**MINUTES**  
**JABSOM Executive Committee**  
**Friday, November 21, 2014**  
**9:00A.M. – 10:30A.M.**

Next scheduled meeting: January 16, 2015

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<th>Topic</th>
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| **IGC Update – Larry Burgess** | Final counts for Internal Giving Campaign:  
100% executive committee participation  
Goals: 330 donors & $270,000 in pledges & gifts  
Actual: 394 donors (57%) & $389,000 in pledges & gifts | |
| **Proposal for JABSOM Institutional Diversity Policy – Richard Kasuya and Winona Lee** | Richard explained that a lack of a Diversity Policy is a top citation from LCME during visits, and all medical schools across the country are refocusing on having a policy.  
LCME looks for aggregate data & definitions on medical student body including: recruitment, offers, acceptance, admittance, continued programs & partnerships and administrative faculty. Supporting documentation and narrative responses also required.  
Committee of 18 was created to draft policy with introduction statement, institutional statement, and objectives.  
Common citation infractions were studied, current UHM diversity initiatives reviewed, and objectives created.  
Much of the statements came out of current strategic plans from both JABSOM and University of Hawaii. Objectives meant to be fluid and allow for change.  
Objective 1: Focus on Students  
Objective 2: Focus on HR  
With approval of executive committee, policy to be presented to general faculty on December 10, 2015. | **Call for vote, Committee voted and Policy was approved** |
| JABSOM Organizational Chart – Coco Seymour and Jeff Long | Org chart used to reflect accurate reporting flow, capture allocations, tract permanent positions, and express functional statements. Must be approved by Board of Regents.
   Org chart updated annually to reflect any FTE changes. Each # within the chart boxes represents a UH permanent person/position.
   Proposed reorg changes. For example: Facilities will go under Ops & CFO and CSD will move under Clinical.
   Jeff encouraged departments to create their own charts for understanding, especially regarding part time and non-permanent positions which are invisible to the UH org charts.
   Questions/ feedback can be sent to Jeff. |
| JABSOM Budget – Nancy Foster | From 2009-2014 Manoa had $61 million dollar decrease in state funds. To mitigate some decline has been an increase in tuition which only supplemented about ½ of funds lost.
   Overall Manoa (including JABSOM) had $30 million in reserves in 2014 which was cut in half.
   JABSOM required for first time to present budget and be monitored.
   Nancy presented budgeting slides. Highlights include:
   • $15 million general funds in 2005
   • $22.1 million general funds high in 2008
   • $16.4 million general funds in current 2014
   • Tuition differential: 40cents/$1 tuition received
   • Negotiated with the then Chancellor Hinshaw 85cents/$1 tuition received
   • Fiscal 2009 did not receive $7 million anticipated from UCERA
   • Current spending at $45million at $3million over allocation
   2014 Reserve spending included:
   • Unfunded collective bargaining increases $800,000
   • Increase in facilities positions from contract to UH workers
   • Library subscription cost increase |
- Expanded telephone network systems
- One time bridging cost
- IT upgrades
- Payback

Some restrictions on G-Funds regarding positions.

2 Tuition buckets: Professional School, Undergraduate & Graduate
Dean sets $20 million for infrastructure

Do not use tuition funds to bridge temporary hires coming off grants and contracts, or to fund research supplies and materials.

No temporary APT positions or faculty positions to be hired on tuition funds, only extramural funds.

Please contact Mariana as a resource for your research funding.