

Services and Activities Fee Committee
Minutes
September 30, 2020

Called to order:

Joseph Bryant called the meeting to order at 5:34 p.m.

Attendance:

Aubrey Heim, Brandon Wear-Grimm, Christian Castilleja, Deanna Corsilles, Gregg Schlanger, Jessica Thomas, Joseph Bryant, Josh Hibbard, Lacy Lampkins, Terry Wilson, Yunus Timurtas, Zoe Brown

Excused: Masina Ieremia, Alejandro Alcantar

Agenda:

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

Reports:

Advisors – None.

Public Comment:

Dean of Student Success, Gregg Heinselman, introduced himself. Explained that the S&A Committee reports to him, but is entrusted to Joey and Lacy to manage. He advocates for S&A in various arenas, and will attend as many meetings as he can. He thanked the committee members for their service.

New Business:

A. Training – The first two meetings are trainings. We will go over procedures this week and next week will go over financials.

i. Get to Know your Members

Members introduced themselves. Discussed 2 vacant positions

Discussion: Would it be possible to get faculty representation from different colleges? It is in the bylaws that we aim for diversity. Faculty senate solicits faculty representation, and they are approved by the Provost. Hopefully we will have some representation from other colleges

ii. Review Committee Charge

Discussed charge of the committee. Went over last year's annual report and the recommendations from last year's committee (see Addendum 1). Did an activity called "One Question Interview" to practice asking pertinent questions.

- iii. Review Policies and Procedures - <http://www.cwu.edu/resources-reports/cwup-8-40-040-services-and-activities-fee>
Discussed the policies and procedures governing the committee. Went over Base Funding procedures, as this is a Base Funding request year. Did an activity called “Mock Deliberation” to practice talking over and making decisions as a group.
Discussion: It might be worthwhile to have Joel Klucking come in and explain the funding structure of the university and the changes for this year due to COVID. We can invite Joel, but Lacy will also go over a lot of this next week.
- iv. Review RCW and WAC impacting S&A Processes (see Addendum 2)
- v. Review Open Public Meetings Act (see Addendum 3)
- vi. Parliamentary Procedure (see Addendum 4)
Discussed the wording used for Parliamentary Procedure as well as the typical flow of meetings.
- vii. Review Web Page - <http://www.cwu.edu/services-activities>

B. Election of a Chair, Vice-Chair, and Parliamentarian

- i. Chair
 - a. Nominations: Christian, Deanna (declined)
 - b. Vote: Christian elected to serve as Chair
- ii. Vice Chair
 - a. Nominations: Jessica, Deanna (declined)
 - b. Vote: Jessica elected to serve as Vice Chair
- iii. Parliamentarian
 - a. Nominations: Deanna (declined), Zoe (declined), Yunus (declined), Brandon
 - b. Vote: Brandon elected to serve as Parliamentarian

Old Business:

None.

Other Business: Communications Received

None.

Public Comment

We need to make the Base Funding form more available. People don't know about it.

We are advertising in the Observer and Central today and we send the info out to clubs and advisors. This funding can only be used for services outside of the classroom and cannot be tied

to normal operations. We want to make as many people aware of the funding and what it is as possible.

It could be helpful to post to the various college websites and social media.

What is available for base funding? Travel seems to be a big piece of this.

We will go into this more next week. We will discuss what is allowable and what we are currently funding. All state institutions have S&A funds - we have one of most robust in the state. You can look into the S&A programs at other universities to get some ideas on what is possible.

Yunus thanked the committee for having him, and hopes we have amazing year.

Wednesday night may be a scheduling conflict for some of us. Can we send a poll to determine the best time to meet?

We have to have the meeting time for the year set by the first business meeting. We can decide next week.

I appreciate you all sticking through this meeting, it was a lot of talking. If you think of questions, feel free to reach out via email or ask next week. We will be in touch with Christian to set up for next week.

Adjournment:

MOTION: Josh Hibbard made a motion to adjourn. Christian Castilleja seconded. Motion carried. Meeting adjourned at 7:14 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, October 7, online starting at 5:30 p.m.

