

**Committee on Faculty Service
Meeting Agenda**

Date: September 7, 2023

Time: 4:00 PM

Zoom link:

Attendance**Members**

Name	Role	Attendance
Marguerite Butler	Member	Present
Naiyi Fincham	Member	Present
Lori Fulton	Member	Present
Richard Medina	Member	Present
Birendra Mishra	Member	Present
Wesley Palmer	Member	Present
Liang Wang	Member	Absent
Carolyn Stephenson	SEC liaison	Present
John Kinder	UHMFS Office	Excused

Guests

Name	Role	Time
None		

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by Carolyn Stephenson at 4:02 PM.
	Introductions <ul style="list-style-type: none"> • Carolyn Stephenson, SEC Liaison • Lori Fulton, COE • Wesley Palmer, JABSOM • Birendra Mishra, CTAHR • Naiyi Fincham, CALL • Richard Medina, CALL 	
Review of Minutes	1. None	1. No action
Chair's Report	1. None	1. No action
SEC Liaison Report	1. SEC Liaison presented slides as an orientation to the committee 2. There is one request for a new nomination for GEC 3. Change to designation and term for a GEC appointee and specialization on the GEC committee	1. No action
Action Items	1. None	1. No action
Guest(s)	1. None	1. No action
Committee Reports	1. None	1. No action
Unfinished Business	1. None	1. No action
Business	1. Committee Officer Elections 2. Meeting Schedule	1. Chair – Butler and Medina volunteered to serve as co-chairs, voted in unanimously Secretary – Fulton volunteered, voted in unanimously

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		2. Committee will meet twice a month on Zoom Butler will send out a When2Meet to determine meeting time
Adjournment	The next meeting of the Committee on Faculty Service will be determined via When2Meet	Meeting adjourned at 4:38 PM.

Respectfully submitted by Lori Fulton, Secretary
Approved unanimously on September 26, 2023.