



DASB FINANCE COMMITTEE MINUTES

Monday, October 26th, 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			X (4:20 pm)	
Nathan N.	X				
Katelyn P.	X				
Arushi S.	X				
Britney T.	X				

Approval of Minutes

- Monday, October 19, 2020
- Britney moved to approve the minutes from October 19, 2020
  - Seconded by Katelyn
    - No objections

**Motion passes on consensus**

***Senators present: Grace L, Jeffrey K, 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.*

- Lisa shared DASB received a refund of \$1,050 from SSCCC for the registration fee for the general assembly from last Spring. She also noted that because she was unaware that DASB was receiving this refund she had to record it for this fiscal year despite the refund being from the last fiscal year.
- Grace asked Senators to attend APBT's meeting tomorrow from 2-3:30 pm and IPBT's meeting tomorrow from 4-5 pm.

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. DISCUSSION/ACTION

Title: Silvia Chalista Memorial Scholarship

*This item is to approve the final amount for the Silvia Chalista Memorial Scholarship.*

Presenter: Grace Lim

Time: 15 minutes

- Grace explained how much money DASB has for scholarships and explained the Silvia Chalista Memorial Scholarship funds will be coming from Fund 41 Special Allocations.
- Lisa asked if the committee is asking for an increase in special allocations.
  - Grace clarified they are only discussing the amount to be approved for the scholarship.
- Huy suggested \$1,000 for the scholarship.
- Huy asked if any more scholarships will be created this year.
  - Grace responded this is the only scholarship that was created so far.

- Anya suggested starting with \$500 because it'd be beneficial to start lower.
- Nathan asked how the evaluation process would like for this scholarship.
  - Grace explained the evaluation is exactly the same as the other DASB scholarships, and the only thing different are the essay prompts.
- Britney asked if this is the first scholarship to be promoted this school year.
  - Grace responded DASB has not done much promotion on any DASB scholarships, but this scholarship is not the first to exist.
- Katelyn agreed \$500 seems like an appropriate amount.
- Arushi shared she would like this scholarship to be different from other DASB scholarships and maybe \$1,000 would be good. She also agreed that \$500 is a good start as well.
  - Britney agreed this should be different from the other DASB scholarships and suggested choosing an amount in between \$500 and \$1,000.
- Lisa asked Dennis what the financial aid timeline is.
  - Dennis responded he is not sure.
  - Lisa recommended communicating to the manager of financial aid about this DASB scholarship.
- Charlaine suggested giving a specified amount for the bookstore specifically.
  - Lisa shared what a student does with their scholarship is up to them and reminded everyone there are already other programs that help students with funds for books.
- Anya shared a higher amount would be better to show the gratitude De Anza had for Silvia Chalista and suggested using \$700.
  - Nathan agreed and suggested maybe \$725 or \$750. He also noted this scholarship is meaningful and the amount should reflect that.
- Lisa shared DASB scholarships used to be \$1,000 and shared \$500 does not get very far in today's dollars.
- Huy suggested making the amount Silvia's birthday.
  - Lisa recommended against using odd numbers.
- **Anthony moved to approve \$800 for the Silvia Chalista Memorial Scholarship**
  - **Seconded by Britney**
    - **No objections**

**Motion passes on consensus**

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

### 3. INFORMATION/DISCUSSION/ACTION

Title: 2020-2021 DASB Budget Survey

*This item is to discuss the online survey that would be sent out to all programs that have received DASB funding for 2020-2021. The purpose of this survey is to gauge how the DASB budget would be spent this year, determine if budget transfers are necessary, and discuss if the Senate should allow for more flexible spending due to the pandemic.*

Presenter: Grace Lim, Hyon Chu Yi-Baker

Time: 30 minutes

- Grace shared the current Fund 41 budget and explained most programs may not use all of their money due to being off campus. Grace shared calculations she came up with regarding how money will be spent by programs. She then presented the list of questions the committee can ask programs about how they will spend their funds this year and asked for suggestions.
- Anthony asked if the questions in the survey the committee intends to send out is about asking programs what funds they will not be using.
  - Grace responded the questions are to see what funds programs will be using and not using to determine whether or not the committee should lax restrictions.
- Lisa suggested asking if programs plan on changing their funding and explained everything the office does needs to have supporting documentation for audit trails.
- Anthony shared a good start would be having a set of questions geared towards answering what programs plan to spend and not spend.
- Arushi asked what number would be close to 0%.
  - Grace suggested maybe 10% and 90%.
- Lisa shared budgeters may not know how much they will be able to spend and suggested letting budgeters know they are able to request to use their allocations in a different way.
- Grace asked if the committee should still ask questions or send out a message saying budgeters can use their allocations in a different way.
  - Dennis shared budgeters may not know about object code transfers/line items transfers.
  - Grace followed up by asking Dennis and Lisa if the set of questions are helpful or confusing.
    - Lisa shared the questions should be brief and clear.
    - Dennis shared most of the questions are odd and suggested simply asking programs to list their line items and how much they think they will be spending.
- Arushi suggested asking programs these questions just for the quarter rather than the entire year because programs may not know how they will spend their funds.

- Dennis agreed and shared they will not know about Spring quarter until the beginning of Winter quarter.
- Grace shared there is a potential of line item transfer requests piling up and asked if there need to be a change in the Finance code to allow labor and benefits money to be used for non-labor and benefits.
  - Dennis shared it is not something programs can do easily right now and revenue is going to be reduced. He also asked if DASB wants to allow programs to be able to move money from student payroll to other things or say this year's a wash.
- Lisa shared DASB will have a lot less in revenue because of the Flea Market and shared it's okay if expenses are not being used.
  - Dennis agreed and shared DASB might not want to allow for student payroll funds to go to other things because DASB might not even have the funds for other things.
- Grace asked if they should send out the survey along with a message to programs sharing they are allowed to do line item transfer requests.
- Britney shared sending the questionnaire and message would be better.
- Anthony shared the questionnaire suggested by Dennis makes the most sense.
- Arushi suggested only asking programs what they have in mind for Fall and Winter and let them know they have the ability to transfer funds.
- Dennis shared the question he had in mind to ask programs.
- Grace clarified the point of the questionnaire is to see how programs will be spending their money and if we can do anything to help them continue to serve students. She also clarified this has nothing to do with the budget deliberations.
- Grace and everyone agreed the consensus is to send out a questionnaire and a message to programs.

#### 4. INFORMATION/DISCUSSION

Title: DASB Additional Revenue Action Plan

*This item is to discuss the next steps to publish an action plan regarding increasing DASB's sources of revenue.*

Presenter: Grace Lim, Arushi Sharma

Time: 15 minutes

- **Jeffrey moved to postpone this business item until next week.**
  - **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***

Introduction and Approval of Prospective Interns

The following Prospective Interns attended their first Finance meeting:

- Fiza Syed

The following Prospective Interns attended their second Finance meeting:

- Sunnie Chen

The following Prospective Interns attended their third or more Finance meeting:

- Anya Pendyala
- Quynhvi Pham
- Nicole Howard
- Felicia Mulyadi
- Charlaine Rusli Jo
- Huy Bui

Burning Issues

No burning issues.

Announcements/Informational Reports

- Grace reminded everyone to attend the APBT and IPBT meeting tomorrow.

Adjournment

Grace adjourned the meeting at 5:08 pm.