**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** APRIL 13, 2017

**Location:** HAWAII HALL 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Csiszar, Katalin | P | Hellebrand, Eric | P | Withy, Kelley (SEC Liaison) | P | Kinder, John |  |
| Huffman, Brian | P | Suvorov, Ruslan | P |  |  |  |  |
| Fuleky, Peter | P | Wertheimer, Andrew | P |  |  |  |  |
| Xiao, Bo | A | Kawabata, Wendy | P |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Chair Csiszar called meeting to order at 11:03 am |
| **MINUTES** |  | Minutes from March 15, 2017 were approved unanimously. |
| **CFS ACTIONS** | CFS had voted previously by email to appoint Kathleen Sullivan (Nursing) and Karen Selph (Oceanography) for the Ethics Committee.  Chair Csiszar suggested to hold off the nomination of Lenora Lee (Law) for the Ethics Committee and wait until the results of the new senator elections are known. |  |
|  | CFS discussed the situation regarding the recent resignations and outgoing senators on the SEC.  Issues discussed:   * the election database does not treat the SEC term as a break in the senator term duties (i.e., a senator can serve on SEC as a non-senator member beyond the two consecutive term limit); * after serving as a non-senator on SEC for two years, a person can then run for a senator position again; * E Hellebrand suggested that the fourth year senators should be discouraged from applying for an SEC position and serving on SEC as a non-senator; * CFS recommended that changes be made to the by-laws to avoid situations when a senator whose second consecutive term is over continues serving on SEC as a non-senator. | CFS agreed to convey these issues to the CAB so that they can take action. |
|  | CFS discussed whom to appoint for two SEC seats to replace Ann Sakaguchi and Pete Mouginis-Mark. The next (and final) person on the list is George Wilkins.  Chair Csiszar called for a vote to nominate George Wilkins to replace Ann Sakaguchi on SEC, seconded by E Hellebrand. | CFS will contact Jeff Kuhn to inform him about CFS’s interpretation of the rules that exclude him as a non-senator serving on the SEC.  CFS voted unanimously to approve G Wilkins for SEC. |
|  | Chair Csiszar welcomed Kelley Withy, who is a new SEC liaison.  K Withy reported on the following:   * GEC should be populated as soon as possible without waiting for the new election results. * Kathleen Sullivan (Nursing) was approved by SEC for the Ethics Committee; however, the nomination of Karen Selph was temporarily put on hold because of a possible conflict of interest.   The CFS discussed criteria for conflict of interest on the Ethics Committee. There is no reason to exclude a faculty from service on the basis that he/she may have a researcher family member at UH.  Chair Csiszar asked K Withy to check with SEC about their position about populating some of the standing committees with non-senators. | CFS is going to ask SEC to reconsider their decision regarding conflict of interest and approve Selph for the Ethics Committee as nominated earlier by the CFS.  J. Kinder clarified that this was considered only for CFS as it deals with sensitive election issues. |
|  | Chair Csiszar reported that CFS had been approached to recommend three new members for the Academic Grievance Committee and one new member for the Student Appellate Board by May 1, 2017.  Chair Csiszar called for a vote to nominate Dr. Jing Guo for the Study Abroad Council | CFS will check the volunteer list to propose at least one non-senator volunteer who is graduate faculty.  CFS approved Dr. Jing Guo unanimously |
| **WORK IN PROGRESS** | CFS members will check the eligibility of the following candidates for the Graduate Council and select the best candidates:   * Social Sciences: Katharina Heyer (political science) OR Wei Zheng (Sociology) - to be checked by R Suvorov * Nursing: Maureen Shannon - to be checked by P Fuleky * Education: Julie Kaomea - to be checked by A Wertheimer * A&H: Elizabeth Colwill (Am. Studies) OR Karen Jolly (History) OR James Kraft (History) - to be checked by B Huffman |  |
| **NEXT MFS ELECTIONS** | J Kinder reported on the status of the elections. The elections will close on April 19. | J Kinder will send out a reminder to the constituencies to vote by the deadline. |
| **NEXT CFS MEETING** |  | The date and time for the next CFS meeting was set at 11am on April 20, 2017. |
| **ADJOURNMENT** |  | * Hellebrand motioned to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 12.30pm |

Respectfully submitted by Ruslan Suvorov.

Approved on April 20, 2017, with 6 votes in favor of approval and 0 against.