



MINUTES

Services & Activity Fee Committee Meeting

Tuesday, November 14, 2023

- A. The meeting was called to order at 1:11 pm 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), Lorena Aragon (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. Updates on reviewing ASC Book Funds.**
 - Reached out to the Business Office and confirmed that it was duplicated charge and it's been revised by them. As of right now, negative \$1,500.00.
 - ASC is responsible for the ASC book fund, and we have to decide how we would do for the negative amount of the ASC Book Funds.
 - 2. Updates regarding the application.**
 - This is the first year we will change the procedure from annual to biannual.
 - The application form is available from 11/13/2023.
 - The decision of the funding must be followed by WA state requirements.
 - We don't have to review all the applications but the applications that request increased budget.
 - Since there would be procedural changes, we need to include the information in the memo and make the changes on the webforms.
- H. **New business:**
- 1. Ratification of New Committee Members**

- Lorena Aragon has become an official subcommittee member.

2. Review the application review process.

- Review the Procedural Manual Rev 2023. Section3- Application Review Process

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Section 3 – APPLICATION REVIEW PROCESS

1. All members of the S & A Budget Committee will score all grant proposals using the S & A Fees Grant Proposal Evaluation Form.
2. After evaluating the applications individually, the committee will meet together, compare scores, and discuss the applications.
3. The chair will lead the discussion of the applications and each committee member will be limited to two opportunities to speak about each proposal.
4. In the event that consensus cannot be achieved, decisions will require a two-thirds majority vote of the committee.
5. The chair will submit the final budget proposal decided upon by the S & A Budget Committee to the Associated Student Council for review and approval.
6. The Associated Student Council must approve the budget before forwarding it to the college president.
7. The College President reviews the proposal and has the right to amend it before forwarding it to the Board of Trustees for approval.
8. The College President shall review the budget recommendations prepared by the ASC Executive of Finance and, if necessary, publish a written response concerning them to the committee. This response shall outline the differences, if any, between the committee recommendations and the President's proposed budget recommendations.
9. The College President, when submitting the proposed Campus budget recommendations to the Board of Trustees, shall also include the recommended S & A Budget, which was originally approved by the ASC and a copy of the

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President's response to the committee recommendations, if the committee recorded budget differs from the college recommended budget.

3. Discussion on advice of S&A Fee Budget Re-allocation from Molly Mitchell – Student Support Programs.

- Molly Mitchell from the Student Support Programs requested budget re-allocation.
- *“We have had a decrease of student parents accessing funding for childcare and I large increase of students accessing the food pantry. The pantry runs on funding from a private donor and that funding has run out. We would like to use the remaining funds in our student parent account to support the food pantry for the remainder o this year. This will not affect funding to student parents as we will make sure we set aside money for the*

few students accessing the resource and we can use funding from another grant to support childcare costs for this year.

- We will continue the conversation next week.

I. The meeting adjourned at 2:13pm.