Services and Activities Fee Committee
Annual Report for 2019-2020 Academic Year

Members of the Committee for 2019-2020:

Student Members:

Alejandro Alcantar –*Executive Vice President ASCWU*

Eric Bennett – *Parliamentarian*

Edgar Carreno – *Vice-Chair*

Monica Carreno

Dane Gillin

Alex Harrington

Chicena Mortimer (*Winter & Spring Quarters*)

Kirti Patel (*Fall Quarter*)

Jessica Thomas

Brandon Wear-Grimm – *Chair*

Faculty Members:

Martin Kennedy – *Assistant Professor/Director of Theory and Composition, Music*

Gregg Schlanger – *Chair, Art and Design Department*

VACANT

Administrative Member:

Josh Hibbard – *Vice-President for Enrollment Management*

Ex-Officio Non-Voting Members:

Joseph Bryant – *Advisor*

Lacy Lampkins – *Student Funds Financial Manager*

Aubrey Heim – *Secretary*

Accomplished Goals/Objectives:

The Services and Activities Fee Committee is charged with the allocation and oversight of the S&A Fee collected from all students every quarter. Funding is used to support student services, programming and activities in an effort to support the student by providing out of classroom learning, involvement and extracurricular activities. Funding is also used to support club insurance and student building expenses, which have been an ongoing expense for many years and are part of the S&A fee obligation. The main purpose of S&A is to support the base funded programs and their activities along with financial obligations that have been established, like the administrative fee and the building bond payments. Secondary are the supplemental requests to support students, clubs and groups traveling to conferences, or competitions.

The S&A Fee Committee oversees approximately \$7.2 million in annual base funding in addition to any supplemental funding that occurs each year. This process is taken very seriously by the members of the committee. The S&A Committee initially budgeted for a supplemental budget of \$300,000 for the fiscal year and made the decision in Winter Quarter to increase the supplemental budget to \$400,000 for the year in light of the number of requests received and the amount of funding requested. While the committee moved to increase the supplemental budget during Winter Quarter, the committee also capped the requests received by the end of Winter Quarter due to the number received. The S&A Committee once

ADDENDUM #1 Continued

again saw a record number of supplemental requests come forward this year, with 64 requests coming forward before the end of Winter Quarter and a total requested amount of \$585,719. Institutional impacts from Covid-19 led to a travel and spending freeze, which saw all supplemental requests for Spring Quarter cancelled or put on hold. Even with the impacts of Spring Quarter, this year the committee still approved \$371,688 in supplemental funding for different services, interests and/or programs on the CWU campus and at the centers. While the committee approved \$371,688 in allocations, unspent funding has been returned to the committee in the amount of \$108,920 at this point. This left the S&A Committee with remaining balance of \$137,233 out of the Supplemental Budget for 2019-2020.

In an effort to be transparent with our actions, all minutes from the committee meetings, held Wednesday nights at 5:30 PM throughout the academic year, are available on line at <http://www.cwu.edu/services-activities/>. All meetings were video recorded as well and are available via a link on the web site as well.

In response to feedback from the prior year's committee and following discussion with community input early Fall Quarter, the S&A Committee put in place new deadlines for supplemental requests each quarter to ensure efficient planning and scheduling. These deadlines were sent out to all base funding groups and shared with clubs and organizations to help receive supplemental requests in a more timely manner and to give a more clear picture of total requests each quarter in advance.

The S&A Committee established the 2019-2020 Supplemental Budget based upon review of prior supplemental funding years, initial assessment of the funding revenue and budget balance, and on advice from the Student Funds Financial Manager. This budget amount was set to aligned with anticipated supplemental funding requests based on previous years and was designed to ensure overall budgetary stability for base funded programs and services in the coming years. Upon advice from the Student Funds Financial Manager, the committee elected to set an initially Supplemental Budget so that the Student Funds Financial Manager could review revenue throughout the year and provide input and advice to the committee following each quarter. After a record number of requests had been received and funded Fall Quarter, the committee began discussing whether to increase the Supplemental Budget in early Winter Quarter. The committee engaged in a great deal of conversation and discussion on the matter throughout Winter Quarter and ultimately increased the budget to allow remaining requests to be heard and have an opportunity to be funded. The S&A Committee did a great job of monitoring the budget and being responsible stewards of student money while also ensuring funding and support to programs and services through supplemental requests.

Following recommendations from previous years, the S&A Advisors worked closely with Student Government to ensure that all committee positions were appointed early in the year. The committee was able to start off early with a full committee and Student Government was able to quickly fill a vacancy that arose in the middle of the year. The committee did struggle with a faculty vacancy taking place part-way through the year that remained vacant until the end. The S&A Advisor worked with Faculty Senate to find a replacement for next year.

The S&A Committee navigated working with the prior S&A Fee Guidelines (CWUP 8-40-040) while awaiting approval of the prior committees recommended changes that were aimed at ensuring the policies and procedures were clear and best supported the campus community. The recommendations were approved by the University Policy Advisory Committee in Winter Quarter. The committee did a great job of navigating the change in procedures part-way through the year.

