**S&A Budget Review Committee Meeting Minutes**

Date: February 15th, 2024

Location: Syre 216

* Alaina Hirsch – President, chair
* Kaleb Ode – Advisor

**Voting members**

* Yusuke Okazaki - Associate Director for Intercultural Services
* Jovanka Wong – ASWCC Senator and ASWCC Event Support
* Krystan Andreason – ASWCC VP for Campus Advocacy
* Hans Nelson – ASWCC Executive Support Coordinator and ASWCC Senator
* Kerri B. Holferty – VP for Student Services
* Mariam Mohd – ASWCC Executive VP (minute taker)

**Call to order**

* Committee members introduced themselves.
* Committee members played thumb ball as an icebreaker.

**Approval of agenda:**

* Agenda approved by a unanimous vote.

**Old business:**

* Committee members looked over the 2024-2025 S&A Budget Request Packet and were reminded that it has been sent out campus wide.

**New business:**

* ASWCC S&A Budget Committee Proposal Score Sheet
  + Committee members were provided with an S&A budget rubric, (composed of other CUSP college’s rubrics as well as ASWCC edits,) to give an idea of what rubrics could be kept in mind when discussing S&A allocations.
    - Clarifications made:
      * This rubric has not been sent out.
    - Discussions:
      * Committee members discussed different options on how to use this rubric.
        + It was agreed upon to send out this rubric to the S&A fee requestors before they were to give a presentation of their request to the S&A Budget committee.

This option was approved by the committee.

* Avoiding Bias
  + Committee members looked over different biases they may encounter in this committee.
  + Committee members participated in an activity of identifying their most likely bias and sharing it with the committee.
* Revisiting Prior Committee Conversations
  + Considering budget requests when there is a discrepancy with the ASWCC Bylaws
    - Examples given were how the Bylaws were still in the amendment process, so there were still mentions of groups/positions that are no longer present or there are new groups/positions that are being funded by not yet added.
  + Budget Deficits
    - Example given were how the S&A committee had taken out 87k from the S&A reserves last year to address deficits, which was expressed to unsustainable.
  + Budget Requests from departments/programs that has not adhered to prior stipulations.
    - Clarifications:
      * S&A fee recipients are to report to the ASWCC Senate during the year they receive funding on what they have been doing with their S&A funding.
    - Committee members discussed the prioritization of this occurrence and how to address it.
      * It was expressed that this could be addressed in a letter sent to S&A recipients that could serve as both a warning and a reminder.
        + This letter could included language regarding when Senate meetings occur and a reference to the ASWCC financial code to encourage recipients to share their work/activities with the campus through Senate meetings.

The option of having written reports read aloud at Senate, if recipients were unable to show up, was explored.

* + Addressing Redundancies
    - Examples given was how there have been occasions where different recipients would hold a similar/same event as each other, and how both Pod Leaders and the Student Life Engagement Team had a programming budget, which could be a redundant use of resources for a very similar purpose.

**Adjourned**