**Staff Senate University Affairs Committee Meeting Minutes**

**December 2, 2021, 9:00 am**

**Attendance:** Shawn Ridenour, Bryanna Alsbury, Tiffany Tate, Darla Ellett, Tony Lehrling, Jerry Knight, Samantha Rogers

**New Business:** University Affairs Committee bylaws and Staff Survey

Shawn Ridenour reviewed suggested changes to the draft of the Mission Statement and Bylaws for the University Affairs Committee shared in the Staff Senate OneDrive. **Discussion** included:

* The Chair of the Committee be limited to an elected committee member, excluding volunteer committee members.
  + Committee on Committee can select a volunteer to serve as Chair under certain circumstances.
  + In the Staff Senate Constitution, Article 6 Section 4 states “Committee Chairs will be selected from members of each committee on a volunteer basis and will be selected from the currently elected Officers and Senators unless otherwise approved by the Committee on Committees.”
* The Committee Chair will be selected by the University Affairs Committee members.
* Volunteer members may serve on the University Affairs Committee for consecutive terms.
* Recorder title change to Secretary
* Clarification on Agenda and Minutes
  + When agenda items need to be submitted to Committee Chair – 48 hours before meeting
  + When agenda will be distributed to committee members prior to meetings – 24 hours before meeting
  + When minutes will be distributed by Secretary to committee members and Staff Senate Archivist – 5 business days after meeting
* Edits will be completed on OneDrive and meeting set for Wednesday, December 8 to vote on bylaws

Bryanna Allsbury mentioned the Staff Survey.

* The questionnaire had to be retyped and is shared in OneDrive
* Members asked to review the document and add any comments to be discussed at our next regular meeting.
* Discussion on where and how to locate the University Affairs Committee files in the Staff Senate OneDrive

Next Regular Meeting will be January 5, 2022