

**MINUTES**  
**Student Activity Fee Board Meeting**  
**Friday, November 7<sup>th</sup>, 2008**  
**233 HUB Robeson Center**

**Attendance:**

**Board Members:**

Jack Rayman, Senior Director, Career Services; Chair, Student Activity Fee Board  
Kendra Carr, UPAC Chair  
Christopher Czac, CCSG Representative, SGA President (Altoona)  
Mary Edgington, Senior Director, Union & Student Activities  
Kathie Flanagan-Herstek, Director of Student & Enrollment, Penn State Wilkes-Barre  
Gavin Keirans, UPUA President  
Erin Kennedy, CCSG Representative, Penn State Erie (Behrend)  
George Khoury, CCSG President  
Alfonso Mendoza, GSA President  
Chris Rizzo, Director of Student Affairs, Penn State Beaver Representative

**Substitutes:**

Ralph Crivello for Matthew Sherroff  
John McLucas for Ben Gilson

**Staff:**

Jay Arcuri, Assistant Director, Central Office for Commonwealth Student Activities  
Heide Port, Administrative Support Assistant, Union & Student Activities

**Absent**

Roger Egolf, Faculty Senate Committee on Student Life, Penn State Lehigh Valley  
Ben Gilson, CCSG Representative, Penn State Erie (Behrend)  
Matthew Sherroff, UPUA Representative

**Introductions**

Roll call taken and a short discussion ensued in reference to substitutes and proxies. This discussion will continue later in the meeting.

**Adoption of the minutes**

Discussion ensued about the minutes. George Khoury would like to have more details in the minutes especially the main points of each speaker. He referenced a statement he had made at the last meeting that he did not see in the minutes that he felt was very important. Mary Edgington stated that this statement was included in the minutes.

A motion was made by Mary Edgington to accept the minutes and 2<sup>nd</sup> by Alphonso Mendoza. All were in favor.

### **Discussion Items**

Discussion ensued in reference to the 5 topics listed at the end of the minutes.

- 1) “Proposals to the Board need not be presented in the very formal ‘Resolution’ style but are acceptable in simple proposal format.”
  - Kendra Carr asked that a summary be added to the front of the resolutions so that the content of the resolution can be quickly referenced without having to read the entire document.
  - All agreed this would be helpful.
  
- 2) “In the interest of full disclosure and due process all proposals and agenda items should be presented to Heide Port (Union & Student Activities Administrative Assistant) together with supporting documents at least one week prior to the board meetings so they can be shared with the entire board and reviewed prior to the board meeting. Last minute proposals may be considered if time permits and if a majority of the board votes to do so.”
  - Discussion ensued and final acceptance of having all materials to Heide Port by noon on the Friday prior to the upcoming meeting was agreed upon. Heide Port will create the agenda and send to Mary Edgington and Jack Rayman for review before sending the minutes and appropriate attachments to the Board.
  - Kathy Flanagan-Herstek made a motion to approve these procedures with a 2<sup>nd</sup> by Chris Rizzo.
  - All in favor.
  
- 3) “All items of business will need to be presented as a motion and seconded before the discussion will ensue.”
  - All in favor.
  
- 4) “All board deliberations will be carried out in accordance with the agreed upon ‘relaxed Roberts Rules of Order’.”
  - Alphonso Mendoza stated that this should be reviewed yearly with each new board.
  - Ralph Crivello “as a parliamentarian” stated that we need to decide what pieces of the policy are going to be used and which are not going to be used. What is the point of stating this if we can pick and choose what pieces of Robert’s Rules are used?

Discussion ensued. Kendra Carr asked for specifics about Robert’s Rules. Ralph Crivello explained a condensed version of the rules. Gavin Keirans stated that there is a shortened version online that the board can review. Kendra Carr asked that we discuss the specific rules we will follow. Jack Rayman stated that we will follow Robert’s Rules with the Chair utilizing discretion when appropriate.

- A motion by Alphonso Mendoza to accept this proposal with a 2<sup>nd</sup> by Mary Edgington was passed.
- All in favor.

Additional discussion ensued in reference to a QUORUM. What is a quorum for this board? A quorum is a simple majority of the group. This can be set by the board. In most cases it is 2/3's majority. Kendra Carr suggests that 2/3 of the board must be present when taking a vote. Gavin Keirans states that we need to have discussion on the substitutes and proxies before we can make this decision. Mary asks to table this discussion until we have the conversation about proxies.

Move to the Discussion topic – Proxy/substitutes policy.

Discussion ensued. The board must be notified in advance of the board member absence, and who the substitute will be. Gavin Keirans stated that in most cases, the groups will be sending a competent substitute who will be well versed in what is going on and what will be discussed. Kendra Carr stated that she likes the idea of a proxy but feels that it could be detrimental if they missed important discussions at the meetings.

Ralph Crivello discussed the difference between a PROXY and a SUBSTITUTE.

PROXY – is when a current board member is in attendance of a meeting but has to leave before the vote takes place. He/she appoints someone to cast the vote for them.

SUBSTITUTE – is when a current board member is not able to attend the meeting and they send someone in their place to participate in the meeting.

George Khoury stated that he feels it is important to have a student sitting in a vacant student spot and to not leave it vacant during a meeting.

Mary Edgington stated that if the materials are distributed far enough in advance as was decided earlier in the meeting, the substitute should be prepared for the meeting.

- A motion was made by Alphonso Mendoza and 2<sup>nd</sup> by George Khoury to accept a proxy and substitute for SAFB meetings and that a quorum would consist of a simple majority.
- All in favor.

5) “All votes will be taken by role call so that a public record of all votes will be preserved in the minutes.”

