



DASG FINANCE MINUTES  
Monday, October 31, 2022  
4:00 PM  
Student Council Chambers  
Lower Level of the Hinson Campus Center  
And Online Via Zoom  
**Chair:** Tj Chang  
**Contact:** dasgfinance@fhda.edu

Dennis Shannakian is inviting you to a scheduled Zoom meeting.

Topic: DASG Finance Committee Meetings – Fall 2022  
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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Meeting ID: 846 8006 0971

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Call to Order

⇒ Tj C calls this meeting to order at 4:04 PM.

Roll Call

Name	Present	Absent	Excused	Late	Left Early
Tj C.	X				
Isaac L.				4:06 PM	
Eren S.	X				
Aryayeshu S.			On leave		
Amy H.	X				
Jenny T.	X				
Nael S.	X				

### Approval of Minutes

- ⇒ Amy H: I move to approve the minutes from October 24<sup>th</sup>, 2022
- ⇒ Eren S: I second.
- ⇒ No objections.

### 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).*

- ⇒ Amy H: Hello interns. We have DASG annual election coming up. We have info sessions coming up and you can find it under elections on the De Anza DASG website. DASG Elections Timeline: <https://www.deanza.edu/dasg/elections/>.
- ⇒ Tj C: The resource fair is from 11-1 on Wednesday in the main quad.
- ⇒ Lisa K: DASG received \$25,000 for the bike program and outside of fund 41.

### Business Items

#### 1. INFORMATION/DISCUSSION

Title: 2023-2024 Budget Application Questions

*Description: This item is to allow for members of the De Anza community to ask questions about the 2023-2024 DASG Budget applications which became available Monday, October 3, 2022 online at <https://www.deanza.edu/dasg/budget/> (applications are due by 4:00 pm Monday, November 7, 2022).*

Presenter: Tj Chang

Time: 15 minutes

- ⇒ Amy H: Question for Lisa. For getting DASG paid, we are going over to ASFC to understand their system. Some senators may not be able to get payment so is there any restriction on stipends?
- ⇒ Lisa K: Ask Martin Varillas who runs the fiscal services at the district level. Not processed through student accounts.
- ⇒ Dennis S: I also have heard that they can go through scholarships.
- ⇒ Lisa K: It depends on how the district views it. Our office is not able to issue scholarships or stipends of any kind so you would have to go to the business level of the district to answer those questions.

## 2. DISCUSSION/ACTION

Title: Additional Funding Request

*Description: This item is to discuss and approve the Additional Funding Request of \$786 for Student Leadership Training account 41-51162, for casual employee labor (2350) and benefits (3200).*

Presenter: Maritza Arreola

Time: 15 minutes

- ⇒ Maritza A: I help lead the Student Leadership Program which impacts the senate, student leadership, mentors, staff, and executives. Asking for funding requests of unanticipated costs that include food and quest speakers. We had more students to feed. Also, speakers that typically have costs covered by their office have moved positions, so we have to compensate them.
- ⇒ Lisa K: You mentioned that Tony is a part-time member. Did you speak with human resources because typically those payments are classified separately?
- ⇒ Dennis S: The district in the past told us to use a separate assignment so it may depend on the type of work that they are doing.
- ⇒ Lisa K: Did HR understand that he is part-time faculty?
- ⇒ Maritza A: Yes.
- ⇒ Amy H: Have speakers in the past been compensated under the same account?
- ⇒ Maritza A: Typically, it is covered under faculty pay. He is not a member of the Office of Equity anymore. The training received that he did was not through that office. We want to explore options and ensure that he is paid.
- ⇒ Dennis S: Tony would fall into the category of outside speakers, and they all are being paid through DASG funds.
- ⇒ Maritza A: Yes, and that's why we were exploring other forms of payment because he previously was a faculty member that you'd be covered.
- ⇒ Amy H: I move to approve the Additional Funding Request of \$786 for Student Leadership Training account 41-51162, for casual employee labor (2350) and benefits
- ⇒ Issac L: I second. No objections.

