



## **05/09/25 Operations Committee Meetings Agenda**

Associated Students San Jose State University

Friday, May 9, 2025 at 11:30 AM PDT to Friday, May 9, 2025 at 12:30 PM PDT

A.S. Government Conference Room, SU 2300 Zoom Link:

<https://sjsu.zoom.us/j/82013112516>

### **Agenda**

#### **I. Call to Order**

#### **II. Land Acknowledgement**

#### **III. Roll Call**

#### **IV. Approval of the Agenda**

#### **V. Approval of the Minutes**

#### **VI. Public Forum**

Public Forum is intended as an opportunity for any member of the public to address the Associated Students Operations Committee regarding any issues affecting SJSU students. Speakers are allowed 3 minutes each to speak. Please sign in on the clip board if in person or if you are online sign in using chat for minute recording purposes.

#### **VII. Action Items**

##### **A. Old Business**

##### **B. New Business**

##### **1. Discussion Item: Scholarship Rubric**

Introduce the initial draft of the scholarship rubric, gather feedback on its criteria and structure, and discuss possible revisions to ensure it aligns with our goals and values.

##### **2. Discussion Item: Funding Training Quiz Implementation**

Discussion on replacing the live A.S. funding training sessions with a pre-recorded video or live zoom session with a quiz. The goal is to create a more efficient and scalable training process for student orgs.

Review and provide feedback on the mockup quiz (link attached).

[Mockup of Quiz Form](#)

##### **3. Discussion Item: Improvements to A.S. Website Navigation**

Discuss potential improvements to the A.S. website navigation (e.g., training funding video and quiz, examples of club funding request form).

Link to Page: <https://www.sjsu.edu/as/funding.php>

#### **4. Discussion Item: Proposal for Cash Handling Training Video**

Presenter: Jim Westbrook

Create a mandatory training video on cash handling best practices for RSOs. The video would cover safety, accountability, and financial procedures for ticket sales and fundraising events. Explore potential collaboration with the School of Business or Film for production over the summer.

#### **VIII. Announcements**

#### **IX. Adjournment**