



## MINUTES

### Services & Activity Fee Committee Meeting

Tuesday, November 7th, 2023

- A. The meeting was called to order at 1:02pm by Helena Luong
- B. **Roll Call:** Present at the meeting were Ricardo Leyva-puebla (Dean of Student Development) Yuka Hemmi (Administrative Assistant), Helena Luong (Chair), Allie Goodman-Callender (Subcommittee member)
- C. **Introduction of guests:** No guests
- D. **The Land Use and Acknowledgement:** The Land Use and Acknowledgement was read.
- E. **Public comment:** No Public Comment.
- F. **Approval of minutes:** No minutes were approved. The minutes of approval will take place once the committee is formed and there is quorum.
- G. **Old business:**
  - 1. Review ASC Book Funds.
    - ASC book funds is negative \$5000 as of right now.
    - ASC has decided to put the funds to be on hold for the rest of the school year.
    - Need to investigate the breakdown of the book charges.
    - \$3500.00 were supposed to be charged last year and \$177.43 was the only amount we got charged for last year.
    - Carried over the budget balance and it got reset for the new fiscal year.
      - o 2021-2022: they spend over \$43,000. 00
      - o 2021-2022 ASC book funds were \$72,000.00.
      - o 2022-2023: They cut the budget to \$1,500.00.
      - o 2023-2024: ASC book fund \$3,000.00
- H. **New business:**
  - 1. **Introduce the new committee members.**

- Allie Goodman-Callender is officially onboard with us.

**2. Reporting the ASC budget report in the ASC meeting on October 30th, 2023**

- They talked about the allocation situation for the negative amount of ASC book fund.
- Need to create a formal process to prevent overspending.
- We don't have anything to trace and there weren't any procedures for it.
- We can't use the emergency funds since they're allocated for other department's other needs.
- PTK update: No advisor has been found and the recruiting process is slow.
- The charges on PTK account this year are all for the lodging/ travel expenses for the conferences that's happened during last summer.

**3. Review the 2024-2025 budget request application.**

- We will review the webform once Ricardo finds it.
- The application is created last year and there shouldn't be much editing needed and the form will be available to submit from 11/13/2023.

I. The meeting adjourned at 2:05pm.