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

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 (10 minutes)
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.