

# Services & Activities Fee Committee

## Orientation 2018-19

# Orientation Agenda

- **Introductions & Attendance**

- Alicia Decker, ASEWU Finance Vice President
- Conner Irvin, Student-at-large
- Angelina DeGrazia, Student-at-large
- Riley Responte, Student-at-large
- Taylor Larsen, Student-at-large
- Emily Wilson, Student-at-large
- Samantha Armstrong, Student Accounting Office
- Vanessa Delgado, Faculty – Multicultural Center
- Brock Sieb, Student Life – Housing and Residential Life
- Jacob Miller, Faculty – Treasury Analyst
- Dante Tyler, ASEWU President – Ex-Officio
- Angela Jones, 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**

- **EagleSync Training**

- **Selecting a Chair & Vice Chair**

- **Meeting Schedule**

- **Adjournment**

# General Guidelines

- 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

- 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

- 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

- 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

- 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

- Notice

- Regular meeting: On the ASEWU Website, EagleSync and hard-copy posted 48 hours in advance of the meeting.
- Special meeting: On the ASEWU Website, EagleSync and hard-copy posted 24 hours in advance (by chair OR a majority of members)
- Eastern 24/7 Promotion
- Easterner 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

- **FY20 S&A Request Process**

- Submit narrative form in EagleSync
- Build the budget on EagleSync and attach narrative form
- Optional Meeting Scheduled or Paper Review
- Committee Review & Discussion
- Recommendations
- VPSA discussion
- Submission to President & BOT

- **FY19 S&A Supplemental Process**

- Submit narrative form in EagleSync
- Build the budget on EagleSync and attach narrative form
- Optional Meeting Scheduled or Paper Review
- Committee Review & Discussion
- Award Allocation

- **FY19 Budget Adjustment**

- Submit narrative form in EagleSync
- Optional Meeting Scheduled or Paper Review
- Committee Review & Discussion
- Adjustment

# Questions? Concerns? Next Steps!