**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** JANUARY 25, 2017

**Location:** HAWAII HALL 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Csiszar, Katalin | P | Hellebrand, Eric | P |  |  | ?? |  |
| Huffman, Brian | P | Suvorov, Ruslan | P |  |  |  |  |
| Fuleky, Peter | P |  |  |  |  |  |  |
| Xiao, Bo | P |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Chair Csiszar called meeting to order at 11:02 am |
| **MINUTES** |  | Minutes from December 14, 2016 were approved unanimously. |
| **CFS ACTIONS** | SEC approved the following CFS nominee: Tomoaki Miura (CTAHR) for GC  There is no replacement senator from JABSOM  CFS received a request to replace Lilikala Kameʻeleihiwa for SEC.  Chair Csiszar called for a vote to appoint Ann Sakaguchi for an SEC seat vacated by Lilikala Kameʻeleihiwa | CFS voted unanimously to appoint Ann Sakaguchi for SEC |
|  | E Hellebrand proposed to remove Carolyn Stephenson from the 2016 SEC election list because she is not eligible to serve as she is no longer a senator. Dr Stephenson brought this issue to the attention of CFS. The issue of electing an outgoing senator for SEC has already been raised and discussed at a previous CFS meeting. |  |
|  | Chair Csiszar reported that the CFS needs to identify a faculty volunteer who expressed interest in serving on CSA. Two volunteer were identified: Katharine Hannah and Dennis Chase.  Chair Csiszar called for a vote to nominate Katharine Hannah for CSA | CFS voted unanimously to appoint Katharine Hannah for CSA |
|  | CFS discussed candidates for CFS:   * Kent Kobayashi, researcher, CTAHR * Kathleen Sullivan, Instr. Nursing * Gary Holton, Instr. LLL * Scott Groeniger, Instr. A&H * Dennis Chase, Outreach (CFS preference) * Pallav Pokhrel, Cancer Center, Assoc. Researcher (CFS preference) * Karen Selph, SOEST, Associate Specialist   Three top candidates have been identified: Kent Kobayashi, Kathleen Sullivan, and Scott Groeniger. Additional candidate: Pallav Pokhrel.  Chair Csiszar called for a vote to nominate Kent Kobayashi as a volunteer faculty to serve on CFS  Chair Csiszar called for a vote to nominate Kathleen Sullivan as a volunteer faculty to serve on CFS  Chair Csiszar called for a vote to nominate Scott Groeniger as a volunteer faculty to serve on CFS | CFS voted unanimously to appoint Kent Kobayashi for CFS  CFS voted unanimously to appoint Kathleen Sullivan for CFS  CFS voted unanimously to appoint Scott Groeniger for CFS |
|  | Chair Csiszar reported that CFS needs to elect a new chair for Spring/Summer 2017. Due to other commitments, no other CFS member was able to take on the chair’s duties. | Csiszar is going to continue to serve as Chair. |
| **NEXT CFS MEETING** | The next meeting will be scheduled based on the committee’s workload. | A google poll will be set up for the next meeting time. |
| **ADJOURNMENT** |  | * Chair Csiszar motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12:10 p.m. |

Respectfully submitted by Ruslan Suvorov.

Approved on March 15, 2017 with 6 votes in favor of approval and 0 against.