### MANOA FACULTY SENATE

#### Committee on Faculty Service (CFS)

#### Meeting Minutes

**Meeting Date:** Wednesday, October 31, 2012  
**Location:** Hawaii Hall, 208

**Attendance:**

<table>
<thead>
<tr>
<th>Members</th>
<th>Guests</th>
<th>Time</th>
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<tbody>
<tr>
<td>Aurelio Agcaoili</td>
<td>Ian Pagano (SEC Liaison)</td>
<td>P Kristin Herrick</td>
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<td>V Balaraman</td>
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<td>Miguel Felipe</td>
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<td>Brian Glazer (Sabbatical 2012-13)</td>
<td>Benito Quintana (Study Abroad Fall)</td>
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<tr>
<td>Jing Guo</td>
<td>Lilia Santiago (For B. Quintana)</td>
<td>E</td>
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**Members:**

- P: Present  
- E: Ex Officio  
- A: Alternate

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#### CALL TO ORDER

Called to order 4:09p, one senator short of quorum. Balaraman suggested we proceed to discuss matters and push all decisions to an email for approval by a quorum. All agreed.

#### MINUTES

No corrections or concerns expressed as regards minutes from September 2012 meeting. Recommended for approval by e-vote.

**Discussion of who to appoint for NatSci Graduate Council Representative, as per the SEC request for an appointee. Candidates are Bob Joseph and Rich Gazan**

CFS unanimously suggests nomination Rich Gazan with Bob Joseph as alternate. Will be sent out for e-vote approval.

**Discussion of whom to appoint for Strategic Plan Implementation Committee Representative, along with several alternates, as per SEC request.**

The committee sought to identify those who would represent diverse constituencies and/or also had previous experience with UH faculty governance. With that sub-group identified, we considered a ‘first-come-first-serve’ ranking to identify our appointment and alternates.

CFS suggested the following nominations be sent to SEC. Will be sent out for e-vote approval.

- **Nominee:** Tod Aeby (JABSOM)  
- **Alt 1:** Cecily Ornelles (ED)  
- **Alt 2:** William Wood (AH)  
- **Alt 3:** Albert Kim (ENGR)
<table>
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<tr>
<th>Subject</th>
<th>Discussion/ Information</th>
<th>Action/Strategy/Responsible Person/s</th>
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|                  | Discussion of Kristin’s proposed 2012–13 CFS Procedures. Specific topics in reference to document sent on 10/25/12  
|                  | — Timeline for elections  
|                  | — SEC Membership Election procedures  
|                  | — Recommendations for Senate and Mānoa-Wide Cmte Appointments  
|                  | The committee expressed particular interest in gathering information from faculty who volunteer for committee appointment. The CFS felt that this sort of information—beyond simple ranking/preference—be available to the CFS for making decisions. Therefore, the CFS requests Ian to include on the web inquiry form a requirement of personal statement under 200 words in which a faculty member indicate their interests, motivation, background, etc. for each volunteered committee. |
|                  | Committee reviewed Kristin’s CFS policy & procedures. Revisions will be sent back out to the CFS by email for review. |
| ADJOURNMENT      | Ian reminded us on behalf of SEC to discuss the complication regarding the appointment of a senator from ED.                                                                                                           | CFS recommended B Jeannie Lum for the ED senator position based on the highest tabulated vote. |

Approved on January 14, 2012 with 5 votes in favor of approval and 0 against. Respectfully submitted by Miguel Felipe.