



DASG FINANCE MINUTES  
Monday, November 7, 2022  
4:00 PM  
Student Council Chambers  
Lower Level of the Hinson Campus Center  
And Online Via Zoom  
**Chair:** Tj Chang  
**Contact:** dasgfinance@fhda.edu

Dennis Shannakian is inviting you to a scheduled Zoom meeting.

Topic: DASG Finance Committee Meetings – Fall 2022  
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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Meeting ID: 846 8006 0971

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Call to Order

⇒ Tj C calls this meeting to order at 4:05 PM.

Roll Call

Name	Present	Absent	Excused	Late	Left Early
Tj C.	X				
Isaac L.	X				
Eren S.	X				
Aryayeshu S.			On leave		
Amy H.	X				
Jenny T.		X			
Nael S.	X				
Izat R.	X				
Samman S.	X				
Javier T.	X				

### Approval of Minutes

- ⇒ Isaac L: I move to approve the minutes from October 31<sup>st</sup>, 2022
- ⇒ Nael S: I second.
- ⇒ No objections.

### Public Comments

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- ⇒ No Public Comments.

### Business Items

## 1. DISCUSSION

Title: Check-in Session

*Description: This item discusses your busyness level in the first couple weeks. Everyone shares one fun fact & favorite hobby not related to academics. Interns, what is your reason for joining, and why are you interested in DASG.*

Presenter: Tj Chang

Time: 15 minutes

- ⇒ Isaac L: This weekend I stayed home at finished midterms. In the grind right now and planning for the week.
- ⇒ Tj C: Rough week because of midterms and essays and applications.
- ⇒ Samman S: Chill week and caught up with classes.
- ⇒ Javier T: Party with some other finance members this weekend and do homework.
- ⇒ Izat R: Working on catching up on assignments.
- ⇒ Kate W: Hung out with friends last week and did assignments.
- ⇒ Nick T: Business test this morning hope I did well.
- ⇒ Rohan M: Week was busy and I would like to join finance because I am interested in majoring in finance. Also, in middle college.
- ⇒ Pranav J: Want to be part of a committee that is productive.
- ⇒ Richard W: Didn't do much this weekend.
- ⇒ Alex C: This week was busy because I had two midterms.
- ⇒ Amy H: I'm having a good day.
- ⇒ Mishal R: Watched football this week and rested. Organized schedule for this week.
- ⇒ Dennis S: Last weekend was pretty relaxed and did grocery shopping.
- ⇒ Eren S: Doing well, lost my voice. I have a math midterm tomorrow.
- ⇒ Benjamin F: This week I hope goes well.
- ⇒ Nael S: I caught up on homework.
- ⇒ Hyon Chu YB: It's been crazy and fun. Going to San Jose for a children's music theater program that is excellent in downtown San Jose, Wizards of Oz.

## 2. DISCUSSION/ACTION

Title: Funding Request for DASG Card Production

*Description: This item is to discuss and approve the Funding Request of \$15,296 for the DASG Card Production account 41-55117 from Fund 41 Special Allocations to cover the DASG portion of the photo ID card system upgrade (\$28,475.54). The Special Allocations account will be refilled from HEERF funding later in the year.*

Presenter: Dennis Shannakian

Time: 15 minutes

- ⇒ Dennis S: This is the item that was also presented last week by Lisa Kirk. This is for the DASG portion of the photo ID production system upgrade. DASG approved this funding last year in April. Unfortunately, we did not get the invoice until after the fiscal year closed. The money allocated for it last year will be allocated to this year, but we need to pay for it. The total bill for the district was split three ways between De Anza, Foothill, and campus police. With the funding remaining in the account this is the amount required. Some budget adjustments will occur because of HERF.
- ⇒ Amy H: This is all our special allocation funding because we will have the opportunity to replenish these funds, so we don't really have a choice to not approve this money because we have to pay it.

- ⇒ Amy H: I move to approve the Funding Request of \$15,296 for the DASG Card Production account 41-55117 from Fund 41 Special Allocations to cover the DASG portion of the photo ID card system upgrade.
- ⇒ Isaac L: I second. No objections.

### 3. INFORMATION/DISCUSSION

Title: Mock Interview

*Description: This item is to conduct mock interviews in preparation for the DASG Budget Interviews.*

