

Committee and Council Chairs' Meeting
Minutes
Senate Workday August 25, 2005
9:00-9:50 A.M.
285 Reitz Union

Kim Tanzer, Faculty Senate Chair conducted the meeting.
Professor Tanzer called the meeting to order at 9:00 A.M.

I. Councils'/Committees' charges and membership-review, constitution and Web

Professor Tanzer explained the difference between Senate and Joint committees and explained the composition of councils by reviewing the number of elected and appointed members. Professor Tanzer then reviewed the council issue matrix.

II. University of Florida meeting procedures

A. Agenda posting- Agendas must be posted on the Senate website at least one week prior to meetings.

B. Minutes- Minutes should be taken at meetings and posted no later than one week after the meeting.

C. Quorum- As defined by the constitution a quorum are the members present at the meeting

D. Sunshine Laws- Barbara Wingo, General Council, explained the Sunshine Laws and responded to questions. The laws require public notice of meetings one week in advance. It is illegal for voting members of a committee to have a conversation or make decisions about meeting topics with other voting members of the committee before meetings.

E. Public Records Laws- Barbara Wingo explained the public records laws and responded to questions. All e-mail is public record. Student records, faculty evaluations, medical records and certain research records are not public record. There is a retention schedule for public records. Generally councils are on a 3-5 or 10 year retention schedule. At the end of each chair's tenure records are to be turned into the Senate office. Electronic retentions of documents are acceptable.

F. Attendance records for purpose of service responsibilities- Professor Tanzer explained the new process for taking attendance at meetings. Attendance has been low and the faculty has expressed concern about the level of recognition they receive for their work on senate committees and councils. Professor Tanzer will write a letter of appreciation to the faculty members, copying the Deans of each college and department to notify them of faculty service on the senate.

III. Annual Senate calendar- An annual senate calendar will be posted on the website. This calendar will contain annual senate events and deadlines for mandated by the constitution such as: the nomination timeline and the election timeline.

IV. Committee reports to Faculty Senate

A. December written reports- All committees are to send an annual report to their reporting council in December.

B. Spring oral reports if necessary- The committees will report orally to the Senate in the Spring as necessary.

V. Committee on Committee report - Professor Tanzer discussed the following recommendations made by the Committee on Committee's report.

A. Filing reports- Committee reports should be filed annually

B. Attendance at meetings- Attendance will be kept at meetings. If a member is not will to serve they may resign and they will be replaced.

C. Robust nominations- The Senate will work to get the best nominations for each committee and council vacancy.

D. Delay further action for one year? – no discussion.

VI. Other business- No other business was discussed

Meeting was adjourned at 10:00 A.M.

Attendees:

Council chairs

What committee chairs?