University Facility Fee Advisory Board
Meeting Minutes
Thursday, September 18th, 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 4th 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 4th – 9:00-11:30 am, University House (Lake and Remington)

V. Adjourn at 5:45 PM