Meeting was called to order by President Halina Zaleski at 9:39 am.
Attendance: Halina Zaleski, Dean Hashimoto, Charlie Weems, Debbie Ward, Susan Miyasaka, Paul Singleton and Jean Young

**Dean’s Report**
(Attended Manoa Management Executives (MME) meeting.)

**Issue: Budget - Manoa System wants to keep $10 Million restored by Governor**
- Includes $490,000 of CTAHR monies
- System says budgets already set for current year thus it would keep $$

Concerns:  
- If Gov sees monies not returned to units, might think we don’t need monies and in future may be less likely to give more funds
- Grants do not include clerical staffing

How to deal?  
- Manoa Faculty Senate will be sending letter
- $$ be returned back to institution taken, then redistribute
- Suggest use part of funds – 2.6% for Faculty pay increases
- CTAHR could use $490,000 to hire new faculty

**CTAHR budget $1.2 million less than last year**
- Legislature approved $500,000 but monies not released & not added to base budget
- $ 211,000 Electric bill (CTAHR prorated share of $2 million system shortfall)
- $490,000 budget restriction Governor 2.6%

Idea: Conserve electricity campaign in CTHAR
It will take several years before Manoa system is able to implement new meters, charge system to regulate electricity consumption - who spends? who saves?

**Issue: Agriculture Research and Extension Council**
Chancellor wants to move up Regents memo
CTAHR suggestion could be to change name of council
*What does it mean to be system wide/statewide function?*
Coordinate with Chancellors at different sites
Potential to have community college faculty help do extension & vice versa
    If current faculty teach, others could do extension and research
    Eg. Hire staff with multiple expertise to meet different needs
    Eg. Link culinary programs (community colleges) with food sciences (FSHN etc)
    (Chris Spear grows new products on Maui and uses in culinary programs)
Change/ strengthen links between experiment stations, extension and academia
    Eg. Youth/leadership coordinate
    Eg. Be open to other joint endeavors in leadership like FCL, clothing, etc.
    Eg. OECD skill building use extension expertise
    Eg. Money management and distance education
    Eg. Standardize English 100 course requirements across system
    Eg. Build relationships (across system) to be synergistic vs. competitive
Barriers: Lack technology and staff to do work

**Discussion:** How to sustain improve and implement coordination across departments?
Need state leader(s)
- Program leader concept for adult and one for youth
- Attend national meetings, coordinate amongst programs

E.g. Risk management –
- Agents must do what middle management volunteers used to be able to do
- Screening of all volunteers by Agents?
E.g. Can’t sign off on accounts
- No control over how monies are spent

*Debbie to write to Dean re: how to address 4-H county issues*
*Halina to check on Livestock council monies*

**Question:** If $490,000 is restored, do we open more positions?
College anticipates $250,000 savings annually from retirements
Reserve on salary $ 1.8 Million spread over 5 years,
Shortfall next two years in cash flow
Over 5 years capture retirement savings and pay into future

Hire people we have already made commitments to?
*If lose $1.2 Million then 2004 Legislature critical*
Depends on revenue projection, amount of monies restricted

**Discussion:** with retirements we have monies saved but who’s doing the work?
Hire with critical needs in mind
What happens if another fiscal calamity hits the state?

Revenue sources link enrollment with tuition credit hours
CTAHR is up +13% undergrad enrollment, +8% Grad programs

**Search process-Oahu County Administrator**
SEC favors internal search process
Appoint or internal application process
What is the timeline for hiring?
Will an Extension committee be formed for search process (like on Kauai)?
*Dean will talk to Oahu extension staff directly*

**Minutes**
SEC minutes approved as circulated. C. Weems moved, S. Miyasaka seconded.

**Committee Reports**

**Research Committee** *Paul Singleton, Liaison*
Committee to meet today to appoint chair
Any burning priorities for the committee? Facilities maintenance? Other issues?

**Instruction Committee** - Charlie Weems, Liaison
Brent Sipes, Chair

*Committee Recommendations were approved by SEC* – D. Ward motion, S. Miyasaka second.

**Courses Approved:** BE 625 new (modified), ANSC 446 new, AREC 638 (modified), NREM 304 (modified), TPSS 351(modified), TPSS 342 (modified)

**Two courses were tabled.**
- FSHN 322 Dept Chair approved but not Dept curriculum committee
  *Correct procedure:* department curriculum committee review and approve, Dept. Chair approve, SEC approve, Full Senate approve, UHM form to M. Hapai
- Tabled TPS 322 - No dept. curriculum committee approval

Two courses were tabled.

