



DASB FINANCE COMMITTEE MINUTES

Monday, November 9, 2020

4:00 pm

Student Council Chambers A

Chair: Grace Lim

Contact: dasbfinance@fhda.edu

Dennis Shannakian is inviting you to a scheduled Zoom meeting.

Phone one-tap: US: [+16699006833](tel:+16699006833) or [+14086380968](tel:+14086380968)

Meeting URL: <https://fhda-edu.zoom.us/j/96037177323?pwd=UWFIOHo2MjNYNXR5cFpkNFV5U1h6dz09&from=msft>

Meeting ID: 960 3717 7323

Passcode: 599466

Join by Telephone

For higher quality, dial a number based on your current location.

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Call to Order

Grace called the meeting to order at 4:02 pm.

Roll Call

	Present	Absent	Excused	Late	Left Early
Grace L.	X				
Jeffrey K.	X				
Anthony N.	X				
Nathan N.	X				
Katelyn P.	X			X (4:05 pm)	
Arushi S.	X				
Britney T.	X				

Approval of Minutes

- Monday, November 2, 2020
- **Jeffrey moved to approve the minutes from**
 - **Seconded by Anthony**
 - **No objections**

Motion passes on consensus

Senators present: Grace L, Jeffrey K, Anthony N, Nathan N, Arushi S, Britney T

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.

No public announcements.

Business Items

1. INFORMATION/DISCUSSION/ACTION

Title: 2021-2022 DASB Budget Rubric

This item is to review and confirm the 2021-2022 DASB Budget Rubric.

Presenter: Grace Lim

Time: 30 minutes

- Grace opened up the conversation by asking for suggestions on how to improve the Budget Rubric.
- Anthony asked why they are using the number 3 to multiply the weighted scores on the rubric.
 - Grace explained how the weighted scores work and why they use the number 3 to multiply.
- Grace explained how the Budget rubric works.
- Jeffrey asked when Senators and Interns will be filling out the rubrics.
 - Grace responded the rubrics will need to be sent to her during the first week of January.
 - Dennis explained the timeline of how the budget rubric timeline works.
- Hyon Chu asked if Finance has decided on the Budget Deliberation days.
 - Grace responded no and shared she thought the days were set.
 - Dennis explained Finance needs to set the days themselves and will need at least 4 hours of time for at least 3 meetings.
- Jeffrey asked if Finance can do an example Budget Rubric next week.
 - Grace agreed.
- Grace suggested either setting a score standard, taking off the question of how effectively programs have been using DASB funds completely, or having the committee decide on one number.
 - Dennis shared he thinks taking the question completely off the rubric would be the best option and explained why.

- Grace asked Dennis to delete that criteria of prior funding off the rubric.
- Grace shared she wants to edit the description for the promotion criteria because she modified the RFI promotion prompt to specifically ask if programs have made an extra effort to reach underserved students.
 - Dennis shared what the application currently says about serving underserved students and shared the application did not have those questions last year.
- Grace suggested adding “and makes extra effort to reach underserved students” at the very end for score 3 on the rubric and “or makes little to no effort to reach underserved students” at the end for score 2.
 - Dennis made those adjustments to the rubric.
- Grace asked to add “program adequately describes challenges they face in trying to do so” at the end in column D. She also asked to add “and makes little to no effort to reach underserved students” and “Program does not describe challenges they face” at the end of column E.
 - Dennis made those adjustments.
- Fiza pointed out a spelling error in C14.
 - Dennis fixed the spelling error.
- **Nathan moved to approve the 2021-2022 Budget Rubric as amended.**
 - **Seconded by Britney**
 - **No objections.**

Motion passes on consensus

Senators present: Grace L, Jeffrey K, Anthony N, Nathan N, Katelyn P, Arushi S, Britney T

2. INFORMATION/DISCUSSION

Title: Mock Interviews

This item is to conduct mock interviews in preparation for the DASB Budget Interviews.

