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COMMITTEE ON FACULTY SERVICE
MEETING MINUTES

MEETING DATE: SEPTEMBER 21, 2016
LOCATION: HAWAII HALL 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

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

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		E. Hellebrand called meeting to order at 11:00 am.
INTRODUCTIONS		Members presented introduced themselves.
MINUTES		Minutes from August 18, 2016 approved unanimously.
REPORT	<p>E. Hellebrand gave a summary of CFS email vote for GEC and 5 GE boards.</p> <p>E. Hellebrand discussed past inconsistencies in SEC member replacements and reported on the existence of two options for making replacements: using the current election list or the election list from the previous year. E. Hellebrand indicated that some SEC members had been replaced using option 1, whereas other SEC members had been replaced using option 2.</p>	E. Hellebrand suggested that SEC should improve communication with CFS regarding replacements to ensure that new replacements are made in accordance with the by-laws and are transparent. J. Kinder will convey this suggestion to SEC.



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		E. Hellebrand proposed that future replacements be made using only the current election list. CFS will also discuss with Bob Cooney the possibility of making amendments to the by-laws to make the process of replacing SEC members more consistent and straightforward.
CFS ACTIONS	<p>E. Hellebrand noted that there is not enough volunteers for Manoa-campus committees.</p> <p>CFS members discussed how to replace vacant positions in committees. E. Hellebrand suggested that the same rule should be followed for making replacements both for SEC and for other committees.</p> <p>E. Hellebrand indicated that a number of senator vacancies need to be filled. CFS discussed the vacancies.</p>	<p>CFS will need to finalize and approve the Call for Volunteers.</p> <p>CFS agreed that replacements should be made using the current election list (2016)</p> <p>CFS made recommendations to fill vacant seats in the Senate committees with the following members:</p> <p>LLL (1 seat) - Ruth Hsu</p> <p>CTAHR (1 seat) - Noa Lincoln</p> <p>Student Affairs (1 seat) - Camaron Miyamoto</p> <p>Social Work (1 seat) - no official candidate; special election is needed</p>



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		<p>Social Sciences (1 seat) - Judith Inazu (from the 2015 election list)</p> <p>ORU (1 seat) - Petra Lenz</p> <p>A&H (2 seats) - Wendy Kawabata (will be given 1st choice to take the 2016-2018 term) and Stacy Ray (for 1 year)</p> <p>Architecture (1 seat) - no candidates in two years in a row; Architecture Senate will recommend a candidate for the CFS's review and approval</p> <p>Business Administration (1 seat) - Randall Minas (for 1 year)</p>
	E. Hellebrand noted that the existing vacancies in the standing committees cannot be filled at the moment yet.	
MFS ELECTION RESULTS	J. Kinder showed an updated webpage with MFS election results. The new design will make the election results more accessible and transparent.	
NEXT CFS MEETING	Next CFS meeting will take place on October 19, 2016	
ADJOURNMENT		E. Hellebrand motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12:05 pm.



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Respectfully submitted by Ruslan Suvorov.

Approved on October 19, 2016 with 7 votes in favor of approval and 0 against.