## 3. DISCUSSION/ACTION

Title: Funding Request Approval

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*Description: This item is to discuss and approve the Funding Request of \$15,296 for the DASG Card Production account 41-55117.*

Presenter: Lisa Kirk

Time: 15 minutes

- ⇒ Lisa K: The student government needs to pay for the equipment and service agreement for the current year. Order put in last business year. The district is billing us for October and paid amounts for the vendor and we don't have enough in this account to pay.
- ⇒ Amy H: Is this out of special allocations? Is the majority of special allocations?
- ⇒ Lisa K: yes, but you will have the opportunity to restructure so I wouldn't be too worried about it. This is owed back to the district and there are no other areas this would come out of.
- ⇒ Dennis S: The last time the equipment was paid for was in 2013.
- ⇒ Lisa K: Yes, so we don't spend money on equipment that often.
- ⇒ Dennis S: Yes, the officers will be setting up employee cards to also pay for.
- ⇒ Amy H: If we exhaust our funds in special allocations is there any way, we can replenish that?
- ⇒ Lisa K: We can worry about that in the next item because we are obligated to pay the district back for the purchase they made on our behalf.
- ⇒ Dennis S: In the past when we had to pay for cameras and card equipment that is split between De Anza, Foothill, and Campus Police. We were never messaged about how much was due and because of this Lisa could not encumber that amount.
- ⇒ Lisa K: This is new equipment that we already have, and it was completed after the fiscal year that ends on June 30<sup>th</sup>. The district paid on your behalf so now we must pay them back in October. It is that high of a cost for the professional service etc.
- ⇒ Amy H: Is this something we are approving from last year that we don't understand the cost of?
- ⇒ Lisa K: This is an incumbrance that could not be foreseen last year. We owe this money back to the district and fund it out of special allocations.
- ⇒ Item moved to next week.

#### 4. INFORMATION/DISCUSSION

Title: \$382,883 DASG Lost Revenue and '22-23 Budget Revision Discussion/Plan

*Description: This item is to discuss DASG lost revenue of \$382,883 and the 2022-2023 Budget Revision Discussion/Plan.*

Presenter: Lisa Kirk

Time: 15 minutes

- ⇒ Lisa K: Last year there was some lost revenue due to COVID and the Flea Market not being open. The district is giving us some money to help us revise our budget.
- ⇒ Dennis S: You mentioned something about a reserve.
- ⇒ Lisa K: DASG lowered their reserve from \$500,000 to \$400,000. My suggestion would be to move these funds to replenish them.
- ⇒ Dennis S: According to the code, it must be \$400,000.
- ⇒ Lisa K: Something to consider is replenishing that as you may need it. Over a period of a few years, it has reduced.
- ⇒ Amy H: I want to use not accounting language to help the interns understand as they will have to do this next year.

- ⇒ Dennis S: There is money to be used for this year which is roughly \$1 million and this money reserve we have on the side is the \$400,000. There are some salaries to be paid for the flea market and software so some money could be added to the flea market account. We don't know when this amount will be given to us, but we as a committee need to start thinking about where this money will go. There have been a lot of increases in funding. This money is coming from the state/federal for relief funding. Higher Education Relief Fund (HERF) is from the government.

## 5. DISCUSSION

Title: Check-In Session

*Description: This item is talking about your busyness level in the first couple of weeks. Everyone shares one fun fact & favorite hobby not related to academics. New Interns, what is your reason for joining, and why are you interested in DASG?*

Presenter: Tj Chang

Time: 15 minutes

- ⇒ Tj C: This is a midterm week for me.
- ⇒ Isaac L: Also, midterm week for me. I went down to LA with a few friends to Universal Studios.
- ⇒ Amy H: I am dead inside.
- ⇒ Izat R: I have a CS midterm this Thursday.
- ⇒ Javier G: I had a Halloween party and got ahead on homework.
- ⇒ Nico: I was sick this weekend.
- ⇒ Saman: I quit my job.
- ⇒ Zheren: Went to LA
- ⇒ Gabby: I cooked with friends.
- ⇒ I went down to LA for the weekend.
- ⇒ Nicole: I just cooked with my friends.
- ⇒ Audrey: I went to the mall with my friends.
- ⇒ Alex: I went to a Halloween party.
- ⇒ Adrian: I went to a Halloween party.
- ⇒ Arya S: I slept.
- ⇒ Eren S: I'm fine.
- ⇒ Jenny T: I baked some Halloween brownies and watched scary movies.
- ⇒ Nael S: I caught up on some assignments.
- ⇒ Benjamin: I studied for midterms.
- ⇒ Varrell L: I went to Great America.
- ⇒ Mishal R: I went to a Halloween party in the city.
- ⇒ Dennis S: Relaxed at home.

