

Services & Activities Fee Committee

Orientation 2020-21

Orientation Agenda (SAM)

- **Introductions & Attendance**

- Emily Fitzgerald, ASEWU Finance Vice President
- Daniel Garcia, Student-at-large
- Austin Knode, Student-at-large
- Petal Michaud, Student-at-large
- Auriana Mitchell, Student-at-large
- Kathryn Amdahl, Student-at-large
- Samantha Armstrong, Staff – Student Affairs
- Vanessa Delgado, Staff – Student Affairs
- Bill Shaw, Staff – Academic Affairs
- Dennis Wilson, Staff – Business & Auxiliary Services
- Llyod Dees, ASEWU President – Ex-Officio
- Rob Sauders, VP Student Affairs – Ex-Officio
- Toni Habegger, Chief Financial Officer– Ex-Officio

- **Review of Policies & Walk Through Purpose of the Committee – S&A Process**

- **General Guidelines**
- **Open Public Meetings Act**
- **Proposal Process**

- **Google Drive Access & Review of Documents**

- **Selecting a Chair & Vice Chair**

- **Meeting Schedule**

- **Adjournment**

INTRO STATS

How many years at EWU?

Major(s)

Involvement/Role at EWU

Your first trip post COVID will be....

What will you always spend good money on...

General Guidelines (SAM)

- Services and Activities Fees are a component of tuition
- Their distribution is governed by state law and allocations are approved by the EWU Board of Trustees (BOT)
- Increases to the fee may be made annually up to 4%
- The S&A Fee Committee reviews funding requests, evaluates expenditures on previous awards, considers student priorities, and makes an allocation recommendation to the University and BOT
- Transparency and openness are critical

Open Public Meetings Act | Introduction (SAM)

- Purpose of the Act
- Types of Meetings
- Requirements for Meetings
- Executive Sessions
- The legislature adopted the Open Public Meetings Act to ensure that meetings held by public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of the state are open to the citizens that such organizations were developed to serve.

Open Public Meetings Act | Types of Meetings (SAM)

- 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 . . .

RCW 42.30.030

- Regular
- Special
- Emergency

Open Public Meetings Act | Types of Meetings (SAM)

- Regular
 - Recurring and in accordance with a periodic schedule on file with the code reviser.
 - Notice of any change shall be published in the state register at least 20 days prior to the rescheduled meeting date.
 - May take action on any matter whatsoever.
- Special
 - May be called at any time by presiding officer or a majority.
 - Written notice at least 24 hours in advance to members and local newspaper and to radio and TV stations who have requested notice.
 - May take final action only on items included in notice

Open Public Meetings Act | Types of Meetings (SAM)

- Emergency
 - No notice required if it involves injury or damage to persons or property or likelihood of such (e.g., fire, flood, earthquake).
 - May take final action only on items necessary to meet emergency.
- Requirements For Meetings
 - Notice to the public
 - Open to the public
 - No conditions to attend
 - Votes may not be taken by secret ballot
 - Meetings may be adjourned and continued
 - Executive sessions may be held

Open Public Meetings Act | Notice, Minutes & Adjournment (SAM)

- Notice
 - Regular meeting: On the ASEWU & Student Accounting Website, EagleSync 2.0, and Inside EWU.
 - Special meeting: On the ASEWU Website, EagleSync 2.0 and posted 24 hours.
 - Eastern 24/7 Promotion (Inside EWU)
 - Social Media Advertising
- Pursuant to RCW 42.32.030, agencies must maintain minutes of their meetings, except executive sessions, and make them available upon request.
- Regular and special meetings may be adjourned for:
 - Lack of quorum (majority not present);
 - No members present;
 - Business is taking too long to complete in one session; or
 - Disruption - - disruptive members of the public may be removed. However, if order cannot be restored, the meeting may be adjourned.

Proposal Process (SAM)

- FY21 S&A Request Process
 - Submit narrative form in EagleSync 2.0
 - Build the budget on EagleSync 2.0 and attach narrative form
 - Optional Meeting Scheduled or Paper Review – S&A Committee Discretion
 - Committee Review & Discussion
 - Recommendations
 - VPSA discussion
 - Submission to President & BOT
- FY20 S&A Supplemental Process
 - No funds to support
- FY20 Budget Adjustment (Historical Perspective)
 - Submit narrative form in EagleSync 2.0
 - Optional Meeting Scheduled or Paper Review
 - Committee Review & Discussion
 - Adjustment

NEXT STEPS (JUDY & EMILY)

- Google Drive Review & Documents (JUDY & EMILY)
 - How you access
 - What you should review
 - What else do you need?
- Selecting Chair & Vice Chair (EMILY)
- Meeting Schedule Review & What is Next (EMILY)
 - Meeting Schedule
 - Fee Increase Consideration (up to 4%)
 - Funding focus – what do we not want to lose sight of discussion (next week)
 - Applying for the VP of Finance Position

Questions? Concerns? Next Steps!