

## University Facility Fee Advisory Board

### Meeting Minutes

Thursday, September 18<sup>th</sup>, 2014

303 GSB Large Conference Room

Members Present: Ashley Cypress - Chair  
Sam Laffey – Vice Chair  
Elly Bingaman – College of Business  
Noah Taherkhani – College of Engineering  
Annalis Norman – College of Veterinary Medicine and Biomedical Sciences  
Clayton King – College of Liberal Arts  
Robert Edwards – College of Natural Sciences  
Rachel Largay – Warner College of Natural Resources

Members Not Present: Lyndee Charles – College of Agricultural Sciences  
Jeff Cook – Graduate College

Members at Large Present: Jeff Seligman - College of Veterinary Medicine and Biomedical Sciences

Associate Members Present: Amber Weimer – College of Natural Sciences  
Grace Fenske – College of Liberal Arts

Ex – Officio

Members Present: Steve Hultin – Facilities Management, Advisor  
Becca Wren – Staff Support

Visitors: Jason Huitt, ACNS

#### **I. Call to Order at 5:00 PM**

- A. Meeting was called to order.

#### **II. Introductions**

- A. UFFAB members introduced themselves.
- B. Ashley asked the Board to openly speak their minds about the projects and issues presented to the Board.

#### **III. Roberts Rules Training – Jason Huitt, ACNS**

- A. Jason Huitt is the advisor to UTFAB and works for Academic Computing and Networking Services.
  - i. He served as the ASCSU parliamentarian during his undergrad.
- B. Parliamentary procedure, specifically Robert’s Rules of Order, is meant to guide meetings from straying off course.
  - i. Keeps meetings organized
  - ii. Formality helps protect the right to have and speak upon an opinion
- C. It is important to keep the procedure friendly.
  - i. UFFAB is a friendly board with less rigid procedures.

**Training -**

- A. How to make a formal motion –
  - i. Stand, address the Chair, and ask for the floor (Roberts Rules), i.e. “I move to place a pink elephant on the plaza.”
  - ii. The motion is on the table and needs a second,
  - iii. The chair is responsible for calling for a second, i.e. “Is this motion seconded?”
  - iv. A member seconds the motion and discussion begins, unless there is unanimous consent.
  - v. It is the responsibility of the Chair to gauge the committee for unanimous consent, i.e. “Is there any objection to taking a vote?”
  - vi. If there is no objection, the meeting moves into a vote.
  - vii. If there is unanimous consent, the meeting can move along faster by simply moving into a vote.
- B. How to vote –
  - i. For clarity, the chair repeats the motion currently on the table and moved into a vote.
  - ii. Chair and clerk both have a responsibility of tracking the current motion
  - iii. UFFAB’s voting is based on majority.
  - iv. Members can move to amend motions before the vote.
  - v. Chair calls for a vote, i.e. “All in favor of...”and “All opposed...”
  - vi. Chair and clerk both count hands, which are recorded in the minutes.
  - vii. If a vote is tied, the motion fails.
  - viii. The Chair can vote in the occasion of a tie so long as they did not vote in the original vote.
- C. Jason is willing to attend another UFFAB meeting for follow-up questions if needed.

#### **IV. Other Business**

- A. The UFFAB retreat is scheduled for Saturday, October 4<sup>th</sup> from 9:00-11:30 am at the University House on Lake and Remington.
  - i. The retreat will include a review of the mission, bylaws, history, budget, and other facets of UFFAB.

**IV. Next meeting - UFFAB Retreat – Saturday, October 4<sup>th</sup> – 9:00-11:30 am, University House (Lake and Remington)**

**V. Adjourn at 5:45 PM**