



## DASB FINANCE COMMITTEE MINUTES

Monday, October 12th, 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](tel:+16699006833) or [+14086380968](tel:+14086380968)

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.

Dial:

US: +1 669 900 6833 or +1 408 638 0968 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

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       |        |         |      |            |
| Anthony N. | X       |        |         |      |            |
| Nathan N.  | X       |        |         |      |            |
| Katelyn P. | X       |        |         |      |            |
| Arushi S.  | X       |        |         |      |            |
| Britney T. | X       |        |         |      |            |

### Approval of Minutes

- Monday, October 5<sup>th</sup>, 2020
- **Britney moved to approve the minutes from October 5<sup>th</sup>, 2020**
  - **Seconded by Jeffrey**

- **No objections**

**Motion passes on consensus**

**Senators present: Grace L, Jeffrey K, Anthony N, Nathan N, Katelyn P, Arushi S, 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.*

- Amara introduced herself

Business Items

1. INFORMATION/DISCUSSION

Title: 2021-2022 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

- No members of the De Anza community were present to ask questions.

2. INFORMATION/DISCUSSION

Title: Finance & Budget Information Session

*This item is to give Senators and prospective Interns more information on the DASB Finance Committee and the DASB Budget. Topics include: Special Allocations fund and requests, line item transfer requests, budget transfer requests, DASB's sources of revenue, the budget system, the differences between Fund 41 and Fund 46, the processes and documents involved in the budget deliberations, other common terms used in the committee, and ongoing projects for the committee.*

Presenter: Grace Lim, Lisa Kirk, Dennis Shannakian

Time: 30 minutes

- Grace presented detailed information about the DASB Finance Committee and DASB Budget. Topics she spoke about include Fund 41, Fund 46, DASB sources of revenue, the different types of budget requests, the Finance Committee timeline, the budget rubric, and ongoing projects.
- Lisa gave an overview of the 2019-2020 actuals and 2020-2021 budget for the two main sources of revenue. She shared De Anza's enrollment is flat. She also shared information about the fiscal year, the balanced budget, special allocations funding, a comparison between actuals and estimates, and updates about flea market revenue.

- Jeffrey asked what is the opt out rate of students regarding the Student Representation Fee.
  - Lisa answered most students pay the fee
  - Hyon Chu asked if it shows if students can opt out.
  - Lisa answered no, only if the student actually clicks on the details of the fee page.
- Jeffrey asked if international student enrollment went down.
  - Lisa responded she only knows De Anza head count, but you can find that information on the Institutional Research website for De Anza. She shared enrollment overall is only down 29 students.
- Hyon Chu suggested possibly inviting Mallory Newell to discuss student numbers.
  - Discussion occurred regarding student enrollment statistics
- Lisa went over and explained a Fund 41 spreadsheet. She explained in detail past numbers and explained how she estimates budgets. She also gave more information about Flea Market estimates.
- Hyon Chu mentioned they just hired a TEA person named Mohamed and he will be working on an online Flea Market.
- Lisa provided more explanation regarding past budgets and estimates.
  - Grace asked how much is to be allocated for this year.
    - Lisa responded she doesn't have the 2021-2022 estimate yet, but she expects it to be the same as the current budget.
- Britney asked what would happen to our allocations if the Flea Market doesn't bring in any revenue.
  - Lisa explained it would affect the overall actual revenue number, but there are still other sources of income meaning there will still be money to allocate.
- Hyon Chu suggested reaching out to everyone who received funds for this year to figure out whether or not they will be using their funds.
- Anthony asked if it is safe to assume that allocations will not be affected by loss of Flea Market revenue because most fund allocations are not being used.
  - Lisa explained they can only estimate because there are a lot of unknowns.
- Lisa explained the Special Allocations process.
- Huy asked if there is information regarding the student status of enrollment.
  - Lisa mentioned enrollment is only down 29 students.
  - Huy shared maybe the reason why enrollment is not down is because many students are doing dual enrollment because of the online transition.

### 3. INFORMATION/DISCUSSION/ACTION

Title: Marine Biology to Fund 41 Special Allocations Budget Transfer Request  
*This item is to discuss and approve a Budget Transfer in the amount of \$1,050 from Marine Biology (Account #41-57535) to Fund 41 Special Allocations (Account #41-58000).*

Presenter: Grace Lim

Time: 10 minutes

- Grace asked if the committee is required to have a discussion on this business item
  - Dennis responded there is not much to discuss
- Grace asked to entertain a motion to approve the budget transfer request unless anyone has strong opinions against it
- **Arushi moved to approve the Marine Biology to Fund 41 Special Allocations Budget Transfer Request in the amount of \$1,050**
  - **Seconded by Anthony**
    - **No objections**

**Motion passes on consensus**

***Senators present: Grace L, Jeffrey K, Anthony N, Nathan N, Katelyn P, Arushi S, Britney T***

4. INFORMATION/DISCUSSION/ACTION

Title: Silvia Chalista Memorial Scholarship

*This item is to discuss and approve the purpose, amount, and requirements for the Silvia Chalista Memorial Scholarship.*

Presenter: Grace Lim

Time: 20 minutes

- **Anthony moved to postpone the Silvia Chalista Memorial Scholarship to next week**
  - **Seconded by Jeffrey**
    - **No objections**

**Motion passes on consensus**

***Senators present: Grace L, Jeffrey K, Anthony N, Nathan N, Katelyn P, Arushi S, Britney T***

Introduction and Approval of Prospective Interns

The following prospective interns attended their first Finance meeting:

- Huy Bui
- Felicia Karen Mulyadi

The following prospective interns attended their second Finance meeting:

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

### Burning Issues

No burning issues.

### Announcements/Informational Reports

- Lisa introduced herself and mentioned they are finishing up with the 2019-2020 year end audit. She also thanked Dennis for always having the minutes online.
- Grace mentioned she will be making an agenda item for next week's meeting about the Vice Chair Elections for Finance and suggested those interested in running to prepare a two-minute speech about why they would like the position.

### Adjournment

Grace adjourned the meeting at 5:18 pm.