

MINUTES
DASB FINANCE COMMITTEE MEETING
Monday, October 15th, 2012
3:30 PM
Student Council Chamber B

Call to Order

Shahar Marom called the meeting to order at 3:35pm.

Roll Call

<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Late</u>	<u>Excused</u>
Eileena Andy	X			
Veena Bhatia	X			
Binh Do	X			
Shahar Marom	X			
Glen Olsen	X			
Raymond Tse	X			
Pablo Zamorano	X			

Guest: Daniel Kim, Arjun Jyer, Tal BenDavid, Nazgol Adeli, Vy Nguyen.

Public Comments

Please note: Members of the public are limited to two minutes. The Senate cannot take action or respond to items during public comments.

- Pablo Zamorano announced that he would like to remind people that he is selling dance tickets and if anyone is interested or might know someone who would like to buy a ticket let him know.

Approval of Minutes

Monday, October 8th, 2012.

Glen Olsen motions to approve the minutes of Monday, October 8th, 2012.

Eileena Andy seconds the motion.

The motion to approve the minutes of Monday, October 8th, 2012 passes by consensus.

Business

1. INFORMATION/DISCUSSION/ACTION

Title: Code Changes

This item is to go over and review/edit the Finance codes.

Presenter: Shahar Marom

Time Limit: 45 Minutes.

Shahar Marom presents this item.

(What is high lighted in red will be removed and what is highlighted in yellow is the new/replaced/edited item.)

Shahar Marom motions to amend Section 2, Part 3 “The DASB Chair of Finance or designee must send out a notice to ~~De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors) and Administrators~~ on the same day

regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.” to “The DASB Chair of Finance or designee must send out a notice to **ALL DE ANZA MANAGEMENT STAFF** on the same day regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.”

Raymond Tse seconds the motion.

Discussion occurred.

Discussion end.

Yes – 6

No – 0

The motion to change to The DASB Chair of Finance or designee must send out a notice to **ALL DE ANZA MANAGEMENT STAFF** on the same day regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.” passes by consensus.

Pablo Zamorano motions to remove:

Section 2 article four, number B:

B. All funds requisitioned from club DASB accounts shall require approving signatures from:

~~1. Designated Club Officer~~

~~2. Club Advisor~~

3. Student Activities Specialist

4. ICC Chair of Finance

5. Administrator responsible for the program area

6. DASB Chair of Finance

7. College administrator

And replace (and renumber) with:

Replace with : (what is in yellow)

B. All funds requisitioned from club DASB accounts shall require approving signatures from:

1. DASB Advisor

2. Student Activities Specialist

3. ICC Chair of Finance

4. Administrator responsible for the program area

5. DASB Chair of Finance

6. College administrator

Veena Bhatia seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to approve the following changes, as shown below, passes by consensus

Section 2 article four, number B:

B. All funds requisitioned from club DASB accounts shall require approving signatures from:

- ~~1. Designated Club Officer~~
- ~~2. Club Advisor~~
3. Student Activities Specialist
4. ICC Chair of Finance
5. Administrator responsible for the program area
6. DASB Chair of Finance
7. College administrator

And replace (and renumber) with:

Replace with : (what is in yellow)

B. All funds requisitioned from club DASB accounts shall require approving signatures from:

1. DASB Advisor
2. Student Activities Specialist
3. ICC Chair of Finance
4. Administrator responsible for the program area
5. DASB Chair of Finance
6. College administrator

Pablo Zamorano motions to strike **Section 3: General Diversity Events**: “All general diversity events requests shall be referred to the DASB Diversity and Events Committee.” from article seven, section three and then renumber the following items that follow.

Eileen Andy seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to strike **Section 3: General Diversity Events**: “All general diversity events requests shall be referred to the DASB Diversity and Events Committee.” from article seven, section three and then renumber the following items that follow passes by consensus.

Veena Bhatia motions to strike:

From **Section 6. – Athletic Travel Meals**

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

~~**Athletic away events that last less than 6 hours, including travel and competition time, merit one reimbursed meal.**~~

~~**Athletic away events that last longer than 6 hours, including travel and competition time, merit two reimbursed meals.**~~

~~Athletic away events that last longer than 9 hours, including travel and competition time, merit three reimbursed meals.~~

~~Reimbursement for gratuity, when applicable, shall not exceed twenty percent of the total meal cost.~~

and replace it with:

Section 6. – Athletic Travel Meals

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures, including per diem meals, require original detailed receipts/invoices **that show amounts actually spent for meals and for which athlete.**

Expenses without receipts/invoices will not be reimbursed. All unused money will be returned to Students Account.

Pablo Zamorano seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to strike:

~~Athletic away events that last less than 6 hours, including travel and competition time, merit one reimbursed meal.~~

~~Athletic away events that last longer than 6 hours, including travel and competition time, merit two reimbursed meals.~~

~~Athletic away events that last longer than 9 hours, including travel and competition time, merit three reimbursed meals.~~

~~Reimbursement for gratuity, when applicable, shall not exceed twenty percent of the total meal cost.~~

And replace it with:

All meal expenditures, including per diem meals, require original detailed receipts/invoices **that show amounts actually spent for meals and for which athlete.**

Expenses without receipts/invoices will not be reimbursed. All unused money will be returned to Students Account.

Passes by consensus.

Glen Olsen motions to add to **Section 6. – Athletic Travel Meals** the following:

“All meal expenditures, including per diem meals, require original detailed receipts/invoices **that show amounts actually spend for meals and for which athlete and expenses for which receipts/invoices are not shown for will not be reimbursed.**”

Raymond Tse seconds the motion.

Discussion occurred.

Veena Bhatia motions to amends the current motion to also have: **“that all unused money needs to be turned in to the that account.”**

Eileena Andy seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to add: “**that all unused money needs to be turned in to the that account.**” passes by consensus.

