

Committee on Faculty Service Meeting Minutes

Date: February 8, 2023

Time: 11 AM

Zoom link:

Attendance

Members

Name	Role	Attendance
Richard Medina	Member	Present
Naiyi Fincham	Member	Present
Peter Leong	Member	Present
Seungoh Paek	Member	Present
Teresa Schiff-Elfalan	Member	Present
Marguerite Butler	Member	Present
Richard Allsopp	Member	Present
David Flynn	SEC liaison	Present
John Kinder	UHMFS Office	Excused

Guests

Name	Role	Time
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by Chair Medina at 11:02 AM.
Review of Minutes	Review of 01/11/2023 minutes	Medina moved to approve, Paek seconded, and approved by acclamation.
Chair's Report 2023-01-31 AVP Diversity and Inclusion Request for Mānoa Faculty Senate Representation .pdf	<ol style="list-style-type: none"> 1. Jan. 25: CFS meeting canceled by Chair due to not meeting necessary quorum. 2. Jan. 24: Richard Allsopp appointed to CFS. 3. Jan. 13: CSA Co-Chairs provided a candidate to participate in the Student Retention Thinktank. CFS approved recommendation on 1/13, SEC approved and notice of appointment sent to candidate on 1/24. 4. Recently vacated seats: <ol style="list-style-type: none"> a. CALL (2021-2023) b. CTAHR (2021-2023) c. Election Timeline Comment from JK 5. Jan. 31: CFS received a request to recruit two or three recommendations for faculty members to serve on a search committee for the position of Assistant Vice Provost for Diversity and Inclusion. <ol style="list-style-type: none"> a. Request and Position Description 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. 5.
SEC Report	<ol style="list-style-type: none"> 1. There is no additional referral. 2. SEC requested we need more appropriate time for any request. Vice Provost Office responded by stating they will do their best. 	<ol style="list-style-type: none"> 1.
Action Items		
Business	<ol style="list-style-type: none"> 1. Establish a Special Election timeline for two vacated seats to serve through May 10. 2. Issue Call for Volunteers to serve on AVP Diversity and Inclusion search committee. 	<ol style="list-style-type: none"> 1. Medina made a motion not to run a special election for two vacated seats. Butler seconded. Five in yae, one in nay, and one abstain. 2. Two nominations will be recommended. Medina moved to nominate one (Teresa Schiff-Elfalan) from CFS and send out a call to entire senate

		for the other nomination. Fincham seconded, and approved by acclamation.
Adjournment	The next meeting of the Committee on Faculty Service will be on February 22, 2023 at 11:00 AM	Business was complete, and the meeting adjourned at 12:03 PM.

Respectfully submitted by Seungoh Paek, Secretary
Approved unanimously on February 22, 2023.