



UNIVERSITY  
of HAWAII®  
MĀNOA

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

**MEETING DATE:** APRIL 13, 2017  
**LOCATION:** HAWAII HALL 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Csiszar, Katalin	P	Hellebrand, Eric	P	Withy, Kelley (SEC Liaison)	P	Kinder, John	
Huffman, Brian	P	Suvorov, Ruslan	P				
Fuleky, Peter	P	Wertheimer, Andrew	P				
Xiao, Bo	A	Kawabata, Wendy	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Chair Csiszar called meeting to order at 11:03 am
MINUTES		Minutes from March 15, 2017 were approved unanimously.
CFS ACTIONS	<p>CFS had voted previously by email to appoint Kathleen Sullivan (Nursing) and Karen Selph (Oceanography) for the Ethics Committee.</p> <p>Chair Csiszar suggested to hold off the nomination of Lenora Lee (Law) for the Ethics Committee and wait until the results of the new senator elections are known.</p>	
	<p>CFS discussed the situation regarding the recent resignations and outgoing senators on the SEC.</p> <p>Issues discussed:</p> <ul style="list-style-type: none"> <li>- the election database does not treat the SEC term as a break in the senator term duties (i.e., a senator can serve on SEC as a non-senator member beyond the two consecutive term limit);</li> </ul>	CFS agreed to convey these issues to the CAB so that they can take action.



UNIVERSITY  
of HAWAII®  
MĀNOA

	<ul style="list-style-type: none"> <li>- after serving as a non-senator on SEC for two years, a person can then run for a senator position again;</li> <li>- E Hellebrand suggested that the fourth year senators should be discouraged from applying for an SEC position and serving on SEC as a non-senator;</li> <li>- CFS recommended that changes be made to the by-laws to avoid situations when a senator whose second consecutive term is over continues serving on SEC as a non-senator.</li> </ul>	
	<p>CFS discussed whom to appoint for two SEC seats to replace Ann Sakaguchi and Pete Mougini-Mark. The next (and final) person on the list is George Wilkins.</p> <p>Chair Csiszar called for a vote to nominate George Wilkins to replace Ann Sakaguchi on SEC, seconded by E Hellebrand.</p>	<p>CFS will contact Jeff Kuhn to inform him about CFS's interpretation of the rules that exclude him as a non-senator serving on the SEC.</p> <p>CFS voted unanimously to approve G Wilkins for SEC.</p>
	<p>Chair Csiszar welcomed Kelley Withy, who is a new SEC liaison.</p> <p>K Withy reported on the following:</p> <ul style="list-style-type: none"> <li>- GEC should be populated as soon as possible without waiting for the new election results.</li> <li>- Kathleen Sullivan (Nursing) was approved by SEC for the Ethics Committee; however, the nomination of Karen Selph was temporarily put on hold because of a possible conflict of interest.</li> </ul> <p>The CFS discussed criteria for conflict of interest on the Ethics Committee. There is no reason to exclude a faculty from service on the basis that he/she may have a researcher family member at UH.</p> <p>Chair Csiszar asked K Withy to check with SEC about their position about populating some of the standing committees with non-senators.</p>	<p>CFS is going to ask SEC to reconsider their decision regarding conflict of interest and approve Selph for the Ethics Committee as nominated earlier by the CFS.</p> <p>J. Kinder clarified that this was considered only for CFS as it deals with sensitive election issues.</p>
	<p>Chair Csiszar reported that CFS had been approached to recommend three new members for the Academic Grievance</p>	<p>CFS will check the volunteer list to propose at least one</p>



UNIVERSITY  
of HAWAII®  
MĀNOA

	<p>Committee and one new member for the Student Appellate Board by May 1, 2017.</p> <p>Chair Csiszar called for a vote to nominate Dr. Jing Guo for the Study Abroad Council</p>	<p>non-senator volunteer who is graduate faculty.</p> <p>CFS approved Dr. Jing Guo unanimously</p>
<b>WORK IN PROGRESS</b>	<p>CFS members will check the eligibility of the following candidates for the Graduate Council and select the best candidates:</p> <ul style="list-style-type: none"> <li>• Social Sciences: Katharina Heyer (political science) OR Wei Zheng (Sociology) - to be checked by R Suvorov</li> <li>• Nursing: Maureen Shannon - to be checked by P Fuleky</li> <li>• Education: Julie Kaomea - to be checked by A Wertheimer</li> <li>• A&amp;H: Elizabeth Colwill (Am. Studies) OR Karen Jolly (History) OR James Kraft (History) - to be checked by B Huffman</li> </ul>	
<b>NEXT MFS ELECTIONS</b>	J Kinder reported on the status of the elections. The elections will close on April 19.	J Kinder will send out a reminder to the constituencies to vote by the deadline.
<b>NEXT CFS MEETING</b>		The date and time for the next CFS meeting was set at 11am on April 20, 2017.
<b>ADJOURNMENT</b>		Hellebrand motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12.30pm

Respectfully submitted by Ruslan Suvorov.

Approved on April 20, 2017, with 6 votes in favor of approval and 0 against.