

JABSOM Executive Committee Meeting  
 Minutes  
 August 17, 2017  
 9:00 – 10:48 a.m.  
 MEB 202

Attendance:  
 Absent:  
 Visitors:

Agenda Item	Discussion	Action	Person	Due Date
Dean's Update	<p>This weekend: there will be an event at the Culinary Institute of the Pacific, recognizing philanthropic contributions to various parts of the university</p> <p>Signed contract from Associate Dean of Academic Affairs, Dr. Otsuki – start date October 9<sup>th</sup>. Keep eye open for condo units in Kaka'ako area for Dr. Otsuki as he is looking for a place to lease. Send info to Dr. Izutsu</p>			
MOU/MOA Academic Agreement Process – Rory Kaneshiro	<p>New Guidelines distributed by the Office of Vice Chancellor of Academic Affairs at Mānoa regarding academic contracts.</p> <p>Late July, OVCAA put out guidelines for these academic contracts</p> <p>The Dean has had longstanding signature authority for Institutional Affiliation Agreements because JABSOM has specific expertise in affiliation and accreditation standards. If we have to run it through other offices at UH, this will be inefficient. Thus we are now in the process of clarifying with OVCAA whether or not the new guidelines override the Dean's signature authority.</p> <p>We hope that we don't have to follow the OVCAA process because we have a good system here at JABSOM.</p> <p>If you do not know what type of contract you have, we can take a look and help you determine the next step.</p> <p>These guidelines do not apply to funded research</p> <p>Questions?          Contact the Office of Risk and Clinical Affairs (ORCA)          Rory Kaneshiro (692-1203) <a href="mailto:rory@hawaii.edu">rory@hawaii.edu</a>          Ezra Bindiner (692-1212) <a href="mailto:bindiner@hawaii.edu">bindiner@hawaii.edu</a>          Pomai Uchibori (692-1147) <a href="mailto:pomai.uchibori@hawaii.edu">pomai.uchibori@hawaii.edu</a></p>			

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Faculty Staff Recruitment - Jeffery Long	<p>General process in recruiting UH employees (faculty and staff) was reviewed.</p> <p>At JABSOM, we work with staff members to figure out which type of faculty appointment you are seeking, i.e., whether an I-series, M-series, R-series or S-series. For APTs, the process is more complex.</p> <p>Posting position: Identify the position we need, post it appropriately. UH does take steps to recruit in underrepresented faculty (Affirmative Action, Equal Opportunity).</p> <p>Faculty position has to be posted for at least 10 working days. No longer a requirement that all positions be posted on internal advertisement system of UH. The employment should be posted in the Star Advertiser.</p> <p>Posted nationally. This might be done for a longer recruitment</p> <p>APTs: Position must be posted for at least 10 working days. Positions no longer posted in newspaper. If not enough applicants, reach out to HR staff.</p> <p>UH website: <a href="http://workatuh.hawaii.edu">workatuh.hawaii.edu</a></p> <p>Civil Service positions are managed at the UH Manoa HR Office.</p> <p>After receiving applications: make sure you review them appropriately. Make sure you are able to identify which qualifications the applicants meet or do not meet. Interviewed applicants must meet all minimal qualifications.</p> <p>APTs that have been laid off: if you are advertising for an APT position, if an applicant was or is a current APT employee, they are priority status 3.</p> <p>There is an option to have no search committee, although this is not recommended.</p> <p>Let us know if you want to know how to structure interviews.</p> <p>Slideshow will be available on website (HR team will send it out)</p> <p>APTs providing academic support largely work at the departmental level, and APTs providing instructional support largely work directly with course delivery.</p> <p>Academic support includes curricular support, working with specialist faculty. A lot of OME staff are academic support.</p>			

