



DASB FINANCE COMMITTEE MINUTES

Monday, November 2, 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.

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Meeting ID: 960 3717 7323

[International numbers](#)

Call to Order

Grace called the meeting to order at 4:03 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 26, 2020
- **Katelyn moved to approve the minutes from October 26, 2020**
 - **Seconded by Nathan**
 - **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.

- Katelyn shared updates from the Board of Trustees regarding the allocation of Measure G Bond money and concerns expressed from students regarding the survey that was sent out.
- Nathan shared more information about why the survey was not sent out to students and more concerns regarding faculty needs being prioritized for housing over students.
- Anthony explained it is unknown how much of the \$200 million allocated to housing would be dedicated to students because they need to send out a student survey first.
- Hyon Chu shared a student survey will be sent out later this year not a year from now.
- Katelyn shared the Board of Trustees are partnering with a non-profit called Alta Housing that offers affordable housing.
- Katelyn shared how many units and what type of units will be built.
- Grace shared 3 interns were interviewed and approved for Finance Committee and shared who they are.

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: 2021-2022 DASB Budget Revenue

This item is to present the projected DASB Budget revenue for the 2021-2022 fiscal year.

Presenter: Lisa Kirk

Time: 15 minutes

- Lisa presented and explained the Fund 41 2019-2020 actuals and 2021-2022 Budget.
- Grace asked if it is wise to project \$140 thousand instead of \$0 for the Flea Market.
 - Lisa explained her managers agreed \$140 thousand is a reasonable number if DASB expects to continue the Flea Market.
 - Hyon Chu agreed with Lisa and explained Mohamed is working on trying to move the Flea Market online.
- Anthony asked about the jump between \$66 thousand to \$248 thousand in the 2020-2021 to 2021-2022 prior year fund balance reserve for budget.
 - Lisa explained it is a result of the actual revenue expenses for 2019-2020.
- Arushi asked what the interest income depends on.
 - Lisa explained it is from the DASB Bank of America checking account and the pooling of funds with the County of Santa Clara to get a better interest rate.
- Dennis clarified the Fund Balance is what was not spent last year.
 - Lisa clarified it is a combination of revenue and expenses.
- Fiza asked what the miscellaneous income is dependent on.
 - Lisa explained it is stuff she did not know she was getting.
- Lisa presented and explained the Fund 46 2019-2020 actuals and 2021-2022 budget.

3. INFORMATION/DISCUSSION/ACTION

Title: DASB Scholarships Additional Funding Request

This item is to discuss and approve an additional funding request of \$800 from Fund 41 Special Allocations (Account #41-58000) for DASB Scholarships (Account #41-55118). The additional funding is for the Silvia Chalista Memorial Scholarship.

Presenter: Grace Lim

Time: 5 minutes

- **Nathan moved to approve \$800 from Fund 41 Special Allocations (Account #41-58000) to DASB Scholarships (Account #41-55118)**
 - **Seconded by Arushi**
 - **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

Title: Planning for Budget Interviews

This item is to prepare for the budget interviews. Topics include standard questions to ask budgeters and program assignment.

Presenter: Grace Lim, Dennis Shannakian

Time: 30 minutes

- Grace shared who would partner with who for the Budget Interviews.
- Lisa and Dennis clarified Finance does not need to interview movie tickets, card production, and bike program. Dennis also clarified ICC needs to be interviewed and the Flea Market does not.
- Grace asked Senators to choose which programs they would like to interview and reminded them they cannot choose programs that are affiliated with.
- Hyon Chu recommended to interview those who have multiple budgets once for their multiple budgets.
- Dennis mentioned not to interview anyone that did not receive funding.
- Grace presented and explained the tracker document and email template Senators will send out to budgeters.
- Hyon Chu suggested combining the first two emails together.
- Grace presented and explained the interview questions that Senators and Interns will be asking budgeters. She also reminded Senators and Inters to be respectful, come on time, be prepared, and never promise anything.
- The committee discussed how they will set up Zoom.
- Grace shared the notes from last year's committee.

5. 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

- Arushi presented and explained the brainstormed alternative resources for revenue.
- Grace shared one of the concerns that was brought up is the committee should look for money outside of De Anza.
- Fiza suggested reaching out to companies and helping them out in some way.
 - Lisa explained that would have to go through the foundation.
- Huy suggested making the benefits from the DASB membership card an add on.

- Dennis responded no and explained why the committee should not be looking to get more money from students.
- Katelyn asked if the Flea Market committee is thinking of reformatting the event and planning other events that are similar.
 - Grace explained the Flea Market wants to diversify their vendors to appeal to a younger audience. She also shared they have discussed possibly doing a Farmer's Market.
 - Lisa shared the Flea Market tried doing a Farmer's Market and Food Trucks, but they were not successful.

Introduction and Approval of Prospective Interns

The following Prospective Interns attended their second Finance meeting:

- Fiza Syed

Burning Issues

- Lisa shared those who have DASB funding are sending their student employment hiring cards directly to the Financial Aid office without getting DASB approvals first, and in general, every year there are budgeters that overspend which creates issues in student payroll.

Announcements/Informational Reports

- Lisa announced she will be on vacation next week.

Adjournment

Grace adjourned the meeting at 5:22 pm.