

Creating an Official Minutes for a Meeting

By: 2007-2008 ASCSN Secretary RaQuan Snead

***The procedure expressed in this document is how I did the minutes and is a guideline for those who are writing minutes for any meeting. Thank you**

First: Taking Notes

- It is imperative that one takes good notes when a meeting is in session. This does not mean that every word uttered must be in the minutes. I recommend that one writes down summaries of what is being stated, unless a quote is needed for the minutes. Deciding what is important or not is the responsibility of the note taker but here are tips for agenda items to look for:
 - Any statement that is relevant to the overall discussion of the agenda item
 - The amount of money approved as it can be different than what is on the agenda
 - Any guest speakers, getting their first and last names for the record
 - Watching the clock which serves many purposes such as if there is a recess called or a point of order for a Senate member (which will be explained later)
 - Members attendance; present, tardy (and time they arrived), absent or excused
 - Who made the motion
 - Who seconded the motion
 - If the motion was passed or failed
 - The count of the motion. How many members were in favor, against and abstained
- When writing the notes during the meeting the more notes that one takes is better but is not needed for the official record but can come in handy in writing the minutes for a meeting
- Also, when one is done writing the minutes one must put a watermark that says “UNAPPROVED” diagonally across the page. The minutes one write are unapproved until they are votes on by a committee or senate then you go back and put “APPROVED” as the watermark. (Please refer to the 2007-2008 Student Government Minutes)

Second: Drafting the Minutes

- The heading (title) does not need to be changed in writing the minutes

ASCSN Senate Meeting
College of Southern Nevada
Cheyenne Campus, Room 1069
3200 East Cheyenne Ave. North Las Vegas, NV 89030
Friday, February 29, 2008 @ 12:00 p.m.

- The attendance section will be where one type if a member was present, tardy (and time they arrived), absent or excused from the meeting

ASCSN Senate Meeting
College of Southern Nevada
Cheyenne Campus, Room 1069
3200 East Cheyenne Ave. North Las Vegas, NV 89030
Friday, February 29, 2008 @ 12:00 p.m.

Executive Board:

President – Taylor Gray (present)
Vice-President – Christian Watts (present)
Secretary – RaQuan Snead (present)
Treasurer – Alfonso Ruiz (present)

West Charleston Senators:

Jennifer Staples (present)
Aeman Khera (present)
Hailee Brady (present)
Vacant

Comment [RS1]: This is where one will put; present, excused, tardy (and time) or absent from the meeting

Comment [RS3]: This means that no one is currently in the position

Advisors:

Advisor – Vitaliano Figueroa (present)
Financial Advisor – Dan Morris (present)

Henderson Senators:

John Creedon (elect) (present)
William Quinn (present)
Ryan Jarina (present)
Vacant

Cheyenne Senators:

M. Tamara Torres (present)
Daniel Rodriguez (present)
Eduardo Buller (excused)
Kary Nguyen (elect) (present)

Extension Senators:

Guillermo Trujillo (present)
Andrew Neiman (present)

Comment [RS2]: The term “elect” only goes to those who have not been sworn into the position yet

1. **Call To Order**

- President Gray called the meeting order at 12:00 pm
- Ten (10) minute Recess; Resumed at 12:10 pm

Comment [RS4]: Always note when the meeting started

Comment [RS5]: Record the time in which a recess has ended and the meeting has started

2. **Roll Call**

- Secretary Snead called roll

3. **Oath of Office**

Information/Action

- Kary Nguyen took the Oath of Office and be sworn in as a Cheyenne Senator
- John Creedon took the Oath of Office and be sworn in as a Henderson Senator

Comment [RS6]: Means there will be a vote on this agenda item

- Kary Nguyen and John Creedon are officially Senators for their respective campuses
- Motion to move agenda item #17 (Intramural Sports Funding): Vice President Watts; 2nd Senator Staples
- *Motion Passes 14-0-0*
- Motion to move to agenda item # 16 (MySpace/YouTube Regulations): Senator Neiman; 2nd Senator Brady
- *Motion Passes 14-0-0*

- Comment [RS7]:** Person who made the motion
- Comment [RS8]:** Person who seconded the motion
- Comment [RS9]:** The motion Passed (passes or fails, sometimes denied)
- Comment [RS10]:** The count of the motion. (In Favor-Against-Abstain)

4. **Approval of Minutes** **Information/Action**

- Point of Order for Treasurer Ruiz at 12:57 pm (returned)
- Motion to approve the 2/15/08 Senate Meeting minutes with changes: Senator Torres; 2nd Senator Neiman
- *Motion Passes 13-0-0*