Cannot cross list a course across 3 units
Not recommended TAHR, only if Dept recommends new courses

**Extension Committee**-Kelvin Sewake, Liaison
Claire Nakatsuka accepted (reluctantly) as Chairperson.

SKIP reported (to Kelvin) half of the committee will not be here today and they will talk via email on 3 items listed below.

1) Moving extension to system wide implementation
2) Workload issue (by Lynn Nakamura-Tengan)
   Need to clarify what is the issue? Individual workload control? program focus? areas of responsibility??
   Check J.N. Musto interpret contract
   Check Dept of Labor website - workload, work hours
3) County Administrator Search process
   Should include input from faculty

NOV. 5&6th Extension Conference, program announcement out today

**Personnel Committee** – Debbie Ward, Liaison
Committee has not met to date
What issues should committee consider?

**Elections Committee** – Susan Miyasaka, Liaison
Committee Chair Kent Kobayashi

CAFNRM (College of Agriculture, Forestry, Natural Resource Management) UH Hilo
Susan Miyasaka reported. Jim Carpenter to serve on committee. UH Hilo has no Dean, Jack Fujii Acting Dean? No forestry courses at present though USDA and other grants

Respectfully Submitted,

Jean S. M. Young
Attendance:  (to be added)
Proxy votes received from:  Joan Chong (Jean Young to vote) and        (to vote)           .
Quorum was achieved (20 persons).

DEAN’S REPORT
Contracts and grants  are up + 41% from last year.  Past work is paying off.  Strategic plan targeted to double enrollment. One of many positive things happening in our college.
*CTAHR budget – concerned with losing momentum gained from restructuring.  College sustained $1.2 million shortfall ($490,000 Gov. restriction, $500,000 Legislature cutback and $211,000 CTAHR share of electric bill shortfall).
*Despite Governor’s restoration of $10 million to university, system is thinking of withholding funds.  Manoa Faculty Senate will send letter to President to oppose plan to withhold $10 million.  Current $1.8 million in carryover funds.  If we have to take a $1.2 million shortfall, even with projected $250,000 annual savings from retirements, over 5 years, we will deplete surplus.  Goal get initiatives into UH budget.
*Agriculture Research and Extension Council
Looking at making experiment stations a system wide initiative.  Based on prior Attorney General (AG) ruling which said the entire UH system is land grant and not Manoa only (at time of efforts to move CTAHR to Hilo).
Sylvia Yuen:  Moving to systems level, will this change monies targeted for system wide allocation vs. just for CTAHR ?
Dean:  Not enough resources at any location (in system).  Need to develop synergy from current resources division.  How to leverage collective resources, provide more service?  Staff in counties to do teaching?  Can we collectively serve Stakeholders better than in the past?  More complex organizationally.  Building relationships is key.  eg. NREM –4 year degree on Maui with community college.

Dean: Unknown if only one dean or one at Hilo and one at Manoa.  Model elsewhere?  Hawaii unique, strong central system.  Advantage for community colleges to be more viable.  Upside potential and real risks involved.

*Alaska Native Grant - $1.7 million, $10 million authorization.  Year 3 of grant.  7 community colleges + Manoa and West Oahu = 9 institutions.  Coordinate integrated program.
Agribusiness incubator – ½ mil.  CTAHR start investing in joint programs in farming or value added business.  Senator Inouye - If positive impact, amount can increase.  Authorization language vs. special appropriations.  Likely to continue unless Congress cuts bill funding.

REPORTS:

RESEARCH - Barry Brennan reported for Cathy Chan – Halbrendt.
New policy being drafted that addresses Faculty Release Time for Extension funded scholarly endeavors.  Will work with Senate on new policy.  Salary and fringe costs must be covered in
grant for release time. Buy out for any scholarly activity, dept. gets back salary savings. Dept. needs to develop policy like RTF funds. Written report given to Halina Z.

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**GRANTS - Barry Brennan reported for Dong Vincent.**
NRI Competition – RFA to be release in 2 weeks. 6 weeks to write proposal from release of RFA. TSTAR no longer needs pre-proposal. Letter of intent to Doug due Oct 31st. Funding disparity - House 10 Mil., Senate 4.47 Mil., hope for level funding at 9 Mil. Written report to Halina Z.

**INSTRUCTION - Marlene Hapai**
Thanked all of the college for joint enrollment effort increases.
Graduates up 12.3%. Includes 15.6% Undergrad 13.3% Graduate increase 17% last 2 years collective – highest enrollment since 1988.
See written report for other initiatives - Native Hawaiian Jr. & Sr., teachers & more programs.

