



MINUTES

Services & Activity Fee Committee Meeting

Tuesday, December 5, 2023

- A. The meeting was called to order at 1:02pm by Committee Chair Helena Luong
- B. **Roll Call:** Present at the meeting were Helena Luong (Chair), Allie Goodman-Callender (Subcommittee member), Lorena Aragon (Committee member), Ricardo Leyva-Puebla (Dean of Student Development)
- A. **Introduction of guests:** Katie Wallace (Director of the Student Leadership & Engagement), Ryan (insert last name), Thomas Chen, Bridget Chingondole
- B. **The Land Use and Acknowledgement:** No longer a practice to read the land acknowledgement.
- E. **Public comment:** No Public Comment.
- E. **Approval of minutes:** Lorena motioned to approve the 11/28/2023 meeting minutes. Allie seconded the minutes. Minutes approved.
- G. **Old business:**
 - a. Next year's budget is under current budget cycle
 - i. This year's cycle started July 1, 2023 and will go thru June 30, 2025
 - 1. Applicants will submit for adjustments for 2024-2025
 - 2. Next year's committee will approve budget for July 2025 – June 2027
 - ii. Applications due 1/5/2024
 - iii. One-time adjustment – *not* an ongoing adjustment
 - 1. Applicants can't count on the same adjustment beyond the 2024-2025 budget year
 - iv. This all needs to be explained in a memo to potential applicants
 - 1. First year of the transition to two-year budget cycle
 - 2. Add this update to web updates too. Helena to figure out where to add to website
 - a. Eric may be able to make the edits. If not, contact IT

- b. Will need to determine criteria before reviewing applications (tasks for meetings in the future) -- what are we looking for, what are our priorities
- c. Will look at applications and consider criteria on Saturday's training
- d. No new applications will be accepted
 - i. Everyone gets their baseline from last year's allocations; any adjustments (increases) will come from contingency
 - ii. Everyone gets their baseline from last year's allocations; any adjustments (increases) will come from \$500,000 contingency fund
 - iii. Any additional revenue needs to replenish the \$500,000 contingency funds (comes from student fees)
- e. Julie Larmore is working on budget projections – results may impact if we're able to honor adjustment requests

H. New business:

Biennial v. biannual – careful in the memo! **Biennial = every two years, **biannual** = twice a year* (“biennial” like “millennial”)

- a. Ratification of Ryan Lahagu and Bridget Chingondole
 - i. Allie moved to approve the ratification of these new members. Lorena seconded the motion. Ratified!
- b. Budget Workshop today but no outreach (covered similar content that we'd cover in the workshop)
- c. No meeting next week during finals
 - i. Helena will check availability with committee members.
- d. Training on Friday 9:30-3:30; training on Saturday 10:00-3:00.

I. Adjournment: The meeting adjourned at 1:45pm.