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

**MEETING DATE:** September 20, 2017     **1:30 PM - 2:30 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Mark Branner	P	Marek Kirs	P				
Meda Chesney-Lind	E						
James Foster	P						
Brian Huffman	P			John Kinder - Staff excused 2:08 PM	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 1:32 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the August 30, 2017 CFS meeting had been circulated electronically.	1. Motion by B. Huffman to approve the August 30, 2017 minutes; seconded by W. Kawabata. Approved unanimously.
<b>CHAIRS REPORT</b>	1. None	
<b>UNFINISHED BUSINESS</b>	1. Election of CFS Chair	1. Motion by J. Foster to nominate Wendy Kawabata as Fall Chair and Brian Huffman as Spring Chair; seconded by M. Branner.



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	2. Approve CFS 2017-18 meeting schedule	<p>Approved unanimously.</p> <p>2. CFS meeting schedule was approved for the second Wednesdays at 1 pm (Oct. 11; Nov. 8; Dec. 6).</p>
<b>BUSINESS</b>	<p>1. Change committee assignment for Senator Dusko Pavlovic</p> <p>2. Written response to senator's inquiry requesting an explanation of CFS's methodology of assigning senators to standing committees.</p> <p>3. Resignation of a SOEST and LAW senators.</p> <p>4. Request for faculty for the Manoa Campus Physical Plant (MCP) Committee (6-12 names with 4 faculty to be selected)</p>	<p>1. J. Kinder sent email suggesting CFS, CPM, CSA, or COA. M. Branner moved to recommend Pavlovic to CSA; seconded by B. Huffman. Approved unanimously.</p> <p>2. CFS approved a message to be send by J. Kinder.</p> <p>3. CFS determined that No SOEST special election is required at this time. B. Huffman to send request to LAW Faculty Senate for a new MFS representative.</p> <p>4. Motion by B. Huffman to request a list of MCPP candidates from SEC for CFS consideration; seconded by J. Foster; Approved unanimously.</p>





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	<p>9. Review MFS representation on Undergraduate Research Opportunities Council (UROC)</p>	<p>UROC for additional information: current membership of URO and UROC faculty advisory board; information of service terms; moves; seconded by M. Kirs. Approved unanimously.</p> <p>9. same as 8.</p>
ADJOURNMENT	<p>1. The next meeting of the Committee on Faculty Service will be on October 11, 2017</p>	<p>Motion to adjourn by J. Brenner; seconded by B. Huffman. Passed unanimously. Meeting adjourned at 2:37 PM.</p>

Respectfully submitted by Brian Huffman, secretary.

Approved on October 10, 2017 with all votes in favor of approval and 0 against.