Committee Members Present:
   Jazzminn Morecraft - Served as Chair
   Kelly Molina-Arriola
   Charles Weis
   Marianne McGrath
   Anna Benscoter

Committee Members Absent:
   Sophie Nguyen

Others in Attendance:
   Dianne Wei - Budget and Operations Analyst
   Crista Fisher - Administrative Assistant
   Barbara Rex - Assistant Vice President of Budget, Planning & Analysis / University Budget Officer

Minutes:

I. Call to Order & Introductions
   a. The meeting was called to order at 8:07 a.m.

II. Parliamentary Procedures Training (Annie Block-Weiss)
   a. Presentation – Annie Block-Weiss presented an overview of the “language” of Parliamentary Procedures to the committee members.

III. Approval of the Agenda
   a. Action Item: Approval of Agenda
      i. M/S/P (C. Weis/A. Benscoter)
         Motion Passed 5-0-0

IV. Public Forum
   None
V. Committee Responsibilities & Expectations
   a. J. Morecraft requested that the committee be prepared, present, punctual, and respectful of limited time. Communicate if you will be absent or late to a meeting as we need to meet quorum.

VI. Voting Methods
   a. D. Wei shared that each member has a vote and if a member abstains that it be due to a conflict of interest and not because they don't have enough information. Members must be present to vote and there may be times the committee votes through a poll.
   b. C. Weis inquired about how votes are recorded in minutes. D. Wei shared that committee members who motion and second are noted by name and we do not track names for the vote.

VII. Closing Remarks
   a. D. Wei stated the bulk of what this committee does occurs in fall. In upcoming meetings, the committee will review the FY19-20 SFAC Annual Report and FY19-20 Student Fee Financial Report, as well as hear a presentation from Student Wellness and Recreation.
   b. C. Weis said that his students are asking if they will receive refunds on fees since campus has been closed. D. Wei responded that they will not because services were still offered in a different format. J. Morecraft confirmed that the Student Union was closed, but also provided services in a different format. This was communicated to students as much as possible through email communications and class presentations.

VIII. Adjournment
   a. The meeting adjourned at 8:49 a.m.