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COMMITTEE ON FACULTY SERVICE
MEETING MINUTES

MEETING DATE: AUGUST 18, 2016
LOCATION: HAWAII HALL 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Csiszar, Katalin	P	Fuleky, Peter	P				
Huffman, Brian	E	Suvorov, Ruslan	P				
Yue, Ming-Bao	P	Hellebrand, Eric	P				
Casken, John (SEC Liaison)	P	Xiao, Bo	E				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		J. Casken, called meeting to order at 9:00 am
MINUTES	First meeting of the Academic Year – no minutes.	
AGENDA		Minor adjustments to agenda agreed upon informally.
INTRODUCTIONS		Members present introduced themselves.
ROLE OF CFS	<p>J. Casken noted the importance of the CFS in helping ensure transparency and faculty involvement in shared governance.</p> <p>K. Csiszar reviewed some of the challenges CFS members encountered during the past academic year and over the summer. These were primarily in the area of</p>	<p>J. Casken indicated that he would work closely with the CFS to support work and keep the lines of communication between SEC and CFS open.</p> <p>The August 01 list of nominations was problematic due to</p>



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	<p>timeline of nominations for committees and communications with SEC.</p> <p>J. Casken reported that the CFS nomination list of August 01, 2016 was approved in full by the SEC on August 15, 2016</p>	<p>miscommunication between SEC, CFS, and the Chair of General Education. Therefore, the CFS Chair will clarify directly with the General Education Office Director the current list of nominees and inform the CFS and request SEC approval.</p>
ATTENDANCE		<p>Attendance requirements of senators reviewed.</p>
SEC UPDATE	<p>J. Casken briefly updated members on stance of SEC vis-à-vis the possible administrative changes at UHM. There is a proposal that the UH President take on the Manoa Chancellorship and the UHM Vice-chancellor of Research take on the position of Vice-chancellor of Academic Affairs. Both moves would be on an interim basis.</p> <p>J. Casken noted that Senator R. Cooney was going to be assigned to CFS.</p>	<p>J. Casken agreed to always present an update for CFS on SEC actions.</p> <p>Members welcome Sen. Cooney on the CFS Committee.</p>
CFS ELECTIONS		<p>K. Csiszar nominated E. Hellebrand as Vice-chair. M. Yue seconded. Vote in favor was unanimous.</p> <p>M. Yue nominated R. Suvorov as Secretary. E. Hellebrand seconded. Vote in favor was unanimous.</p> <p>M. Yue nominated K.Csiszar to serve as Chair for the Fall 2016 Semester. R. Suvorov seconded. Vote in favor was unanimous.</p>



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CHAIR'S ITEMS		<p>Chair Csiszar will circulate a list of tasks and invite members to contribute to selected areas.</p> <p>Chair Csiszar will continue to work with E. Hellebrand to review the electoral process in order to achieve greater transparency.</p> <p>Chair Csiszar will work with CFS members towards a feasible timeline for nominations for the next AY.</p> <p>Chair Csiszar will work with R. Suvorov and J. Kinder to create and distribute a new faculty volunteer call for service.</p>
NEXT MEETING		<p>R Suvorov will set up a Doodle poll to determine the best day/time for regular meetings.</p>
ADJOURNMENT		<p>E. Hellebrand motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 10:22 am.</p>

Respectfully submitted by Ruslan Suvorov
Approved on September 21, 2016 unanimously.