



MINUTES

Services & Activity Fee Committee Meeting

Tuesday, March 04, 2025

A. The meeting was called to order at 1:08 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), Yuka

C. **Introduction of guests:**

D. **Public comment:** No public

E. **Approval of minutes:** Jared moved to approve the minutes from 02/25/2025, and Matthew seconded it. Minutes approved

F. **Old business:**

Meeting with Emily Castillo: Yesterday, we should have sent the survey on Thursday or Sunday for students to fill out. She liked that question and gave some feedback. She suggested not requesting students to sign in. Make sure the survey works within 2 weeks. She also suggested that it could attract students to grab free coffee for students who fill out the survey.

Application Submission: Yesterday was the last day for applications. We received quite a few applicants (20 applications).

S&A fee budget adjustment score sheet:

- Tyler also included interview scheduling so committee members could keep track. Tyler has put all the applicant information budget request into 1 file in the team (FY26 budget request).
- Tyler also creates Committee Members' Application Member files that allow members to put notes of the interview or whatever into the individual files.
- Tyler drafted out the application score sheet FY26, switching some sentences and words that matched with the application question because of using the format of the scoring sheet last year.
- There was something that Tyler not taking out from the scoring last years "Learning Support Network", "Student Involvement" and "Recommendation" use after reviewing the application.
- Yuka suggested that if we want to ask them questions during the interview, we should give them those questions before the interview because they also need to identify themselves.
- We can't bring up the question like last year ahead of the interview; if not, we still can keep it up.
- Applicants need to know and review the questions before the interview so that there will be fair interaction between the applicants and the S&A committee.

Headshots for S&A Webpage:

- Jasmine, Mbaire, Matthew, and Jared already put their photos on the headshot; I don't know when Gedeon and Abel will be able to upload their picture. The deadline will be by the end of this week

The first interview will be on March 12th. Also, we must send out a head out of the interview questions for the applicant. We should meet on Friday morning at 10 am.

- If something is missing, you can ask, but overall, don't give out general questions the applicant already includes in their presentation.

Each committee member will start reviewing the applicant individually, probably 4 applicants each, and should have the questions ready on Friday.

- Need to have a question file since the application documents don't have the question. Mbaire should assign which applicant the member should review.

Matthew - ANNAPISI

Jared - ASC Book Fund

Abel - ASC

Matthew - CAB

Jasmine - Emergency Fund

Jared - FYE

Jasmine - Food and Resource Pantry
Mbaire - Information Central
Abel - Leadership & Orientation Training
Jasmine (default) and Jared (support): Learning Support Network
Matthew - Art Gallery
Mbaire - Office Management
Mbaire - PTK
Abel - S&A fee
Jared - Student Leadership Program
Matthew - Student Organization Hub
Jasmine - Student Support Program Supervisor
Abel - Seattle Collegian
Abel - Umoja
Jared - Wood Tech

G. New business:

Universal Tech Committee:

- No updated

H. The meeting adjourned at 2:05 pm