**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** December 6, 2017 **1:00 PM - 2:00 PM**

**Location:** Hawaii Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mark Branner | P | Marek Kirs | P |  |  | None |  |
| Meda Chesney-Lind | E | Brad Taylor | P |  |  |  |  |
| James Foster | P |  |  |  |  |  |  |
| Brian Huffman | P |  |  | John Kinder - Staff | P |  |  |
|  |  |  |  | George Wilkens - liaison | P |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by Chair Huffman, at 1:00 PM. |
| **REVIEW OF MINUTES** | 1. The minutes of the November 8, 2017 CFS meeting had been circulated electronically. | 1. Motion by Foster to approve the November 8, 2017 minutes; seconded by Branner. Approved unanimously. |
| **CHAIRS REPORT** | 1. Reporting dual faculty member constituency change from SOEST to ARCH (J. Kinder) | 1. No action required. |
| **UNFINISHED BUSINESS** | 1. None |  |
| **BUSINESS** | 1. Task #1- Assign new JABSOM senator, Michelle Tallquist to a standing committee 2. Task #2- Resignation of Susan Nakaoka (SocWk) 3. Task #3 - Commencement Committee nominee - Draft Call for Volunteers on Congress Listserv 4. Task #4 - WASC Steering Committee - Draft Call for Volunteers on Congress Listserv (3 out of 4 appointed) 1 vacancy open. 5. Task #5 -MCPP Committee - Draft Call for Volunteers on Congress Listserv (5 out of 12 confirmed) 7 vacancies open. (SEC suggests to HOLD) 6. Task #6 -Veterans Task Force - 1 vacancies - Call for Volunteers on Congress Listserv (1 to 2 faculty members) 7. Task #7 -AGC - Alternate member (1) vacancy 8. Task #8 -SCAB - Alternate members (2) vacancies 9. Task #9 -UROC / UROFAB- Review candidates 10. Task #10 - Special Election for Social Sciences  (J. Kinder) 11. Task #11 -Special Election for Natural Sciences  (J. Kinder) 12. Task #12 -Special Election for Arts & Humanities  (J. Kinder) 13. Task #13 -Study Abroad Council - review candidate 14. Task #14 -Foundations Board - resignation of Rufus Willett, FS/FQ faculty specialist. Nominee - Sarah Post. 15. Approve CFS Spring meeting schedule | 1. CFS recommends Michelle Tallquist be assigned as a member to CFS. Approved unanimously. 2. Deferred to future meeting 3. Brad Taylor will draft a call for volunteers 4. James Foster will draft a call. 5. Mark Branner will draft a call. 6. Brian Huffman will draft a call. 7. John Kinder will make a call for AGC member 8. Motion by Mark Branner to recommend Andrew Nguyen for two year SCAB term, and Karen Selph for one year SCAB term., seconded by Brad Taylor. Approved unanimously. 9. Marek Kirs will contact Willy Kauai regarding the UROFAB appointment. Motion by James Foster to approve Willly Kauai as a member of UROFAB, subject to Willy’s willingness to serve, seconded by Mark Branner. Approved unanimously. 10. Deferred to future meeting 11. Deferred to future meeting 12. Deferred to future meeting 13. Deferred to future meeting 14. Motion by Mark Branner to approve Sarah Post to fill the remaining term of Rufus Willett, seconded by James Foster. Approved unanimously. 15. CFS meetings will be second and fourth Wednesdays of each month. |
| **ADJOURNMENT** | 1. The next meeting of the Committee on Faculty Service will be on January 24, 2018. | * Motion to adjourn by James Foster seconded by Brad Taylor. Passed unanimously.  Meeting adjourned at 1:58 PM. |

Respectfully submitted by Marek Kirs, Secretary.

Approved on January 24, 2018 with 7 votes in favor of approval and 0 against.