

MINUTES
JABSOM Executive Committee Meeting
July 24, 2015
MEB 202

Agenda Item/Speaker	Discussion	Action
Dean Jerris Hedges - Announcements	<p>Dr. Vivek Neurkar was recognized with a certificate for his 20 years of service.</p> <p>Dick Teshima of the Department of Medical Technology (which is the only undergraduate program at the Medical School) spoke about the exchange program with Niigata University of Health and Welfare in northern Japan. Their groups visit in September and in the Spring to do their research here. This year his department was able to send two of our faculty to Japan as well.</p>	Tina Shelton to do a blurb on the website about this exchange program.
Mariana Gerschenson – IDC @ Kaka’ako	<p>(Please see attached PowerPoint for more details)</p> <p>Update on changes regarding how indirect cost allocations are being changed by UH Manoa, especially as it applies to umbrella infrastructure grants. Our participation in some umbrella research grants and the impact on indirect costs return changes were addressed. We need to be aware of what we are establishing as we move forward with these larger infrastructure grants. Contracts are not affected.</p>	In the future, before we get new grants we need to determine if there is to be a sharing of IDCs or not and then everyone involved is aware of that decision. We may need to initiate additional planning steps for PIs.
Nancy Foster – Administrative/Finance Operations Update	Introduction of Wendy Richards, new JABSOM Interim IT Director and Vance Mizuba, new JABSOM Assistant IT Director (infrastructure and security manager). Wendy is currently the Cancer Center IT Director. Wendy has 15 years experience at the Cancer Center, and was previously at UH Manoa. Vance has been with JABSOM for a year, and was previously with OB GYN Department, National Children’s Study and Queens.	
Nancy Foster – Governor’s Withhold	<p>At the end of June all State agencies received notice from the Governor that there would be a 5% holdback on all general funds allocations for all State agencies due to a decline in expected State income revenue for May and June. The Governor also wants to do a 5% contingency holdback.</p> <p>Further explanation followed, including the following comments. JABSOM is a separate line item on the legislative budget for UH. Usually when there is a holdback, UH Manoa looks at both tuition funds and general funds and uses that as a base. However we have MD tuition deferential, so it should be subtracted out from our</p>	

	<p>total base. Regardless of what the total deduction will be, all department total budget amounts will remain the same for this year.</p> <p>Additionally, last year there was a governor holdback/reduction of \$500,000 which will not be returned <u>in full</u> to us. So we do not know how much of the current holdback we will get back either.</p>	
<p>Nancy Foster – RCUH Positions</p>	<p>Due to the above reductions, the RCUH pay raises are being evaluated. There may be a modest across-the-board RCUH raise. More discussion followed on this subject.</p> <p>Question and discussion related to LCME regarding bargaining unit 7 and contingences in place for recruitment of positions that become vacant in order to fulfill our education mission from the LCME perspective. It was understood that there was a union negotiated raise built-in to the current FY budget, although adjustments may need to take place as there is a Governor withhold on this funding as well.</p> <p>State-funded permanent faculty positions are covered and we work with the departments to make sure their temporary faculty are covered by extramural funds as much as possible.</p> <p>There are also a series of new initiatives to create new income streams, and adjustments have been made.</p>	
<p>Jerris Hedges – Kakaako Functional Org Charts</p>	<p>(Please see attached PowerPoint for more details)</p> <p>We are working to configure what we do in the medical school to be more consistent with other medical schools across the nation.</p> <p>A general overview of the restructured organizational chart was presented. This re-organization began with a support staff reorganization and included changes to the role of the Associate Dean of Medical Education. That role will include overseeing education support programs, faculty affairs and our larger education programs. Additionally it will provide coordination with the directors within the elements.</p> <p>Intent is to establish a directorship that would coordinate the spectrum of undergraduate education responsibilities.</p>	
<p>Nancy Foster – Official Kakaako Reorganization Org Chart, Version 13</p>	<p>The Chancellor requested this reorganization so that the Cancer Center would be administratively put under the Dean of the School of Medicine. The Kakaako Hale model was developed which doesn't put the Cancer Center as a department within JABSOM but</p>	<p>Dr. Magnusson to determine if HTC should fall under the Department of Family Medicine or the Department of Surgery.</p>

