



## DASG FINANCE COMMITTEE MINUTES

Monday, January 10, 2022

4:00 pm

Zoom

**Chair:** Sharon Utomo

**Contact:** [dasgfinance@fhda.edu](mailto: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

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Call to Order

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

Roll Call

	Present	Absent	Excused	Late	Left Early
Sharon U.	X				
Charlaine J.			X (resigned)		
Nicole H.	X				
Anahi R.				X	
Ivy S.				X	

Fiza S.	X				
Peter T.	X				
Issac L.	X				
Arayeysu S.	X				
Ananda D.	X				

Approval of Minutes

- Monday, November 22, 2021
- Changes were made. Updated Finance Meeting will be attached.
- Moved by Fiza S, Seconded by Nicole H.

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.*

Business Items

1. DISCUSSION/ACTION

Title: 2022-2023 DASG Budget – Fund 46 (DASG Student Representation Fund)

*This item is to discuss and approve the allocations for the 2022-2023 DASG Budget for Fund 46 (DASG Student Representation Fund).*

Presenter: Sharon Utomo

Time: Unlimited

Sharon U: This item has been completed.

2. DISCUSSION/ACTION

Title: 2022-2023 DASG Budget – Fund 41 (DASG General Fund)

*This item is to discuss and approve the allocations for the 2022-2023 DASG Budget for Fund 41 (DASG General Fund).*

Presenter: Sharon Utomo

Time: Unlimited

<https://docs.google.com/spreadsheets/d/1wpCgqmc3il4FP5ysC1yHsp7b14ToWstnbBwL1RtKhZc/edit#gid=94727764>

<https://www.deanza.edu/dasg/budget/documents/2022-2023/request-submissions.html>

**OTI (Occupational Training Institutes)**

Sharon U: A student computer donation program run by OTI helps students with resume building and seeking jobs. They have a surplus of computers; students may apply to be granted a laptop to keep permanently. Requesting \$5800 for Supplies and \$925 for capital, totaling to \$6725, request less each year, they will take any amount granted. Mainly serves financial aid students. Throughout the pandemic the computer labs have been closed; the budgeter does most of the work on his own. Without sufficient funding, he contributes his personal funds.

Lisa K: OTI has been increasing funds to refurbish computers, \$350 was used for a workbench.

Fiza S: What is capital funding used for? Workbench?

Sharon U: He talked about supplies used to be refurbished. They have a lab on campus, and now they are back on campus.

Lisa K: The district received new bond funding for capital funding and things part of the cost of the facility.

Fiza S: Have we funded them capital this year? I suggest not funding their capital, they can apply to bond funding.

Sharon U: OTI receives \$5800 for student computer donation program, \$0 for the capital funding. Nicole and Ananda recorded the finance recommendation.

### **Student Athletics**

Sharon U: Student Athletics, Domestic Conference and Travel, request to pay for lodging and meals for away games. Serve 300-400 student athletes who must attend away games. \$77,000 budget and Fund-15 (fundraiser), heavily rely on DASG funding. Trying to work with the foundation office and partners. Asked how many games they have per year. 20 basketball, 20-25 baseball, 200+ away games in total on the road.

Fiza S: What have they done with the budget from the past 2 years with no away games.

Sharon U: Requested a line transfer to purchase banners with school logo.

Lisa K: Last year they spent over \$39,000 on banners, canopy tents, and mats. Only Spring 2020 was when they did not have any away games because the rest of the year was in-person.

Fiza S: Run out of money, request from special allocations?

Lisa K: They have other funding areas.

Hyon Chu B: DASG received many receipts for away games from Fall 2021 quarter at end of December.

Fiza S: Difficult to determine what to allocate without any breakdown of the budget.

Lisa K: Used to be placed in individual sport teams, many complicated budget transfers.

Fiza S: Recommend decreasing funding so they can look for other sources of funding or budget better.

Sharon U: Student Athletics will receive \$40,000 for domestic conference and lodging.

### **Office of Equity**

Fiza S: Reached out to them, they didn't reply.

Sharon U: Student payroll, 3 student interns, requesting \$15,300.

Dennis S: Merged the Diversity and multicultural events with the office of equity accounts

Fiza S: Conduct outreach and host events surrounding equity and diversity. 2 people working, not enough labor, lot of work. Once grant money runs out, worker will not get paid. Not receiving funding from college, last year, despite being a college that focuses on equity and diversity.

Sharon U: They have the office of equity B Budget of \$15,000

Fiza S: B Budget supports 6 programs. Need to have conversation with their Dean to grant more funding. Would focus on student payroll. Perhaps 1-2 student interns rather than 3.

