



MINUTES

Services & Activity Fee Committee Meeting

Tuesday, October 17, 2023

- A. The meeting was called to order at 1:08 pm by Helena Luong
- B. **Roll Call:** present at the meeting were Ricardo Leyva-Puebla (Advisor), Yuka Hemmi (Administration Assistant), Helena Luong (Chair)
- C. **Introduction of guests:** Katie Wallace (Director of Student Leadership & Engagement)
- D. **The Land Use and Acknowledgement:** The Land Use and Acknowledgement was read.

- E. **Public comment:** No public comment

- G. **Old business:**
 - 1. S&A Fee Committee hiring process – 8 applications.
 - First interview was 2pm on Monday; will not hire first candidate (candidate struggled to understand questions)
 - 6 interviews tomorrow (30 minutes per interview – 20 min interview, 10 min for Qs)
 - 4 interviews 9:00-11:00
 - 2 interviews 4:00-5:00
 - Schedules sent to interviewers and interviewees.
 - 2. Tiger Student Union Building
 - Motion approved to allocate \$1.3 million or 10% of Tiger Student Union Building cost
 - Ricardo reported \$8-\$10/credit per quarter or \$90 cap/quarter
 - Need petition before vote
 - Only current domestic (fee-paying) students can sign petition for the collection of votes
 - ASC needs signatures from 300 or 3% of student body (whichever is greater)

H. New business:

1. Review Procedural Manual 2022-2023

- Want everyone to understand process
- Figure out what the committee will work on each quarter
- 1/15/2023 -- Biennial budget approved
- Project budgets two years out
- Still working on getting 2022-2023 expense reports

2. Timeline for 2023-2024

- <Fall> Hiring committee members, Training on Nov. 3 & 4/ Prepare purchase requests.
- <Winter> S&A budget allocation determined by Dean of Student Development. Applicants notified after deliberation.
- <Spring> Appeals hearings. Recommendations to ASC, Presidents, Board of Trustees. Applicants notified of final budget.

I. The meeting adjourned at 2:01pm.