

COMMITTEE ON FACULTY SERVICE

Meeting Minutes

Meeting Date: 18-Feb-16 **9am-10:25am**
Location: HH 208
Attendance: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Katalin Csiszar, Chair	P	Hannah Nguyen, Sec	P	Jeffrey Kuhn (SEC liaison)	E	John Kinder	9am-10:25am
Eric Hellebrand, Vice Chair	P	Bo Xiao	P	Suzhen Chen	A		
Ruslan Suvorov	P	Chizuko Allen	P				
Ming-Bao Yue	P	Kavet Abhari	E				

SUBJECT	CONTEXT	ACTION/STRATEGY/ RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Csiszar at 9am.
REVIEW OF MINUTES		Chair Csiszar called for review of minutes. E Hellebrand moved to approve; B Xiao seconded. Minutes was approved unanimously.
MINUTES	<p>1. CHAIRS REPORT</p> <p>Greet incoming non-senator CFS member Suzhen Chen</p> <p>CFS preparations and tasks for AY 2016/17</p> <p>Summary of the SEC meeting with GC Chair</p> <p>ICOIC nominations</p> <p>2. CFS NOMINATION</p> <p>TASKS MAC -11 non-senator</p>	<p>N/A</p> <p>Chair Csiszar suggested a staggering service of senators in CFS in the future.</p> <p>Chair Csiszar reported on the meeting of SEC with the GC Chair to improve communications with CFS and nominees for GC.</p> <p>Chair Csiszar gave the status of the discussion about the number of COIC nominations by MFS.</p> <p>Discussed the nomination of H Wang. H Nguyen motioned; Chair Csiszar seconded. 6 votes yes; 1 abstention.</p>

	COIC – 6 faculty members (Service date – not defined)	<p>Dr. Csiszar reported her discussions with Dr. Cooney and concerns that the majority of faculty on COIC was going to be appointed by the administration. Dr. Cooney notified the administration and after some discussion an agreement was reached that all 6 faculty will be appointed by CFS.</p> <p>Discussed 7 nominees and CFS approved each of them unanimously: 1) Adrian Franke; 2) Unhee Lim; 3) Manfred Steger, 4) Christine Beaulé; 5) Thomas Pearson; 6) Ming-Bao Yue; and 7) Eric Hellebrand. Chair Csiszar will contact the 2 nominees about their willingness to serve and will forward the list of nominees to COIC.</p>
OTHER BUSINESS		<p>R Suvorov suggested a tracking system of nominees by CFS who got appointed by the administrative committees. R Suvorov will create a tracking system. J Kinder will follow up on this matter.</p> <p>H Nguyen motioned that CFS Chair will report the list of nominees periodically in MFS monthly meetings. B Xiao seconded. Unanimous approval. Chair Csiszar will contact the SEC to make the request to be on agenda in the next meeting.</p> <p>J Kinder requested a new project for CFS: CFS contacts administrative committees about their active/inactive status, to anticipate the need for populating those committees.</p> <p>J Kinder reported on the status of the election system and process.</p>
ADJOURNMENT	The next meeting of the CFS will be on March 17, 2016, 9:00-10:30, HH 208.	Motioned to adjourn by Chair, seconded by H Nguyen. Motion approved. Meeting adjourned at 10:25 am.

Respectfully submitted by Hannah Nguyen, CFS
Secretary Approved unanimously on March 17, 2016