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COMMITTEE ON FACULTY SERVICE
MEETING MINUTES

MEETING DATE: MARCH 15, 2017
LOCATION: HAWAII HALL 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Csiszar, Katalin	P	Hellebrand, Eric	P	Mouginis-Mark, Pete (SEC Liaison)	P	Kinder, John	
Huffman, Brian	P	Suvorov, Ruslan	P				
Fuleky, Peter	P	Wertheimer, Andrew	P				
Xiao, Bo	P	Kawabata, Wendy	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Chair Csiszar called meeting to order at 11:02 am
MINUTES		Minutes from January 25, 2017 were approved unanimously.
CFS ACTIONS	Chair Csiszar welcomed new members of CFS: A Wertheimer and W Kawabata. CFS had voted previously by email to appoint these two senators to CFS, and both of them were approved unanimously. Pete Mouginis-Mark gave an update about the state of affairs at SEC and urged CFS preparations for the upcoming senate elections.	
	Chair Csiszar reported that the CFS recommended changes to the by-laws (in early December) were not included in the MFS by-laws revision proposed by the SEC and submitted to CAB. E Hellebrand commented that the procedure used by the SEC to propose changes to the by-laws appear to be in violation of the procedure outlined in the by-laws.	
	Ann Sakaguchi resigned from SEC and will need to be replaced. She requested to be re-assigned back to CAB. Carolyn Stephenson, while the next inline on the SEC election	Chair Csiszar will contact Carolyn Stephenson and



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	<p>lists, is a non-senator, thus she cannot replace Ann Sakaguchi. Though, the current wording in the by-laws allowed Dr. Stephenson to be vote in for the SEC election list.</p> <p>The next person, Jeff Kuhn, has just resigned from the MFS as his duties did allow him to spend time on UHM committees.</p> <p>The next (and final) person on the list is George Wilkins.</p>	<p>clarify with her the controversial situation. Once Dr. Stephenson responded, the next step will be to double check with Dr. Kuhn his position re: SEC service.</p> <p>Subsequently, the CFS will decide whether to appoint George Wilkins to SEC or to wait for the results of the new elections.</p>
	CFS agreed that the members for all standing committees should be assigned in accordance with the rules outlined in the by-laws.	
	SEC asked CFS to define the rules for senators who are on sabbatical or are not actively participating in Senate duties. Such rules should specify, for instance, whether the senators should resign or accept a temporary replacement while they are absent.	E Hellebrand reminded the CFS that wording in the by-laws provide instructions for such cases, except the definition of the time period.
	CFS discussed how best to advertise the forthcoming elections to the faculty and encourage faculty to serve as senators.	
	Chair Csiszar reported that CFS had been approached to recommend three new members for the Academic Grievance Committee and one new member for the Student Appellate Board.	CFS will recommend new members after the elections.
	Chair Csiszar called for a vote for re-appoint Ann Sakaguchi to CAB, P Fuleky seconded.	CFS voted unanimously to re-assign Ann Sakaguchi to CAB.
	Chair Csiszar called for a vote to re-assign Senator Heroniko from CPM to CSA, P Fuleky seconded.	CFS voted unanimously to approve the reassignment.
WORK IN PROGRESS	Chair Csiszar is going to forward to CFS members the recent request from the Research Integrity Program Ethics Committee that is seeking 4-5 members to serve a 2-3 year term.	Deferred until the elections are completed.
NEXT MFS ELECTIONS	J Kinder reported that in January he had contacted ITS to obtain a list of all full-time faculty (1991 people). The list will	CFS determined three actions:



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	be uploaded to the Elections Database. We will have about 75 senators elected, with 19 constituencies who need to have elections. CFS agreed to have a special meeting to certify the election results on April 13, 11 a.m.-12:30 p.m.	<ul style="list-style-type: none"> - send 1 reminder to faculty to check their records - compose and send a recruitment message - candidacy period: 10 business days (with 3 reminders) on March 20-31; MFS elections: 2 weeks (April 3-12, closing at 5 p.m.).
NEXT CFS MEETING		The next meeting will be from 11 a.m.-12:30 p.m. on April 13, 2017.
ADJOURNMENT		Chair Csiszar motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12:30 p.m.

Respectfully submitted by Ruslan Suvorov.

Approved on April 13, 2017 with 6 votes in favor of approval and 0 against.