



## MINUTES

### Services & Activity Fee Committee Meeting

Friday, April 21, 2023

- A. The meeting was called to order at 2:15 pm by Ricardo
- B. **Roll Call:** present at the meeting were Ricardo (Advisor), Charlie, Jonathan (Administration Assistant), Lucy, Tamara, Jinyang (Chair)
- C. **Introduction of guests:** No guests.
- D. **The Land Use and Acknowledgement:** The Land Use and Acknowledgement was read.
- E. **Approval of minutes:** Minutes are not approved. Corrections need to be made.
- F. **Public comment:** No public comment
- G. **Old business:** No old business
- H. **New business**
  - 1. Review and Approval of Minutes for previous S&A Fee Committee meeting. (2/24 and 3/3).

- 2. Update on Molly's program going overbudget

All the funding for the emergency fund and all the student activities came out to one. The inner office needs to do a transfer. She sent Ricardo a spreadsheet, but she needs to send Ricardo reports

- 3. Reflect on this year's S&A application process

It was hectic because the application was posted later than supposed to be and some people submitted the application late. There are also technical issues like two departments that attempted to submit the application didn't work appropriately (student support program) and it was fixed the next day but somehow Molly's was still having a problem. She did manage to apply. There was also another problem for wood tech because it wasn't just working out for them, so they handed it in late. The committee members could have done a test run beforehand. Woodtech did send a screenshot that the online application didn't work

There are some suggestions done by the committee members. Charlie suggested testing the online application and since it's a technical issue most of the time, we should have knowledge of how the system works.

Lucy suggested reaching out to the applicants and instead of applying through that website, just emailing them the application if they face technical issues with the online application and preparing a pdf version that the applicants can send through email instead of waiting for IT to fix it.

Jinyang suggested creating a template for the application interview instead of just having a blank paper for the committee members to take notes on, so the members know what to take notes on and note the page on the application itself. Also, Jinyang suggested creating next year's open forum so that the next committee has it ready to go. So that they can promote the open forum. (Eric should be able to do it for us- Ricardo). Jinyang will be sharing with the next finance executive how to fill in refreshment forms so that they can order food or something for their event so that people come to the open forum.

Ricardo suggested reaching out to the applicant through a survey on how it went and Each of committee member can reach out to the applicant and ask what we need to adjust or improve on. Ricardo also mentioned that Jinyang can assign who reaches out to whom. The line items for the budget because it is not that appropriate for the business team and is not that useful and practical for the business office. Ricardo will reach out to Julia (learning center director) and the business team's director. Ricardo will reach out to Julia (learning center director) and the business team's director.

I. The meeting adjourned at 3 pm.