**Western Washington University**

**Services and Activities Fee Committee**
**Meeting Minutes**

**Friday, February 3, 2023; 1:00-2:00 pm**

**Microsoft Teams**

**Present:** Michael Sledge, Eric Alexander, Tulea Enochs, Montana Reese, Allison Mazurek, Lyd Haindfield, Brandon Locke, Janelle Grant, Jack Herring, Sargun Handa, Daniela Rodriguez, Steven Card, Steve Brummel, Adam Leonard, Rebecca McLean, Meagan McGinnis, Raquel Vigil, Tim Fitzpatrick, Caitlin Sommers, Nicki Purnell (recorder).

**Absent:** Brandon Denny, Jannah Hinthorne, Sam Farmer, Vanessa Blackburn, Ichi Kwon

**Agenda Items: 1) Presentation from Sargun on Parli Pro, 2) Vote on Approval of Meeting Minutes, 3)** **Vote on Approval for Last Agenda Items 4)** **Discussion on Student Chair 5) Future Topics**

Michael Sledge called the meeting to order at 1:03 PM.

Sargun Handa confirmed that S & A Committee’s six voting members have been unanimously approved by the Board on Thursday.

**Presentation from Sargun on Parli Pro**

Basic Principles Include:

1. Consider only one item at a time.
2. Justice, courtesy, and equal treatment to all.
	1. Do not speak over another person.
3. Will of the majority will be carried out.
4. Rights of the minority are preserved.

Vocabulary to Know:

1. Quorum – a majority (50% plus 1).
2. Call to Order – beginning a meeting.
3. Adjournment – ending a meeting.
4. Seeking the Floor – asking to speak.
5. Making a Motion – asking to decide.
6. Seconding a Motion – supporting a motion.
7. Amendment – editing a motion.
8. Consensus – a decision without a vote.
9. Tabling – delaying an item to a future meeting.
10. Sponsor – the person presenting an agenda item.

Responsibilities of the Chair:

1. Managing flow of conversation.
2. Keeping track of time.
3. Preserve order and the rights/impartiality of all members.

Seeking the Floor:

1. Extend your hand to indicate to the chair that you wish to speak.
2. No member should speak unless recognized by the chair.
3. When someone is speaking, all other members should refrain from conversation and listen.

Tabling an Item:

1. May occur by rule of the Chair, or by motion/vote of the body.
2. Should occur if:
	1. There are issues with the doc.
	2. Significant edits need to be made.
	3. Vital members are not present.
	4. Not enough time to discuss.
	5. Members need more time to think.

The Path of an Agenda Item:

1. The Chair announces the agenda item and turns the floor over to the sponsor to introduce the item and its document.
2. The sponsor introduces the doc. The intro is not meant to be a summary of or to read through the doc. Members should read documents ahead of time, so the sponsor should only need to call out key points.
3. Period of debate and questioning begins.
4. A motion is made and seconded – be sure to state your name when doing so.
5. Debate may continue - amendments may be added.
6. The Chair will end debate and call for a vote.
7. The vote proceeds and a decision is made.

Motions:

1. A motion must be seconded for a vote to occur.
2. A motion may be withdrawn prior to voting, but only if all voting members unanimously agree.

Abstentions:

1. When you do not have enough info.
2. Conflict of interest.
3. You did not read the item before the meeting.
4. Must only be used sparingly.

Lyd Haindfield asked if the chair also votes. Michael answered that: yes, they do.

Eric Alexander said that the critical item in this group is when decisions are made on fee levels, and whether a fee should increase, decrease, or stay the same. The Board of Trustees will see the results of this vote.

Michael added it is always okay to ask questions if you need clarification on any discussion point.

**Vote on Approval of Meeting Minutes**

Sargun motioned to approve the meeting minutes from 1/20/2023.

Brandon Locke seconded the motion to approve the minutes from 1/20/2023.

Meeting Minutes for 1/20/2023 were unanimously approved.

Brandon L. motioned to approve the minutes from 1/27/2023.

Allison Mazurek seconded the motion to approve the minutes from 1/27/2023.

Meeting Minutes for 1/27/2023 were unanimously approved.

**Vote on Approval for Last Agenda Items**

These items were to:

1. Increase voting membership by 3.
2. Add member from ADEI.
3. One Rep. from RHA.
4. One more Athletics Rep.

Rebecca McLean asked if the Faculty at Large Advisor role being dropped was part of the proposal. Michael confirmed that it was.

Brandon L. Motioned to Approve the Recommendations.

Allison seconded the motion to Approve the Recommendations.

Approval of Recommendations was unanimously voted for.

**Discussion on Student Chair**

Michael confirmed that meetings with the approved Student Chair will be twenty-minutes, one on one, each week.

The Student Chair will run the meeting in lieu of Michael.

Michael will follow up by email to students who weren’t in attendance in case they want to run for Chair. Students can be nominated for Chair, and they can approve or decline that nomination.

**Future Topics**

February 17th: Eric and Linda Beckman will present on Institutional Budget Overview. Eric encouraged staff in attendance to give input on this presentation.

Michael shared report on Recommendations Towards and Access, Diversity, Equity, Inclusion, and Justice through WWU’s Budget Process. Steve Card added that these Recommendations are not specific to ADEI budget requests, but for all departments.

Janelle Grant motioned to adjourn the third meeting of the quarter at 1:51 PM.

Brandon L. seconded the motion.