**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** August 30, 2017 **1:30 PM - 2:45 PM**

**Location:** Hawaii Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mark Branner | A | Marek Kirs | A |  |  | Stacey Roberts GEC liaison | 1:45 PM  2:25 PM |
| Meda Chesney-Lind | P |  |  |  |  | Wendi Vincent  GEO staff | 1:45 PM 2:25 PM |
| James Foster | E |  |  |  |  |  |  |
| Brian Huffman | P |  |  | John Kinder - Staff | P |  |  |
| Wendy Kawabata | P |  |  | George Wilkens - liaison | P |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by George Wilkens, SEC liaison at 1:36 PM. |
| **REVIEW OF MINUTES** | 1. None | 1. No action. |
| **CHAIRS REPORT** | 1. Aloha and Welcome members | 1. Individual introductions made. |
| **UNFINISHED BUSINESS** | 1. None | 1. No action. |
| **NEW BUSINESS** | 1. Committee on Faculty Service (CFS) Kickoff presentation 2. Election of CFS officers: a. Secretary position-   B. Co-Chair positions-     1. Approve CFS 2017-18 meeting schedule 2. Review committee vacancies 3. General Education Committee (GEC) 4. Writing Intensive Focus Board (WI-Board) 5. Contemporary Ethical Issues Board (E-Board) 6. Review current status of senator vacancies 7. Special election for Social Sciences | 1. Reviewed and discussed. 2. **a.** Motion by B. Huffman; seconded by W. Kawabata to approve the Secretary position for rotation between members. Approved unanimously. B. Huffman will be acting Secretary on next meeting.   **B.** Motion by M. Chesney-Lind to nominate pending acceptance of Co-Chairs: M. Branner; J. Foster; or M. Kirs; seconded by B. Huffman. Approved unanimously.      1. George Wilkens relinquished his chair duties to acting Chair M. Chensey-Lind. Items 3 was deferred until the next meeting on 9/20. 2. **A.** Motion by B. Huffman; seconded by W. Kawabata recommending Michael Nassir to GEC for faculty role with GenEd expertise; and recommending Garrett Clanin to GEC as the Faculty Specialist Advisor. Approved unanimously. **B.** Motion by M. Chesney-Lind; seconded by W. Kawabata recommending Winnie Tang to the WI-Board as the Faculty Advising Specialist; and recommend Saundra Schwartz as the AH faculty rep.   **C.** Motion by M. Chesney-Lind; seconded by B. Huffman recommending Melissa Jones and Kirsten Mawyer to the E-Board subject to J. Kinder verifying their agreement to serve. 3. J. Kinder reported a total of 71 current senators with 2 members inactive. 4. a. CFS authorized J. Kinder to prepare special election for 2 vacant seats in SocSci.  b. CFS reviewed one vacant seat in AA. CFS determined the time period is too short to hold a special election. |
| **ADJOURNMENT** | 1. The next meeting of the Committee on Faculty Service will be announced by an acting Chair. | * Motion to adjourn by W. Kawabata; seconded by M. Chesney-Lind. Passed unanimously. Meeting adjourned at 2:45 PM. |

Respectfully submitted by John Kinder, staff.

Approved on September 20, 2017 with all votes in favor of approval.