

MINUTES
JABSOM Executive Committee Meeting
September 20, 2013
MEB 202

| Agenda Item/Speaker | Discussion | Action |
|--------------------------------|---|--------|
| Dean Hedges - Announcements | <p>We want to emphasize that global campus and JABSOM finance issues will be discussed at this meeting; want everyone to know that we are fine for coming year, but we need to emphasize to our stakeholders all of the good work JABSOM is doing through its departments.</p> <p>October 11th is the 20th anniversary of the Family Medicine department's Residency Program. 106 residents have been graduated and will be celebrated – many of whom will be in attendance.</p> <p>The Department of Native Hawaiian Health report will be presented to the Legislature on 9/24/13. It reports on the health and social status of the Native Hawaiian, Polynesian and other Pacific Islander population. This is a joint effort with the Center for Health Equities, DNHH, RMATRIX, OHA, and the Queens Medical Center. The report highlights key findings and successes.</p> <p>During ongoing meetings campus leaders and others, Tina Shelton, Kathleen Connolly and others are putting together health and welfare information that deals with all of the UH-Manoa Health Science and Social Welfare entities. A second annual report to the legislature will be released providing information tailored for each legislative district. The report will emphasize the health issues for the different districts and summarize what UH-Manoa is doing about it.</p> <p>Dean Hedges took part in a Think Tank video recording to promote the school on the radio/cable TV. The video is now on UH Med Now.</p> | |
| Larry Burgess and Henry Lew | <p><u>Update on Internal Giving Campaign</u> – all executive committee members have contributed and several departments contributed in full. (see PowerPoint for details, note one very large gift)</p> | |

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| <p>Coco Seymour and Jeff Long (new Senior Lead in HR Department)</p> | <p><u>HR Update</u> – The HR department is providing a monthly informational session for all admin staff which includes a reminder about an HR policy/procedure currently existing at UH. Topic this month is Nepotism. BOR policy regarding employment of relatives – focuses on a fair, objective, equitable treatment of all applicants in an uninhibited environment where the most qualified candidate is selected. This policy focuses on the concern of favoritism. Policy clearly states who is considered a ‘relative’. Specific rules apply to ‘relatives’ who might be in a supervisory position. (see attached PowerPoint)</p> <p>Question was asked about employees who are not relatives (formal relationships), but whom you know are dating, Nancy Foster indicated there is no policy about dating, but some feel that if two employees are dating, it should be disclosed to their supervisor (although there is no official policy).</p> <p>Additional updates will be at future JABSOM Executive meetings – possibly about email etiquette, IT security etiquette, faculty renewals, etc.</p> <p>Also hope to have formal training on Title 9 during 2013.</p> | <p>Any employee who has a ‘relative’ as defined in this policy, must fully disclose the relationship to another UH employee or applicant to HR, if it has not been done so already. Disclosure should be made at time of hire, but should be done immediately if not done already.</p> <p>Best to ask HR the best action to take once you are aware of any <u>potential</u> conflict and then HR can review the files to be sure they are aware of the situation and nothing else will be required.</p> <p>Regarding faculty renewals – it is important to talk to HR now if you have funds expiring and you know one your temporary faculty might not have a job next year. Temporary faculty members need a four-month notice on expiring positions.</p> <p>Topic to be reviewed next month, but work with HR now if you have any issues about faculty renewals.</p> |
| <p>Jerris Hedges</p> | <p><u>JABSOM Fiscal Reserve Policy</u> Dean Hedges presented an update and discussion about the fiscal changes due to the last legislative session, as well as fiscal decisions the Chancellor has made, and how it affects Manoa and JABSOM. (fiscal reserve policy attached)</p> | <p>Fiscal Reserve Policy is being reviewed by Faculty Senate and will be brought back to the JABSOM Executive Committee for ratification prior to sending it onto Manoa Chancellor’s office.</p> |
| <p>Nancy Foster</p> | <p><u>JABSOM Fiscal Update</u> Nancy spoke about the Myths, Mysteries and Facts about JABSOMs fiscal situation. (power point attached)</p> | <p>After adjusting for S-funds swapped for JABSOM G-funds, JABSOM closes the tuition allocation gap.</p> |

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| Coco Seymour | <u>Manoa New Awards Summary</u> Coco presented a summary of the new awards in FY13, and JABSOM received 131 awards which made us #2 on the list from Manoa. | |
| Adjourned: | 11:00 am | |