

Services and Activities Fee Committee
Minutes
October 9, 2019

Called to order:

Joseph Bryant, Executive Director of Student Rights and Responsibilities, called the meeting to order at 5:30 p.m.

Attendance:

Alejandro Alcantar, Joseph Bryant, Tonya Buchanan, Edgar Carreno, Monica Carreno, Dane Gillin, Alex Harrington, Aubrey Heim, Lacy Lampkins, Kirti Patel, Jessica Thomas, Brandon Wear-Grimm

Excused: Eric Bennett

Unexcused: Martin Kennedy, Gregg Schlanger

Agenda:

MOTION: Alex Harrington made a motion to approve the agenda. Brandon Wear-Grimm seconded. Motion carried.

Reports:

Chair – None.

Advisors – Lacy Lampkins welcomed everyone and wished them a happy first meeting.

Public Comment: None.

Old Business: None.

New Business:

A. Training

i. Introductions

ii. Communication Exercise: Committee members participated in exercise to develop communication and team building, then discussed the meaning of the exercise.

iii. Committee Charge: Discussed the purpose and charge of the committee.

iv. Annual Report 2018-2019: (handout provided) Went over the annual report from the previous year, with a focus on recommendations from the previous year's committee members.

v. Policies and Procedures: (handout provided) These policies and procedures are located on the Services and Activities Committee website.

a. Members/representation – discussed the importance of having a mix of students and staff/faculty with the same weight to their votes, as well as having representation from the four colleges on campus.

Questions: How does this committee align with University priorities? The committee is committed to meeting the needs of the students. We are also here to make sure that these funds are used in accordance with the RCWs which govern them. Are the proposals reviewed before they come before the committee? Yes, Lacy reviews the proposals to determine if the use of funds would be allowable. So, there will never be a proposal that we cannot legally fund presented to us? That is the intention, but not always the case. There are cases where not all the information is shared prior to the presentation, and this new information could lead to a case which is “not allowable”.

b. Officers – discussed the roles and responsibilities of the elected officers (Chair, Vice-Chair, Parliamentarian)

c. Meeting Structure

1. Supplemental Funding Requests – Presentations occur one week, voting is the following week

2. Voting – Members are expected to vote, either as a yea, nay, or abstain if there is a conflict of interest or you feel you do not have enough information. You must be present to vote and cannot vote by proxy.

Questions: Last year, there seemed to be a trend where faculty members would abstain to give more voice to the students, is this acceptable? The purpose of having faculty members is for representation, and it is therefore the intention for these members to vote. If you choose not to, then be consistent. Do not vote on some things and not others. If you are abstaining due to a conflict of interest, please share this ahead of time and do not participate in the discussion.

3. Open to the Public

d. Attendance – discussed the updates to the attendance policy

e. Dispute Resolution – discussed policy if there is a dispute between the S&A Committee and the CWU Administration

f. Amendments – Committee has ability to make amendments to guidelines and bylaws

vi. Review of RCW and WAC impacting S&A Processes: (handout provided) reviewed the laws that guide the S&A Committee

vii. Review of Open Public Meetings Act: Discussed that meetings are open to the public and that meeting locations and agendas must be posted at least 24 hours in advance. Additionally the practice of listening to presentations one week and then voting the next allows for the public to make a comment on a presentation before voting occurs. Sometimes presenters ask for a vote on the same day, but this is not a common practice.

Discussion: Waiting a week also gives committee members a chance to think over all of the information. Allowing one group to present and be voted on in the same day may also set a precedence that is difficult to maintain. Additionally, voting sooner does not necessarily speed up the process, as the approval has to move up through other channels which meet less frequently.

- viii. Parliamentary Procedure: (handout provided) Went over handout which had suggested verbiage for the different processes within S&A meetings. The elected Parliamentarian will be responsible for making sure parliamentary procedures are followed.
- ix. Review Web Page: Joseph Bryant navigated to the S&A webpage and went over the different resources that can be found there, including guidelines, meeting agendas, minutes, funding request forms, and names and photos of committee members.
- Discussion: Lacy Lampkins encouraged the committee members to all go to the website and read over the Killian Guidelines for Permissible Use before their next meeting.

MOTION: At 6:45 Alex Harrington made a motion to recess for five minutes. Dane Gillin seconded. Motion carried.

Meeting resumed 6:50 p.m.

- x. Making Tough Choices: watched a [video](#) about making choices
- Discussion: Don't be silent or be a follower. It is important that everyone has an equal voice. Our presenters are passionate about what they are presenting, so we need to be professional, polite, and attentive.

B. Elections:

i. Election of the Chair:

a. Nominations – Alex Harrington and Brandon Wear-Grimm

b. Voting – by a show of hands there was a tied vote

Questions: Should we vote again or hold off until next week? Would voting next week allow members who are not currently present to run for the position? Yes.

There are currently three voting members absent. It would be beneficial to have three more votes. If we wait until next week, would we wait for all positions?

Yes, so that those who are not elected to this position will have a chance to run for other positions.

MOTION: Dane Gillin made a motion to hold elections until the next meeting of the committee on October 16th. Tonya Buchanan seconded. Motion carried.

Other Business: Communications Received

Lacy informed the committee that they already had a number of funding requests.

Questions: How is the order of requests prioritized? Is it first come first served, or based on the date in the proposal? The requests are presented in the order they come in, not based on the date of the event/travel/etc. within the request. The que is based on the order in which they are approved by Lacy as being allowable. Exceptions can be requested by the group presenting, for instance, if they are traveling on the date they would be scheduled to present.

Public Comment

Reminder that it is Homecoming Week and that there are a lot of events and activities to take part in.

Adjournment:

MOTION: Edgar Carreno made a motion to adjourn the meeting. Dane Gillin seconded. Motion carried. Meeting adjourned at 7:09 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, October 16, 2019, in SURC 137A starting at 5:30 p.m.