

Committee on Faculty Service Meeting Minutes

Date: December 2, 2024

Time: 9:00 am - 10:00 am

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
Duncan Farrah	Member	Present
U'ilani Lum	Member	Excused
Marguerite Butler	SEC liaison	Present
John Kinder	UHMFS Office	Excused

Guests

Name	Role	Time
Linda Voong	Executive Search Coordinator- OVPAE	9:15 am

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by B. Mishra at 9:02 AM.
Review of Minutes	1. The November 18, 2024 minutes draft was sent to members electronically.	1. Approved
Chair's Report	1. No updates/business from senate. 2. Plan for the CFS meeting during the Spring 2025 semester. Which day/time?	1. N/A 2. 2nd and 4th Mondays 12:00-1:00 pm
Action Items	1. N/A •	
SEC Report	1. N/A •	
Executive Search OVPAE	<p>1. Linda Voong reported on Executive Search protocols and procedures. She works on executive recruitments that directly report to the Provost only. Positions such as Associate Vice Provost for Academic Excellence, Graduate Division, and Faculty Directors for General Education, Office of Faculty Development and Academic Support do not fall under her purview. https://manoa.hawaii.edu/executivesearch/</p> <ul style="list-style-type: none"> • Current, Ongoing Searches <ol style="list-style-type: none"> 1. Architecture- current ongoing- getting prepared for campus visits 2. SOEST - currently ongoing - campus visits are targeted for mid Spring 3. UH Press - currently awaiting for formal approval from Pres, but timeline also is Spring • In queue: <ol style="list-style-type: none"> 1. Natural Sciences - Spring/Fall 2. Vice Provost for Academic Excellence - Spring/Fall 3. CARES Director - Summer/Fall • Projected: If nothing else comes up <ol style="list-style-type: none"> 1. Vice Provost for Research and Scholarship 2. Outreach 	<p>1. CFS advised: Early in the semester is the best time of year to recruit volunteers.</p> <p>2. Linda Voong will send out a recruitment request email ASAP.</p>

	2. Discussion Items: <ul style="list-style-type: none"> • How can Executive Search best recruit volunteers to serve on search committees? • How to balance broad representation of faculty interests with a lean and efficient search committee. • Ensuring that agreed upon recruitment procedures are followed without interference. 	
Unfinished Business	N/A <ul style="list-style-type: none"> • 	
Business	N/A <ul style="list-style-type: none"> • 	
Adjournment	The next meeting of the Committee on Faculty Service will be on Monday, December 16, 2024 from 9:00 am to 10:00 am.	Meeting adjourned at 10:10.

Respectfully submitted by Eric Peterson, Secretary
 Approved unanimously on December 16, 2024.