

**COMMITTEE ON FACULTY
SERVICE
Meeting Minutes**

Meeting Date: 19-Nov-15
Location: POST 613

3:30pm-4:55pm

Attendance: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Katalin Csiszar, Chair	P	Hannah Nguyen, Sec	P	Jeffrey Kuhn (SEC liaison) - skyped in	P	John Kinder	3:30-5pm
Eric Hellebrand, Vice Chair	P	Bo Xiao	E			Kavet Abhari	3:30-5pm
Ruslan Suvorov	E	Chizuko Allen	P				
Ming-Bao Yue	E						

SUBJECT	CONTEXT	ACTION/STRATEGY/ RESPONSIBLE PERSON	
CALL TO ORDER		Meeting was called to order by Chair K Csiszar at 3:30 pm.	
REVIEW OF MINUTES		Chair K Csiszar called for review of minutes. E Hellebrand seconded. Minutes was unanimously approved.	

<p>MINUTES</p>	<p>1. CHAIRS REPORT</p> <ul style="list-style-type: none"> Summary of email vote results and inclusion in the meeting Minutes. Role of CFS in the Senate election and voting process: Bylaws, Article IV. Section 1. k. CFS duties. Introduction of new CFS member: Kaveh Abhari, Assistant Professor of Information Technology Management, Shidler College of Business. Revisit of prior assignments in order to minimize failed nominations. Call to faculty for service on MAC. <p>2. COMMITTEE TASKS</p> <ul style="list-style-type: none"> GA: C. Beaulieu LLL- lack of required expertise. J. Logan and A. Shafer also unit nominated. J. Winter not willing to serve. CFS: 1 vacancy, non-senator (hold action for now). MAC: 1 senator and 1 non-senator from A&S (call for volunteers). 	<p>Regarding Dr. Yan nomination for CSA: Email vote result: All in favor.</p> <p>Chair K Csiszar reported previous meetings and CFS duties per bylaws. J Kinder discussed CFS role in election & voting process and current needs in collaboration with K Abhari and J Kinder. Chair K Csiszar explained K Abhari's task for this special project. J Kuhn provided input. Details of the voting process and research into new voting platforms were discussed.</p> <p>Chair K Csiszar introduced K Abhari to the committee.</p> <p>Discussed potential improvements to the nomination procedure including units contacting their nominees prior to CFS selection and nomination.</p> <p>CFS generated the call, to be sent out the following week.</p> <p>Chair K Csiszar will contact the GA committee chair and resolve this issue. J Kinder also suggested another option.</p> <p>No action at this time.</p> <p>Chair K Csiszar prepared a call for volunteers to be sent out by J Kinder.</p>	
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	<ul style="list-style-type: none"> • COR: May need 1, now in the process of clarifying with a senator. • CPM: 1 vacancy, non-senator needed. • CSA: Senator Yan approved by SEC (now 9 members). <p>3. ADDITIONAL AGENDA ITEMS</p> <ul style="list-style-type: none"> • Special elections for senators from A&H and SOEST with service for 1.5 AY • CFS members availability during summer. • Date and location of the next meeting. 	<p>No action at this time.</p> <p>CFS will select a non-senator from the volunteer list.</p> <p>No action at this time.</p> <p>Discussed.</p> <p>Discussed. J Kinder explained the process to be proactive. To be polled via email.</p>
OTHER BUSINESS	CFS elect a new member; the nominee is K Abhari.	Chair K Csiszar called for the election of K Abhari. Seconded by C. Allen. Unanimous vote. K Abhari was approved to join CFS.
ADJOURNMENT	The next meeting of the CFS will be TBD	Motioned to adjourn by E Hellebrand, seconded by Chair K Csiszar. Motion approved. Meeting adjourned at 4:55 pm.

Respectfully submitted by Hannah Nguyen, CFS
Secretary Approved unanimously on December 16, 2015