



## MINUTES

### Services & Activity Fee Committee Meeting

Tuesday, October 31, 2023

- A. The meeting was called to order at 1:05 pm by Helena Luong
- B. **Roll Call:** Present at the meeting were Yuka Hemmi (Administration Assistant), Helena Luong (Chair)
- C. **Introduction of guests:** No guests
- D. **The Land Use and Acknowledgement:** The Land Use and Acknowledgement was read.
- E. **Public comment:** The Zoom link in the agenda isn't working.
- 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:** No Old business.
- H. **New business:**
  - 1. **Introduce the new possible committee members.**
    - We will introduce new members next week if they get hired on time.
  - 2. **Finalizing Hiring Process.**
    - Final candidates were selected. Offered 5 persons for the positions.
    - There was a total of 19 applications, and we conducted 16 interviews.
    - 3 of the candidates are in the process of onboarding.
  - 3. **Review ASC Book Funds.**
    - We didn't get charged for last year's book fund and we got charged for last year's amount this year.
    - Reviewed ASC book Fund budget request form
    - They requested \$3000 and only \$2000 was allocated for the budget.
    - According to the request, they spent \$4300. We aren't sure how much they spent in total.

- Reviewed 2022-2023 S&A Allocation/ Balance as of 1/9/23 and there was no charge on the account.
- Reviewed 2022-2023 Expense Report for S&A Fee committee and textbooks were shown \$177.00 for expense. We'd like to check what the charge means.
- We must decide what we would do about the negative amount of the ASC Book fund for this year. If we would re-allocate the funds for it, we must follow the capitol funds review process. (ASC by law, Article X) We need to investigate this matter furthermore to decide.

I. The meeting adjourned at 1:40pm.