The main motion has been changed to:

“All meal expenditures, including per diem meals, require original detailed receipts/invoices **that show amounts actually spent for meals and for which athlete. Expenses without receipts/invoices will not be reimbursed. All unused money will be returned to Students Account.**”

Discussion ends.

Yes – 6

No – 0

The motion to add “All meal expenditures, including per diem meals, require original detailed receipts/invoices **that show amounts actually spent for meals and for which athlete. Expenses without receipts/invoices will not be reimbursed. All unused money will be returned to Students Account.** To **Section 6. – Athletic Travel Meals** passes by consensus.

Shahar Marom motions to update Article 5, Section 1, Part C, number 6. to reflect what is shown on the latest Cash Advance Agreement.

**DE ANZA COLLEGE STUDENT ACCOUNTS
CASH ADVANCE AGREEMENT**

1. Advance will be used for the purpose stated on the requisition. It will not be used to pay an Independent Contractor.
2. All receipts will be turned in within fifteen working days of the check date or by June 30, whichever comes first. However, before another advance is issued, receipts must be submitted. **Original, detailed receipts are required.**
3. All money not spent shall be returned along with the receipts. The total of the receipts plus the money returned must equal the amount of the advance.
4. The Receipts To Follow Memo will be turned in with the receipts and unused money. The Program Administrator or Club Advisor must review and approve all receipts as backup.
5. I understand that I am personally responsible for the amount of the advance.
6. Failure to comply with the above will result in a freeze on all financial transactions of the account. If I am a student, a hold will be placed on my record until I comply. If I am a District employee, the matter will be referred to the Director of Budget & Personnel.

I have read and agree to the above requirements.

Print Name

Signature

Date

Glen Olsen seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to update Article 5, Section 1, Part C, number 6 passes by consensus.

Article six, section 3, number A.

Shahar Marom motions to strike Article six, Section 3, Letter A.

Eileena Amdy seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 5

No – 0

The motion to strike Article Six, Section 3, Letter A passes by consensus.

Anything in the scholarship sections needs to be updated to the correct wording.

2. INFORMATION/DISCUSSION/ACTION

Title: Budget Stipulations

This item is to go over and review/edit the Budget Stipulations.

Presenter: Shahar Marom

Time Limit: 20 Minutes.

Shahar Marom presents this item.

Number 33. Books purchased with the Library – Textbook on Reserve Collection account must have a sticker placed on them with the DASB Logo and indicating they were purchased by DASB.

Eileen Andy motions to add that the funds in the account can only be spent on buying textbooks.

Glen Olsen seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 5

No – 0

The motion to amend the motion to:

All funds in for the Library – Textbook on Reserve Collection must be used for buying textbooks only. Books purchased with the Library – Textbook on Reserve Collection account must have a sticker placed on them with the DASB Logo and indicating they were purchased by DASB. Passes by consensus.

A reminder will need to be sent out to the budgeter.

Veena Bhatia motions to add a new Budget Stipulations to College Services as follows:

Funding for Textbook Rentals – Veteran’s program students are restricted to renting Veterans Student’s textbook only.

Glen Olsen seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to add a new Budget Stipulation to College Services as worded as: ***Funding for Textbook Rentals – Veteran’s program students are restricted to renting Veterans Student’s textbook only.*** passes by consensus.

36. Funding for Textbook Rentals - EOPS Students ~~is~~ **are** restricted to renting EOPS Students' textbooks only.

is to are.

34. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program **Success** (MPSP) with DASB funds.

Success needs to be added. Math Performance Success Program. (MPSP)

All Athletics need to be updated and changed as shown in the codes.

All Numbers need to be updated also.

Fixing number 29.

Pablo Zamorano motions to strike **March 2011** and add **excluding summer**. He also strikes **fall 2012** to replace with **fall quarter** in number 29 regarding CCP.

27. In order for the Cross Cultural Partners to access its funding the Cross Cultural Partnerships Council must have been meeting at least once per month starting March, excluding summers, and the Student Learning Outcomes must be submitted to the DASB Senate by the second week of Fall.

Binh Do seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to strike 2011 after March and to add excluding summer along with striking 2012 after Fall passes by consensus.

Creative Arts, number 40.

Pablo Zamorano motions to strike 39. "All Creative Arts performing groups funded in the DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students." and to update the numbers.

Eileena Andy seconds the motion.

Discussion occurred.

Discussion ends.

Yes – 6

No – 0

The motion to strike 39, "All Creative Arts performing groups funded in the DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students." and to update the numbers passes by consensus.

Pablo Zamorano motions to extend time by five minutes.

Veena Bhatia seconds the motion.

No objections

The motion to extend time by five minutes passes by consensus.

Binh Do motions to change number 21. No gift items/prizes/giveaways can be over \$50 ~~in value~~ to **total amount**.

Eileena Andy seconds the motion.

Discussion occurred.

Discussion ends.

No gift items/prizes/giveaways can be over \$50 in **total amount.**

Yes – 6

No - 0

The motion to change number 21 to “No gift items/prizes/giveaways can be over \$50 in **total amount.**” Passes by consensus.

Burning Issues

- Pablo Zamorano announced that he had noticed that all the items that keep coming in keep getting put as urgent, this needs to be thought about and changed.
- Shahar Marom announced that he would like to remind everyone to look at the codes and Budget Stipulations and make sure that there is no more errors. Please look over them. Shahar will also be assigning more task to the people of Finance Committee and he also would like Binh to start planning field trips to see CCP and even the tutoring center.

Announcements/Informational Reports

Adjournment

Shahar adjourned this meeting at 5:13pm.

Submitted by,

Samantha Segovia

DASB Secretary

Approved on Monday, October 22nd, 2012.