

## Committee on Faculty Service Meeting Minutes

Date: September 13, 2024

Time: 12:30 - 1:30 PM

Zoom link:

### Attendance

#### Members

Name	Role	Attendance
Birendra Mishra	Co-Chair	Present
Wes Palmer	Co-Chair	Present
Eric Peterson	Secretary	Present
Lori Fulton	Member	Present
Mike Rappe	Member	Present
U'i Lum	Member	Present, arrived at 12:57pm
Marguerite Butler	SEC liaison	Present
John Kinder	UHMFS Office	Present

#### Guests

Name	Role	Time
None		

**MĀNOA FACULTY SENATE**

<b>Subject</b>	<b>Discussion/Information</b>	<b>Action / Strategy / Responsible Person</b>
<b>Call to Order</b>		Meeting was called to order by SEC liaison Butler at 12:32 PM.
<b>Review of Minutes</b>	1. NA	
<b>Chair's Report</b>	1. NA	
<b>Action Items</b>	1. NA	
<b>Guest(s)</b>	1. None	
<b>Committee Reports</b>	1. None.	
<b>Unfinished Business</b>	1. None	
<b>Business</b>	<ol style="list-style-type: none"> <li>1. Member introductions</li> <li>2. CFS Kickoff presentation <ul style="list-style-type: none"> <li>- Review duties &amp; responsibilities</li> <li>- Liaison shared SEC summer activity</li> <li>- Review Fall Special elections</li> <li>- Office of Student Conduct - request for faculty representative for the AGC &amp; SC committees.</li> </ul> </li> <li>3. Chair election: Members B. Mishra and W. Palmer self-nominated for the Co-Chair positions.</li> <li>4. Secretary election: Member E. Peter self-nominated to be the Secretary.</li> <li>5. Discussed Fall meeting schedule.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action.</li> <li>2. Presentation reviewed.</li> <li>3. Motion by E. Peterson to appoint Co-Chairs Mishra &amp; Palmer, seconded by L. Fulton. Approved by acclamation.</li> <li>4. Motion by E. Peterson to appoint himself as Secretary, seconded by M. Rappe. Approved by acclamation.</li> <li>5. Approved the next meeting on Sept 23 from 9am to 10 am.</li> </ol>
<b>Adjournment</b>	The next meeting of the Committee on Faculty Service will be on Monday, September 23, 2024 from 9:00 am to 10:00 am.	Due to no further business the meeting was adjourned at 1:35pm.

Respectfully submitted by John Kinder (Staff), acting Secretary  
Approved unanimously on September 23, 2024.