



DASG FINANCE COMMITTEE MINUTES

Monday, March 7, 2022

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 Winter 2022

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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Call to Order

⇒ Sharon U calls this meeting to order at 4:05 PM.

Roll Call

Name	Present	Absent	Excused	Late	Left Early
Sharon U.	X				
Ivy S.	X				
Fiza S.			X		

Peter T.			X		
Isaac L.	X				
Alexander Jason T	X				
Mohamed E.		X			
Arayeysu S.		X			
Ananda D.	X				

Approval of Minutes

- ⇒ Alexander Jason T: I move to approve the meeting minutes from February 28, 2022.
- ⇒ Seconded by Ivy S.

Public Comments

Please Note: This segment of the meeting is reserved for members of the public to address the DASG Senate on any matter of concern that is within the legislative jurisdiction of the Board. A time limit of two (2) minutes per speaker shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The DASG Senate may briefly respond to statements made or questions posed. (California Government Code §54954.3).

- ⇒ Sharon U: This is the last finance meeting of the Winter Quarter.

Business Items

1. DISCUSSION/ACTION

Title: DASG Finance Code Updates

This item is to brainstorm possible updates to the Finance Code.

Presenter: Sharon Utomo

Time: 30 minutes

- ⇒ Sharon U: What is petty cash?
- ⇒ Lisa K: It is a small amount of money set aside for small expenditures, but we do not allow it.
- ⇒ Sharon U: Why is Limited Engagement or Independent Contractor Agreement repeated twice?
- ⇒ Dennis S: It isn't repeated twice, the first is the pre-authorization form and the second time is the W-9 form.
- ⇒ Lisa K: Finance only sees the pre-authorization form.
- ⇒ Alexander Jason T: 5c "All money no spent" into "All unspent money"
- ⇒ Lisa K: Wording must be exact to language on the Cash Advance Form that is signed.
- ⇒ Sharon U: When we go back in-person, will we be signing physically or e-signature?

- ⇒ Lisa K: No, we will continue e-signing through Adobe. We do get physical papers, but those are scanned onto Adobe unless it is difficult to do so, such as in the instances of small receipts.
- ⇒ Sharon U: “Write an essay about the topic” to “Write essay(s) about the topic(s)” in Article VIII for scholarships. Do we need to vote now, or do we have to have a second meeting?
- ⇒ Dennis S: Since it is an action item, we can vote now. But we can vote next meeting.
- ⇒ Sharon U: We should vote during the first Spring Quarter finance meeting.

2. INFORMATION/DISCUSSION

Title: Finance Committee Reflection

This item is to reflect on what the committee has done and achieved this quarter, what each member has learned as individuals, and what could be done to improve teamwork and performance in the future.

Presenter: Finance Committee

Time: 20 minutes

- ⇒ Sharon U: Everyone go around answering the questions: What each member has learned as individuals; What should be done to improve teamwork and performance; what your favorite moment of your overall finance experience is. Learned about communications, especially during the budget deliberation processes. I believe communication could be improved. Budget deliberations was my favorite moment of finance experience.
- ⇒ Ivy S: Take care of my mental health. Interviews with the budgeters was my favorite part. Improve on communication and information of other programs because we only read the RFI.
- ⇒ Anita C: I’m not in finance, but something I learned from senate this quarter is that it is okay to take breaks! Stepping down from MnC was difficult, but very beneficial. I’ve seen how well rested people have been after their break. Senate can be improved if we communicate more effectively. A lot of discussion items could have been resolved easier if we had run them by the advisors first.
- ⇒ Alexander Jason T: Time management could be improved. Improvement of communications with budgeters. Favorite moments are joining the finance committee and the budget deliberations.
- ⇒ Isaac L: I learned about the importance of communication between the team and the budgeters. I think that since we didn’t interview all the budgeters. Favorite moment was interviewing budgeters at 5 AM with Ivy, since I was still back home in Indonesia.
- ⇒ Ananda D: I learned about the whole budgeter process. Favorite moment were the Interviews. Improve on communication.
- ⇒ Sharon U: Board of Trustees spring PowerPoint presentation. Bonding session during the 1st week of Spring Quarter. Gavin’s second meeting, will it reset next quarter?
- ⇒ Dennis S: No, as long as it is the same senate term.

Introduction and Approval of Prospective Interns

- ⇒ Gavin (Jiarong Guo), 2nd Finance Meeting

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- ⇒ Lisa K: Web software issues are still going on so we are still unable to process the checks.
- ⇒ Anita C: Career closet donate professional clothing for those who cannot afford professional clothes. Senator Amy Huang will be taking free professional headshots. It's next week, Monday – Friday, from 10 AM to 12 PM.

Adjournment

- ⇒ Sharon U adjourned this meeting at 4:43 PM.

Upcoming Events