



DASG FINANCE COMMITTEE MINUTES

Monday, November 1, 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=MVQ1VWlnYVwL3Q4WHB1NFpjZDNvQT09>

Meeting ID: 952 2150 4982

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Call to Order

- Sharon Utomo called this meeting to order at 4:02 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				

Approval of Minutes

- Monday, October 25, 2021
- Charlaine J. moved to approve the minutes from Monday, October 25, 2021
- Seconded by Ivy S.
- 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.

- Jason Bram attended the meeting to thank the Finance committee for their funding, but he let the committee know that the funding will not be used for his annual marine biology camping trip due to the pandemic. He asked for the funding to be reallocated to another program where students are able to benefit from.

Business Items

1. INFORMATION/DISCUSSION

Title: DASG General Scholarships Rubric and Process

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

Presenter: Sharon Utomo

Time: 40 minutes

Review DASB Scholarship and make any adjustment

- Suggestions for changes to the DASB Scholarship instructions included applicant’s freedom over essay title, expanding word count flexibility from 350 words to a range of 300-500 words, extension of prompt from discussing time at De Anza to future endeavors as well, as well as the extension of giving back to De Anza’s community to society in general
- Suggestions for changes to the applicant’s allowed selection of essay prompt question were made and brainstorming of the scholarship essay rubric
- The Committee reviewed the questions, instructions, and rubric for the Silvia Chalista Memorial Scholarship to include a more personalized theme in relation to Silvia and what she represented. The Silvia Chalista Memorial Scholarship is in honor of a fellow former DASG Finance committee member who unfortunately passed in a fatal car crash.

2. INFORMATION/DISCUSSION

Title: Planning for Budget Interviews

This item is to determine program assignments and interview dates, as well as to review standard interview questions.

Presenter: Sharon Utomo

Time: 10 minutes

- Sharon U. shared a program spreadsheet where the committee selected their preferred programs to conduct budget interview in the following week.

Introduction and Approval of Prospective Interns

- Ananda Dewayani has attended 1 meeting.
- Jiangyue Zheng has attended 1 meeting.
- Isaac Lim has attended 2 meetings.
- Brandon Smith has attended 2 meetings.
- Aryayeshu Singh has attended 3 meetings.
- The committee is going to conduct Finance committee intern interviews next week for Aryayeshu Singh and Isaac Lim.

Burning Issues

- Lisa Kirk presented no updates on the accounting software and reported they are still in the testing phase. She also noted that for Jason Bram's marine biology funds to be redirected, a budget transfer form from the Marine Biology account to Special Allocations account must be filled out. After the form is filled out, it must receive the approval of both the Finance and Senate committee.

Announcements/Informational Reports

Adjournment

- This meeting was adjourned by Sharon U. at 5:18 pm.