The S&A Committee continued to ensure that proper policies and procedures were followed throughout the year and were intentional of ensuring consistency and continuity in reviewing and allocating funds using the supplemental funding request assessment tool. The committee members did an excellent job of continually reviewing procedures and holding themselves and funding groups accountable to funding

ADDENDUM #1 Continued

guidelines. The committee ensured consistent application of policy and rationale for this year. The group also did a fantastic job of facilitating tough discussion and topics amongst members. This discussions did raise attention and response from areas such as student media and others given the topics discussed and the committee at-large navigated those topics and discussions appropriately. While there was need for some aside contact and coaching from the advisor to certain members at times, the committee continued to be professional and responsible as a whole.

The advisors and staff continued to implement training for all committee members early in the year by fully utilizing the first two committee meetings for the purpose of training. This training was created to provide knowledge and experience with the policies, procedures, and purpose of the S&A Fee Committee and to give an overview of the S&A Budget.

During Fall Quarter, the S&A Committee began a thoughtful discussion on developing key performance indicators for base-funding entities to ensure that appropriate time and assessment were given to reviewing those funding areas outside of base-funding years. Discussion also arose during this time regarding potential options or changes to how supplemental funding is handled to ensure that the committee can focus on priorities of base-funding units. The S&A Committee created a sub-committee to delve into those topics more in-depth. The sub-committee developed a set of supplemental questions that were sent out to all base-funding units to provide baseline data to review. The sub-committee met throughout Fall & Winter Quarters and brought forward a series of recommends to the committee at the end of Winter Quarter. Those recommendations were added upon during Spring Quarter. The recommendations are being utilized to update the base-funding request forms and annual reports documents and are being provided to next year's committee in setting priorities and in reviewing base-funding requests.

The advisors also continued to utilize a committee self-assessment and evaluation tool to allow all committee members to provide feedback on what went well throughout the year and what were challenges. The committee members were also asked to provide recommendations or suggestions to continue improving and strengthening the efficiency and consistency of the committee for upcoming years. The feedback and evaluations were incorporated into this annual report and will be utilized for training of the new committee in Fall Quarter 2020.

Recommendations:

- The S&A Advisors should incorporate aspects of the sub-committees recommendations on key performance indicators and areas of focus into updated base-funding request forms and processes. This includes, developing and asking for goals and metrics from units to assess effectiveness.
- The S&A Committee should discuss options related to alternative methods of reviewing supplemental requests, particularly travel requests.
- The S&A Committee should work with Student Government, Faculty Senate, and administrators to ensure that all committee positions and advisors are filled early in the year and work to avoid member turnover throughout the academic year.
- The S&A Committee should continue to be intentional in establishing the year's priorities early on in the academic year to ensure consistency in application, discussions, and voting.

RCW 28B.15.041**"Services and activities fees" defined.**

The term "services and activities fees" as used in this chapter is defined to mean fees, other than tuition fees, charged to all students registering at the state's community colleges, regional universities, The Evergreen State College, and state universities. Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state's community colleges, The Evergreen State College, the regional universities, or the state universities for the express purpose of funding student activities and programs of their particular institution. Student activity fees, student use fees, student building use fees, special student fees, or other similar fees charged to all full time students, or to all students, as the case may be, registering at the state's colleges or universities and pledged for the payment of bonds heretofore or hereafter issued for, or other indebtedness incurred to pay, all or part of the cost of acquiring, constructing or installing any lands, buildings, or facilities of the nature described in RCW 28B.10.300 as now or hereafter amended, shall be included within and deemed to be services and activities fees.

RCW 28B.10.825**Institutional student loan fund for needy students.**

The board of trustees or regents of each of the state's colleges or universities may allocate from services and activities fees an amount not to exceed one dollar per quarter or one dollar and fifty cents per semester to an institutional student loan fund for needy students, to be administered by such rules or regulations as the board of trustees or regents may adopt: PROVIDED, That loans from such funds shall not be made for terms exceeding twelve months, and the true annual rate of interest charged shall be six percent.

RCW 28B.15.044**Services and activities fees — Legislative declaration on expenditure.**

It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that such budget recommendations are intended to be funded by services and activities fees. It is also the intent of the legislature that services and activities fee expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

RCW 28B.15.045

Services and activities fees — Guidelines governing establishment and funding of programs supported by — Scope — Mandatory provisions — Dispute resolution.

The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

The legislature also recognizes that services and activities fees are paid by students for the express purpose of funding student services and programs. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for services and activities fees. The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall stipulate procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

- (1) Student representatives from the services and activities fee committee and representatives of the college or university administration shall have an opportunity to address the board before board decisions on services and activities fee budgets and dispute resolution actions are made.
- (2) Members of the governing boards shall adhere to the principle that services and activities fee committee desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.
- (3) Responsibility for proposing to the administration and the governing board program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee, on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee shall be selected by the members of that committee. The governing board shall insure that the services and activities fee committee provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.
- (4) The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees with supporting documents simultaneously to the college or university governing board and administration.

