**EXECUTIVE COMMITTEE**  
**MEETING MINUTES**

**MEETING DATE:** January 03, 2014  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

<table>
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<th>MEMBERS</th>
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<th>GUESTS</th>
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<tr>
<td>David Ericson - Chair</td>
<td>P Ron Bontekoe -Vice Chair</td>
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<td>John Casken - SEC</td>
<td>P Stacey Roberts</td>
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<td>Doug Vincent</td>
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<td>Kristin Herrick - Staff</td>
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<td>Halina Zaleski - MFS Secretary</td>
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<td>Carolyn Stephenson</td>
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**SUBJECT**  
**CONTEXT**  
**ACTION / STRATEGY / RESPONSIBLE PERSON**

**CALL TO ORDER**  
Meeting was called to order at 12:02 pm by Chair Ericson.

**NEW BUSINESS**
1. Role of the UHM Chancellor vis-a-vis the UH Cancer Center.  
1. a) Members agreed that it would be appropriate to see if Chancellor Apple could meet with the SEC on January 06.  
   b) Members discussed wording of a possible Resolution on the issue. Agreed final wording should be completed after meeting with the Chancellor.

2. Conduct of SEC meetings.  
2. Members agreed that:  
   a) meetings must end at 4:30 pm if not earlier  
   b) Chair needs to be allowed to cut short discussion  
   c) Visitors: focus should be kept on priority items with time allotments being shortened. K. Herrick will follow up as necessary.

3) Committee Updates  
3) a) Need minutes and Fall 2013 Report from all CSA meetings. J. Casken to follow up.  
   b) Need minutes and requested data from GEC. S. Roberts to follow up with GenEd.

4) PR campaign  
Chair Ericson reported no feedback from first potential spokesperson. Members supported an alternative approach. Chair to follow.

**ADJOURNMENT**  
Motion to adjourn made by J. Casken. All approved motion. Meeting adjourned at 2:20 pm.

Respectfully submitted by John Casken, Senate Executive Committee Secretary  
Approved unanimously on January 6, 2014.