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COMMITTEE ON FACULTY SERVICE
MEETING MINUTES

MEETING DATE: OCTOBER 19, 2016
LOCATION: HAWAII HALL 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

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

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Chair Csiszar called meeting to order at 11:00 am.
MINUTES		Minutes from September 21, 2016 approved unanimously.
VICE-CHAIR'S REPORT	<p>E. Hellebrand reported on the two options used to fill vacancies in SEC. The Bylaws and Rules appear to have been interpreted differently by SEC and CFS. CFS members engaged in a lengthy discussion of the Bylaws and Rules. There are three cases in which a senator can be appointed for a position: through a regular MFS Election, through a Special Election, and by being selected from the list of alternates to replace a vacant seat.</p> <p>D. Ericsson, a former SEC chair, was invited to the CFS meeting to share his interpretation of the Bylaws and Rules.</p>	<p>Chair Csiszar suggested that the actual CFS be involved in approving all future replacements of SEC vacancies.</p> <p>J. Kinder will look into Bylaws and Rules from other senates to see how they handle appointments to replace vacant seats.</p> <p>CFS will create a report/resolution that outlines the issue, provides the results of investigation, and offers recommendations for moving</p>



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		forward (e.g., how to refine the language in the Bylaws, offer suggestions if the replacement of an SEC member is found to have been done improperly by SEC). The report will be provided to SEC and then MFS. The report will be created in Google Docs.
CFS ACTIONS	Chair Csiszar reported that there are three options for senators during a short-term/sabbatical leave: senators can resign, they can inform CFS(?) about their leave and return to their senator position after the leave, or they can choose to serve during their leave/sabbatical.	Senators in response to their notice of absence, submitted to MFS, should be informed by the MFS office of these options.
	J Kinder reported that J Inazu had been approved by SEC to replace M Chesney-Lind's vacated seat.	
	CFS' voted unanimously by email voting to re-assign D Vincent from CPU to CAB.	
	R Suvorov reported on the status of the Call for Volunteers survey. CFS proposed and discussed the changes that need to be made to the survey.	R Suvorov will update the survey with suggestions proposed by CFS members and distribute the final draft of the survey for CFS approval. Once approved, the Call for Volunteers survey will be sent out to UHM faculty by the MFS office.
	J. Kinder reported that SEC had approved the appointment of eight senators: Ruth Hsu, Noa Lincoln, Camaron Miyamoto, Judith Inazu, Petra Lenz, Wendy Kawabata, Stacy Ray, and Randall Minas. They will need to be assigned to the following standing committees: CPM and COR.	Chair Csiszar will send out an email to CFS members to discuss which standing committees the approved senators should be appointed to.
	Chair Csiszar reported that (a) Jan Brunson had been proposed by the Anthropology department; however, Christine Yano was appointed instead and the dept, chair requested an explanation.	Chair Csiszar will inform the chair of the rationale for this appointment.



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	and (b) Garrett Clanin was proposed by GEC Chair to replace Alyssa ?	CFS will evaluate, approve or suggest alternates.
	Chair Csiszar called for a vote to approve Hyoung-June Park (AFS chair) as an MFS senator.	CFS approved HJ Park unanimously.
	J Kinder mentioned that CFS should find a replacement for R Harrigan in JABSOM.	J Kinder suggested that CFS ask JABSOM Senate to hold a special election to replace the vacant seat. Alternatively, JABSOM Faculty Senate can appoint an alternative for the remaining term in 2016/17.
NEXT CFS MEETING	Next CFS meeting will take place on November 16, 2016	Chair Csiszar will send out an email shortly before the next meeting to check if the majority of CFS members will be available to attend the meeting. If not, a new date will be proposed.
ADJOURNMENT		MB Yue motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12:55 p.m.

Respectfully submitted by Ruslan Suvorov.

Approved on November 1, 2016 with 6 votes in favor of approval and 0 against.