

Charter for the Services and Activities Fee (S&A) Allocation Committee

Charter Last Updated

October 2022

Originally Chartered

October 2015

Section 1—General Information

Purpose:

The principal purpose of the committee is to act as a fiduciary over the expense and revenue of the Services and Activities Fee (S&A). Stewardship includes ensuring lawful agreements and other contractual obligations such as the By-Laws of the Associated Student Government (ASG), Killian Outline and the Revised Codes of Washington (RCW) have been pledged and are properly enforced. The S&A fee is paid by students for the express intent of financing bona fide student-run services, clubs and programs that enrich the overall college experience. S&A funded programs provide unique opportunities for engagement outside of the classroom that is essential in building character and fostering educational attainment. Money generated from the student services and activities fee is based off of the number of credits registered as well as enrollment status.

Scope:

- Uphold the policies and procedures for budgeting and expending fee revenue
- Conduct a quarterly evaluation of programs beginning fall quarter; then, submit budget recommendations for the expenditure of S&A fees to the Board of Trustees each quarter
- Reevaluate the minimum base-line budget of \$500 allocated to clubs at the start of the new school year
- Promote transparency by conducting surveys through various channels on opportunities, activities and services the student population would like to see on campus
- Engage in continuous training so that all members are up-to-par with current agenda and procedures
- Develop an end of the year audit to identify areas of improvement, implement proper changes and mitigate discrepancies
- Construct a comprehensive timeline that illustrates key deadlines and maximizes productivity

This group is sponsored by:

Associated Student Government & Student Life

Terms of membership for this group:

Membership is based upon knowledge, skills, abilities and position at the college. The chair is selected prior to formation of the committee by the Associated Student Government. Students hold at least a majority of the voting membership and are carefully chosen to represent diverse student interests and viewpoints. Changes to the group will be approved by the director of Student Life.

Membership Composition:

6 Students (1 serves as Chairperson)	1 Faculty Advisor (non-voter)
1 College Administrator (Director of Student Life) (non-voter)	1 Classified Staff (non-voter)
1 Budget Office Representative (non-voter)	

Section 2—Working Agreements

Operational Working Agreements

1. How often does this group meet?	The committee shall convene at least once a month during the academic year.
2. How are meetings scheduled?	Meetings are scheduled during the fall quarter of each school year. Additional meetings may be arranged at the request of the chair.
3. How are meetings canceled or rescheduled?	In the event of inclement weather or unexpected circumstances, meetings will be canceled and/or rescheduled via email.
4. How are items placed on a meeting agenda?	Agenda items can be suggested at the end of each meeting or can be directed to the chair.
5. How is meeting time managed?	A disciplined approach will be used to manage meetings. The chair will ensure that the meeting follows the timeline given in the agenda.
6. Is proxy attendance allowed?	Yes for information, no for voting.
7. When will the agenda and other information be sent to members?	The agenda and related documents will be available on the website to members at least two days prior to the meetings.
8. How are meetings facilitated?	The chair will facilitate the meetings or designate a facilitator.
9. How are decisions made?	Decisions will be made by a consensus. If an item must be voted on, a majority vote will be used. The quorum size is 50% + 1 of eligible voting
10. How are meeting summary notes kept and published/distributed?	Summary notes will be kept by the assigned note-taker, finalized and approved at the next meeting; then, posted to the Student Life website.
11. How will continuity between prior S&A committee members and current and future S&A committee members be ensured?	During the duration of training, knowledge and relevant documents are passed down from current to future committee members. Faculty and staff non-voting members will assist in the providing of continuity from year to year.

Behavioral Working Agreements	
1.	Members act collegially, collaboratively and are free to ask for help.
2.	Members are free to express their feelings and are sensitive to the feelings of others. They will be frank and courteous.
3.	Members are open to creative ideas and will provide helpful suggestions as a valuable part of the collaborative process.
4.	Members should arrive on time, fully prepared to participate in the meeting.
5.	Members will advance and support decisions made by the group.
6.	Meetings will end on time; additional time spent on agenda items will be by mutual agreement.
7.	Members will notify chair of absence.
8.	Members will operate in the interests of S&A as a whole, not just from one's own role.
9.	Those who attend the committee meetings, but are not members are there only to observe and not actively participate, unless the attendee is scheduled on the agenda as a presenter or during the brief open comments portion of the meeting. Comments are welcome, but limited to 2 minutes per speaker to ensure timely meeting management.

Section 3—Current Membership – S&A Committee

Member List Last Updated: October 2021

Member	Role	Representing
Kate Nguyen	Chair	Associated Student Government
Chloe Mok	Member	Associated Student Government
Kai Hinch	Member	Associated Student Government
Helene Tran	Member	Associated Student Government
Tan Solip Chea	Member	Associated Student Government
Sundi Musnicki	Advisor	Student Life (non-voting)
TBA	Advisor	Financial Services (non-voting)
Caela Smith	Classified Staff	Student Life (non-voting)
TBA	Faculty Representative	
Chair	Voting Member	Non-voting member