



DASG FINANCE MINUTES

Monday, April 11, 2022

4:00 PM

Remotely Via Zoom

Chair: Sharon Utomo

Contact: dasgfinance@fhda.edu

Dennis Shannakian is inviting you to a scheduled Zoom meeting.

Topic: DASG Finance Committee Meetings Spring 2022

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/99630894777?pwd=UVk0akZqaEhQVkJmNmp0YmZaSudZUT09>

Meeting ID: 996 3089 4777

Passcode: 919338

One tap mobile

+16699006833,,99630894777# US (San Jose)

+14086380968,,99630894777# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 996 3089 4777

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

Call to Order

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

Roll Call

Name	Present	Absent	Excused	Late	Left Early
Sharon U.	X				
Anahi R.	X				

Ivy S.	X				
Fiza S.	X				
Peter T.	X				
Isaac L.	X				
Alexander Jason T	X				
Mohamed E.		X			
Arayeysu S.		X			
Ananda D.	X				

Approval of Minutes

- ⇒ Alexander Jason T approves the minute from March 7, 2022
- ⇒ Seconded by Peter T. 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).

1. INTRODUCTION/DISCUSSION/ACTION

Title: DASG Card Production Special Allocations Request of \$13,945

This item is to approve a \$13,945 request from Fund 41 Special Allocations for the DASG Card Production.

Presenter: Dennis Shannakian

Time: 15 minutes

- ⇒ Dennis S: DASG Card Production System was last updated in 2007; software no longer supported. Need additional funding for hardware portion as well. Whole district is being upgraded, but De Anza’s portion only requires \$13,945 from special allocations.

- ⇒ Lisa K: The billing for 2021-22 fiscal year is unclear because invoice belongs to what fiscal year. Need capital, equipment should be received by end of fiscal year.
- ⇒ Dennis S: Phase 1 system upgrade this quarter hopefully- hardware and software.
- ⇒ Alexander Jason T: I move to approve the additional allocation of \$13,945 from DASG Fund 41 Special Allocations to DASG Card Production.
- ⇒ Seconded by Ivy S. No objections.

2. DISCUSSION/ACTION

Title: DASG Finance Code Updates

This item is to discuss and approve the amended Finance Code.

Presenter: Sharon Utomo

Time: 15 minutes

- ⇒ Dennis S: DASG Finance Code updates include Section 1 membership changes to match other committees; word changes in other sections for clarification. Article 2, Section 3: Line-Item Transfers, added DASG Accountant may make line-item budget adjustments to meet year-end deadlines.
- ⇒ Peter T: I move to approve the amended DASG Finance Code.
- ⇒ Ivy S: I second. No objections.

3. INFORMATION/DISCUSSION

Title: DASG Finance Committee Spring Goals

This item is to discuss the goals and timeline of the Finance Committee for the Spring 2022 quarter.

Presenter: Sharon Utomo

Time: 10 minutes

- ⇒ Sharon U: What needs to be done for the Board of Trustee's Presentation?
- ⇒ Dennis S: Board of Trustees Deadline to get on May Agenda is April 21, 2022. We are already on the agenda. Everything should be done and send to the district by Wednesday, April 20, 2022. Board Meeting is May 2, 2022. Two things must be accomplished by April 20, 2022: 1) Someone from the DASG committee can create the cover for the 2022-23 budget book presentation. 2) Cover letter is written by Finance Chair.
- ⇒ Sharon U: Zoom pictures, illustrations, pictures of the school are some suggestions for the budget cover.
- ⇒ Alexander Jason T: A sketch of the zoom?
- ⇒ Peter T: We did that last year, so we should be creative and do something different.
- ⇒ Lisa K: Someone on committee into graphic design?
- ⇒ Sharon U: No, but marketing has people that are. We could have a bonding day where we take the photo for the cover. Board of Trustee's meeting is where we give a presentation for the budget, and
- ⇒ Lisa K: District Board Meetings are in-person. Are they expected to present in person or over zoom?
- ⇒ Dennis S: Yes, most likely in person.
- ⇒ Lisa K: Foothill and De Anza usually switch off each year.

- ⇒ Sharon U: Last year De Anza went first, so this year De Anza would go second. Went over presentation slide flow and slide/task assignments. Brainstorm changes. Fund 41: basic breakdown, DASG card sales, flea market. Fund 46: how the opting out option has affected the revenue, changes to budget rubric. Spring goals district meeting and increasing revenue.
- ⇒ Lisa K: District Presentation is 6:00 PM Foothill Campus District Board Room May 2nd, 2022.

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).

- ⇒ Lisa K: Able to process checks again, online flea market processing system for accounting side.

Introduction and Approval of Prospective Interns

- ⇒ Gavin (Jiarong Guo): 3rd Finance Meeting

Burning Issues/Questions/Comments

Adjournment

- ⇒ Sharon U adjourns this meeting at 5:02 PM.

Upcoming Events