ADDENDUM #2 Continued

(5) The college or university administration shall review the services and activities fee committee budget recommendations and publish a written response to the services and activities fee committee. This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the services and activities fee committee in a timely manner to allow adequate consideration.

(6)(a) In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college or university administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the governing board.

(b) If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.

(7) The dispute resolution committee shall be selected as follows: The college or university administration shall appoint two nonvoting advisory members; the governing board shall appoint three voting members; and the services and activities fee committee chair shall appoint three student members of the services and activities fee committee who will have a vote, and one student representing the services and activities fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

(8) The governing board may take action on those portions of the services and activities fee budget not in dispute in accordance with the customary budget approval timeline established by the board. The governing board shall consider the results, if any, of the dispute resolution committee and shall take action.

(9) Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.

(10) Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter 43.88 RCW.

(11) All information pertaining to services and activities fees budgets shall be made available to interested parties. Annually, by September 30th, the services and activities fees committee at each institution of higher education, in coordination with the administration of the institution of higher education, shall post services and activities fees expenditure information for the prior academic year on the college or university web site so that the information is clearly visible and easily accessible to students and the public. At a minimum, the services and activities fees budget information must include all the major categories of expenditure and the amounts expended in each category.

(12) With the exception of any funds needed for bond covenant obligations, once the budget for expending service and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the services and activities

ADDENDUM #2 Continued

fee committee and the governing board, and the governing board and the services and activities fee committee give their express approval. In the event of a fund transfer dispute among the services and activities fee committee, the administration, or the governing board, said dispute shall be resolved pursuant to subsections (6)(b), (7), and (8) of this section.

(13) Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section.

[2012 c 104 § 2; 1994 c 41 § 1; 1990 c 7 § 1; 1986 c 91 § 2; 1980 c 80 § 2.]

Notes:

Intent -- 2012 c 104: "The legislature recognizes that students play an important role in recommending how services and activities fees should be expended, as the majority of members of the services and activities fees committee at each institution of higher education. It is the intent of the legislature to increase transparency, so that expenditures of revenue from services and activities fees are clearly visible and accessible to the students who pay those fees." [2012 c 104 § 1.]

Severability -- 1980 c 80: See note following RCW 28B.15.044.

Chapter 42.30 RCW
OPEN PUBLIC MEETINGS ACT

RCW 42.30.010

Legislative declaration.

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

RCW 42.30.030

Meetings declared open and public.

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

RCW 42.30.050

Interruptions — Procedure.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

RCW 42.30.060

Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited.

(1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void.

(2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter.

RCW 42.30.070

Times and places for meetings — Emergencies — Exception.

The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body. Unless otherwise provided for in the act under which the public agency was formed, meetings of the governing body need not be held within the boundaries of the territory over which the public agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by a governing body to meet the emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site and the notice requirements of this chapter shall be suspended during such emergency. It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter.

RCW 42.30.080

Special meetings.

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

ADDENDUM #3 Continued

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or electronic mail; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's web site. An agency is not required to post a special-meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.

Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

RCW 42.30.110

Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a) To consider matters affecting national security;

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

ADDENDUM #3 Continued

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

ADDENDUM #3 Continued

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026;

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider in the case of innovate Washington, the substance of grant or loan applications and grant or loan awards if public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

To Do This:	Say This:	Interrupt ?	Second ?	Debatable ?	Amendable ?	Vote ?	Reconsider ?
Make a motion	1 move that...	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	I move to amend that...	No	Yes	Yes	Yes	Majority	Yes
Make a friendly amendment	I propose a friendly amendment to...	No	No	No	No	No	No
To end debate	Call to question.	Yes	No	No	No	Unan.	No
To end debate	I move the previous question	No	Yes	No	No	2/3	No
To vote by consent	1 call for acclamation	Yes	No	No	No	Unan.	No
To request information	Point of Information?	Yes	No	No	No	None	No
To request clarification	Point of clarification?	Yes	No	No	No	None	No
To reconsider a decision	I move to reconsider	No	Yes	Yes	No	Majority	No
To adjourn	I move to adjourn	No	Yes	No	No	Majority	No
To take a recess	I move that we recess until...	No	Yes	No	No	Majority	No
Demand a hand vote	I call for division	Yes	No	No	No	None	No
To extend debate/discussion	I move to extend debate/discussion for (amt of time).	No	Yes	No	No	Majority	No