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**COMMITTEE ON FACULTY SERVICE**  
**MEETING MINUTES**

**MEETING DATE:** DECEMBER 14, 2016  
**LOCATION:** HAWAII HALL 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Csiszar, Katalin	P	Hellebrand, Eric	E			John Kinder	
Huffman, Brian	P	Suvorov, Ruslan	P			Marguerite Butler	
Fuleky, Peter	P						
Xiao, Bo	E						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Chair Csiszar called meeting to order at 11:02 am
MINUTES		Minutes from November 9, 2016 were approved unanimously.
CFS ACTIONS	Chair Csiszar asked to record the following email votes (all of them voted in favor via email by CFS): Ming-Bao Yue reassigned to CPM Peter Mougini-Mark assigned to SEC Robert Cooney reassigned to CAB Jon Goldberg-Hiller assigned to GEC	
	Chair Csiszar reported that Senator Vilsoni Herenoko had requested to be assigned to CPM. Chair Csiszar asked for a vote to assign Senator Vilsoni to CPM.	CFS voted unanimously to assign Senator Vilsoni Hereniko to CPM.
	SEC Chair Butler reported that some senators who are on sabbaticals do not attend committee meetings and no one tracks them. Senator Fuleky suggested that SEC should track down those senators who are on sabbatical and cannot attend committee meetings, and ask them to either resign or to take a leave of absence. J. Kinder provided the names of some senators who appear to be on sabbatical. J. Kinder and Chair	CFS will draft a policy and vote on it. Chair Csiszar asked P. Fuleky to summarize the leave categories and relevant policies for further CFS input via emails.



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	Butler suggested that CFS come up with a policy regarding the options for senators who are on sabbatical and the impact of their absence on the quorum. B. Huffman suggested sending an email to the senators who do not attend committee meetings and do not respond to J. Kinder's email reminding them that they will be replaced if they do not respond/attend.	
	Chair Csiszar reported that the Student Conduct Appellate Board has requested 1 member, the Academic Grievance Committee has requested 3 new members, and the Graduate Committee has requested a replacement for CTAHR representative. CFS also needs a non-senator faculty.	CFS will select candidates among the volunteers who responded to the Call for Volunteers.
	Senate Chair Butler suggested that MFS clarify whether senators should be only tenured and tenure-track faculty or any full-time faculty. Also, there is a problem with a 2-year term because half the senate turns over (whereas faculty senates at other universities have 3-year terms). CFS members discussed whether a 3-year term would be a better option than a 2-year term.	The 2-year term vs. 3-year term policy will need to be discussed by MFS. Changes to the by-laws will need to be made if MFS agrees to move from a 2-year term to a 3-year term.
<b>NEXT CFS MEETING</b>	The spring semester CFS meeting schedule, including the date of the January meeting, will be determined by polling.	Chair Csiszar is going to ask R. Suvorov to set up a poll.
<b>ADJOURNMENT</b>		Chair Csiszar motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12:15 p.m.

Respectfully submitted by Ruslan Suvorov.

Approved on January 25, 2017, with 6 votes in favor of approval and 0 against.