Groups who have already interviewed their programs may share about their experiences.

Presenter: Grace Lim, Hyon Chu Yi-Baker, Dennis Shannakian

Time: 30 minutes

- Grace explained the purpose of the mock interviews and how it’s going to be set up.
- Katelyn gave helpful suggestion regarding the budget interviews including adapting questions and meeting prior to the interview to go over the program’s background.
- Jeffrey suggested having one person ask questions and the other person writing everything down.
- Charlaine asked if they can record the interview.
 - Grace responded yes as long as they get consent from the interviewee.

- Senators and Interns were split into groups to conduct mock interviews for 20 minutes.
- Senators and Interns returned after 20 minutes and Grace asked everyone how the mock interviews went.
- Hyon Chu shared something people might get tripped up on is someone who talks a lot and suggested finding polite ways to interrupt and keep the interview moving. She also suggested sharing about yourself to the interviewee to break the ice and meeting with your partner beforehand to come up with a strategy before the interview.
- Huy pointed out some of the stuff on the RFI's answers some of the interview questions and asked if he still needs to ask those questions.
 - Grace clarified interviewers won't know what programs filled in the RFI's for this year because Dennis will still be processing them. She also suggested to base follow up questions on the program's RFI from last year.
- Nathan mentioned at least one person needs to be taking notes.
- Hyon Chu asked Jeffrey and Katelyn if interviewers shared their screen.
 - Katelyn responded no.
- Hyon Chu shared it would be helpful to learn more about the program by going to their website.

3. INFORMATION/DISCUSSION

Title: DASB Town Hall Planning

This item is to discuss Finance's role for the upcoming DASB Town Hall on November 20th at 4-6 pm.

Presenter: Grace Lim

Time: 10 minutes

- Grace shared DASB will be hosting a Town Hall next Friday on the 20th from 4-6 pm and asked for suggestions for Finance can chip into the effort.
- Nathan shared students will be asking how the pandemic has affected the budget for this year.
 - Grace agreed they will be asked that question.
- Fiza shared the Town Hall will be a good place to announce the Silvia Chalista Memorial Scholarship.
- Katelyn shared marketing needs help with marketing the Town Hall and they have published the RSVP on De Anza's Reddit and Discord, but not a lot of people have responded.

- Grace asked for suggestions on how Finance can contribute.
- Nathan shared students will be asking about DASB scholarships.
- Anthony suggested sharing updates to students about the PBT's recent collateral budget.
- Katelyn shared the Town Hall team has already worked out the agenda and they just need help with marketing.
- Huy suggested creating a Facebook event.
- Grace shared promoting the event is something the committee can do as individuals and Finance's role is to present information of Financial Aid and resources during the basic needs section of the Town Hall. She also asked if the committee can make an infographic for resources and the committee's contacts.
- Arushi suggested having a section to specify Finance has intern spots open.
- Grace asked for volunteers to help with research, presentation, the infographic, or being there during the Town Hall to answer questions.
 - Senators and Interns volunteered for what they would like to help with.
- Grace asked if they should come up with a Powerpoint slides presentation or just present the infographic.
 - Britney explained because there is so much information to share the infographic will not look visually appealing.
- Anya asked what kind of information would be part of the presentation.
 - Grace responded scholarships, forms of financial aid, emergency funds, updates about PBT's and section reductions, and a brief marketing of the Finance internship.
- Britney asked when everything should be done by.
 - Grace responded the research team will have until Friday and the infographic team will have until next Tuesday.

Introduction and Approval of Prospective Interns

The following Prospective Interns attended their first Finance meeting:

- Sharon Utomo 1st meeting

The following Prospective Interns attended their third Finance meeting:

- Fiza Syed 3rd meeting

Burning Issues

No burning issues.

Announcements/Informational Reports

No Announcements/Informational Reports.

Adjournment

Grace adjourned the meeting at 5:17 pm.