- Kendra Carr stated that she is okay with everyone in the room knowing how she votes but is not with it being made public since the general public will not be well versed in the conversation leading up to that vote.
- Chris Rizzo stated that these meetings are public and anyone can attend.
- Role call will be used only if a roll call vote is requested.
- Motion to accept this proposal was made by George Khoury and 2<sup>nd</sup> by Alphonso Mendoza.

- All in favor.
- 6) 6<sup>th</sup> item added at the request of Ralph Crivello. Ralph Crivello asked that the agenda be made public and put online.
- A motion was made by George Khoury and 2<sup>nd</sup> by Gavin Keirans to add the agenda to the USA Website. Jay Arcuri will show Heide Port where to place the agenda.

### **An Update from Vice President Sims**

Jack Rayman read a letter from Vice President Sims to the Board. (See attached).

Discussion ensued.

Jack Rayman stated that this letter gives this board a great opportunity. Since VP Sims has provided some temporary funding to UPUA the board can take proper time to evaluate our charge. This will prevent items being hastily reviewed and voted on without proper deliberations. He recognized that this process is going to take some time.

Kendra Carr referred to the last question from VP Sims and stated that if a vote is in reference to a specific group you represent, you should excuse yourself from the vote. She also stated that more people should be involved in discussions. People with historical data should be used to help facilitate the discussions and to answer questions that the board might have.

Mary Edgington stated that this review will take time and that all discussions are not going to only happen at these board meetings. She asked if additional meetings would be prudent to encourage open ended discussion and to enable a more inclusive proposal be brought to the full board meetings. This would involve collaboration of all members not just specific individual groups.

George Khoury suggested that subgroups be formed for these discussions and that these subgroups will then bring the final recommendation to the board.

Chris Rizzo reminded the group that this is a student organization to protect the student funds. (This statement was made in reference to the original SAF Handbook (guidelines). The purpose of this handbook was to protect the integrity of the student activity fund. This handbook was a result of students taking their concerns to the administration – thus this handbook was created in collaboration of students and administration to protect the funds.)

Ralph Crivello stated that he believes that VP Sims wants this board to answer the questions posed in his letter. He suggested that there should be 2 subcommittees formed. One for the University Park campus and one for the Commonwealth Campuses. These committees would serve as an avenue to hash things out before bringing a final proposal to the board.

Chris Rizzo stated that the present discussion will now table all resolutions on the agenda today.

Additional discussion ensued about subgroups and inviting additional people to these discussions. Mary Edgington stated that these committees need to be topic driven and not campus driven.

A motion was made by Gavin Keirans to suspend discussion on the previously submitted resolutions for this meeting. A 2<sup>nd</sup> was made by George.

All in favor.

Discussion ensued on Question #1 of VP Sims' letter. George Khoury suggested two subgroups. The first being a Level of Fee group that has the responsibility of reviewing that specifically. The 2<sup>nd</sup> group would focus on Policy and Procedure.

At this point Jack Rayman asked for a break in the discussion. He noted that there is a line on the agenda that gives room for Public Comments. He addressed the gallery and asked if any member of the gallery would like to make a statement. There were no comments from the public at this time.

Discussion then continued. Kendra Carr suggested a 3<sup>rd</sup> group be formed to discuss individual groups. She referenced question #3 on VP Sims letter.

Ralph Crivello thinks the board is overcomplicating the contents of the letter. He recommended going with just 2 groups - Level of Fee and Policy and Procedure.

Kendra Carr would like to discuss why the questions were raised by VP Sims. Kathie Flanagan-Herstek agrees that it would be better if we had more information from VP Sims on the issues that were raised. Mary Edgington stated that one issue is the funding of GSA and UPUA. Jack Rayman suggests that VP Sims wants the board to discuss these issues at the board level and then make recommendations to him.

Kendra Carr asked what wasn't working with the funding now. Gavin Keirans stated that the policy was created in 1996 and that it needs to be over hauled. The subcommittee can help review this. Mary Edgington stated that it is good to review policy regularly. Kendra Carr asked if the board can bring in previous members to discuss what has worked and what has not in the past. Chris Rizzo stated that this would be good as it will provide the board an idea of how it has evolved and why.

Jack Rayman summarized the discussion up to this point. This body is not to be the body to do the work. The board should be making the recommendations. Subcommittees should be formed with a good cross section of the board. Jack also stated that we needed a timeline for this so that we can move forward.

Chris Rizzo asked what the critical funding timeline is for University Park and for the Commonwealth campuses. Jack Rayman read a letter to the group with the dates for recommendation.

Alphonso Mendoza suggested phasing in this objective with a target date of February 1<sup>st</sup> for recommendations. Kendra suggested that materials be presented in advance.

It was decided that there will be two committees formed. #1 Level of Fee/Allocation of Funding and #2 Policy and Procedure. There will need to be a point person for each meeting of these groups. These groups will need to work out the kinks and come to a compromise before bringing a recommendation to the board. Heide Port will set up the meetings. Day that the committees will meet will be Mondays from 6 – 8 p.m. and Thursdays from 3 – 6 p.m. They would like polycom rooms so that the Commonwealth campuses can participate. There is to be a recorder of minutes and this can rotate within the groups. Minutes will need to be submitted to Heide Port after each meeting.

The Student Activities Fee Handbook will need to be discussed at the subcommittee meetings as well.

Meeting was adjourned at 5:31 p.m. Motion by George Khoury and 2<sup>nd</sup> by Mary Edgington.

### **Meeting Dates\***

December 5, 2008, 404 Old Main

January 30, 2008, 404 Old Main

February 27, 2009, 404 Old Main

April 17, 2009, 404 Old Main

*\*All meetings will occur at 3:30pm.*