

MINUTES
JABSOM Executive Committee
Friday, February 19, 2016
9:00AM-10:30AM

Agenda Item/ Speaker	Discussion	Action
<p>JABSOM Graduation Objectives – Damon Sakai</p>	<p>The LCME requires that JABSOM have Graduation Objectives to serve as an outline for students over the course of their 4 years.</p> <p>Periodically the objectives are reviewed by various committees for amendments.</p> <p>The objectives should be straightforward and summarize what students are expected to learn and how students will be evaluated.</p> <p>Suggestions and changes to the Objectives are currently being taken during the next month.</p> <p>Dr. Nerurkar asked about the “pocket cards” that JABSOM used to have with the objectives listed. Dr. Sakai said that the cards should be available within the year.</p>	<p>Review and send comments to Dr. Sakai by 3/15/16</p>
<p>Campus Network Consolidation – Vance Mizuba & Wendy Richards</p>	<p>The Cancer Center and JABSOM are currently on separate informatics networks but a proposal is being reviewed to combine the IT networks. The proposal also includes adding the Cancer Center phone system to JABSOM in order to reduce costs and upgrade the Cancer Center system.</p> <p>Vance explained that some products being implemented at JABSOM will also be extended to the Cancer Center for increased security.</p> <p>The impact on the transition will primarily be upon the Cancer Center users. However once the transition is complete, both JABSOM & Cancer will benefit from one consolidated phone directory.</p>	

	<p>Nancy Foster asked if the Cancer Center staff/ leadership had any concerns when the proposal was made.</p> <p>Dr. Pat Blanchette responded on behalf of the Cancer Center, that the initial investment will allow for long-term cost savings, and the consolidated directory will be an added convenience. She said that a future change in the email system will be a more difficult discussion.</p> <p>Dr. Haning asked for an approximate timeline for completion. Currently IT & executive leadership are consolidating budgets for the proposed process but the transition should occur within the year.</p> <p>The new system will also include remote locations (i.e. Mililani, GoldBond, etc.)</p> <p>The Dean added that the new consolidated systems will help with HIPAA compliance, general data protection and security.</p>	
<p>Internal Giving Report – Larry Burgess & Ivica Zalud</p>	<p>Results of the Campaign:</p> <ul style="list-style-type: none"> • Donor Goal: 400 <ul style="list-style-type: none"> • Actual: 396 • Gifts Goal: \$350,000 <ul style="list-style-type: none"> • Actual: \$948,000 (OBGYN \$500,000) • Executive Committee Participation Goal: 100% <ul style="list-style-type: none"> • Actual: 100% <p>73 Funds benefited from the campaign this year</p> <p>Geriatrics had the most participation proportionately, followed by the Department of Native Hawaiian Health.</p> <p>The \$23,000 Kick-off Matching Gift Challenge went to four funds and the Ohana Participation Gift Challenge went to 10 funds.</p> <p>The complete breakdown of the participation, funds and results are listed on pages 6 – 8 of the executive minutes.</p>	

