



Services and Activities Fee Committee

Friday, January 29, 2021 - 2pm

Zoom: <https://washington.zoom.us/j/98157852128>

Zoom Telephone: (253) 215-8782

Meeting ID: 981 5785 2128

MEETING MINUTES 06

CALL TO ORDER: 2:04

ATTENDANCE (1 minute)

Voting Members

Julisia Brock - Present

Sabrina Bui - Present

An Le Dang- Present

Emily Flavin, Vice-Chair - Present

Amy Rhee, Chair - Present

Kylee Zehnder - Present

Ex-Officio Members

Bernard Anderson, *Associate Vice Chancellor for Student Life* - Present

Drew Dunston, *ASUWT Director of Finance* - Present

Jan Rutledge, *Finance & Administration Representative* - Absent

Ronald San Nicolas, *Lecturer & Simon Family Endowment MSW Autism Field Unit Coordinator* - Present

Sean Schmidt, *Student Affairs, Associate Director of Administration, Finance, and HR (Compliance Officer)* – Absent

Guests

Kelly Tyrrell- Present

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- I. Introductions & Icebreaker
  - II. OPEN PUBLIC FORUM
    - a. None.
  - III. APPROVAL OF AGENDA (1 minute)
    - a. **Emily moved to approve the agenda. Sabrina seconded. Motion passed unanimously.**
  - IV. APPROVAL OF MINUTES (1 minute)
    - a. **Sabrina moved to approve the minutes of the January 22, 2021 meeting. Emily seconded. Motion passed unanimously.**
  - V. UNFINISHED BUSINESS (10minutes)

- a. Special Allocations.
  - Approved but waiting to send the approval emails out until Sean and Jan offer their insights.*
  - i. SAB - requesting \$12,300 for special allocations for COVID reasonings.  
**Emily moved to approve the motion for the SAB request of \$12,300 for special allocations. Kylee seconded. Motion passed unanimously.**
  - ii. Academic Advising- requesting \$42,763 for special allocations for student advising mentors.  
**Sabrina moved to approve the motion for the Academic Advising request of \$42,763 for special allocations. Julisia seconded. Motion passed unanimously.**
- b. Administrative Assistant Position.
  - i. Potential candidate emailed with interest in the position. Committee reviewed the candidate's resume for grammar, relevant experience, and interest in SAFC. Next steps: Emily will reach out to schedule an interview with the potential candidate with the two co-chairs.  
**Amy entertained a motion to table the administrative assistant position to the February 5, 2021 meeting. Kylee moved to approve the motion. Emily seconded. Motion passed unanimously.**
- c. MOU between SAFC and University YMCA  
**Amy entertained a motion to table the MOU between SAFC and the University YMCA until February 5, 2021. Julisia moved to approve the motion. Emily seconded. Motion passed unanimously.**

VI. NEW BUSINESS (15 minutes)

- a.

VII. ANNOUNCEMENTS (5 minutes)

- a.

VIII. ADJOURNMENT

- a. **Emily moved to adjourn the meeting at 3:04pm. An seconded. Motion passed unanimously.**