I.  Call to Order

II.  Adoption of the Agenda

III.  Approval of the Minutes: From previous mtg.

IV.  FSEC Member Reports
    To insure accurately recorded minutes oral reports should be very brief or submitted in
    writing to members, including a copy for the recorder. Reports requiring action shall contain
    recommendations and shall be discussed at the end of each report. Multiple reports shall be
    separated allowing each action or notification to be addressed individually.
    1.  Campus Chair
    2.  System Chair
    3.  Chancellor
    4.  FSEC Representatives
    5.  Liaisons: Campus Council on Institutional Effectiveness (CCIE), Budget Committee
        (BC), Campus Leadership Team (CLT), Planning Council (PC)

V.  Non-FSEC Member Reports “Public Forum”
    Non-FSEC member reports should be presented to their FSEC Representative prior to
    announcement at the FSEC meeting. To insure accurately recorded minutes oral reports should
    be very brief or submitted in writing to members, including a copy for the recorder. Reports
    requiring action shall contain recommendations and shall be discussed at the end of each report,
    but only FSEC members may make motions.

VI.  Unfinished Business
    A.  item one  action to take  presenter – time to present.
    Brief description

    B.  item two  action to take  presenter – time to present.
    Brief description

VII. New Business
    A.  item one  action to take  presenter – time to present.
    Brief description

    B.  item two  action to take  presenter – time to present.
    Brief description

VIII. Adjournment
NOTE for Action/Motions:
The Campus Chair should encourage the committee members to create the motion, endorsement, or recommendation. It is the Committee Member’s responsibility to take action, not the Chair’s to dictate action.
If the Committee does not make/take action and it is required, then the Campus Chair may ask “Is there a Motion?” If none, the Campus Chair, as a voting member and representative, may make a motion and ask “Is there a second?” If none, then NO action is taken and the item is dropped without resolve.

NOTE for Agenda Items:
The Campus Chair needs to ask Faculty for agenda items, this may take place when the draft agenda is sent out to the faculty. It is recommended to ask them to include the following five items when submitting an item for business.
1) item title
2) item description (only a few sentences)
3) presenter (with contact info)
4) time desired to present the item
5) action desired (is it to report, discuss, recommend, vote on, etc.)

NOTE for Discussions:
Common practice for FSEC meetings is to allow all people present to participate in any discussion or ask any questions, whether during a report or item of business.
Although, the Charter and the Constitution state the FSEC committee will follow Robert’s Rules and those rules do not give any non-member a right to speak outside of the public forum.
The FSEC Charter may be amended to allow the participation of all present, and the Campus Chair can decide how rigorous to follow Robert’s Rules. Just keep in mind, by telling a non-member they cannot speak, but allowing another non-member to speak is hypocritical. It is best to let all speak/discuss and try to maintain order.

I.  Call to Order:  Campus Chair “I call the meeting to order at (state the time), the recorder will be (state the recorders name)” The Chair must make sure there is quorum, 2/3 of the voting members. If quorum is not met, action/motions cannot take place. Typically the meeting is canceled.

II.  Adoption of the Agenda:  Campus Chair “Are there any changes to the Draft agenda?” If there are changes, the items are announced and the revised agenda needs to be adopted with changes, with some changes, or with no changes. Then there needs to be a motion, a second, and a vote (majority rules).
III. Approval of the Minutes: From previous mtg. Campus Chair “Are there any changes to the Draft Minutes?” If there are changes, the items are announced and the revised minutes needs to be approved with changes, with some changes, or with no changes. Then there needs to be a motion, a second, and a vote (majority rules).

IV. FSEC Member Reports: The following paragraph may be read. Campus Chair “FSEC Member Reports” and then read each titled position, giving time for the individual to report and any questions, comments, discussions, and/or actions to take place.

To insure accurately recorded minutes oral reports should be very brief or submitted in writing to members, including a copy for the recorder. Reports requiring action shall contain recommendations and shall be discussed at the end of each report. Multiple reports shall be separated allowing each action or notification to be addressed individually.

Reports that require action, such as FSEC endorsement, need a motion, a second, and a vote for each action.

1. Campus Chair If the chair is making reports from being a liaison, those reports should be addressed in that Liaison portion.

2. System Chair There are typically several reports from different system committees. It would be best if the System Chair could type up an itemized report in advance for the recorder.

3. Chancellor This report spans a month of key material, briefly. Typically it is a lot of information and it is best to audio record it and then type up. The Chancellor may be asked to bring an itemized printed report for ease of recording.

4. FSEC Representatives Any FSEC member (even the student Rep.) may report now. These may be reports that come up from any of the constituents the Representative represent.

5. Liaisons: Campus Council on Institutional Effectiveness (CCIE), Budget Committee (BC), Campus Leadership Team (CLT), Planning Council (PC) Typically the reports mimic the minutes of these committees, thus reports may be not presented, unless the liaison is addressing items of business/recommendations/endorsements from the FSEC. (Typically the Chair of the committee contacts the Campus Chair to put it on the agenda “new business item” instead of going through the liaison.)

V. Non-FSEC Member Reports “Public Forum”: The following paragraph may be read. Campus Chair “Non-FSEC member reports, is there any one present who wishes to make a report?” This is a time for any faculty to report/discuss any matter and any questions, comments, discussions, and/or actions to take place.

If a non-member is there to present an action item, which requires more time/discussion/input, it should be place as an item of New Business. The item may also need to be postponed for another meeting to allow FSEC Representatives time to communicate with their constituents.

Non-FSEC member reports should be presented to their FSEC Representative prior to announcement at the FSEC meeting. To insure accurately recorded minutes oral reports should be very brief or submitted in writing to members, including a copy for the recorder. Reports requiring action shall contain recommendations and shall be discussed at the end of each report, but only FSEC members may make motions.

If the “report” requires action, such as recommendations or endorsements, only FSEC members may make the motion, the second, and vote.
Agenda Template

VI. **Unfinished Business:** These are business items that were put on a previous agenda and addressed, mentioned, started, tabled, partially completed, etc. hence unfinished or old business.

   A. **item title** one to three word title.

      **action to take** discussion, endorsement, recommendation, official response, or an action to amend, adopt, create. Again one or two words only.

      **presenter – time to present** Name of the presenter, and title if wanted, and the amount of time they would like to present the item. This time does not include member discussion, questions, motions, debate.

      **Brief description** This is a few sentences that clarify the item of business and possibly the action being asked for, just enough for agenda readers to know what will be contained in this item.

   B. **item title** action to take presenter – time to present

      **Brief description**

If additional Unfinished Business, list all the items (A,B,C,D,…) addressed on the agenda.

Campus Chair “Mr/s So-and-So will now present Item-Title, and then we will discuss the Action-to-Take.” Be sure to give time for the individual to present and any member to pose questions, comments, discussions, and/or actions to take place. If those actions are a recommendation, endorsement, creating or posting documentation, or any other action, there needs to be a motion, a second, and a vote for each action item.

VII. **New Business:** These are business items that have never been put on an agenda, and never addressed in a previous meeting. If the item is a similar topic to a previous item of business, but asking for a new action (not amending an old action), it is considered New Business.

   A. **item title** action to take presenter – time to present

      **Brief description**

Same outline/breakdown as unfinished business

   B. **item title** action to take presenter – time to present

      **Brief description**

If additional New Business, list all the items (A,B,C,D,…) addressed on the agenda.

VIII. **Adjournment** Some meetings ask for a motion/second/vote to adjourn. Others the Chair say’s “were done.” Either way, the time must be recorded for the minutes.