Executive Committee of the Savannah State University Faculty Senate

 Minutes for the meeting of Tuesday, August 13, 2013 4 p.m.

 Payne Hall Room 106

Present: Ouandlous, Metts, Jordan, Warren, Bell, Dolo, Silberg

1. Call to Order- The meeting was called to order by Vice Chairman Ouandlous at 4:05 p.m.
2. Dr. Metts led a discussion and provide substantial insight on the roles and responsibilities of new officers:
	* 1. Corresponding secretary
		2. Recording secretary
		3. Logistics officers
		4. Parliamentarian
		5. Vice Chairman
3. There was a detailed discussion regarding meeting dates and location. Dates were agreed to subject to verification with the President and verification of Whiting Hall availability.
4. At the next Executive Committee meeting an update of Roberts Rules of Order will be provided.
5. All officers were directed to provide a photo to Dr. Silberg for the web site.
6. Adjournment- The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

David A. Bell- Recording Secretary