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<p>Changes to the UHPA CAB 2017-2021 &amp; Regent Policy RP 9.214 – Kathy Matsumoto</p>	<p>The new collective bargaining agreement is effective from July 1, 2017, although the cost items will not be in effective until the legislature approves funding.</p> <p>Cost items include the faculty salary increases and credit hour rats for faculty who teaching additional credit courses beyond the normal duties. For now, we must use the Fall 2016 credit hour rates.</p> <p>If the Legislature approves the funding, the cost items will be retroactive to July 1, 2017.</p> <p>Tenure and Promotion are both effective on August 1<sup>st</sup>.</p> <p>Article 12, Tenure and Service. DPC's must have 5 members. If there's less than 5, the Dean may convene a faculty personal committee in consultation with department chair.</p> <p>Protocol for selecting a hearings officer is in the contract (not new).</p> <p>We have created a process: those who are working largely in the medical education or administration area, we will consider promotional review within a faculty personnel committee that will be focused on those primary activities.</p> <p>New change to promotion: Faculty Members promoted to Ranks 3,4, and 5 in accordance wit this Article shall have their salary increased by 8%. For faculty that are in the instructor in the 1-2 rank, they will have the ability to apply for in-rank salary adjustment. They will still go through the same process of promotion as the others, but once it is granted they will have a 5% increase to their salary, but no change in their title or rank and the Faculty Member shall receive a rolling three year contract. Still developing the criteria, Mānoa intends to have it in place Fall 2018.</p> <p>Tenure and Promotion has now been delegated to the president. Dr. Lassner will review as Chancellor and Dr. Donald Straney will review as president.</p> <p>Appeals process has been getting increasingly lengthy.</p> <p>Article 23: department chairs: they shall be tenured at rank 4 or higher. At JABSOM all chairs meet this requirement.</p> <p>MOUs: we should be aware that there no longer will be abstention during voting by DPC and TPRC members. In the past these faculty members could abstain, but now they must vote. If there is a conflict of commitment the faculty member may be able to recuse themselves from the DPC altogether. We should also be aware that departments must insert the promotion and tenure criteria for their department into section 5 of the promotion and tenure dossier.</p>			

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	<p>Changes in Regents Policy 9.214- Standard teaching assignments for full time faculty at Mānoa = 24 semester credit hours per academic year. (These teaching assignments are classroom instruction. For other types of instruction such as online, laboratory, and clinical, there must be a teaching equivalency in place and posted online).</p> <p>Reinforce: Important for Chairs to begin to look at how well faculty are meeting those criteria. If we don't have sufficient classroom teaching, we need to be sure that we are meeting the criteria of equivalency through other academic activities.</p> <p>The VC of academic affairs has suggested that every department develop its own workload equivalency document and then be held accountable for its own policy. (This is a very difficult process). So make sure that the existing school-wide policy is appropriately applied.</p> <p>Asking that tenured faculty members make available to the public their curriculum vitae (CV), posted online. Will develop customized template. Must have courses taught. Probably 75% of our faculty members are not tenured faculty. Must be done by end of this academic year (July 2018).</p> <p>We have gone through a process of getting approval to recruit an associate dean for research. Will be launching this process soon, so if you know people who might have an interest in such a position, it will be posted in the manner you heard about - hopefully in about a month.</p>			
<p>Fiscal 2018 Finances and Budgets – Nancy Foster</p>	<p><b>FINANCES</b></p> <p>University appropriations: Red = we spent more than we brought in 3 funding types: general, special (tuition and fees, summer session, outreach college funds, physician workforce, medical malpractice funds), revolving (TRF, Facility usage, MD admission fees)</p> <p>Expenses: Personnel cost = 69% of total revenue, Utilities &amp; communication = 10% (Mānoa does not cover JABSOM or Cancer Center's utilities)</p> <p>JABSOM is #2 on the list of bringing in extramural funds (throughout all of Mānoa)</p> <p>#1 on the list of non-research funds JABSOM has brought in \$95million of appropriation and/or extramural funds, and spent \$96million (not in a deficit situation as we are not hitting tuition reserves)</p> <p>Comparison to prior year: 6% increase in revenue, 4.4% increase in appropriations, 7.6% increase in extramural (some of this is timely – APT bonus, dollar coming in, etc.), 51% increase in scholarships, 80% increase in capital equipment,</p>			

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	<p>BUDGETS (with reference to a graph presented)</p> <p>We were awarded general funds but given tuition funds by Mānoa</p> <p>In the future we do not anticipate that the MD tuition we receive from Mānoa will grow (No tuition increases and no increase in class size) We do not get undergrad or grad tuition back, we can only rely on general and tuition funds</p> <p>The legislature only helps fund permanent positions</p> <p>General funding would only cover 72% of permanent positions, extramural funds cover 9%.</p> <p>27% of all tuition that comes in covers for facility and 9% goes to operations.</p> <p>\$700,000 deficit =&gt; few recruitments and resignations have happened.</p> <p>Budget meeting is scheduled on 9/11/17.</p> <p>Still negotiating with VCR to pay some unexpected large maintenance repairs.</p> <p>Now required to put a hiring plan together. For each position on the plan, we have to answer justification questions.</p> <p>This is a good time for the chairs to have a conversation with the faculty who might be considering retiring to let them know that you need to understand the likely plan. Dept. Chairs can advocate to Nancy and the Dean who can advocate to Hawaii Hall for recruitment and replacement of the anticipated open position(s).</p>			
LCME Update – Pat Blanchette		Moved to next executive meeting		
Next Meeting:	September 15, 2017			
	Adjourned 10:48 a.m.			