Nicole: Reduce the fund for technical and professional service budget, fund full student payroll.

Sharon U: Full \$15,300 and 2 student interns for \$10,200.

Student payroll for \$10,200, hourly benefits for \$160.

Isaac L: \$500 for supplies.

Sharon U: Last year was \$1100, next year \$750, this year \$500. Vote on \$0,500, and 750. \$500 for supplies finalized. Food and refreshments this year was \$4,000, they are requesting \$7500.

Fiza S: \$0 for printing, food and refreshments \$4,000.

Sharon U: Majority voted for \$4,000 for food and refreshments and \$0 for printing (0,300,400)

Technical and professional services: last year \$8,000, this year \$7,000, and requesting \$15,000. (2000,7000,8000) \$7000 finalized.

Fiza S: Critical because inviting professional speakers to events.

Sharon U: Domestic Conference and Travel: last year \$0, this year \$0, first time requesting for \$9750.

Lisa K: Review finance code because there is limitation on travel funds.

Sharon U: Page 11 of Finance Code states: DASG Travel Funds are to be used for only DASG Constituents who have paid their student body fees along with their Advisors. The DASG may fund up to \$5,000 for a single conference in which funding shall not exceed \$500 per person for registration fees, publicly accessible transportations, lodging, and meals not provided by the conference. Since the DASG Senate is its own sole funding source the DASG Senate shall be exempt from the travel funding limits. DASG will only reimburse publicly accessible transportation costs between transit centers, lodging, and conference sites. Travel expenses must include detailed receipts in order to be reimbursed. Upon request, at a mutually- agreed upon time, a presentation to the DASG Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.

Sharon U: \$2500 max allowed. 5 interns x \$500 = \$2500

Hyon Chu B: National Conference on Race and Ethnicity (NCORE) is 1<sup>st</sup> national conference she attended. Premier conference on diversity, equity, and inclusion in higher education spans 5-6 days, hence the hefty \$1000 registration fee. Receive wealth of information. This year is in Portland, Oregon. Students must also come back and present if we fund them.

Lisa K: \*Conference is happening June 2023.

Sharon U: \$2500 for domestic conference and travel.

Dennis S: Office of Equity will receive \$10,200 for student payroll, \$160 for hourly benefits, \$500 for supplies, \$4000 for Food and Refreshments, \$0 for printing, \$7000 for

Technical and Professional Services, \$2500 for Domestic Conference and Travel, \$24,360 in Total Funds.

### **EOPS**

Sharon U: Difference between OTI and EOPS textbook rental?

Lisa K: specific for rental books. Different student groups.

Sharon U: Do not know if they have any other sources of funding because they were not interviewed. Last year \$6000, this year \$5,325, requesting \$12,000.

Sharon U: **EOPS will receive \$5000 for technical and professional services.**

### **LEAD**

Ivy S: Interviewed LEAD. Roughly 30 students during this cohort. Serves and recruits underserved students. Recommend find student payroll budget because we should be giving student job opportunity. Mentors put in a lot of work in this program. Interview ran longer than an hour. Budgeter in this cohort were facing difficulties and mentors wanted to step out and reach students.

Sharon U: Do they work the whole 40 weeks?

Ivy S: Budgeter said mentors would reach out to students over the summer.

Sharon U: Do they look for other sources of funding?

Ivy S: Yes, they have quite a few including De Anza College lead foundation. Focused on serving social science aspect, connected to social science classes.

Dennis S: 2020-2021 \$6,000

2021-2022 \$6,000

2022-2023 \$28,000

Fiza S: Puente offers mentorship and tutor. What does LEAD specifically does?

Ivy S: LEAD offers mentorship, off campus work with Sacred Heart,

Anahi R: Puentes focuses on ensuring that students finish the general requirements with counseling and offer guidance to ensure best part of transferring.

Dennis S: civic engagement and leadership.

<https://www.deanza.edu/lead/>

<https://www.deanza.edu/puente/>

Sharon U: ICS class had many people from LEAD. Focuses on social science aspect.

Fiza S: Recommend funding only one, rather than five, positions. 8 hours a week, 40 weeks a year.

Sharon U: 6 weeks in summer quarter. Suggest having 2 employees by reducing hours to 34 weeks.

Fiza S: 1 employee = 5600. 2 employee x 34 hours = 9520. This program has existed for 15 years, only gets \$10k from college. Support from LEAD foundation. Recommend 1 student payroll employee.

