

**NOTICE OF A MEETING OF THE CSU CHANNEL ISLANDS
MATERIALS, SERVICES, FACILITIES, TECHNOLOGY COMMITTEE**

NOTICE IS HEREBY GIVEN, to the general public and to all of the members of the CSU Channel Islands Materials, Services, Facilities, Technology Committee that:

A meeting of the CSU Channel Islands Materials, Services, Facilities, and Technology Committee will be held on Monday, November 04, 2013 from 8:00 a.m. until 9:00 a.m., at California State University Channel Islands, Student Union Building, Coville Conference Room 1080, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

I. Call to order: 8:05am

II. Attendance.

Present:

Adams, Virgil
King, Grier
Michael, Paul
Mozingo, Nancy
Poytress, Ethan
Rico, Ricardo
Yepez, Alex
Wakelee, Dan

Absent:

Mosinskis, Peter
Elmer, Jamie

Member of Public:

Wei, Dianne

III. Approval of Agenda Agenda was discussed.

MOTION to approve:

King, Grier

APPROVE:

ALL

DECLINE:

0

ABSTAIN:

0

SECOND:

Adams, Virgil

IV. Public Forum N/A

V. Outstanding Business N/A

VI. New Business

- Discuss Agenda items
 - o Policies & Procedures (PPT by Dan Wakelee and introduction to MSFT)
 - o Previously Funded Projects (file sent via email on approved submissions for FY 2013-2014)
 - o Email explanations of specific submissions were discussed including previous submissions
 - o **MOTION to discuss and amend attendance requirements:** Ethan Poytress
 - o **Discuss and amend** committee attendance and use of conference call as a form of attendance
 - Page 9-10 of MSFT Fee Committee Training Manual **Meeting Requirements & Operations**
 - Use for “special circumstance” with Chair’s approval 72 hours prior to meeting with a reemphasis on the importance of actual attendance

This meeting will be utilizing parliamentary procedure according to Robert’s Rules of Order for the purposes of ensuring equal speaking rights to all committee members and maintaining order of the meeting.

SECOND: Michael, Paul	APPROVE: ALL	DECLINE: 0	ABSTAIN: 0
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- Electronic voting as a voting option/alternative
 - o Is electronic voting a viable option for the MSFT committee?
 - o **MOTION** to approve declining electronic voting: *Virgil Adams*

SECOND: Poytress, Ethan	AGREE/APPROVE: ALL	DECLINE: 0	ABSTAIN: 0
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VII. Other Announcements SFAC needs a student to serve as Chair

- Paul Michael has volunteered to serve as the student chair for SFAC
 - o **MOTION** to approve: *Grier King*

SECOND: Poytress, Ethan	APPROVE: ALL	DECLINE: 0	ABSTAIN: 0
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VIII. Adjournment: **8:49 am.**
Next MSFT Meeting: Monday, 12/02
SUB 1080