



MINUTES

Services & Activity Fee Committee Meeting

Tuesday, January 28, 2025

- A. The meeting was called to order at 1:04 pm by Mbaire Monica
- B. **Roll Call:** Present at the meeting were
- Tyler Saunders (Interim-Director of Student Leadership)
 - Mbaire (Chair), Mengstu Abel (Subcommittee member), Furey-Soper Mathew (Subcommittee member), Jasmine Nguyen (ASC Associate of Finance), Jared Rogers (Subcommittee member)
- C. **Introduction of guests:** No guests
- E. **Public comment:** No public
- F. **Approval of minutes:** The minutes have been approved the minutes on 1/14/2025
- G. **Old business:** Included Inclusivity and Accessibility question
- H. **New business:**
- Finalize application question: Tyler: Showing final draft of the application (including the time for the deadline of March 3, 2025, at 8:00 am)
 - Jared, asking about the second question from the inclusivity and accessibility question (why are we asking that question), suggests changing “organization” to a different word because not all applicants are organizations.
 - Need to contact ARC if they are involved (it could be the things we could work on next year)

The team needs to consider what we expect to receive if the applicant answers those questions (e.g. Will it change the decision?).

- Could include a link to a guideline in terms of answering those questions (what are the things the applicant should consider for their answer, for practices) - Jared could find the link and send it to Tyler to put on the form after the meeting) still TBD until finding the link

- Should include 1 more question about accessibility, how the club/organization meets the school vision value (Equity Diversity & Inclusion)

- Tyler can work on this application on Friday morning if Tyler sends out the application on the chat at 10 am, the team will send back suggestions and recommendations at 11 am (last eyes before it goes live), and the team will be ready to revise and give suggestions before putting it on.

Tyler: How are we crafting the email to send out to the whole campus (template)? Give the date and deadline, be short. Yuka might have the draft, will contact her since she did not attend.

- What is the time around to contact IT to make the form live and the time to send out an email? Jared suggested that we embed the link on our Student Leadership website.

Universal Tech Fee Committee

- No updates, TBD

I. Extend the meeting to 2:15 pm

J. The meeting adjourned at 2:11pm