	<p>Dr. Zalud gave closing remarks. He said it was a wonderful campaign, many departments had over 100% participation, and the results are a testament to how much the faculty & staff members at JABSOM personally support the mission of the school.</p> <p>Elaine Evans, Director of Development, added that the result tracking process will be done on a computer spreadsheet next year instead of manually. This should help with doing the tallies and assigning the matching monies.</p> <p>The Geriatrics & Ikaika Funds won the participation matches.</p>	
<p>Bylaws JFS Task Force Reviewed – Jerris Hedges</p>	<p>In preparation for the LCME, Dr. Richard Kasuya has led the charge to streamline the bylaws. There has also been discussion at the faculty senate regarding content.</p> <p>The discussion commenced for changes in the bylaws.</p> <p>Dr. Tam clarified items 3-5 regarding voting: the collective bargaining unit eligible faculty members have to be at least 0.5 FTE through the University.</p> <p>There was some clarification on the differences between:</p> <ul style="list-style-type: none"> • Adjunct assistant professor versus assistant professor • Comp versus non-comp • 0.25 UCERA versus 0.25 University support <p>Dr. Schiller suggested a potential clause on alumnae in regards to philanthropic efforts but the Dean suggested adding information to the website as an alternative.</p> <p>The Dean read the clause on committee minutes and asked if the committee minutes are being taken regularly and/or posted for various committees.</p> <p>The Dean suggested a statement regarding Promotion & Tenure and some language in the bylaws regarding when minutes are or</p>	<p>Page 2: Article 1 – Changes in wording from “The school also provides training and certifications as the institutional sponsor...” to “The school also provides training and serves as the institutional sponsor...”</p> <p>Page 3: Article 2.2 – Removing word “Librarian” at end of fifth paragraph</p> <p>Page 6: Standard 1 – Changes in second paragraph wording from “Selected by the office of the graduate student services” to “Selected by the graduate student leadership council (GSLC)”</p> <p>Page 7: Standard 1.1 - Changes in wording from the “Dean and his leadership team” to the “Dean and the Dean’s leadership team”</p> <p>Page 7: Standard 1.1 - Adding words “Elected member of Faculty Senate & JABSOM Executive committee” before the last sentence in the final paragraph</p> <p>Page 10: Bullet # 9 should be listed as bullet # 11 and subsequent numbering updated.</p>

	<p>are not taken. The Dean also suggested some consistent language on FERPA and removal of language re posting of minutes.</p> <p>The Dean clarified that proxy votes count for votes on issues that have been circulated in advance, but if a new or amended motion is made during the meeting, only those present can vote.</p> <p>The Dean will make changes to the bylaws as discussed today, and will give the updates to Dr. Danny Takanishi and Dr. Maria Chun for the faculty senate. The updated minutes will be available for vote at the next executive committee meeting.</p>	<p>Page 10: Standard 1.10 – Changes in wording in final paragraph from “Invited to participate...” to “Invited by GSLC to participate...”</p> <p>Page 10: Standard 1.11 – Changes in title to “Advisory Committee for Appointment, Promotion and Tenure”</p> <p>Page 11: Bullet # 10 should be listed as bullet # 12</p> <p>Page 12: Bullet # 11 should be listed as bullet # 13</p> <p>Page 12: Bullet # 12 should be listed as bullet # 14</p>
<p>Not On Agenda – UH Manoa Guest Speakers & Announcements</p>	<p>Michael Bruno, Vice Chair of Research, and Dr. Velma Kameoka, Interim Associate Vice Chair of Research, came from UH Manoa to join the executive meeting.</p> <p>Michael Bruno was formerly the Dean of Engineering & Science at Stevenson University in New Jersey. Dr. Velma Kameoka was previously the Director of the Social Science Research Institute in the College of Social Sciences, UH Manoa.</p> <p>VCR Bruno discussed that there is a transition into new campus/system administration which will present many opportunities for positive change. The primary mandate of the Office of Research is to expand the research portfolio as well as the impact of research.</p> <p>VCR Bruno said some work needs to be done to break down artificial barriers between instructional & research units and to integrate more.</p> <p>Monday, February 22, begins the start of the strategic planning process at Manoa. There will be an expanded Manoa Research Council meeting to brainstorm on initial steps towards the research objectives.</p> <p>VCR Bruno explained that the UH System Office of the Vice President for Research & Innovation (in distinction to his office)</p>	

	<p>focuses on issues that are system-wide such as compliance, and represents the external face of research to Washington D.C. The system office also takes the lead on communication, innovation and entrepreneurship including commercializing, patenting, etc.</p> <p>Manoa constitutes approximately 80% of the research within the UH system.</p> <p>Dean Hedges suggested bringing the VCR & interim Associate VCR back for the Cancer Center leadership meetings as well.</p> <p>A suggested was made that if there is representation from JABSOM on the research council, it would be helpful for the remaining JABSOM faculty/ staff to be aware of this, and to contribute and bridge information.</p> <p>VCR Bruno mentioned his hope to have some research “town hall” meetings to discuss options, suggestions, objectives etc. He suggested having one such meeting at JABSOM.</p> <p>Announcements:</p> <p>Zaza Kalahiki will be stepping in to coordinate the Dean’s Schedule and will also accept the responsibility of preparing the executive committee minutes.</p> <p>Today is Melia Young’s last day as an interim assistant to the Dean’s Office and she will return to the 4th floor to continue working on special events and projects.</p> <p>The JABSOM/ Cancer Center Reorganization document is now posted on the “Manoa Website for Proposed Reorganizations”.</p> <p>JABSOM & the Cancer Center are currently in the Union Consultation Phase and this phase will end in March.</p>	
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Meeting Adjourned: 10:30am

