



DASB FINANCE COMMITTEE MINUTES

Monday, October 5th, 2020

4:00 pm

Student Council Chambers A

Chair: Grace Lim

Contact: dasbfinance@fhda.edu

Dennis Shannakian is inviting you to a scheduled Zoom meeting.

Phone one-tap: US: [+16699006833,,96037177323#](tel:+1669900683396037177323) or [+14086380968,,96037177323#](tel:+1408638096896037177323)

Meeting URL: <https://fhda-edu.zoom.us/j/96037177323?pwd=UWFIOHo2MjNYNXR5cFpkNFV5U1h6dz09&from=msft>

Meeting ID: 960 3717 7323

Passcode: 599466

Join by Telephone

For higher quality, dial a number based on your current location.

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Meeting ID: 960 3717 7323

International numbers

Call to Order

Grace called the meeting to order at 4:05 pm.

Roll Call

	Present	Absent	Excused	Late	Left Early
Grace L.	X				
Jeffrey K.	X				
Nathan N.	X				
Katelyn P.	X				
Britney T.	X				

Approval of Minutes

- June 8, 2020
- **Britney moved to approve the minutes of June 8, 2020**
 - **Seconded by Jeffrey**
 - **No objections**

Motion passes on consensus

Senators present: Grace L, Jeffrey K, Nathan N, Katelyn P, Britney T.

Public Announcements

Please note: Members of the public are limited to two minutes. The Committee cannot take action or respond to items during public announcements.

- Lisa Kirk introduced herself to the committee and welcomed everyone to message her for any information.

Business Items

1. INFORMATION/DISCUSSION

Title: 2021-2022 DASB Budget Application Questions

This item is to allow for members of the De Anza community to ask questions about the 2021-2022 DASB Budget applications which become available Monday, October 5, 2020 online at <https://www.deanza.edu/dasb/budget/> (applications are due by 4:00 pm Monday, November 9, 2020).

Presenter: Grace Lim

Time: 15 minutes

- Grace asked the interns to share their personal strengths, weaknesses, expectations of the committee, and anything the committee can do to support them.
 - Each intern shared their personal strengths, weaknesses, expectations of the committee, and things the committee can do to support them.

2. INFORMATION/DISCUSSION

Title: DASB Finance Committee Goals and Expectations

This item is to allow Senators to discuss the goals of the Finance Committee for the year, their expectations of the committee and from each other, and the timeline for the budget deliberations and Finance committee meetings.

Presenter: Grace Lim

Time: 20 minutes

- Grace asked Senators to share their role in DASB, personal strengths, weaknesses, expectations for the committee, and anything the committee can do to support them.
 - Each Senator shared their role in DASB, strengths, weaknesses, expectations of the committee, and things that the committee can do to support them.
- Grace shared her role in DASB, strengths, weaknesses, and expectations of the committee which included communication, commitment, and collaboration.
 - Grace shared more in detail what her expectations are of the committee and asked Senators to reach out if they've been tasked with more than they can handle.
- Jason shared he does not need funding for his Marine Biology trip because of COVID-19.
 - Lisa asked if he will need funding for Spring.
 - Jason responded no and explained he will be on Sabbatical in the Spring.

- **Katelyn moved to extend the agenda item by 5 minutes**
 - **Seconded by Nathan**
 - **No objections**

Motion passes on consensus

Senators present: Grace L, Jeffrey K, Nathan N, Katelyn P, Britney T.

- Grace shared briefly the Finance Committee timeline:
 - Fall quarter is when the Finance Committee interviews budgeters and accepts applications for budget requests.
 - Winter quarter is when the Finance Committee has the actual Finance Budget Deliberations and Senate Budget Deliberations.
 - Spring quarter is when the Finance Committee presents the budget to the Board of Trustees for final approval.
- Grace shared in greater detail what the committee will be doing during Fall quarter which included working on the Budget Applications, conducting intern interviews, and approving the Silvia Chalista Memorial Scholarship.
 - Grace shared during the December break the committee will need to read all budget requests and fill in the budget rubric.

3. INFORMATION/DISCUSSION/ACTION

Title: DASB Bike Program to College Life Staff Budget Transfer Request

This item is to discuss and approve a Budget Transfer in the amount of \$9,635 from DASB Bicycle Program (Account #41-55116) to College Life Office Staff (Account #41-51345); \$9,405 for Student Salary (Code #2310) and \$230 for Hourly Benefits (Code #3200).

Presenter: Dennis Shannakian

Time: 20

- Dennis presented why he is asking for a Budget Transfer Request. He explained the Bike Program Coordinator Position is no longer relevant, and instead he would like to hire a third student assistant to help the front desk to allow for better service.
 - Discussion occurred. Dennis and Hyon Chu clarified they are not asking for new funding, just to move money from one account to another. They also clarified what the third student assistant's role would be, what is happening with the bike program, and when the change would happen.
- **Jeffrey moved to approve the DASB Bike Program to College Life Staff Budget Transfer Request.**
 - **Seconded by Britney**
 - **No objections**

Motion passes on consensus

Senators present: Grace L, Jeffrey K, Nathan N, Katelyn P, Britney T

4. INFORMATION/DISCUSSION/ACTION

Title: Variance Fund 46 Special Allocations Request

This item is to discuss and approve a funding request of \$1,000 for a Fund 46 Variance account to cover any variances in Fund 46.

Presenter: Lisa Kirk

Time: 20 minutes

- Lisa presented why she is asking for a Fund 46 Special Allocations Request.
 - Discussion occurred. Lisa clarified she is asking for \$1,000, where the Fund 46 revenue comes from, and that this is the first time Fund 46 has experienced a deficit.

- Nathan asked what the term Accounts Payable means.
 - Lisa defined the term.
 - Hyon Chu suggested coming up with a list of words and defining them to train future Finance Committee members.

- **Katelyn moved to approve \$1,000 for the Variance Fund 46 Special Allocations Request.**
 - **Seconded by Nathan**
 - **No objections**

Motion passes on consensus

Senators present: Grace L, Jeffrey K, Nathan N, Katelyn P, Britney T

Burning Issues

No burning issues.

Announcements/Informational Reports

- Hyon Chu encouraged Senators to practice making a motion and explained it gets easier the more you do it.

- Lisa shared a lot of clients have moved to a cloud solution software and she is looking into it.

Introduction and Approval of Prospective Senators

- Quynvhi Pham
- Anya Pendyala
- Charlaine Rusli Jo
- Nicole Howard

Adjournment

Grace adjourned the meeting at 5:13 pm.