

## **Minutes - Oct 3, 2007**

Attendance: Jack Baker, Krista Bjorge, Anna Boyer, Julia Cain, Bob Hood, Kay Kenison, Jeremy McCann, Sara Peung, Scott Robinson, Brent Weisel, Teri Willard, Wendy Williams.  
Others attending: Margaret Smith, Director of Internal Audit

Excused: Ed Day and Kevin Kimball

Meeting called to order at: 5:00 p.m.

### **Introductions:**

### **Election of Student Chair:**

Brent Weisel is interested in being chair, no other nominations. All agreed; Brent Weisel becomes S & A Chair for 2007-2008.

### **Review of the Committee's Charge:**

Margaret Smith, Director of Internal Audit, shared an excerpt from the Revised Code of Washington regarding the responsibilities of the Service and Activities Fee Committee as set down by the legislature. This committee has a significant role to propose budgetary recommendations for programs funded by service and activities fee committee. She also shared the Killian Outline, which defines and provides examples of appropriate and prohibited activities, updated March 31, 1987.

### **Review of the Open Meetings Act:**

Jack Baker reminded the committee that this meeting is governed by the Open Public Meetings Act. Anyone can attend these meetings and the agenda will be posted on the website 24 hours in advance of the scheduled meeting and only items on the agenda are to be discussed. Minutes are published on the website when approved.

### **Review of Public Meeting Process:**

Jack Baker handed out copies of the draft regarding the public meeting process for the committee's review at the next meeting.

### **Services and Activities Fees defined:**

Jack Baker provided copies of the guidelines and procedures for the S & A Committee. He asked that the members review these guidelines and bring questions to the next meeting. If it is preferred, a subcommittee may be set to review these guidelines and procedures. The guidelines state that the meetings will be held every Wednesday evening starting at 5:00 p.m. and it is

imperative that all members attend these meeting so a quorum is present. The S & A Committee usually hears funding requests one week and voting takes place at the following weeks' meeting.

**Review of the minutes from the last two S&A meetings last year:**

Jack Baker provided copies of the last two S & A Committee minutes for the committee's review. These will be reviewed and voted on at the next meeting.

**Introduction to web site:**

Jack Baker reminded the committee that documents and minutes will be on the website for committee members and the public to review. [www.cwu.edu/student-sucesss](http://www.cwu.edu/student-sucesss) under S&A.

**Homework:**

Jack Baker reminded the committee to review all the materials that were shared this evening, review the website, and bring back questions and comments to the next meeting. When considering funding requests, Scott Robinson voiced concern for funding new staff positions because of the long-term funding obligation. He suggested the funds be used to build infrastructure. It is suggested to hear the presentations, discuss, and vote at the next meeting.

**Schedule next meeting:**

Jack Baker raised the question about the next two meetings, October 10 and 17. Jack will be out of town both Wednesdays and Ed Day will not be back from vacation until October 23. It was agreed that the next meeting will be held on Wednesday, October 24, in SUBREC Room 301. Wendy Williams requested that the meeting start at 5:10 p.m. to allow members time to get across campus and be ready to start the meeting on time. It was unanimously agreed to set the start time at 5:10 p.m. Meetings will not be held during school breaks or during finals weeks.

**Other:**

Sara Peung was curious about parking permits, how expensive they are and even with a permit, parking can be a challenge. It was suggested she contact the parking committee with her concern.

**For the good of the order:**

Meeting adjourned at 5:45 p.m