

## DASB FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:30 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

**Clubs should fill out the "ICC/Club Budget Request" form for all requests.**

**NOTE: The Finance Committee does not meet during the first week of the quarter, dead and finals weeks or breaks.**

*Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.*

Name: Dennis Shannakian Signature & Date: *Dennis Shannakian* 10/1/2020

Phone: 408-864-8757 E-mail: shannakiandennis@fhda.edu

Group or department you are representing: Office of College Life

*You are required to attend the DASB Finance Committee meeting, Monday at 3:30 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.*

**Request to be on the Finance Committee Agenda For: (check one)**

1.  **GENERAL ITEM (Includes Budget Transfers):**

Summary of item: (REQUIRED, use additional sheets if necessary) \_\_\_\_\_

\_\_\_\_\_ This item is to discuss and approve a Budget Transfer in the amount of \$9,635 from DASB Bicycle Program (Account # 41-55116) to College Life Office Staff (Account # 41-51345); \$9,405 for Student Salary (Code # 2310) and \$230 for Hourly Benefits (Code # 3200).

\_\_\_\_\_ Reason for Transfer: To provide better and more accessible service for both the DASB Bicycle Program and the other Office of College Life Programs (DASB Card, VTA SmartPass, DASB/ICC/Club Support, DASB Flea Market, Legal Advice, etc.) we need to merge the two College Life Front Desk Assistant and one DASB Bike Program Coordinator positions into three general College Life Student Assistant positions. This will mean we will have three students available all day five days per week who can help students with the DASB Bicycle Program and all three can be used for supporting all the other student support services as well all day five days per week. Currently service hours are for all the different services are limited, especially for the DASB Bicycle Program.