**EXTENSION - Barry Brennan**
Extension conference Nov 5 & 6. To include time for departmental meetings. Thanked Kelvin Sewake and committee for creating conference program (circulated to all). Extension project proposals ended in March - 4 integrated projects funded. Annual Narrative reports due Oct. 30, 2003. See website. Include impact accomplishments. Send report based on production and accountability to receive future funding. Extension will celebrate 75th anniversary at November conference. Streamlining personnel and financial procedures. *Focus groups to be comprised of dept. chairs, county admin, secretaries, Faculty Senate appoint or send names of Volunteers to Jean Young.*

**MANOAA FACULTY SENATE - Janice Uchida**
CTAHR reps to Manoa Faculty Senate: James Carpenter, Linda Cox, Paul Singleton, Janice Uchida, Glen Teves, Halina Zaleski. General Education Committee - new graduation core requirements. Community Colleges want control in all graduation requirements for Manoa. Mary Tiles – Chair. Summer no resolutions or substantive business conducted. UH at second highest enrollment at 19,700+ students. Will not fund Senators from off island. College will fund for neighbor isles Senators and seek reimbursement from Manoa Chancellor’s Office. CTAHR one of few with outer isle Senators. *(Ask Carl Kim for monies).*

General Education Core - Move and debate 300 courses. Core reduced. Two writing and ethics – major and upper division requirements. University system – Two cores, community colleges and Manoa requirements. Confusion on whether courses count from community college degree toward Manoa requirements. Important: student should save course catalog from year they enter, sets requirement for student. Manoa Faculty Senate website: Minutes on SEC every Mon 3pm. Also shared return of Governor’s restriction, System to keep monies.

**CHAIR’S REPORT:** Halina Zaleski
Keep report short. Extension system function. Other issues in committee report

**RESEARCH:** Paul Singleton, Liaison
Members: Randy Hamasaki (Chair), Chair, Qing Li, Winston Su, Russell Yost, Dan Rubinoff, John Engel. Invited to come to members with concerns. Prohibition use Fed $ for motor pool use. Decline in motor pool. General research infrastructure decline. Dean: “Hard to imagine get any worse, ORS not enough monies…” Janice Uchida: “Can get worse – California, cutting tenured faculty…” Need first class facilities in order to be competitive. Space allocated in college – space not used properly? Eg. Lab space used for office. Pursue one or two issues, want input to help committee. Susan Miyasaka suggested Dept. of Defense building infrastructure grants. DEPSCOR, Erosion grant, meteorological models.

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INSTRUCTION - Brent Snipes, Chair
Course changes - SEC approved recommendations.
Motion carried – Faculty Senate accepted committee report. Motion by ?? Charlie-Second

Motion Carried – Faculty Senate accept Chancellor’s correction to CTAHR concurrent guidelines and undergraduate degrees. Motion by ?? C. Weems – seconded.
Inst. Comm recommendation

TAHR course – college level not specific to any department. Faculty responsible for curriculum. How function if no department curriculum committee to review course. 699, 499, 491 courses are one way to teach courses vs. a one time course not taught by a department.

Marlene Hapai shared about Special Topic course “not listed anywhere but apply everywhere.” Special topic VS. directed reading. College wide alpha still go through Instruction Committee. Faculty can submit and bypass dept. committee. Discussion of new, more expedient way needed since current system –cumbersome. Discussion ensued on may be sacrificing course integrity when cross listing from another college- reasons to do so may not be strong enough. Marlene provided biology + natural science – example. Ethical thinking course in CTAHR What makes it work? Give comments to Halina Z. or Brent S. for instruction committee consideration.

PERSONNEL – Wayne Borth reported not met yet.
Members - Naomi Kanchiro, Steve Ferreira, Dick Bowen, Mark Wright, John Hu, Debbie Ward Bring issues to group for consideration.

EXTENSION - Skip Bittenbender reported for Chair Claire Nakatsuka.
Only Hector and Skip met in person. System wide extension issue may be covered by committee.

ELECTIONS - Susan Miyasaka, Liaison, reported. Will check if Kent Kobayashi willing to serve as Chair.

Bioethics – Diane Dooley. Shared report to Halina Z. Conference Spring 2004 teachers request for proposals circulated. How to order credit for courses

UNFINISHED BUSINESS – No business
NEW BUSINESS

Motion by Charlie Weems, Second – Harry Ako or Bittenbender
Unanimous Motion – “Governor Budget restriction, monies taken from units be returned to units.” Secretary Jean Young to draft letter for Halina Zaleski.

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All Campus Chairs Committee - substantive issues go back to all campuses’ faculty senates. May ask for resolutions.

CHARLIE Weems moved to adjourn the meeting.

Respectfully Submitted,

Jean S. M. Young, Secretary
CTAHR Faculty Senate