MEETING MINUTES 05

CALL TO ORDER: 2:05pm

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

Guests
Kelly Tyrell

I. Introductions & Icebreaker

II. OPEN PUBLIC FORUM
   a. None.

III. APPROVAL OF AGENDA (1 minute)
   a. Sabrina Bui moved to approve the agenda. Emily Flavin seconded. Motion passed unanimously.

IV. APPROVAL OF MINUTES (1 minute)
   a. Sabrina Bui moved to approve the minutes of the December 09, 2020 meeting. Emily Flavin seconded. Motion passed unanimously.
V. UNFINISHED BUSINESS (10 minutes)
   a. Special Allocations. The committee reviewed the special allocations for this year. The committee will discuss and vote on the allocations next week.
   b. Administrative Assistant Position. One candidate was identified but they will not be moved forward at this time. Additional candidates are being recruited

VI. NEW BUSINESS (15 minutes)
   a. Annual Allocations Review Process. Amy reviewed the process. The group discussed the timing and process of annual allocations.
   b. Review of Bylaws. Amy introduced the Bylaws to the committee for potential review and updates in the future.
   c. University of Y MOU. The committee will begin to review the Y agreement and MOU next week.
   d. Sabrina Bui moved to extend meeting 5 minutes. An Le Dang seconded. Motion passed unanimously.

VII. ANNOUNCEMENTS (5 minutes)
    a. Amy welcomed new members.

VIII. ADJOURNMENT
    a. Sabrina Bui moved to adjourn the meeting at 3:05pm. Kylee Zehnder seconded. Motion passed unanimously.