Presenter: Tj Chang

Time: 30 minutes

- ⇒ Tj C: This is the template that is being shared on the screen and on Discord for the interview. Next week we will do the mock interview and Dennis and Hyon Chu will provide feedback. You also will begin emailing budgeters.
- ⇒ Isaac L: Ideally, budget interviews should be completed before winter break. These interviews allow us to get closer to the budgeters themselves.
- ⇒ Tj C: There are 30-40 budgeters we need to go through.
- ⇒ Isaac L: These will be distributed evenly amongst the bestie groups. On shared screen, this document will guide the interview & questions to ask. Bestie and the intern will take turns questioning and taking notes. We want to get to know the interns and budgeters. It will be recorded and should be like a conversation.
- ⇒ Tj C: Please read through this template and picture how you would do this conversation. Prepare yourself and next week we will assign you the real budgeters and next week will also be the mock interview.
- ⇒ Amy H: Budget deliberations is the big project of the Finance Committee. When students enroll at De Anza, they pay a \$10 enrollment fee which contributes to the \$1 million budget. We deliberate what programs should be financially supported like DASG, ICC, Honors, and La Voz for example. It is our job to review the files that budgeters send in and contact them about if their program will be financially supported. If you are not paired with a senator, then contact Isaac.
- ⇒ Isaac L: You want to individually reach out to them once assigned and the zoom meeting needs to be planned yourself. Last year, Dennis & Hyon Chu played the role of the budgeter so we will keep the same format this year in the mock interview.
- ⇒ Tj C: In next week's mock interview the bestie groups will separate. Senators reach out to your interns.
- ⇒ Hyon Chu YB: To make sure that your interviews are timely and successful have your interviews possibly done by Dec 2. Have time management and get yourself organized. Send times to the budgeters for times that you are available so that you don't have to go back and forth too much.
- ⇒ Isaac L: The interviews allow us to get to know the budgeters and the program. During budget deliberations, we will want the bestie group that was interviewed to speak when their program comes up.
- ⇒ Hyon Chu YB: If these are done hybrid, do you all have your own zoom accounts? If a budgeter is asking for a zoom account, have them schedule it because the free account cuts off at 40 mins.
- ⇒ Tj C: I will send out an email template. The timeline will be sent out on Discord. Today we discussed the intro for mock interviews and overview. Next week we will have the mock interview and send out the assignments for the besties of their budgeters. Do a reminder email if they don't email back on November 18<sup>th</sup>. Make the last response on November 23<sup>rd</sup> so an appointment should be made before then. All interviews done by December 2<sup>nd</sup> and December 5<sup>th</sup> will be shared out for every interview.
- ⇒ Amy H: If you have any questions, please ask me or any of the senators as we are all here to help.

#### 4. INFORMATION/DISCUSSION

Title: DASG Scholarships marketing ideas discussion

Description: *This item is to discuss the ideas for promoting the DASG Scholarship applications.*

Presenter Tj Chang

Time: 15 minutes

- ⇒ Tj C: Right now, we only have Instagram posts for the DASG scholarship and the same was done last year, but not that many people applied for it.
- ⇒ Amy H: Every year DASG gives out scholarships. There are two scholarships: general & memorial. Marketing can add it to quick notes and the event calendar. Quick notes go out to every student and can be added to the OCL scoop newsletter. We can also contact villages where they make announcements. We can have marketing print out large posters to post around the large glass bulletin boards around campus to promote. These are things that marketing would do for us. We will be doing all of those.
- ⇒ Eren S: Reach out to clubs?
- ⇒ Tj C: Posting on Discord.
- ⇒ Amy H: There are also several corkboards that we can use to post flyers around campus.
- ⇒ Rohan M: Contact professors?
- ⇒ Amy H: Yes, we could bring this up during the executive meeting because the elections committee has a master list of all the professors this year and we can push them to post on their canvas modules.
- ⇒ Pranav M: You could post the LCD screens.
- ⇒ Amy H: That would go through the communications office. We can reach out to them and see if that's something that they are willing to do.
- ⇒ Tj C: I want to distribute the work. Anyone will share with clubs?
- ⇒ Amy H: I would contract with other committees. Also, promote possibly in the ICC rep meetings.

#### Burning Issues/Questions

- ⇒ Amy H: For the DASSG scholarship budget, who will they be interviewing?
- ⇒ Dennis S: Most likely the finance committee. They do need to put someone's name down.
- ⇒ Hyon Chu YB: You can put my name down.

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- ⇒ Rohan M: In the future, we could contact clubs and Discords to have them follow announcements.
- ⇒ Amy H: That is something to bring up with ICC because it is not up to Finance Committee. We don't want to spam their clubs.
- ⇒ Rohan M: We could make a second global announcement.
- ⇒ Amy H: That's more of logistics that we can discuss after adjournment. The current one is just kind of a flow chart with admins and officers posting.

⇒ Tj C: If you are an intern ready for an official interview please stay after and senators stay.

#### Introduction and Approval of Prospective Interns

- ⇒ Pranav Munjal: 1<sup>st</sup> meeting
- ⇒ Rohan Malla: 1<sup>st</sup> meeting
- ⇒ Alex Chien: 6<sup>th</sup> meeting
- ⇒ Richard Wang: 6<sup>th</sup> meeting
- ⇒ Kate Wang: 2<sup>nd</sup> meeting
- ⇒ Nicholas Turangan: 4<sup>th</sup> meeting
- ⇒ Benjamin Furagganan: 5<sup>th</sup> meeting

#### Adjournment

⇒ Tj C: I adjourn this meeting at 5:09 PM.

#### Upcoming Events