

COMMITTEE ON FACULTY SERVICE

MEETING MINUTES

MEETING DATE: September 08, 2015 **3:30pm-5pm**

LOCATION: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Katalin Csiszar, Chair	P	Hannah Nguyen, Sec	P	Jeffrey Kuhn (SEC liaison) – called in (3:30pm– 4:45pm)	P	John Kinder - Staff	3:30pm – 5pm
Ruslan Suvorov	P	Bo Xiao	E				
Eric Hellebrand	P	Soojin Jun	A				
Ming-Bao Yue	E	Chizuko Allen	E				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair at 3:30 pm.
REVIEW OF MINUTES		J. Kinder guided the first review of meeting minutes for future reference.
MINUTES	<ol style="list-style-type: none"> Review of CFA committee tasks and procedures. A CAPP senator wants to transfer to another committee with vacancy. She has 2nd and 3rd choices. New member: Chizuko Allen appointed to CFS by the SEC. CFS possibly has 2 vacancies pending a resignation. Vice-chair election. Communication with faculty applying for committee positions but not selected in the first round of appointments. J. Kuhn asked CFS to discuss and propose a plan to improve the communication flow from faculty serving on committees assembled by the UHM administration. Review of volunteer applications. 	<ol style="list-style-type: none"> Tasks: Populating standing committees. Procedures: CFS members submit individual votes within the required time frame or need to be considered Abstained. Review of Standing and Permanent Committees, vacancies noted for CFS, CSA and MAC. Actions: J. Kinder will further research vacancies on committees. Chair will contact the CAPP senator for transfer and willingness to serve on other committees. C. Allen asked for a different meeting day (not Tuesday). Chair motioned to postpone. R. Suvorov seconded. Motion passed. R. Suvorov will draft up a CFS message after review J. Kinder will send it out to applicants. CFS discussed various options. Action: Further discussion at subsequent meetings. Discussion postponed until next meeting. Discussion postponed.

	8. M. Yue suggested in an email to include in the agenda discussion of an unfilled GC position. 9. Date of next meeting.	9. R. Suvorov will send Doodle poll for a possible date and time.
OTHER BUSINESS	1. Chair asked that meeting minutes be reviewed by members in preparation for the next meeting. 2. H. Nguyen and R. Suvorov proposed using google doc/drive for CFS working documents. 3. Chair asked for assistance with tracking votes.	1. H. Nguyen will post minutes online; CFS members can review these prior to meetings. 2. R. Suvorov will set up a folder in Google Drive to store CFS-related documentation. CFS members can upload and edit files. 3. E. Hellebrand agreed to keep track of CFS voting results and communicate with Chair.
ADJOURNMENT	The next meeting of the CFS will be TBD.	Motion to adjourn by Chair, seconded by E. Hellebrand. Motion approved. Meeting adjourned at 5:02 pm.

Respectfully submitted by Hannah Nguyen, CFS Secretary
 Approved unanimously on September 23, 2015.