



Meeting Minutes August 31, 2011

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:05 a.m. on August 10, 2011 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Patricia Smith, Sherry DeVault, Meagan Dyson, Charlotte Fant, Andrew Faulkner, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Amanda Legate, Ashley Lyon, Josh Markham, Catherine Marhenke, Kim McKee, Kim Newman, Lindsey Osborne, Ray Owens, Gail Ozanich, Michelle Reinold, Jenny Ruud, Tracy Spence, Arian Story, Lula Tyus, Theresa White

Senators Absent: Arch Jones (AE)

Minutes

The minutes of the August 10, 2011 meeting were approved electronically on August 16, 2011.

Officers' Reports

President Winters

- *Communication:* Pres. Winters addressed the Board of Trustees on Friday, Aug. 26, 2011. She will also be sending a quarterly summary of Senate activities to the staff body. Senators should be setting up a schedule and contacting the constituents they represent.

Vice President McBrayer

- *Committees Update:* The committee appointments have been updated. There are more spots to be filled. There are two new university committees (Media Advisory Committee and University Calendar Committee) that will need staff representation.

Secretary Parish

- *Contact Form Requests:* Reported on issues submitted via the anonymous contact form since the last meeting and what action has been taken on each.
- *Resignations:* Resignations announced for Senators Schwager and Mize. These positions will be filled by Veda Charlton and Amber Hall.

Treasurer Ashley-Pauley

- *Regular Account:* After \$1,000 standing Aramark PO, the account is left with \$1,375.
- *Agency Account:* Balance of \$6,198.68.

Parliamentarian Childers

- *Minutes:* Minutes are written according to Robert's Rules of Order. Therefore, not everything discussed should be included in the meeting minutes. Meetings are open door. Handout dispersed (See Appendix I).

Committee Reports

Courtesy – President Winters

- *Sympathy*: Graham & Laura Gillis, Lanny & Dianne Noggle, Dustin Summey, Erica Ruplle
- *Congratulations*: Mary Jackson for new grandbaby.
- *Get Well*: Brad Moore
- *New Chair*: Mary Jackson

Professional Development Committee

- New Chair: Amanda Legate

Staff Handbook Committee – President Winters

- The university is in need of a regular schedule to update staff handbook. The Senate is to take the lead on this process and committee.

Employee of the Year/Quarter – Vice President McBrayer

- Quarter 1 is almost over. The committee will meet early October to review nominations.
- Quarter 2 nominations will begin Oct. 1.

Football Volunteers – Senator Faulkner

- The Sept. 1 game has had the volunteer needs met.
- Still accepting volunteers for upcoming football games.
- Possible “full-time” volunteers no longer required. Athletics hired someone for this position.

Special Events Committee – President Winters

- *New Chair*: Senator Owens
- *Door Prizes*: Senator DeVault has collected many already. Senators are encouraged to each secure at least one(1) door prize.
- Winterfeast will be December 13 and all proceeds from ticket sales will be donated to the Angel Bear Tree program.

Commencement Committee – Senator Hopkins

- Thank you to each person who volunteered at the August commencement.

University Committee Reports

Fringe Benefits Advisory Committee – Parliamentarian Childers

- Fringe Benefits Committee met on Aug. 22, 2011 and voted to accept DataPath's RFP to present to the Board of Trustees (Approved on August 29th). We later voted by e-mail to approve Superior Vision (who will provide the option of 2 plans at a lower price to employees). This will not have to come before the Board of Trustees since it is paid for by participating employees.

Old Business

None.

New Business

None.

Good and Welfare

Adjournment

Meeting adjourned at 10:54 a.m. by President Winters. The next meeting will be September 14, 2011.

Minutes submitted by: Vicki Parish, Secretary

The Minutes:

The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. In the meetings of ordinary societies, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. The minutes should show:

- Kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special";
- Name of the organization or assembly;
- Date/time of meeting and place, when it is not always the same;
- The fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes,
- Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting if other than a regular business meeting;
- All main motions (except such as were withdrawn) and motions that bring a main question again before the assembly, stating the wording as adopted or disposed of, and the disposition--including temporary disposition (with any primary and secondary amendments and adhering secondary motions then pending;
- Secondary motions not lost or withdrawn where needed for clarity of the minutes;
- Previous notice of motions;
- Points of order and appeals, and reasons the chair gives for the ruling;
- Time of adjournment.

Robert, Henry M III, *Robert's Rules of Order* Da Capo Press, 2004

Quoted from <http://www.robertsrules.com/faq.html#15>

Isn't it necessary to summarize matters discussed at a meeting in the minutes of that meeting in order for the minutes to be complete?

Answer:

Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said.

[[RONR](#) (10th ed.), p. 451, l. 25-28; see also p. 146 of [RONR In Brief](#).]

Appendix I