



DASG FINANCE COMMITTEE MINUTES

Monday, November 22, 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

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Call to Order

- Sharon U calls this meeting to order at 4:03 PM.

Roll Call

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

Peter T.	X				
Issac L.	X				
Arayeysu S.	X				

Guests

- Sara S: 4:39 PM entered meeting. Log for field hours.
- Anita C, Afizah G, and Catherine L entered the meeting late.

Approval of Minutes

- Monday, Nov 15, 2021
- Fiza S. moved to approve the Monday, Nov 15, 2021 meeting minutes.
- Peter T. seconded this motion.

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. INFORMATION/DISCUSSION/ACTION

Title: Line Item Transfers for Account # 41-56365, Euphrat Museum of Art

This item is to discuss and approve line item transfers for Account # 41-56365, Euphrat Museum of Art, totaling \$2,800.00; \$2,300.00 from 2310 (Student Payroll) to 5214 (Technical & Professional Services), and \$500 from 4060 (Printing) to 5214 (Technical & Professional Services).

Presenter: Diana Argabrite, Sharon Utomo

Time: 10 minutes

- Diana A: Euphrat Museum of Art hosts a Common Ground Exhibit that is available until February 19th, and instead of second exhibit there will be a collaborative art component called the 1st Thursday Open Mic series. Diane A is here to advocate the use student payroll fund to fund museum's 1st Thursday open mic series for the upcoming quarter. Open mic series is an area where students are free to express themselves, find a community, and inspire others. Instructors and students have shown their appreciation to this program.
- Sam B: https://www.youtube.com/channel/UCfgCr_Wu0BkPGVjWldknLEA
<https://www.youtube.com/watch?v=Lh4GMmOhjpo>
- Fiza S: Asked how many students on payroll, and if there is enough funding to pay for future student employees.
- Diana A: There is currently one student employee, and 3 international students are pending paperwork visa approval to work in the future. Yes, she has calculated them into the budget.
- Sharon U: Asked if next year there will be more students in the program.
- Diana A: Yes, likely to bring more students in program.
- Sam B: Increase in student hires is dependent on how often facilities are open. Only 2 days a week currently.
- Lisa K: There is not much payroll left. Asked how many hours per week total with 4 students on payroll.
- Diana A: Open 15 hours a week, but there are not many student employees working. Additionally, there are weeks where there are not going to be open.
- Sam B: 126-130 hours remain available. Sufficient, open twice a week, closed weeks.
- Diana A: Majority of staffing is for the De Anza Student Art Show.
- Fiza S: Made a motion to approve line-item transfers for Account # 41-56365, Euphrat Museum of Art, totaling \$2,800.00; \$2,300.00 from 2310 (Student Payroll) to 5214 (Technical & Professional Services), and \$500 from 4060 (Printing) to 5214 (Technical & Professional Services).
- Ananda D: Seconded this motion. No objections were made.

2. INFORMATION/DISCUSSION

Title: 2022-2023 DASG Budget Revenue

This item is to present the projected DASG Budget revenue for the 2022-2023 fiscal year.

Presenter: Lisa Kirk

Time: 20 minutes

- Lisa K: Fund 46. Student Representation Fee (SRF) went up to \$2.00 per term. However, there was an opt out of fee in registration option this year \$5,492 of SRF were opted out in Fall 2021. Original estimation was \$81,000. Enrollment continuously declines, but last year oddly maintained enrollment. There was a 9% headcount decrease from Fall 2020 to Fall 2021. Reduce estimate for 2022-23.
- Dennis S: Budget from last year. General Reserve.
- Lisa K: predicted deficit for this year, most likely take from the General Reserve.
- Dennis S: 2020-2021, actual fees were \$65,785.
- Lisa K: asked DASG to campaign to pay the fee. Work with organizations. Fees fund Student Advocacy related programs.
- Lisa K: enrollment is declining this year. Fall 2021 to Fall 2020, down 9%, reduce estimate for 2022-23. Higher estimate for Flea Market for next year, raised to 2/3, vendor estimate, depending on circumstances such as capacity.
- Dennis S: Hoping to bring back flea market in March.
- Alexander Jason: More than 100 vendors are actively emailing for return.
- Lisa K: 2022-23 budget of \$825,983.63 is much less than current year's \$1,024,654. May increase with vote of Finance and Senate with money received from De Anza for Lost Revenue. Actual revenue has been significantly lower than estimated budget for the past couple of years.
- Fiza S: Allocated 2022-2023, what happens if we make less by the end of the year.
- Lisa K: This is merely an estimate. If we come up short, then take from general reserve. Don't know final numbers until July, end-of-year. General reserve restricted account \$400k.
- Sharon U: Why was 2020-2021 surplus reserved for next year significantly decrease.
- Lisa K: Combination of actuals. Income statement has to be prepared and look at your actual revenue and expenses compared to budget.

3. INFORMATION/DISCUSSION/ACTION

Title: 2022-2023 DASG Budget from Lost Revenue

This item is to discuss and vote on an amount to set aside for the 2022-2023 DASG Budget from Lost Revenue to be received from De Anza College.

