

The following represents excerpts from documentation of tasks conducted by Jim Schnoebelen, Mary Sheldon and Vickie Kelly from their tenure of being the Faculty Senate Secretary. This is submitted as evidence of the extensive work that must be performed by the Secretary.

Meeting Management:

- a. Securing meeting spaces for all senate meetings
- b. Maintain committee lists and terms of each senator; updating the website with committee information.
- c. Sending out reminders regarding agenda items and meeting notifications to all appropriate faculty.
- d. Cascade work; assist the AVPAA in archiving the FS Site and documents in their appropriate folders after each FY has ended. One Secretary had to completely rebuild the FS website when a new system was initiated.
- e. Online Voting was also implemented for some items. The Secretary maintained this process for at-large elections at the request of the electoral committee chair.

Meeting Responsibilities:

- a. Complete the agenda and ensure all Senators have the agenda within the necessary timeframe. The Secretary must reflect on information that may be sensitive in nature and how confidential information must be presented to the Senate.
- b. Extensive notes are taken; soliciting feedback from other officers after the meeting
- c. Set up name tags; recover name tags

Post-meeting Responsibilities:

- a. Transfer of senate action items to General Faculty Secretary for approval when necessary. Coordination with the VPAA and General Faculty Secretary.
- b. Receiving all pertinent committee minutes from university committees,
- c. Converting all documents into pdfs for posting to the website

Of note: All three indicated work for the Faculty Senate was completed on “off time, long evenings and weekends, and personal time” where duties such as assembling, posting items, writing minutes and recordkeeping were completed.

Another note that repeated between the three involved the following: it is important to realize how complex the position is due to, among other things, errors the secretary must identify, last minute changes which require huge arrangement adjustments, and overlapping senate meeting materials which the secretary must keep organized.