Sharon U: (5600,10000,20000) Funded \$10,000 for student payroll. Hourly benefits are \$155. Supplies: \$0

Food and refreshment: request \$500, final say \$0

Technical and Professional Services: \$1000

Lisa K: So there have been Programs over the years that have asked DASG for funding promotional clothing for their program, and you have in the past

Taking the stand that it's oh that's only really for your internal senate and the ICC council.<sup>[P]</sup><sub>[SEP]</sub>

Dennis S: LEAD payroll \$10,000, benefits \$155, food \$0, supplies \$0, printing \$0, technical and professional services \$1000, total= \$11,155.

### **Marine Biology**

Anahi R: Interviewed Marine Biology. Camping marine biology trip, haven't been able to take it for the past 2 years. The past two years, the funding has been returned for DASG to be used for other areas. Suggest full amount because previously returned. Without the funding, students would have to pay out of pocket which violates their equity brand.

Isaac L: Has taken the class before, good professor. If they don't go on trip, money will be returned.

Sharon U: Marine Biology will be fund full amount of \$1050 for Camping Trip Fund.

### **Library Textbook and Reserve Program**

Anahi R: Textbooks of different subjects and buy textbooks which they can give to students to rent if they cannot afford to purchase. Without the funding, they won't be able to buy as many books. Look at patterns and demands, teacher syllabus' to invest in specific textbooks.

Lisa K: Budget very well, down to the dollar.

Sharon U: Last year \$10k, This year \$10k, request \$15,000. (10000,12000,15000)

The Library Textbook and Reserve program will receive \$10,000 for supplies.

### **Mentors @ De Anza**

Isaac L: Interviewed Mentors @ De Anza. Connects mentors (2<sup>nd</sup> or 3<sup>rd</sup> year students) with freshman. 94 students are served through this program.

Ivy S: Transfer panel they host is very important. No student payroll.

Hyon Chu B: It's in its second year. Under the Office of College and Life. Only mentorship serving all students.

Sharon U: \$900 for mentorship to pay current students?

Ivy S: To pay volunteer/speakers.

Lisa K: They have funding from fall quarter.

Hyon Chu: Halloween goodie giveaway and paying speakers for transfer panels.

Dennis S: 3 transfer panels. Paid the speaker \$100 each.

Fiza S: How many people participated in the on-campus Halloween activity?

Hyon Chu: There was a significant amount.

Sharon U: was present. Supposed to collaborate with Programs and Events, but mentorship did it mainly by themselves. Distributed goodies and promotional flyers to students when they toured around the campus, increased DASG awareness as well and participated in meetings.

Fiza S: Suggested funding less for supplies, more for food/refreshments. \$250 supplies suggested.

Sharon U: Requested \$320. Majority voted for \$320- full amount.

Food/Refreshments: Request \$600, granted \$300.

Printing: Request \$300, granted \$300

Peter T: Move paying current students to student payroll, so we must figure out hourly benefits.

Sharon U: Not constant payroll, more like an incentive.

Fiza S: Recurring mentorship, if they pay mentors in an equitable way.

Lisa K: Cannot pay current students unless for a specific position under student payroll.

Fiza S: Attended Transfer panel and listened to panelists speak.

Sharon U: Technical and Professional Services: Requested: \$2,000, granted \$2,000

Capital: requested \$400, granted \$

Lisa K: What would be purchased or what is left or what is usable.

Fiza S: Started podcast, they would need to purchase equipment for it. Need more clarity on podcast.

Lisa K: Where would it be stored?

Hyon Chu: Equipment from Capital Fund would be stored in Office of College and Life.

Sharon U: Finance recommendation is not final. There is a review, and second round of deliberations for the senate.

Fiza S: Data needed. How many episodes, viewers, listeners?

Isaac L: Two episodes October and September last year.

Dennis S: Mentors at De Anza will receive \$320 for Supplies, \$300 for Food and Refreshments, \$300 for printing, \$2000 for Technical and Professional, \$0 for Capital= totaling \$2920.

Lisa K: Even though finance approved to set aside from the Higher Education Emergency Relief Fund (HEERF) to Restricted Fund Balance Account 41-323xx for the 2022-2023 DASG Budget \$200,000 in November, I would recommend you make the motion to increase the number to \$220,00 in order to keep budget. Close to current year budget for allocations.

Peter T: Ask to take from lost revenue \$460,810.

Lisa K: Come in quite short on revenue than we budgeted for. Would not recommend reserving more than \$220,000 in order to keep it stable.

Hyon Chu: Like a savings account, not sure that enrollment will decline. Nice surprise that we were able to recover the money lost from revenue.

## Introduction and Approval of Prospective Interns

## Burning Issues

## Announcements/Informational Reports

## Adjournment

Sharon U adjourned this meeting at 6:18 pm.