance with the 2003-2005 Agreement between the University of Hawaii Professional Assembly and the Board of Regents (UHPA Contract).
The committee found discrepancies between department rules and the UHPA Contract. The committee recommends regular review of the DPC rules by each department, particularly after a contract is ratified, every 2-3 years.

2) Revisit the recommendations of the Faculty Senate Personnel Committee recommendations in 2000, particularly with regard to Scholarship Unbound.

In keeping with the BOR Procedures for Evaluation of Faculty, the committee recommends that each Department consider incorporating the descriptions of Agents and Specialists within the University system, as no descriptions of these roles currently exists in the University guidelines.

3) Mentoring: The committee recommends each department initiate or review its mentoring process for new faculty, so that the department can provide guidance in the early stages of a professional career, to assist the faculty member in building her or his dossier appropriately.

4) Amend DPC Rules: the committee recommends each department revisit the DPC rules to clarify the role of the DPC (ie supportive or adversarial).

5) Before the April Faculty Senate Meeting, each committee member will review a department DPC rule (not their own department’s rule) and draft recommendations for department review based on congruence with the recommendations made in 2000.

SEC recommended that the committee run the rules by UHPA (Jim Kardash) and Ruddy Wong. Halina will ask Steve to mention upcoming resolution to Senate and post the reso on the web for consideration by faculty.

**Research Committee** (Paul Singleton)
Senator Dan Inouye brings $8 M to the College annually, and the leadership team plans to convene a committee to look for other sources of funding to strategize for a time when these resources are no longer funneled to the college in the Federal budget. Names must be submitted to Doug Vincent by April 5.

**Extension Committee** (Kelvin Sewake)
The committee met on February 13 and identified a short list of issues.
-Process for filling Extension positions; there is a concern about losing the 4-H positions because program spans the departments
-CTAHR priorities-how well does Extension fit into the plan?
-Projects: many have individual projects but no program under which they fall; we need to identify community needs with program areas
-Mentoring new faculty: make a more cohesive effort
-Skills of Extension Agents: how to keep up with technology, stay on the cutting edge, through training, conferences
-Plan of Work: time-consuming process for small amounts of funds, it’s hard to justify the time for the outcome
-Structure of the SEC: The charge of issues to pursue is by the SEC to the committee, and then it’s the SEC that must follow up with the recommendations.

Halina: the Extension Committee should look at asking Barry Brennan to have a committee review the Extension Plan of Work applications, as Barry might benefit from having a broad base of knowledge about the Extension programs.

**Elections Committee:** (Susan Miyasaka not attending)
Call for nominations needs to go out in March, with the election on April 1, so that people can make travel plans to attend the Faculty Senate meeting in April.

**Bioethics** (Halina Zaleski)
CTAHR is having a big conference this weekend. Dian will call a meeting to address the concern regarding genetic drift of GMO traits and pollen to non-target crop. They will develop a process within the college for the discussion of ethical issues.

**Manoa Senate:** (Halina Zaleski)
Bylaws change is proposed so that SEC chair or representative to the Senate (such as CTAHR) will have an automatic seat in the Senate to have better communication. If the proposal passes, we will need to amend our bylaws to identify the representative. Halina asked Paul Singleton to read the charter to see how we would need to change our bylaws.

**ACCFCS**
No action, just report
-WASC articulation budget subcommittee is meeting with the Chancellor’s budget group
-Space allocation; some units have a higher proportion of space than others (see FCS and COF)
-WASC recommends a system Senate but ACCFCS rejected that because there are no system-wide units.

Adjourned at 11:10 am.

Respectfully Submitted,

Jean Young and Deborah Ward