



DASG FINANCE COMMITTEE MINUTES

Monday, September 27, 2021

4:00 pm

Zoom

Chair: Sharon Utomo

Contact: dasgfinance@fhda.edu

Dennis Shannakian (he/him/his) is inviting you to a scheduled Zoom meeting.

Topic: DASG Finance Committee Fall 2021

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/95221504982?pwd=MVQ1VWlnEVwL3Q4WHB1NFpjZDNvQT09>

Meeting ID: 952 2150 4982

Passcode: 096743

One tap mobile

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Find your local number: <https://fhda-edu.zoom.us/u/adbhXJLLBF>

Call to Order

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

Roll Call

| | Present | Absent | Excused | Late | Left Early |
|-----------|---------|--------|---------|------|------------|
| Sharon U. | x | | | | |

| | | | | | |
|--------------|---|---|---|--|--|
| Nicole H. | x | | | | |
| Anahi R. | | | x | | |
| Ivy S. | x | | | | |
| Fiza S. | x | | | | |
| Peter T. | x | | | | |
| Charlaine J. | | x | | | |

Approval of Minutes

- Monday, June 7, 2021
- **An amendment to the minutes was made to clarify Lisa M. from Lisa K.**
- **Fiza moved to approve the minutes from June 7, 2021**
 - **Seconded by Nicole**
 - **No objections**

Motion passes on consensus

Senators present: Sharon U, Nicole H, Ivy S, Fiza S, Peter 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.

- No public announcements were made.

Business Items

1. INFORMATION/DISCUSSION

Title: 2022-2023 Budget Application Questions

This item is to allow for members of the De Anza community to ask questions about the 2022-2023 DASG Budget applications which become available Monday, September 27, 2021 online at <https://www.deanza.edu/dasg/budget/> (applications are due by 4:00 pm Monday, November 1, 2021).

Presenter: Sharon Utomo

Time: 10 minutes

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

2. INFORMATION/DISCUSSION

Title: Finance and Budget Information Session

This item is to familiarize Finance Senators on the DASG Budget. Topics include Budget Definitions and Process, Funds 41 and 46, and Special Allocations Process.

Presenter: Lisa Kirk

Time: 20 minutes

- Lisa presented a presentation on Budget Definitions & Process
 - The presentation covered the budget timeline, special allocations, and the two budgets (Fund 41 and Fund 46)
 - Ivy asked what classifies as special allocations? Lisa clarified that programs might need funds during the year which they can request from special allocations.
 - Ivy asked if a program misses the budget application deadline, can they apply for special allocations. Lisa and Hyon Chu clarified that they can.
 - Lisa and Hyon Chu explained the sources of income; \$10 DASB card fee and \$2 Student Representation Fee.

3. DISCUSSION/ACTION

Title: Team Bonding Activity

This item is to strengthen the team dynamics of the 2021-2022 DASG Finance Committee. Team bonding activities include ice breakers, as well as getting to know members' work styles and goals.

Presenter: Sharon Utomo

Time: 20 minutes

- The committee engaged in an icebreaker activity.

4. INFORMATION/DISCUSSION

Title: DASG Finance Committee Goals and Expectations

This item is to set the tone for DASG Finance in the 2021-2022 term.

Presenter: Sharon Utomo

Time: 10 minutes

- Sharon discussed her expectations of the team as well as committee goals for the year such as increasing revenue, efficiently conduct budget deliberations, institutionalization of programs, and expand our impact.

Introduction and Approval of Prospective Interns

No prospective interns.

Burning Issues

- Lisa mentioned that she is having issues with the year-end closing due to the accounting software. However, the college is funding the new accounting software migration to the cloud for this fiscal year.

Announcements/Informational Reports

- Sharon announced that she appointed Fiza S. as the Vice-Chair of the Finance Committee for 2021-2022.

Adjournment

Sharon adjourned the meeting at 5:36 PM