

**MINUTES**  
**JABSOM Executive Committee Meeting**  
**June 17, 2011**  
**MEB 202**

In attendance: See attached sheet

Agenda Item/Speaker	Discussion	Action
Dean Hedges - Announcements	<p>The Assistant Director of Admissions job description was handed out for circulation within departments.</p> <p>A Honolulu Star Advertiser article will be coming out over the weekend. The article is to be an update on the medical school addressing the evolution of Dr. Cadman's vision for the school. We anticipate discussion of the legislative monies provided historically and where we are now that the tobacco settlement monies will not continue.</p> <p>Review of ongoing strategic planning efforts using Shan Steinmark's matrix. Collaboration between the departments is critical for the pillars of the matrix grid: research, education, clinical, community, advancing functions, and taking advantage of opportunities. We want to partner across the campuses, working with key stakeholders, to affect overall health in Hawaii and enhance support for faculty members through the academic departments.</p> <p>Review of Shan Steinmark's grid of how we align with Manoa campus and their strategic planning vs. our strategic planning and how JABSOM and UHM overlap. We want to work as a team to link our planning with Manoa's.</p>	<p>A working group at UHM is addressing a clarification regarding UHM's "Hawaiian Place of Learning" concept. Results will be brought back to the JABSOM Executive Committee.</p>
Greg Willems/UHF	<p>Greg Willems (VP of Development with UHF) manages development operations for entire UH system for all 10 campuses. He has been brought in to lead and guide the next comprehensive campaign for the UH system in our tough economy.</p> <p>Explained the feasibility study that outside counsel is conducting; received good feedback on our leadership, which is critical in getting people to invest/donate.</p> <p>Informed us a new position will be added to assist Jeffrie in</p>	

	<p>development efforts with alumni, etc. We want to take full advantage of our upcoming 50<sup>th</sup> Anniversary.</p> <p>It was suggested that he and Jeffrie possibly do a short meeting to help Chairs, etc. learn how they can help the campaign. Greg/UHF can ask for the money, but it is critical that Chairs, etc. help explain how donations to SoM make a difference/how it will help the School.</p> <p>We want to emphasize the core primary mission with donors – education and discovery. Let them know how they can help create the physician of the future.</p>	<p>Jeffrie/Greg to set up possible future meeting to show Chairs how to help with Foundation efforts.</p>
<p>Kim Uyehara/Human Resources</p>	<p>Reminder that at this time of year(fiscal year-end) where reappointments take place, all departments need to be sure they check all of their employee records and be sure they have not retired from the State, City and County, UH, UHM, RCUH, etc. sector. If they have retired (ever) from one of these sectors, there must be a minimum 6-month break in service before they can be rehired by UH, RCUH, the State, City, or County. When they are rehired, the new job must have a distinctive difference when compared to the old job.</p> <p>This does not apply to Federal jobs, or non-comp/volunteer unpaid positions.</p> <p>Applies to all faculty and staff.</p>	<p>All Chairs to take a close look at their staff to be sure this requirement is met with all members of their departments. HR should be contacted if such individuals are identified.</p>
<p>Tina Shelton, Communications</p>	<p>Update on APEC (Asia Pacific Economic Conference) coming to Honolulu in November. Health and Life Sciences is one of the four pillars of the community APEC is involved with, so we expect we will be involved with attendees. Tina will be doing a Fam Tour of JABSOM on July 12<sup>th</sup>, with 10-15 journalists from China (tentatively scheduled pending authorization from APEC). The Chancellor, our Dean, Dr. Kasuya, UH Cancer Center Communicator and someone from Tissue Genesis will be also be presenting at this tour.</p> <p>Press Kits are being prepared and they ask your assistance if you think you are able to contribute in some way (i.e. be on a panel).</p> <p>Dr. Nakamura noted that all hospitals have already been asked to work on disaster planning/preparedness for APEC since heads of state will be in attendance.</p>	<p>Let Tina know if you think you think you can contribute to her APEC communication efforts.</p> <p>Dean plans to have Toby Clairmont with the Healthcare Association of Hawaii and Libby Char (former Honolulu City &amp; County EMS medical director) attend our next Exec Meeting to speak on Hospital and EMS preparations for the upcoming APEC meeting.</p>

<p>Roy Magnusson, Associate Dean</p>	<p>First reading of Clinical and Basic Science chair roles and responsibilities. Need a strong description to create a great group of Chairs/recruit the right people, guide leadership development, and assist in evaluations. Began this review by looking at what had previously been created by Interim Dean Shoemaker (which was a 'top-down' view), and decided to split the initial documents into two separate ones for Clinical and Basic Science chairs. Reviewed with Faculty Senate to create these two drafts. With a regular yearly evaluation, the Dean is also working on a 360 degree evaluation every three years with respect to the reappointment of the same person or a recommendation for a new candidate (from the existing chair). Input on this three-year evaluation would come from the Dean, faculty, self-assessment from the Chair, input from the Dean's Executive Team, DIO, hospital partnerships, etc. It was suggested that Chair's staff also give input so the Chair receives constructive feedback from the people with whom they work most closely.</p>	<p>Requested input on content to see if we are hitting on the right tone and content for the documents.</p>
<p>Nancy Foster, CFO</p>	<p>An overview of the financial assessment was given with a handout. An extended discussion followed on the SoM's financial challenges and ways we will be working with the Chancellor and President for our five-year plan. Ms. Foster gave an overview of the original Cadman plan and where we are currently.</p>	<p>Possible second meeting to allow further review and discussion on this topic after the meeting with the Chancellor and President.</p>
<p>Adjourned:</p>	<p>11:00 am</p>	