Minutes Template
Faculty Senate Executive Committee Minutes
Date – Location – Time

I. Call to Order:
Recorder(s):
Attendance:
Absent:
Guest(s):

II. Adoption of the Agenda:
Motion -

III. Approval of the Minutes:
Motion -

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
Motion -

B. item two action to take presenter – time to present.
   Brief description
Motion -
Minutes Template

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

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

VIII. Adjournment
   Motion -

For consistency throughout HonCC, the Accreditation Oversight and Assessment committees, namely The Standard Four Committee, sent out an email titled:

Maintaining Effective Committee Minutes, Feb. 1, 2012

I. Time/Day of Meeting
   • Date
   • Time of start/ending
   • Who attended: e.g. who was there; who was *not* (committee members); guests
   • Recorder’s name

II. Crux of the meeting
   • Review, corrections and approval of minutes of previous meeting(s)
   • Old/Unfinished business from previous meeting(s)
   • Standing Committee Reports (if any)
   • Topics addressed at the meeting
   • Decisions made: if voted on, indicate accurate language of the motion and voting results.
   • Major topics discussed

(Note: the degree to which detailed summary of discussions taking place should be recorded, including naming participants and their views, is left to the discretion of the committee. This decision of whether it is necessary to have detailed recording of positions taken and by who will depend on topics discussed and the impact of decisions made. The key obligation for the committee to fulfill is doing what is necessary to ensure *transparency* in the decision making process and decisions made for the campus community the committee serves.)
Minutes Template

Faculty Senate Executive Committee Minutes
Examples and How-to-Fill-In (in Black)

Draft Minutes are presented to the Committee and must be approved prior to posting on Intranet.

Date – Location – Time

NOTE for Range of Detail:
According to the Standard Four suggestion, it is up to the committee if they choose to include names and specific comments of discussions in the minutes. According to Robert’s Rules, minutes are a summary of the discussions, but all action/motions must be exact with the mover’s name. Currently, meeting minutes are summarized discussion with word-for-word motions, the mover’s name, the second’s name, and the voting results. In the past, meeting time was wasted revising/amending the minutes because they stated speaker’s names, yet summarized the speaker’s comments. Also, there seemed to be tensions created between FSEC members due to some recorders including or excluding specific comments and names in the minutes.

NOTE for Motions:
Motions are declarations of official committee action. Motions can only be made by FSEC members. All of the motions in the minutes should be as follows:

Motion – The motion needs to be recorded word-for-word with the mover’s name, the second’s name, summarized discussion of the motion, and the voting results.

If a motion is made, but there is no second, the motion is not discussed and the motion is not recorded. It is recommended the Campus Chair reads the motion to the committee prior to the vote, to ensure correctness of the recorded motion.

In the past, only voting members were allowed to make motions, but according to the FSEC Charter and Robert’s Rules ALL members can make and second motions. Past practice of the Campus Chair is to only vote when a tie, limits and removes the Chair’s division vote. The Campus Chair must maintain their division representation as well as act as Chair. It is appropriate for the Chair to make motions, seconds, and vote, stated as a full voting member in the Charter.

NOTE for Voting:
Most motions require a majority vote, and all motion outcomes need to be stated in the minutes. (pass – not pass) If the result is unanimous, state it as well. (pass unanimously – not pass unanimously)

According to Robert’s Rules the abstention vote is not counted as either for or against, it is also not counted for a majority tally. For example: 3 yes, 2 no, 10 abstain, the motion passes on a majority vote. If the vote was for a specific percentage of approval, like 50%, then the abstention would work against that approval by limiting the number of positive votes.
Minutes Template

I. Call to Order: State Time (need to wait for quorum, 2/3 of voting members, before starting)

Recorder: Name(s). In the first meeting in Fall, pass around a recorder sign up list, then remind those who sign up a few days before the meeting.

Attendance: Names of FSEC members first and last. If there is a proxy, put their name in this list with “proxy for member’s name” after the proxy’s name.

Absent: Names of FSEC members, first and last.

Guests: Names of those who signed in, first and last. As the meeting starts, the Chair may need to remind guest to sign in.

II. Adoption of the Agenda: If there are amendments to the agenda, state them. Also, if there was discussion, state key points. Need a motion, second, and vote to adopt the agenda.

Motion – see above.

III. Approval of the Minutes: If there are amendments to the minutes, state them. Also, if there was discussion, state key points. Need a motion, second, and vote to approve the minutes.

Motion – see above.

IV. FSEC Member Reports: The following paragraph is stated in the agenda as a reference, it is not required to be in the minutes.

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.

Since each of these roles has a member associated with it, their names are typically included. “Bob Knows, the System Chair, reports...” But if discussion or questions ensue, it is summarized without names.

Each of the following are typically a paragraph report for each meeting. If there are different topics or reports from the same individual, a hyphen or bullet point should be used. If the report needs a recommendation/endorsement/action, then a motion is made following the proper procedure.

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” The following paragraph is stated in the agenda as a reference, it is not required to be in the minutes.

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
Minutes Template

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. Guests’ names are typically included since they are submitting the report. If discussion or questions ensue, it is summarized without names.

If the report asks for a recommendation/endorsement/action, only a FSEC member may make the motion following the proper procedure.

VI. Unfinished Business
For all items of business, unfinished or new, the minutes must include the item number “A, B, C,…” and title, then state the name of the presenter, with a summary of their presentation. After the presentation, if discussion or questions ensue, it is summarized without names. If action is taken, then a motion(s) must follow the proper procedure.

A. item one  action to take  presenter – time to present.
   Brief description
   Motion – see above.

B. item one  action to take  presenter – time to present.
   Brief description
   Motion – see above.

VII. New Business
For all items of business, unfinished or new, the minutes must include the item number “A, B, C,…” and title, then state the name of the presenter, with a summary of their presentation. After the presentation, if discussion or questions ensue, it is summarized without names. If action is taken, then a motion(s) must follow the proper procedure.

A. item one  action to take  presenter – time to present.
   Brief description
   Motion – see above.

B. item one  action to take  presenter – time to present.
   Brief description
   Motion – see above.

VIII. Adjournment: State the Time.
Close with an official motion/vote of adjournment.
Motion – see above.