- Comment [RS11]:** Means that someone has left the room during the meeting
- Comment [RS12]:** Record the person and the time the person left
- Comment [RS13]:** I like to italicize the motion to show a distinction

5. **President's Report** **Information**

- President Gray and Vice President Watts had a meeting with the Prison Outreach Coordinator and learned the process, goals and aspirations of the outreach program and tried to see if there was anything that Student Government might be able to do to help with that mission
- Leadership Academy last Friday and Saturday which was a great success and was (quoting President Gray), "Leadery."
- Meeting with the County Commissioner, Chris Giunchigliani, to discuss equality and how to approach the Legislature at the next Biennium meeting
- Legislative Council Bureau (LCB) was at the West Charleston Campus. The LCB comes to CSN once every two (2) years. This is a chance for CSN to tell the Council some of the things that CSN wants at the college
- Martin Luther King Jr. Diversity Awards where Secretary Snead was awarded the Student Excellence and Leadership Award
- Crisis Response Team (CRT) meeting where police and staff were trained to deal with a crisis on the Campuses
- There will be a Recycling Committee meeting after the Senate today
 - Meeting with Judy Rutter to discuss the printing regulations at CSN. The goal is to look at possible ways to conserve paper at the college

- Comment [RS14]:** Notes about what the President has done or is going to do
- Comment [RS15]:** Means this is just information no action will be taken

6. **Vice President's Report** **Information**

- Vice President Watts discussed the three (3) club packets and stated that they were in order.
- The Recue fair will be on April 2nd from 9:00 am to 2:00 pm at the West Charleston Campus
- Next Club Meeting will be next week or the following week

7. **Secretary's Report** Information
- Secretary Snead discussed the Planning and Awards Committee meeting and some of the events that we are going to do
 - Secretary Snead discussed the Bulletin Board policy
 - The discussion on this was that the information desk stamps flyers as well, and certain people post things all the time without stamping.

8. **Treasurer's Report** Information
- Treasurer Ruiz provided budget updates:
 - \$90,233.61 in the general fund
 - Treasurer Ruiz discussed the Talent Show

9. **Campus Reports** Information
- The Cheyenne Campus had fifteen (15) suggestions
 - These (13) were about the same thing, getting math and science books
 - Peace Corp event was successful
 - Some of the soda machines are not accessible
 - The Extension Site had zero (0) suggestions
 - The West Charleston Campus had one (1) suggestions
 - There was a concern about the Security not answering the phones were there was a shooting by the West Charleston Campus
 - The Henderson Campus had one (1) suggestion
 - Food Complaints

10. **Letter of Intent Deadline** Information/Action
- The Senate discussed the deadline and the Executive Board recommended March 11, 2008 as a deadline for Letter of Intent applications for the vacant positions
 - Motion to approve March 11, 2008 as the deadline for Letter of Intent applications for the vacant positions: Senator Neiman; 2nd Senator Nguyen
 - *Motion Passes 13-0-1*
 - Point of Order for Vice President Watts at 1:37 pm (returned)

Comment [RS16]: Placing "returned" or "left" show if the person came back or not

11. **Committee Appointments** Information/Action
- Senator Creedon choose the Planning and Awards Committee as his standing committee and Legacy and Structures and Lounge and By-law and Constitution Committees as his Ad-hoc committees
 - For a complete list of the committees please contact the Secretary

12. **March Senate Meeting Dates** Information/Action
- The Senate discussed the Senate meeting dates for March and the Executive Board recommended the Senate meeting dates for March should be on March 14th and March 28th for the next Senate meetings in March on the West Charleston Campus
 - Motion to approve March 14th and March 28th for the next Senate meetings in March on the West Charleston Campus: Senator Nguyen; 2nd Senator Jarina

- *Motion Passes 14-0-0*

13. Club Approval

Information/Action

- The Senate will review the packets and vote to approve club status for:
 - Motion to approve the Future Business Leaders of America Phi Beta Lambda is ready for approval of Club status and \$300 seed money: Senator Neiman; 2nd Senator Brady
 - *Motion Passes 14-0-0*
- Point of Order for President Gray at 1:48 pm (returned)
- Advisor of the Paintball Club, John Sames, discussed the Paintball Club and their function and goals
 - Motion to approve the Paintball Club is ready for approval of Club status and \$300 seed money: Senator Nguyen; 2nd Senator Torres
 - *Motion Passes 13-0-0*
 - Motion to approve the Club Manager's Association of America is ready for approval of Club status and \$300 seed money: Senator Neiman; 2nd Senator Torres
 - *Motion Passes 14-0-0*

