Meeting called to order at 3:03pm by President Missi Kelly.

I. Review of officers' responsibilities.
   a. Reviewed responsibilities as detailed in the USS bylaws.
   b. Suggested that Past President be available to coordinate social events if that is an area of expertise for that person. This will free up the current President from focusing on the specific details of the event. Perhaps not an official duty, but one that could be determined based on the personnel.
   c. Secretary: Discuss using Canvas for all correspondence and posting of minutes. Currently post to website and to Canvas. Continue to use both for now. Call OIS to have permission to send Bulk-E. Also look into posting meeting dates for senators on Zimbra calendar.

II. Schedule for Executive Staff Council Meetings
    Discussed locations for meetings. Susan will book CTLT for all executive meetings which will be held at 3:00 on Mondays on the dates previously scheduled.

III. KBOR Unclassified Staff Council Meeting
    On July 18th, the Unclassified Staff Council will meet in conjunction with KBOR meeting. Council will meet at 10:30am and lunch will be served following meeting. President’s office is paying for this event to be hosted at the Tyler Research Center.

IV. Unclassified Staff Center Inaugural Event – Ice Cream Social
    a. USS will host an ice cream social on August 29th at 3:00pm in the Alumni Center. Past President will reach out to others to help plan the event.
    b. At the August 1st meeting, a sign-up sheet will be available for either bringing ice cream, toppings, bowls, and spoons or a monetary donation will be accepted.
    c. The USS used the online survey in GUS to sign up for soup and salad event last year. Only Senators will bring items for this event.
    d. B.B. Stotts will investigate the cost to determine if all donations are money or if we will have senators sign up for specific items.

V. Open Meeting Remarks
    a. At the open faculty meeting this fall, President Missi Kelly will announce that we have two social events and ask USS to be looking for a reminder in your email.
    b. Also, President will review who we as an organization represent, that we are a new organization, and possibly state committees that we serve on across campus. Suggested to also include some of the history of the organization since we are so new.
    c. President will ask that all senators stand up and be recognized.
    d. An information piece (card) will be distributed at the open meeting. B.B. Stotts is working with Jenny Hellwig on creating this item. Meeting dates and officers will be on the card.

VI. Suggested Speakers/Topics for Meetings
    a. Last year guest speakers were well received and it was agreed that this should be continued.
    b. At the first meeting, we will focus on ice cream social.
    c. Open this discussion up to all senators to see if this can be addressed. Suggested that we assign each cohort a meeting date for which they would be responsible for bringing in a speaker.

VII. Review of List of Senators
    a. 23 total senators. Each cohort should have a mix of 2-year and 1-year terms.
b. There will need to be an adjustment of terms when senators become executive officers.
c. Susan Dellasega’s term was updated to 2-year term to end in 2014 to keep the appropriate number of terms on each cohort.

VIII. Cohort Representation
a. At the August 1st meeting, each cohort will elect their representative that will attend future executive council meetings.

IX. Update Bylaws
a. Article V, A1 needs to be updated.
b. Every year we may need a committee to revise the bylaws. This committee should be designated at the August 1st meeting.
c. At-large senate members can be voted to executive committee, but must represent the cohort they are tied too.

X. Next Meeting of USS is August 1st in the Inaugural Room, OSC from 3:00-4:30pm
a. Susan will ask Heather Eckstein about the name plates and will have an attendance sheets ready for the Senators to sign.

XI. September 5th, USS Senate Meeting
a. Susan agreed to give a basic Canvas overview so all know how to use the materials in the USS Canvas course.

Meeting adjourned 4:11pm

Attendance Chart

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