***Services and Activities Fee Committee Meeting Agenda***

***Feb. 28th, 2023***

***PUB 207J***

1. ***Call to order: 3:37***
2. ***Introductions and Attendees:***
3. Randle Kinswa, ASEWU Finance Vice President
4. Brady Mitchell, Student-At-Large
5. Christopher Poe, Student-At-Large
6. Lili Mackin, Student-At-Large
7. Samantha Procter, Student-At-Large
8. Oliva Dilling, Student-At-Large
9. Paul Weed, Academic Affairs
10. Carolyn Jameson, Business and Auxillary Rep
11. FransicoVillareal, Student Life & Student Affairs
12. Rachel Wondimu, Student Affairs rep.
13. Lucas Fyre, ASEWU President, **Ex-offico**
14. Rob Sauders, Vice President for Student Affairs, **Ex-offico**
15. Samantha Armstrong-Ash, Vice president fot student life and Dean of Students, **Ex-offico**
16. Judy Miller, Student Accounting, **Ex-offico**
17. **Remington Steelman, ASEWU Superior Court Chief Justice (minutes)**

***3. Review of policies & Walkthrough purpose of the S&A committee****:*

1. General Guidelines
* Starting on slide 3: general guidelines
* The service and activities fee stems from the tuition each student pays.
* The purpose of this committee is to send a proposal to the Board of Trustees (BOT).
* The board often accepts the proposal.
* There could be a bit of back and forth.
* If the university enrollment is down, they can raise it by 4% to make up for that.
* A solution to the lack of funding is not to raise tuition.
* Judy explains how we could raise it by 1%-4%.
* Transparency and openness are critical to the success of this committee.
* We will be discussing large amounts of money.
* This committee does look good on a resume. We will be working with money more than we are familiar and comfortable with.
* It is critical to discuss and ask questions if there are any.
* When we get to the point of collaboration, “I want you to be as open and honest as possible. You will need to be comfortable to share with”
1. Open Public Meetings Act
* The OPMA ensures all public meetings certain entities hold are open.
* For instance, Judy is not a voting member. However, she would like to attend as she manages the money and can help explain these.
* If anyone wants to attend the meeting, they can
* All are welcome to attend.
* We have to have the posting up; all the information will be available in many different areas, for example, ASEWU and student accounting.
* There will be agendas and meeting minutes posted to the public
* When people catch wind of this committee, they will attend as it directly impacts the university in all areas.
* If you miss the meetings, minutes are an excellent way to catch up if you miss meetings.
* All OPMA guidelines can be found on RCW 42.30.030
* Executive sessions are not open to the public. There are guidelines for what an executive session can be. Voting members can call for executive sessions.
* Special sessions are still open, but they are meetings that occur on an irregular basis.
* A call for questions on slides 4-8
1. Proposal Process
* Slide 9 is where the proposal process starts.
* January 7th was the deadline for all depts that receive this funding was due.
* Many different areas of campus receive this funding.
* We will look over all the proposals, and you will see what they ask for and exactly what theta re asking for.
* When the S&A funds open for requests at the end of the year, they are open to anyone, not just those who have applied in the past.
* Lots of areas may look to request funds.
* Not all groups qualify for funding
* The requests can come from anywhere.
* Typically, they are the exact requests every year with the addition of new groups on campus.
* You will find similar things every year
* The departments and entities typically request yearly.
* It is now our responsibility to look over the proposals, discuss, and look at the historical context, what they received in the past couple of years, and look at what the university is anticipating for funding.
* The real total number and the total of all the requests.
* The request comes about to 4.8, but we are not sure what we will have for the next academic year.
* Not every dollar will go into this fund. There are commitments that these funds have to go to. We get a proportion of those funds; then we will divide out the funds based on the requests.
* Judy will try for the next meeting to get the information on how the funds break down and where this money is going.
* This group will look and make cuts or give more money to groups. There will be tough conversations, cuts will need to be made. This committee will work to divide out the funds.
* We will submit this proposal when it is done, around the first week of May. The proposals will be sent to the BOT and the President. If there are issues, the proposal will come back to us. We would like to avoid that, but it is possible/
* There are two more meetings next quarter.
* There are 6-7 meetings next.
* There could be 12 hours of meetings from now until the meeting is done.
* You can look at the proposals before you come to the meetings. Look at the historical records. Use the information to help you make an informed decision.
* The supllamnetal process.
* Once funding is awarded, the group can have money set aside as supplemental funds that will assist the clubs and the departments later on in the year.
* After the first of the year is when these groups can apply for supplemental.
* For example, if eagle entertainment had a major loss in equipment, there is a chance for them to request supplemental to help replace it.
* When we are cut short in funding, it will take most of the funding to take care of the requests. There may be no supplemental in the coming year.
* It will allow all of those who made a request ot ask for something in addition to what they have received.
* The past two years, there have been zero supplemental funds
* What is the typical balance when you received these?
* Judy says the most they have had is around $100,000 and the lowest is around $50,000 when available.
* The funds, if not used, will just go back into the funds account. The point is that the supplemental is an extranet if a group may want some.
* There was no available money for the past two years; it is a tough decision each committee will make every year.
* There is some logic to it.
* There is a supplemental for ASEWU to give the clubs.
* If we are cutting regardless, having a pot someone could reach into could help the depts on campus if they needed it.
* The university has received much less money in the past few years
* Before that, every year, the group set money aside.
* If possible, Randle would love to have this funding.
* If it gets to the point between cutting supplemental and cutting is another point of why we are here.
* The problem with the historical context is pre and post covid committees are completely different. It is hard to compare the material before 2019.

***4. Google Drive & Review of Documents***

* Judy provides documents of the screen print of the google drive.
* The google drive will contain all the information and what to look for regarding requests and what to look for.
* ASEWU will set aside “X” amount of dollars for the clubs or they have historically.
* All the information pertinent to the committee will be in google drive.
* For example: letters; guidelines; historical documents; etc.

**5. *Selecting a Chair and Vice Chair***

* The chair and the vice chair must be students,
* All voting members can vote.
* Historically, the FVP is the chair, they must be nominated and voted in by the group.
* Randle was nominated by Christopher, and seconded by Rachel. ***The motion passes unanimously.***
* Lili was nominated by Randle and seconded by Christopher. ***The motion passes unanimously.***

**6.** ***Meeting Schedule***

* 3:15 is the tentative time, after the quarter changes the timing might change based on the student’s academic schedules.
* If we need to, we might have to change times next quarter.
* For the remainder of winter 2023, we will meet at 3:15 at PUB 207J on Tuesdays.
* Randle will fix the calendar invite with the non student members.
* The meeting invite just needs a quick update.
* Christopher asks about when shall we discuss the fee increase.
* It is scheduled for the next meeting. We need to do that before we look at any proposals.
* There will be a few proposals.
* How long will these meetings take?
* We are scheduled from 3:15-4:45. It will depend on the process and the conversation that happens around that item.
* Next quarter they will go a bit longer.
* Schedule your day as if you will be here till 4:45.

**7. Adjournment: 4:14 PM**

**Lili motions, Christopher seconds, motion passes unanimously.**