

MINUTES
DASB BUDGET AND FINANCE COMMITTEE MEETING
Wednesday, April 30, 2003
12:30 pm
Santa Cruz Room

Call to Order

Colin Pickel called the meeting to order at 12:36 pm.

Roll Call

| Name | Present | Absent | Late | Left Early |
|-----------------------|---------|--------|------|------------|
| 1. Aspandiar Dahmubed | X | | X | |
| 2. Ole Petersen | X | | | |
| 3. Melecia Navarro | | X | | |
| 4. Colin Pickel | X | | | |
| 5. Claudia Villatoro | X | | | |

Advisors: Dennis Shannakian, Lisa Ross-Kirk

Guests: Tom Izu, Donna Jones-Dulin, Kathy Duong

Public Comments

There were no public comments.

Consent Calendar

1. Line item transfer in the amount of \$400.00 from object code 5214 (Professional Services) to object code 4209 (Banquet Supplies) in account 41-56200 (California History Center) in order to provide refreshments at two receptions.
2. Line item transfer in the amount of \$3000.00 from object code 4060 (Printing) to object code 4010 (Supplies) in account 41-57520 (Environmental Study Area) to hire full time staff person.
3. Line item transfer in the amount of \$772.00 from object code 2310 (Student Salary) to object code 4010 (Supplies) and \$60.00 from object code 3200 (Hourly Benefits) to object code 4010 (Supplies) in account 41-52234 (Comics) to cover supplies for the mural project.

Colin Pickel stated that Consent Calendar Item #1 had been pulled and added to the agenda as Business Item #1.

Lisa Ross-Kirk stated that there was a correction to Consent Calendar Item #2: Strike “to hire full time staff person” and replace with “to purchase signs, tools, and plants”.

Ole Petersen moved to approve the Consent Calendar as amended.

Claudia Villatoro seconded the motion.

Motion to approve the Consent Calendar as amended passed by Consensus.

Business

DISCUSSION/ACTION

4. Consent Calendar Item #1: California History Center

This item is to discuss Line item transfer in the amount of \$400.00 from object code 5214 (Professional Services) to object code 4209 (Banquet Supplies) in account 41-56200 (California History Center) in order to provide refreshments at two receptions.

Presenter: Tom Izu

Time Limit: 10 Minutes

Discussion occurred.

Aspandiar Dahmubed moved to approve line item transfer in the amount of \$400.00 from object code 5214 (Professional Services) to object code 4209 (Banquet Supplies) in account 41-56200 (California History Center) in order to provide refreshments at two receptions. Claudia Villatoro seconded the motion.

Motion to approve line item transfer in the amount of \$400.00 from object code 5214 (Professional Services) to object code 4209 (Banquet Supplies) in account 41-56200 (California History Center) in order to provide refreshments at two receptions failed with 2 yes to 2 no votes.

DISCUSSION

5. Campus Center Use Policies

This item is to discuss the present Campus Center policies.

Presenter: Donna Jones-Dulin

Time Limit: 10 Minutes

Donna Jones-Dulin presented this item.

Discussion occurred.

DISCUSSION/ACTION

6. New Funding Request from the Tech Committee

This item is to discuss funding in the amount of \$405.00 for a new part for the laser printer in the DASB Office that needs to be replaced (costing \$255) and to replace a part for another computer with a broken hard drive (costing \$150).

Presenter: Kathy Duong

Time Limit: 10 Minutes

Kathy Duong presented this item.

Colin Pickel moved to approve funding in the amount of \$405.00 for a new part for the laser printer in the DASB Office that needs to be replaced (costing \$255) and to replace a part for another computer with a broken hard drive (costing \$150) from account 41-52102 (Winter/Spring Special Allocations).

Aspandiar Dahmubed seconded the motion.

Motion to approve funding in the amount of \$405.00 for a new part for the laser printer in the DASB Office that needs to be replaced (costing \$255) and to replace a part for another computer with a broken hard drive (costing \$150) from account 41-52102 passed by consensus.

DISCUSSION

7. Finance Code

This item is to discuss changes to the Finance Code.

Presenter: Lisa Ross-Kirk

Time Limit: 10 Minutes

Lisa Ross-Kirk presented this item.

The following changes were made to the Finance Code and were approved by Consensus.

- Added to Article 3, C: When the Budget and Finance Committee and Senate are not meeting, the DASB VP of Budget and Finance is authorized to approve line item transfer requests.
- Article 3, B-5: ~~The DASB Vice President of Budget and Finance will allocate amounts to each of the line items as approved by the Budget and Finance Committee and Senate. For those accounts that were awarded a lump sum, the Vice President of Budget and Finance shall allocate amounts based on the actual budget submitted and allocate amounts proportional to the budget submitted.~~

Budgeters must provide the DASB VP of Budget and Finance line item amounts by June 15. If the Budgeter fails to meet the June 15 deadline, the DASB VP of Budget of Finance will assign line item amounts. Line item categories may not be changed from those originally requested.

- Added to Article 8, 3-D: Independent Contractor Pre-hire Authorization Form, Independent Contractor Agreement, W-9 Form, and the invoice.

Aspandiar Dahmubed moved to approve the DASB Finance Code as amended.

Claudia Villatoro seconded the motion.

Motion to approve the DASB Finance Code as amended passed by consensus.

Approval of Minutes

Wednesday March 19, 2003

Claudia Villatoro moved to approve the Minutes of March 19, 2003.

Colin Pickel seconded the motion.

Motion to approve the Minutes of March 19, 2003 passed by consensus.

Burning Issues

There were no burning issues.

Announcements/Informational Reports

There were no announcements or Informational Reports.

Adjournment

Colin Pickel adjourned the meeting at 1:20 pm.

Submitted by:

Kate Bertges

DASB Secretary

Approved Wednesday May 7, 2003