

**Services and Activities Fee Committee
Minutes
October 10, 2012**

Meeting called to order: Sharon Jonassen called the meeting to order at 5:32 p.m.

Attendance:

Student Members: Matthew Baird, Lance Larsen, Isa Loeb, Zachary Russell, Dustin Waddle-Ford, Kylea Wells Brown, and Clint Wylie

Professors and Professional Staff: John Bowen, Sharon Jonassen, Kay Kenison, Scott Robinson, Todd Shiver and Connie Williams.

Absent: Jack Baker

Agenda:

MOTION: Isa Loeb made a motion to approve the agenda as presented. Scott Robinson seconded. Motion carried.

Approval of Minutes: none

Public Comment: Introductions of the new members of the S&A Committee.

Election of a Chair & Vice Chair:

Chair: Isa Loeb and Dustin Waddle-Ford were nominated for the position of the chair. Each nominee gave an overview of their experience and what they would bring to the chair position. Isa Loeb received the majority of votes and was elected as chair.

Vice Chair: Clint Wylie and Matthew Baird were nominated for the position of vice chair. Each nominee shared their experience and what they would bring to the vice chair position. Clint Wylie was elected as vice chair by majority of votes.

Supplemental or Base Funding Requests – Presentations:

Training-Learning by Example: Sharon Jonassen explained the supplemental budget requests. Last year a new Supplemental Budget Request form was created and will be utilized this year. It will be reviewed for completeness by Sharon Jonassen before being placed on the agenda for an upcoming S&A meeting. Each presenter has 10 minutes to present their supplemental budget request and 10 minutes for questions and answers. Members of the S&A committee can make a motion to extend the time for presentations. Supplemental requests are heard one week and voted on at the following S&A meeting. Occasionally, it may be motioned to vote on the supplemental request at the presentation meeting because of the length of time it may take for final approval.

#13001 Family Consumer Science-Sarah Law and Professor Duane Dowd: The request is for \$15,574.00 for 24 students to travel to the Annual Conference of the National Council on Family Relations on October 30 – November 3, 2012, in Phoenix, Arizona. They have requested funds from Club Senate for the Family Studies Club for \$1,500.00 and also from Club Senate for FCS Graduate Development Club for \$1,500.00 as well as Academic Senate for \$900.00 and plan on-going fundraising which is expected to bring at least \$200.00. The total amount with airfare, hotel, conference registration and travel to and from Seattle plus travel to and from conference hotel to the Phoenix airport is

\$19,674.00 minus revenue of \$4,100.00 bring the total request to \$15,574.00. The cost per student is \$649.00 and they are making every effort to keep the costs as low as possible. Student will be covering their own food. This request will be voted on at the next S&A meeting.

Supplemental or Base Funding Requests to be voted on: none

Old Business: none

New Business - Training:

High Impact Practices (HIP)-Jenna Hyatt, George Drake, Kara Gabriel and Lorinda Anderson presented information regarding HIP, a program to “Enhance students’ university experience by focusing on what they need to succeed.”

A review of Parliamentary Procedures – Professor Michael Ogden: The “Principal Rules Governing Motions” and “Fundamentals of the Parliamentary Procedure” were shared with the committee. Professor Ogden cautioned that members of the committee need to recognize people from the audience before they are allowed to address the committee. He also suggested that the committee adopt a parliamentary code at the first meeting of the year as well as establishing a parliamentarian to enforce the established code. The chair manages the meeting and keeps order but does not introduce motions unless they temporarily or for the full meeting give up their chair position. Quorum includes 3 students and chair, since the Executive VP from the BOD is ex-officio, they are not included in the quorum numbers. If there is not a quorum, the meeting can continue for informal discussion, but there cannot be any votes taken. Abstentions do not count as votes—majority of votes rules.

Election of Parliamentarian: Zackary Russell, Dustin Waddle-Ford and Kylea Wells Brown were nominated for the position of parliamentarian.

MOTION: Zackary Russell made a motion to suspend the rules and allow all members including non-voting members to vote for the parliamentarian. Motion carried.

Dustin Waddle-Ford was elected as parliamentarian.

MOTION: Zackary Russell made a motion to establish “The Standard Code of Parliamentary Procedures” by Alice Sturgis as the official code for the S&A Committee.

MOTION: Dustin Waddle-Ford made a motion to reinstate the rules regarding voting. Matthew Baird seconded. Motion carried.

A review of the S&A Budget – Sharon Jonassen, Student Funds Financial Manager: Sharon Jonassen shared the spreadsheets showing how the funds are used and what the different categories are and the difference between base budget funds and supplemental funds. She also explained the amount of funds needed to be set aside in the reserve and the requirements on the bonds for the SURC building. She also recommended \$275,000.00 in allocations for the 2012-2013 supplemental funds.

MOTION: Clint Wylie made a motion to approve \$275,000.00 for supplemental requests for the FY 2012-2013. Zackary Russell seconded. Motion carried.

Motion to Adjourned: The meeting adjourned at 8:00 p.m. Motion carried.

Schedule of Next Meeting: The next meeting is October 17, 2012 in SURC 301 starting at 5:30 PM.