14. By-Laws

Information/Action

- Point of Order for Senator Staples at 2:08 pm (returned)
- The Senate will discuss and vote on proposed By-Law changes:
 - 1.02 (...Outreach Committee a Standing Committee)
 - 1.05 (Deletion)
 - 1.08 (Not penalizing the Chair of a Committee if quorum is not met)
 - 1.09 ("Vice" to "Co" and four (4) to five (5) days)
 - 1.11 (Vice to Co)
 - 1.15 (Deletion)
 - 2.05 (Able to use the Prior Year Contingency Fund)
 - 3.05 (Deletion)
 - 4.02 (Deletion)
 - 5.18 (Deletion)
 - 6.01-6.03 (Deletion of the Fund-raising Committee)
 - 7.05 (Removing the \$7,500 funding cap on funding proposals)
 - This change sparked debate because members felt there should be a cap on the funding while others did not and believed that the Senate has the final say in how much money they fund a particular entity
 - 8.02 (Regulations on the members of the Grievance Committee)
 - 12.02A (Executive Members shall be now be required to attend each in a given pay period)
 - 12.02F-3 (four (4) to five (5) working days)
 - 12.02G-5 "Vice" to "Co"
 - 14.02 (capitol to capital improvements)
 - 16.08 (putting to posting)
 - 19.01-19.04 (Agenda Item Requests)

- 20.01 (Senate Meetings)
 - Note that these changes have changed the numbering of the ASCSN By-laws
- Points of Order for Senator Torres, Senator Nguyen and Vice President Watts (all returned)

15. Travel Agency Event **Information/Action**

- Motion to approve funding not to exceed \$500 for the Travel Agency Event on March 12th at the West Charleston Campus from 11:00 am to 2:00 pm: Secretary Snead; Senator Brady
- *Motion Passes 12-1-0*

16. MySpace/YouTube Regulation **Information/Action**

- OTS representative, Jason Buckley spoke to the Senate and with the information that was giving regarding the MySpace/YouTube regulation gave a recommendation regarding computer lab usage
 - Recommendation: To split the computer labs 50/50 with half able to use MySpace/YouTube and the other half will be restricted from those sites
- Discussion about this agenda item was for having all the computers restricted, trying see what computers are using MySpace and YouTube and stopping those, or whenever a certain limit is reached of using these site all computers would restrict the sites
- Senator Nguyen discussed the other flatulent usage of the computers for things like World of Warcraft (video games)
- Motion to recommend, to the OTS Staff, to split the computer labs 50/50 with half able to use MySpace/YouTube and the other half will be restricted from those sites and any other that the Senate may decide: Senator Staples; 2nd Senator Brady
- *Motion Passes 13-1-0*
 - This is a recommendation to the OTS Staff in which Representative Buckley will take back to the Staff to see what they can actually do in compliance with the Motion and come back to the Senate for final approval

Comment [RS17]: Write down any speaker's first and last names for the record

17. Intramural Sports Funding **Information/Action**

- Vice President Dr. Byrd discussed the way the Sports Center is funded and how because of the budget cuts the Administration is asking for Student Government support in funding the Sports Center
- Director and Wellness Coordinator of the Sports Center, Johnny Adams, spoke about the Sports Center and gave an update of what they were doing
- Motion to approve funding not to exceed \$30,000 to fund the Intramural Sports program: Senator Torres; 2nd Senator Nguyen
- *Motion Passes 13-0-1*

18. **Public Comment**

Information

- Treasurer Ruiz discussed the two (2) informal votes on the Talent Show and the Easter Bag Events that were taken in the Planning and Awards Committee
- Senator Rodriguez discussed the Retreat which will be at Laser Quest on March 28th from 1:00 pm to 3:30 pm
- Advisor Figueroa discussed the Gayla Event on April 26th and took down volunteers at 5:00 pm at Caesars Palace

19. **Adjournment**

Action

- 2:50 pm

Comment [RS18]: Important that the start time and end time are recorded accurately

Every effort will be made to accommodate those handicapped individuals needing assistance. Please contact Juanita Sowell @ 651-5614 to make prior arrangements for handicap accessibility. This Agenda has been posted at the Cheyenne, Henderson, and West Charleston campus.
Posted by President Gray Tuesday, February 26, 2008 by 9:00 a.m.