Presenter: Lisa Kirk

Time: 40 minutes

- Lisa K: Presented Martin V, Director of Fiscal Services, methodology spreadsheet. 2019-20 & 2020-21: Estimated Revenue Loss: \$460,810. Amount DASG is going to be given due to COVID-19. College issue check to DASG for that amount from federal funding (HEERF money). Recommends that DASG takes \$200,000 to set aside for 2022-23 budget.
- Sharon U: What would the remaining \$260,000 from the \$460,810 be used for.
- Lisa K: Reserved for current year, because we are not going to make revenue this year.
- Fiza S: \$260,000 unused, carry forward to next year's budget?
- Lisa K: Showed Revenue and Expenses from 2020-2021 Actual Revenue under budget (\$342,879.72). Subtract from budget remaining expenses to get reserve for 2022-2023 DASB Budget: \$20,685.63.
- Dennis S: Unavailable next year, only year after. Budget approved by senate and board for upcoming year, only known from money calculated from previous year. The college expects to issue the check to DASG sometime in December.
- Fiza S: Made a motion to transfer \$200,000 from the Higher Education Emergency Relief Fund (HEERF) check to Restricted Fund Balance Account 41-323xx,
- Nicole H: Seconded this motion. No objections were made.
- Lisa K: Senate must approve this motion. Pending approval before she can do a journal entry.
- Peter T: Asked if the total amount, assume senate approves, remains around the same, and that the finance committee does not have to worry about budget cuts.
- Sharon U: May have to cut. Current requests total \$1.7 million. Hopefully this action item is approved by the senate so we are back to ~1 million dollars.

4. INFORMATION/DISCUSSION

Title: Preparation for the Finance Budget Deliberations

This item is to prepare for the upcoming Finance Budget Deliberations by setting the dates for the special meetings, going over the budget website, setting out a timeline for the Winter break, and clarifying any questions about the overall budget deliberations process.

Presenter: Sharon Utomo

Time: 30 minutes

- Sharon U: Finance committee meets to discuss allocation for each of the programs- a very lengthy process.
- Sharon U: Last year's schedule:
 - Friday, January 8th from 1-5pm;
 - Saturday, January 9th from 10 am-3 pm;
 - Monday, January 11th from 4-6 pm;
 - and Friday, January 15th from 1-5 pm for the Budget Deliberations.
 - If needed, Finance also decided on meeting Friday, January 22nd from 1-5 pm.
- Sharon U: Requested everyone to send in class schedules.
- Afizah G: Are budget deliberation meetings open to the senate or only finance committee?
- Sharon U: Meetings are open to everyone.
- Sharon U: 2022 Budget Deliberation Meeting Times
 - January 7, 2022 Friday 2-6 PM.
 - January 8, 2022 Saturday 9AM -2 PM.
 - January 10, 2022 Monday 4-6 PM (usual finance meeting time).
 - Friday 2-6 PM. (additional Friday meetings as needed)
- Sharon U: Asked Finance Committee members to fill out budget rubric over the break. Deadline would be Monday, January 3, 2022. Go through all program request submissions. Grade based on criteria rubric. Sharon U will send out files of rubric to grade upon. Be sure to check out attachments in links. Thoroughly check last pages in RFI Data spreadsheets. Aim to do ~2-3 applications a day.
- Anahi R: When should we try to get budget interview meeting done?
- Sharon U: Ideally before school ends/before finals week.
- Hyon Chu: Review applications BEFORE budget application interview. Take notes, write down questions. Expectation is engagement and full participation in budget deliberation.
- Sharon U: Review applications and be familiar with them. This year, interviews cut down on repetitive questions, so interviewers should know information beforehand because it will not be discussed during the interview. Introduce self and program individually despite interviewing same budgeters for different programs. How many have gotten replies from budgeters? Most have raised their hand in response. Updated us informally in group chat when first interview is conducted.
- Hyon Chu: E-mail Hyon Chu if difficulty reaching out to interviewees, so she can e-mail them.

5. 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: All

Time: 20 minutes

- Sharon U: Everyone popcorn around: what you've learnt, what could be improved, what you like about finance.
- Anahi R: Learned how many processes go into the finances in De Anza. Impressed by Sharon's preparation, excellent job for fall quarter. Nervous about responsibility and had no idea how serious, not take for granted all the work that committees do. Improve: asking more questions, being more engaged. Enjoys the professionalism and the amount of impact it has on students.
- Ivy S: Absorbing information quickly with many presenters and processes. Improves her engagement. Likes the different perspectives from diverse backgrounds in discussion.
- Peter T: Learned how to make decisions and come into his role. Improve questions and contribution. Enjoys the members and advisors and their actions that make an impact.
- Nicole H: Learning about how finance processes. Improve engagement and more productive conversations. Enjoys the impact it has on students. Sharon's coordination.
- Ananda D: How much effort is actually made. First year student, learn about programs she didn't know about. Personal contribution and participation.
- Isaac L: New, intern, he would like to learn more about how the finance committee works. How directly impact student body. So different from student government in high school. Enjoys how professional and friendly
- Fiza S: Lisa accounting to finance. More engagement. Working with everyone.
- Aryayeshu S: Learned about working in student government environment compared to other environments. Improve: handbook and background for new members. Usually, must ask others rather than reference. Work on teamwork. Like how structured it is. Enjoys being part of the committee.
- Charlaine J: Learned process about how the scholarship came to life. Prompts, suggestions, rubric, grading. Improve bonding as a committee. Enjoys how it provides finance view in accounting.
- Sharon U: Learned about everyone and their different perspectives. Winter bonding session. Once international students are in town, in-person meeting. Likes how hardworking everyone is even during senate recess.
- Hyon Chu B, Lisa K, and Dennis S: Thanked Sharon and the committee for all their hard work.
- Anita C: I just want to say that what I've learned and what I like about finance is your dedication. When I was a prospective senator last school year, I was surprised by how long the general senate budget deliberations were, and now I'm shocked to see how dedicated the finance committee is to getting the job done. Thank you all for your hard work!

Introduction and Approval of Prospective Interns

- Patrick Pacis – 3rd. Interviewed after the meeting.

Burning Issues

Announcements/Informational Reports

- Anahi R: Last minute UC PIQ transfer application workshops are available to provide essay feedback.

Adjournment

- Sharon U: Adjourned the meeting at 5:31 PM.