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

**MEETING DATE:** August 30, 2017      **1:30 PM - 2:45 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Mark Branner	A	Marek Kirs	A			Stacey Roberts GEC liaison	1:45 PM 2:25 PM
Meda Chesney-Lind	P					Wendi Vincent GEO staff	1:45 PM 2:25 PM
James Foster	E						
Brian Huffman	P			John Kinder - Staff	P		
Wendy Kawabata	P			George Wilkens - liaison	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by George Wilkens, SEC liaison at 1:36 PM.
<b>REVIEW OF MINUTES</b>	1. None	1. No action.
<b>CHAIRS REPORT</b>	1. Aloha and Welcome members	1. Individual introductions made.
<b>UNFINISHED BUSINESS</b>	1. None	1. No action.
<b>NEW BUSINESS</b>	1. Committee on Faculty Service (CFS) Kickoff presentation  2. Election of CFS officers: a. Secretary position-	1. Reviewed and discussed.  2. <b>a.</b> Motion by B. Huffman; seconded by W. Kawabata to approve the Secretary position for rotation between members.



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	<p>B. Co-Chair positions-</p> <p>3. Approve CFS 2017-18 meeting schedule</p> <p>4. Review committee vacancies A. General Education Committee (GEC)</p> <p>B. Writing Intensive Focus Board (WI-Board)</p>	<p>Approved unanimously. B. Huffman will be acting Secretary on next meeting.</p> <p><b>B.</b> Motion by M. Chesney-Lind to nominate pending acceptance of Co-Chairs: M. Branner; J. Foster; or M. Kirs; seconded by B. Huffman. Approved unanimously.</p> <p>3. George Wilkens relinquished his chair duties to acting Chair M. Chensy-Lind. Items 3 was deferred until the next meeting on 9/20.</p> <p>4. <b>A.</b> Motion by B. Huffman; seconded by W. Kawabata recommending Michael Nassir to GEC for faculty role with GenEd expertise; and recommending Garrett Clanin to GEC as the Faculty Specialist Advisor. Approved unanimously. <b>B.</b> Motion by M. Chesney-Lind; seconded by W. Kawabata recommending Winnie Tang to the WI-Board as the Faculty Advising Specialist; and recommend Sandra Schwartz as the AH faculty rep.</p>
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	<p>C. Contemporary Ethical Issues Board (E-Board)</p> <p>5. Review current status of senator vacancies</p> <p>6. Special election for Social Sciences</p>	<p>C. Motion by M. Chesney-Lind; seconded by B. Huffman recommending Melissa Jones and Kirsten Mawyer to the E-Board subject to J. Kinder verifying their agreement to serve.</p> <p>5. J. Kinder reported a total of 71 current senators with 2 members inactive.</p> <p>6. a. CFS authorized J. Kinder to prepare special election for 2 vacant seats in SocSci. b. CFS reviewed one vacant seat in AA. CFS determined the time period is too short to hold a special election.</p>
ADJOURNMENT	<p>1. The next meeting of the Committee on Faculty Service will be announced by an acting Chair.</p>	<p>Motion to adjourn by W. Kawabata; seconded by M. Chesney-Lind. Passed unanimously. Meeting adjourned at 2:45 PM.</p>

Respectfully submitted by John Kinder, staff.

Approved on September 20, 2017 with all votes in favor of approval.