

Committee on Faculty Service Minutes

MEETING DATE January 29, 2021

MEETING TIME 9:00 AM - 10:00 AM

LOCATION Zoom <https://hawaii.zoom.us/j/98345858721>

Meeting ID: 983 4585 8721

Passcode: mfs cfs

Attendance

Members

Name	Role	Attendance
Christine Beaulé	Member	Present
Roger Chen	Member	Present
Ariana Eichelberger	Member	Present
Marek Kirs	Member	Present
Richard Medina	Member	Present
Seanyelle Yagi	Member	Present
Sarah Yuan	Member	Present
Truc Nguyen	SEC liaison	Present
John Kinder	UHMFS Office	Present

Guests

Name	Role	Time
None		

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by Chair Beaule at 9:01 AM.
Review of Minutes	1. Review of January 15, 2021 minutes.	1. Chair Beaule made a motion to approve; second by Yagi. Minutes were unanimously approved.
Chair's Report	1. Items from SEC <ul style="list-style-type: none"> a. MFS bylaws revision update b. BOR meeting at Manoa c. Constituency Review - Draft 2. Process for sharing approved minutes with MFS 3.	1. SEC Liaison to request to Chair McKimmy that any bylaws and rules of order related to constituency changes to committees be postponed and not presented at Feb MFS meeting. 2. CFS will remove all links in minutes and share a PDF to UHMFS office for public posting. 3. No action
Action Items	1. 2.	1. No action 2. No action
Guest(s)	1. None	1. No action
Committee Reports	1. None.	1. No action
Unfinished Business	1. Discussion about possibly splitting CAPP and CAB into two committees each due to heavy workload 2. Proposed Election Timeline Particular dates from Bylaws and Rules of Order to notes for elections <ul style="list-style-type: none"> a. Feb 22. Poll members of faculty for willingness to serve on the Senate if elected. (Note MFS meeting is Feb 17 so a statement can be made at the senate meeting. Requirement for polling is by Feb 28, which is a Sunday this year) 	1. No action 2. Beaule moved to vote to approve the election timeline. Seconded by Eichelberger. Timeline unanimously approved.

	<p>b. March 3. Open elections. March 10. Close elections. (Note CFS meets on March 12 and can review then. Requirement is voting to be complete by March 15, which is a Monday.)</p> <p>c. March 19. Senate Secretary publishes a list of elected Senators and the tally. (Requirement is March 21, a Sunday)</p> <p>d. March 30. Poll newly elected faculty for willingness to serve on the Senate Executive Committee. (Requirement is by April 7, which is a Wednesday)</p> <p>e. April 8. Gather brief biography and statement of priorities from willing SEC nominees. (Note CFS meets on April 9. Requirement for statements is April 15, a Thursday)</p> <p>f. April 14. Open SEC Elections. April 21. Close SEC Elections. (Note CFS meets on April 23 and can review then. Requirement is to complete elections by May 7, a Friday.)</p> <p>g. April 8. Poll 2021-2022 senators for committee preferences with request to complete by April 20. (Note CFS meets on April 23. Requirement is to poll by April 15, a Thursday).</p> <p>h. May 7. Finalize CFS committee appointment recommendation to SEC. (No deadline requirement except that 2021-2022 senators begin on May 1 and begin committee appointment July 1).</p> <p>i. Notes:</p> <ul style="list-style-type: none"> ■ The term of office for a senator is 28 months beginning on May 1. ■ The term of office for a member of the Senate Executive Committee is 27 months beginning on June 1. ■ The normal term of office for a member of a Standing Committee is 26 months beginning on July 1. 	
	3. None.	
Business	1. Constituency Review in Rules of Order - to be updated by John in MFS office and committee will	1. CFS members reviewed the Constituencies online through email

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE

2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822

Phone: (808) 956-7725 • Polycom: (808) 956-9813

E-Mail: uhmfs@hawaii.edu • Website: <http://www.hawaii.edu/uhmfs/>

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	<p>review online and indicate approval or not approval. SEC Liaison will send out a note to committee members when ready.</p> <p>2. None.</p>	<p>on Jan. 29, 2020. The revisions were unanimously approved.</p> <p>2. No action.</p>
Adjournment	<p>The next meeting of the Committee on Faculty Service will be on February 12, 2021.</p>	<p>Beaule made a motion to adjourn; seconded by Yuan. Meeting adjourned at 09:59 AM.</p>

Respectfully submitted by Seanyelle Yagi, Secretary

Approved unanimously on February 12, 2021.

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