**2015 Internal Giving Campaign: Starting From the Inside Out
October 1 – November 16, 2016**

Campaign Co-chairs: Dr. Ivica Zalud & Dr. Larry Burgess

Overall Campaign Goals & Results:

	Goal	Result	Change from 2014
Donors	400	396 (99% of goal)	+2
Gifts	\$350,000	\$948,576*	+ \$559,174 (144%)
Executive Committee Participation	100%	100%	0
Funds Benefitting	77	73	+4

Challenge Gifts 2015:

\$23,000

- Kick-Off Matching Gift Challenge
- Allocated proportionately across all gifts & pledges received by October 23

\$4,500

- *Fund* Participation Gift Challenge
- Allocated evenly among the four funds with the most donors by November 16

\$10,000

- Burgess `Ohana *Clinical Department* Participation Gift Challenge
 - Departments with fewer than 20 members with 100% participation: \$50 per donor
 - Departments with 20 or more members and 20 minimum donors
 - \$50 per donor up to maximum of 30 donors (\$1,500)
 - Total amount: \$10,000, first come, first served

Participation By Department:

	<i>Dept Size</i>	<i>HR</i>	<i>Others</i>	<i>Total Participation</i>	
AHEC	6	2	4	6	100%
Anatomy	41	12	0	12	29%
CAM	5	4	1	5	100%
CMB	38	12	0	12	32%
CSD	7	7	1	8	114%
Dean's Office	9	7	2	9	100%
Finance & Ops	4	3	0	3	75%
Fiscal	17	17	0	17	100%
FM & CH	14	12	1	13	93%
FMP	25	14	0	14	56%
GM	17	17	13	30	176%
Grants Dev	5	1	4	5	100%
HR	5	3	0	3	60%
IT	11	6	3	9	82%
Library	5	5	1	6	120%
Med Tech	5	2	0	2	40%
Medicine	75	18	1	19	25%
NHH	27	24	14	38	141%
OBGYN	35	35	2	37	106%
OME	15	15	2	17	113%
OSA	6	1	1	2	33%
Path	12	8	4	12	100%
Peds	85	25	0	25	29%
Psych	30	30	1	31	103%
Risk & Clinical Affairs	3	2	0	2	67%
Surgery	50	28	8	36	72%
Trop Med	41	6	0	6	15%

Fund Participation Gift Challenge Results:

<i>Account</i>	<i>Acct #</i>	<i>Donors</i>	<i>Match</i>
Ikaika Fund	126-9180-4	64	\$1,125
Department of OBGYN Endowed Professorship	207-2250-3	35	\$1,125
Char/McDermott/Andrade Endowed Professorship in Psychiatry	206-6800-3	31	\$1,125
Alzheimer's Disease Research & Education	127-2200-4	30	\$1,125
Total			\$4,500

Burgess Clinical Department Ohana Participation Challenge Results:

<i>Department</i>	<i>Dept Size</i>	<i>HR</i>	<i>Others</i>	<i>Total Participation</i>	<i>Burgess \$</i>
Peds	85	25	2	27	\$1,300
Medicine	75	18	4	22	\$550
Surgery	50	28	10	38	\$1,450
NHH	27	24	14	38	\$1,275
OBGYN	35	35	6	41	\$1,500
Psych	30	30	1	31	\$1,500
GM	17	17	13	30	\$850
Path	12	8	4	12	\$300
CSD	7	7	3	10	\$350
CAM	5	4	1	5	\$125
				TOTAL	\$9,200