

**Services and Activities Fee Committee
Minutes
October 15, 2014**

Called to order:

Joseph Bryant, Director of Student Rights, Responsibilities and Health Promotion, called the meeting to order at 5:32 p.m.

Attendance:

Nick Shuey, Executive VP, ASCWU BOD, JD Charest, John DeHan, Jessica Evenson, Josh Muttart, Chase Tibbles, Brittany Wold, Professor Todd Shiver, Professor Sarah Feeney, Joseph Bryant, Ed Day, Vene' Skyles, Scott Kazmi, and Gary Epp

Excused: Patrick Stanton

Agenda: **MOTION: Nick Shuey made a motion to approve the agenda as presented. JD Charest seconded. Motion carried.**

Approval of Minutes: None

Reports: As correspondence or reports are received by the Chair, they will be reported to the committee during this part of the meeting. There were none to report at this time.

Public Comment: None

(This is when the public has an opportunity to make comments to the S&A Committee.)

New Business:

Training:

Get to Know Your Members:

Sarah Feeney, Professor-Family and Consumer Sciences; JD Charest, Law & Justice, Military, and Cyber Security; Joey Bryant, Director of Student Rights & Responsibilities and Health Promotion; Ed Day, Student Funds Financial Manager and fiscal advisor;

Communication Exercise: The members participated in a team building exercise and discussed the meaning of the exercise.

Review Committee Charge: A reminder to the members of the importance to communicate with your constituents and maximize the student funds to benefit all students.

Review Policies and Procedures: The policies and procedures are located on the Services and Activities website under the Dean of Student Success. They are also located on the "About" page on the CWU web page -- Resources & Reports -- 8-40-040 S&A Guidelines.

Review RCW impacting S&A Processes: (handout) Joseph Bryant reviewed the pertinent Washington State RCWs that guide the S&A committee.

Review of Open Public Meeting Act: (handout) Joseph Bryant discussed the Open Public Meetings Act from the Washington State Chapter 42.30 RCW, which the S&A Committee follows.

Parliamentary Procedures: Joseph Bryant shared the chart suggesting the process for making motions, amending motions, ending debate, voting by consent, requesting information, requesting clarification, adjourning, taking a recess, demanding a hand vote, or extending debate/discussion. The parliamentarian will be responsible for making sure parliamentary procedures are followed.

Review Web Page: The web page for the S&A committee has many resources available, including the Guidelines, Killian outlines, Spending your S&A dollars, announcements, agendas and minutes, and information regarding supplemental spending, forms to request S&A supplemental funds, and also the quadrennial (4-year) base funding requests, presentations and awards.

Election of the Chair:

The nominees for the position of Chair of the S&A Committee are Nick Shuey and JD Charest. The result of the vote was the appointment of JD Charest as the Chair.

Election of the Vice Chair:

The nominee for the position of Vice Chair of the S&A Committee is Nick Shuey. The result of the vote was the appointment of Nick Shuey as Vice Chair.

Election of the Parliamentarian:

The nominee for the position of Parliamentarian of the S&A Committee is Jessica Evenson. The result of the vote was the appointment of Jessica Evenson as Parliamentarian.

Old Business: None

Other Business-Communication Received: Joseph Bryant received and shared with the committee a letter regarding “Commendations on Services and Activities Fee Committee Service” from the Provost on 07/30/2014 regarding the 2013-2014 academic year.

Public Comment: None

Adjournment: MOTION: Nick Shuey made a motion to adjourn the meeting. John DeHan seconded. Motion carried. Meeting adjourned at 6:54 pm.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, October 22, 2014, in SURC 301 starting at 5:30 P.M.