## 6. INFORMATION/DISCUSSION

Title: Planning for Budget Interviews

*Description: This item is to prepare for the budget interview. Topics include standard questions to ask budgeters and program assignments.*

Presenter: Tj Chang

Time: 30 minutes

- ⇒ Isaac L: Last year we had the senators meet with budgeters and schedule a meeting. Asked questions based on the RFI and have specific budget interview questions. Senators will take turns with the intern to ask questions and take notes. We also want to make sure don't ask unnecessary questions that are already covered in their paperwork. What is their commitment to their program and how it benefits students? RFI is a document that each budgeter must submit in order to get

funding. Data sheet + the RFI within that document (Request for Information):  
[https://www.deanza.edu/dasg/budget/#:~:text=2023%2D2024%20DASG%20Budget%20Application%20for%20Everyone%20Excluding%20Athletics%20\(Word%20DOCX\).](https://www.deanza.edu/dasg/budget/#:~:text=2023%2D2024%20DASG%20Budget%20Application%20for%20Everyone%20Excluding%20Athletics%20(Word%20DOCX).)

- ⇒ Amy H: Why is athletics excluded?
- ⇒ Tj C: They are cutting athletics and they will get funding from other places. Use the bestie format to do the interviews. The senator and their bestie will work together to interview them.
- ⇒ Dennis S: Didn't we do a mock interview last year?
- ⇒ Tj C: Yes, we could do that next week.
- ⇒ Amy H: We can gather up to 8 senators to help during budget deliberations.
- ⇒ Isaac L: We did the budget deliberations before fall break. We have to do it within this quarter.

## 7. INFORMATION/DISCUSSION

Title: DASG Additional Revenue Project Brainstorm

Description: *This item is to brainstorm future potential projects and collaborations as additional sources of revenue for DASG.*

Presenter: Tj Chang

Time: 20 minutes

- ⇒ Tj C: We were talking about selling clothes, business nights, or recycling.
- ⇒ Amy H: The bookstore is not owned by De Anza so there is potentially a conflict of interest.
- ⇒ Arya S: Our merch would be going side by side with competition for their merch unless we cut them an amount.
- ⇒ Dennis S: It may or may not be possible to sell sweatshirts at Flea Market.
- ⇒ Tj C: We may focus and work with the Flea Market because they are a direct revenue source.
- ⇒ Pierce C: We could provide gas cards that are specific for that gas card.
- ⇒ Amy H: It wouldn't generate revenue and it would be more of a service.
- ⇒ Tj C: It would be more used than movie tickets.

## 8. INFORMATION/DISCUSSION/ACTION

Title: DASG Scholarships Rubric and Process

Description: *This item is to discuss the development of a DASG Scholarships Rubric for the DASG General and Silvia Chalista Memorial Scholarship applications.*

Presenter: Tj Chang

Time: 30 minutes

- ⇒ Tj C: Last week we discussed a timeline and make sure that the information is correct. By November 7<sup>th</sup> we must send the information to the Marketing Committee and confirm with financial aid.
- ⇒ Dennis S: Technically, the DASG Membership fee can be opted out of, but most students don't know. Under the DASG General Scholarship requirements, we might want to word it from "Be a current DASG constituent or DASG card holder" to "Be a current DASG constituent or fee payer" or something like that because the payment for the card can be opted out of.
- ⇒ Amy H: I move to approve the DASG scholarship rubric and process for the General and Silvia Chalista Memorial Scholarship applications.
- ⇒ Tj C: I second. No objections.

## Burning Issues/Questions

- ⇒ No Burning Issues/Questions.

## Public Comments

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⇒ Tj C: If you are interns that interview today or senators both in person and online please stay here in the meeting.

#### Introduction and Approval of Prospective Interns

- ⇒ Varrell Liu: 2<sup>nd</sup> meeting
- ⇒ Javier Gomez Tagle: 5th meeting
- ⇒ Samman Shrestha: 4th meeting
- ⇒ Izat Rasyad: 5th meeting
- ⇒ Nicholas Turangan: 3rd meeting
- ⇒ Zerrin Marcia Alena: 2nd meeting
- ⇒ Gabriella Paulina: 2nd meeting
- ⇒ Audrey Kowara: 2nd meeting
- ⇒ Nicole Naharto: 2nd meeting
- ⇒ Leora Thendriawan: 1st meeting
- ⇒ Richard Wang: 5nd meeting
- ⇒ Alex Chien: 5th meeting
- ⇒ Kate Wang: 1st meeting
- ⇒ Benjamin Furagganan: 3rd meeting
- ⇒ Varrell Liu: 2nd meeting
- ⇒ Tj C: Approved Izat Rasyad as sIntern.
- ⇒ Tj C: Approved Javier Gomez Tagle as Intern.
- ⇒ Tj C: Approved Samman Shrestha as Intern.

#### Adjournment

⇒ Tj C: I adjourn this meeting at 6:03 PM.

#### Upcoming Events