	<p>instead allows the Cancer Center mission and JABSOM's mission to stand alone under the overall plan, with an Administrative Services Kaka'ako servicing both.</p> <p>Administrative teams of both Cancer Center and JABSOM will merge into one unit. Since communications and IT cannot oversee the multimedia development we need, a new group will be called Office of Interactive Media Services (with no new positions, just positions moved from IT 'box' chart). This creates a dedicated group that works on specific issues related to PowerPoint training, website development, share point, creates HIPPA training, assists with videoing, etc. – all integrated media services. This group will serve both the Cancer Center and JABSOM.</p> <p>It was also noted that the School of Public Health will be reorganized out of JABSOM to the School of Social Work.</p> <p>The Cancer Center configurations are general so they can be remolded once the new Director comes on board.</p> <p>These charts go to JABSOM Faculty Senate 7/30 so they can review them.</p> <p>We want the final org charts in place prior to when the Cancer Center director begins. Details were reviewed.</p>	<p>Give comments to Nancy to be incorporated into the final charts that go to Manoa.</p>
<p>Jerris Hedges – ByLaws Review Authorization</p>	<p>Please see attached PowerPoint for more details)</p> <p>There is a request for the Executive Committee's support regarding continuation of the updating of our JABSOM bylaws. For us to officially begin the process of reviewing and revising the JABSOM bylaws, the process can either be initiated by our Executive Committee here today or by the Faculty Senate. Dean Hedges asked this body to authorize us to move forward to the next step.</p> <p>If we choose to go forward, any subsequent amendment must be approved by a majority vote of both this body and the Faculty Senate, and then ratified by a majority vote of the voting faculty. We want this in place prior to LCME site visit to be compliant with LCME standards.</p> <p>It is possible that the Board of Regents might not pass Bylaws changes we approve if they feel the change is not in line and consistent with the larger UH regulations. We also need to include the new standard language relevant to our operations in the bylaws.</p> <p>We would like this Bylaws revision completed by late Fall at the</p>	<p>The Executive Committee unanimously supported the initiation of a Bylaws update. By Laws will be distributed electronic copies of the current by laws with the request that ideas/information/comments go to Dr. Kasuya. Also the Faculty Senate will solicit general faculty feedback and proposed changes.</p>

	<p>next faculty meeting.</p> <p>Dr. Tam moved the motion to begin the process of ByLaw review. Motion seconded by Dr. Takanishi. All were in favor; none opposed and no abstentions .</p>	
<p>Jerris Hedges – Executive Search for CC Director/Acting Director</p>	<p>The search for the Cancer Center Director is beginning. Pat Blanchette is currently serving as the Associate Director for Administration. We have the NCI designation as a clinical cancer center – only 68 are recognized in the US by the NCI, of these six are stand alone basic science entities.</p> <p>We have been recognized here in Hawaii because of the unique populations we serve and our multi-ethnic society.</p> <p>In order to apply for continuation of our NCI designation, we need a qualified cancer center director in place for at least one year prior to submitting materials for renewal. Our site review takes place in Jan/Feb 2017, so we need to submit our materials by October 2016. So we need a director in place by October 2015, unless we apply for and receive an extension. We will apply for a one-year extension in order for us to have more time for our search, but there is no guarantee it will be approved. Goal is to get one-year extension since we have an Interim Director in place and we are actively seeking a permanent Director.</p> <p>If we get the extension, we would need a new director in place by October 2016 and the renewal cycle dates would move forward from that date. So we need to start the Director search now.</p> <p>The intent is to have the lead HR coordinator for the Search to be Michelle Tom, at UH Manoa in the office of the Vice Chancellor of Academic Affairs. We are asking the Chancellor to use a National Search firm to work with Michelle Tom. Meetings are moving forward in this direction.</p>	
<p>Adjourned:</p>	<p>10:30 am</p>	