



DASG FINANCE COMMITTEE MINUTES

Monday, November 15, 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

<https://fhda-edu.zoom.us/j/95221504982?pwd=MVQ1VWlncEVwL3Q4WHB1NFpjZDNvQT09>

Meeting ID: 952 2150 4982

Passcode: 096743

One tap mobile

+14086380968,,95221504982# US (San Jose)

+16699006833,,95221504982# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 952 2150 4982

Find your local number: <https://fhda-edu.zoom.us/u/adbhXJLLBF>

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				
Nicole H.	X				
Anahi R.				X	
Ivy S.		X			

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

Approval of Minutes

- Monday, Nov 8, 2021
- Corrections header/footer, and elimination of comments about SERP were made.
- Nicole H. motioned to approve the minutes from Monday, November 8, 2021.
- Fiza S. seconded this motion. No objections were made.

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

Title: Planning for Budget Interviews

This item is to brief the Finance Committee on the finalized interview questions, program assignments, and rundown of the Budget Interviews.

Presenter: Sharon Utomo

Time: 15 minutes

- Sharon U: Sometime between the end of the finance meeting and the end of the night, an informational email containing budgeter pairings for the upcoming interviews will be sent out. Once pairings are out, send a message to interviewee by the following day asking for a date when they are available for the interview. Make sure to coordinate time slot availabilities with your partner as well. Interviews may be held anytime between Wednesday, November 17, and Friday, December 3-the end of dead week before winter vacation. The rest of the information will be sent out through messenger group chat and emails.
- Lisa K: asked if she has decided when to meet during winter quarter
- Sharon U: Asked if Lisa K. can present revenue next week since the last meeting is occurring next week.
- Lisa K: Plans on meeting with her manager to review the spreadsheet before presentation, and she will be able to present next week.
- New account: guided pathways.

2. INFORMATION/DISCUSSION

Title: DASG Scholarships Rubric and Process

This item is to discuss the development of a DASG Scholarships Rubric for the DASG Scholarship applications.

Presenter: Sharon Utomo

Time: 40 minutes

- Sharon U: It is time to finalize all DASG scholarships, so the finance committee can contact the financial aid office to publish scholarship prompts.
- Fiza S: Researched other need-based scholarship prompts which asked students to describe their financial barriers to education, ask them what barriers that faced with education and how they overcame them. These non-explicit questions allow them to tell their story and any financial barriers without directly asking them. For need-blind/merit scholarships, some prompts include asking the applicants to describe a leadership experience. This is not academic scholarship, so asking a question about a non-academic experience broadens prospective applicant pool to students who may have a lower GPA, thereby improving reach and accessibility. Other suggestions for merit scholarship prompts include one like the UC PIQ: Beyond what you've already mentioned, what else would you like to include? What makes you stand out?
- Sharon U: General scholarship contains two additional questions. The need-based prompt: Describe any challenges you have faced in your education. The need-blind prompt: Describe a leadership experience or anything beyond what you have already mentioned. These additional questions have a word range of 150 – 300 words.
- Mohamed El M.: Suggested limiting the additional essay question to 250 words that way it's less work, but still gives a chance to learn more about the applicants.
- Aryayeshu S: Suggested taking from De Anza Honor's Program application by including an academic essay from a previous class to grade them on their critical thinking skills. Also suggested providing a form to grasp additional background information, such as their GPA, clubs, etc, to paint a bigger picture of who the applicant is.
- Sharon U: Reminded that this is not an academic scholarship, and that the scholarship requires knowledge on their personal experience.
- Isaac L: Suggested adding "you" into the essay to make it more personal.
- Peter T: Suggested specifying what groups the applicant is affiliated with that has helped answer the prompt.
- Charlaine J: Suggested placing cohesiveness and fluidity as a section in the rubric
- Sharon U: Reminded that this is not an academic scholarship, and to promote inclusivity, this grading would potentially place non-native speakers at a disadvantage.
- Aryayeshu S: Pointed out concerns of difficulty in grading due to the broadness of the Silvia Chalista prompt question that asks, "What does extraordinary mean to you?"
- Fiza S.: Replied to Aryayeshu's comment saying that the way they choose to answer the question is what makes the applicant stand out. The broadness of the question is intentional to allow the applicant to interpret it in any way they want.
- Sharon U: Went over grading rubric for the scholarships: Clarity, Importance, and Reasoning.
- Fiza S: Asked about last year's scholarship applicants/board and any feedback they received.
- Sharon U: Last year questions were very general. There was no feedback provided.
- Fiza S: Pointed out concerns in the grading rubric category of uniqueness for the Silvia Chalista scholarship. Change the grading rubric from how unique their answers are to how they value their opportunities, what they think is important, and how they impact other's lives.

- Sharon U: Also suggested comparing essays between each other. DASG scholarships will finally be published sometime between the end of November and the beginning of December.

Introduction and Approval of Prospective Interns

- Brad Lee: 1st meeting
- Patrick Pacis: 2nd meeting
- Ananda Dewayani: 3rd meeting
- Sharon U: Finance committee has a cap of 5 interns. Ananda D. will be interviewed after the meeting is adjourned. Reminded prospective interns to fill out the intern application by Thursday, November 18, to be considered for Fall Finance committee intern with the end of the quarter approaching.

Burning Issues

- Lisa K: Budget deliberation meetings should be a Discussion/Action item during next week's Finance meeting. Budget deliberation meetings should occur next week. They usually take up Friday afternoons, and all-day Saturdays in the following weeks. Many requests such as Funds 41 and 46 also need to be made/approved in the following weeks.

Announcements/Informational Reports

- Sharon U: No more senate meeting for Fall quarter. Senate recess ends the 3rd week of Winter quarter. With that being said, the Marine Budget transfer request will not be approved until 3rd week of Winter Quarter, when senate begins meetings again. However, there are still sufficient funds in special allocations that is enough to last for the rest of fall quarter.

Adjournment

- Sharon U. adjourned this meeting at 5:09 PM.