1. Call to order and introductions--Kent Kobayashi, presiding. === Began at 3:03 pm

2. Approval of April 28, 2011 meeting minutes === Approved unanimously

3. Dean Sylvia Yuen
   - Dean Yuen explained that Sun Grant Subcenter was authorized for Hawaii in the 2008 Farm Bill, and the proposal to establish the Subcenter at UHM was supported by the CTAHR Faculty Senate last year. Feedback from the campus community is now being sought. UHPA and the Manoa Faculty Senate Committee on Administration and Budget have approved the Subcenter. The UH Manoa Senate will be reviewing and vote on the Subcenter proposal on September 21. The Sun Grant Subcenter will be funded by grant money.
   - UH campuses are collaborating to explore and work on common ag education issues, such as a core for agricultural education and a statewide recruitment effort.
   - CTAHR and Shidler College of Business have developed a report exploring the potential of tea as a new industry in the state. Tea product quality and other recommendations have been identified as one of critical factors for the success of this new industry.
   - Dean Yuen and Cheah mentioned that, for the first time, CTAHR is sponsoring a student entrepreneurial competition. Announcement of the competition will be posted on the CTAHR website and disseminated to faculty.

4. Associate Deans’ Reports
   - Associate Dean Evensen reminded the faculty of the due date on the extension plan of work (the said deadline is a suggested one) and the due date for the extension/research supplemental funding RFP (due: October 12, 2011).
   - Manshardt asked whether it was necessary for formula funds to expire at the end of each year. Evensen answered it was a set policy and stated in the RFP, and was required so that CTAHR could meet federal obligations regarding the allocation of funding.
   - Rubinoff asked whether faculty could have direct access to formula fund accounts. Evensen will check it and get back (see the end of this document for Evensen’s answer).

5. CTAHR Dean Search--Halina Zaleski
   - Zaleski mentioned that the CTAHR Dean position and the names of the Search Advisory Committee members have been posted on a website (http://www.manoa.hawaii.edu/executivesearch/ctahr/). Zaleski asked the Senate to provide any good places for advertisements to Michele Tom (808-956-9396; tomm@hawaii.edu) or herself. She also asked that faculty recommend qualified candidates.

6. Instruction Committee--Jon-Paul Bingham
   - Bingham explained that the instructional committee will provide a guide on how to fill out UHM-1 and how to respond to the college criteria on a new course proposal. Departmental chairs and departmental curriculum committees will sign off to insure that course proposals meet the set guidelines. This should help the Instruction committee to review proposals in timely manner and avoid a proposal being returned without review multiple times.

7. Memorandum of Agreement (MOA)--Susan Miyasaka
   - Manshardt on behalf of Miyasaka briefly described the status of the MOA template for research with farmers or cooperators, and of the Policy for Release & Distribution of Plant Germplasm (see the attached summary from Miyasaka). The research committee will report back to the senate at the next meeting. Zaleski suggested to include both plants and animals.

8. CTAHR Faculty Survey
   - An issue was raised on the draft survey and Dean Yuen is thinking about how to address it.

9. New Business
DeFrank talked about the UH Administration seeking to use the Magoon Facility for faculty housing. Dean Yuen said that all CTHAR’s interest and activities will be protected and CTAHR will work with faculty, students, and community clientele to ensure their instructional, research, and extension program are not jeopardized.

Zaleski said that the UH Administration has learned that any facility changes need proper consultation with faculty and that the UH Manoa Senate and the administration are negotiating on the methodology.

Zaleski requested that Senators’ attendance be posted in table format at the CTAHR Senate website.

Stokes requested any handouts to be also provided to senators in outer islands.

Manshardt asked about the Food Tech building. Idol mentioned that a four-story dance studio will be built at the location.

10. Adjournment === Ended at 3:55pm

Status of **Memorandum of Agreement**

and **Policy for Release & Distribution of Plant Germplasm**

Susan C. Miyasaka, 9/15/11

**Policy for Release & Distribution of Plant Germplasm**

1. The draft policy for Release and Distribution of Plant Germplasm is posted at the CTAHR employee’s website:


2. Portion relevant to CTAHR Faculty Senate:

   “Improved germplasm shall be eligible for release only after it has been recommended as meritng release by a Plant Materials Release Committee (hereafter referred to as “Committee”). This is a seven-member committee with three-year rotating terms and is appointed by the dean. Through scientific peer review, the committee is advisory to the dean and director of CTAHR. Membership on the committee should include representatives of the various plant breeding programs within CTAHR, and/or county extension faculty representing those commodities, a representative of the CTAHR Faculty Senate, and/or industry representatives, as appropriate.”

3. Status: policy is a draft; hasn’t been approved by General Consul (GC) of UH. Dr. Ken (Assoc. Dean of Research) views reliance on a “to-be-named” Plant Materials Release Committee to resolve issues is flawed. He does welcome comments by CTAHR Faculty Senate on this issue.

**Memorandum of Agreement (MOA)**

4. CTAHR administration is working on a MOA template. It will include: a) researcher’s responsibilities; b) farmer’s or cooperator’s responsibilities; c) limitation of liability; and d) research protocol as an attachment. Once submitted by the PI, it will undergo internal review by CTAHR administration.

5. According to Dr. Ken Grace, this MOA template has been reviewed by UH Procurement, Property & Risk Management (Duff Zwald, Lynn Nakamasu), but it hasn’t yet been approved by the GC office.
Aloha all,

I wanted to get back to you all on the question raised by Dan Rubinoff about individual faculty being able to directly check on account balances in 5***** accounts. I'm afraid that this is not currently possible. Apparently these accounts can only be accessed at a department level. So the best option remains for you to ask your departmental fiscal APT for help in determining the balance. Sorry for this difficulty.

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