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COMMITTEE ON FACULTY SERVICE
MEETING MINUTES

MEETING DATE: February 14, 2018 **1:00 PM - 2:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Mark Branner	E	Marek Kirs	P			None	
Meda Chesney-Lind	P	Brad Taylor	P				
James Foster	P	Michelle Tallquist, via polycom	P				
Brian Huffman	P			John Kinder - Staff	P		
				George Wilkens - liaison	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Huffman, at 1:05 PM.
REVIEW OF MINUTES	<ol style="list-style-type: none"> The minutes of the January 24, 2018 CFS meeting had been circulated electronically for comments. The minutes of June 8, 2017 CFS meeting had been circulated electronically for comments. The minutes of May 11, 2017 CFS meeting had been circulated electronically for comments. The minutes of April 20, 2017 CFS meeting had been circulated electronically for comments. 	<ol style="list-style-type: none"> Motion by M. Chesney-Lind to approve the January 24, 2018 minutes; seconded by M. Tallquist. Approved unanimously. Motion by B. Huffman approve to post the June 8, 2017 minutes; seconded by J. Foster. Approved unanimously. Motion by B. Huffman approve to post the May 11, 2017 minutes; seconded by J. Foster. Approved unanimously. Motion by B. Huffman approve to post the April 20, 2017 minutes; seconded by



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		J. Foster. Approved unanimously.
CHAIRS REPORT	1. NA	
UNFINISHED BUSINESS	<ol style="list-style-type: none"> Task #2- Resignation of Susan Nakaoka (SocWk) – Huffman contacted Jill Sur. Task #7 -AGC - Alternate member (1) vacancy – call made by Kinder; Task #10 - Special Election for Social Sciences (J. Kinder) Task #11 - for Natural Sciences vacant seat through June 30, 2018. (J. Kinder) – George will contact Ruth Haas as an stand-in Senator – Ruth declined. Marguerite Butler is next alternate elected Rules of Order – Reviewed the counting methods for the MFS and SEC elections. Should we change Rules of Order or bring election into compliance? Discussion on the Eligible voters for SEC election 	<ol style="list-style-type: none"> Motion J. Foster to recommend the appointment Jill Sur to fill the remaining term of Susan Nakaoka; seconded by M. Kirs. Approved unanimously. Refer to Business item below. Action deferred to next meeting Motion by M. Chesney-Lind to recommend the appointment Marguerite Butler to fill the temporary absence of David Chin ending June 30, 2018; seconded by M. Kirs. Approved unanimously. Motion J. Foster to recommend assignment of M. Butler to CSA; seconded by M. Tallquist. Approved unanimously. No action necessary as we are seeking to bring election procedures into compliance with the Rules of Order. Brian to draft resolution.
BUSINESS	<ol style="list-style-type: none"> Task #14 E-Board Vacancy Task #7 AGC - 2 vac for alternate members 	<ol style="list-style-type: none"> M. Kirs will contact the candidates. B. Huffman contacted two candidates who are no longer faculty members.



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	3. Approved e-vote to recommended D. Brent Edwards to CAPP.	Recommendation for call for more volunteers. 3. E- Action approved by unanimous vote.
ADJOURNMENT	1. The next meeting of the Committee on Faculty Service will be on February 28, 2018.	Motion to adjourn by J. Foster; seconded by M. Chesney-Lind . Passed unanimously. Meeting adjourned at 2:27 PM.

Respectfully submitted by Marek Kirs, Secretary.

Approved on March 14, 2018 with 5 votes in favor of approval and 0 against.