



**DASB SENATE MINUTES**  
 Wednesday, May 11<sup>th</sup>, 2016  
 3:30 pm  
 Student Council Chambers  
**Teleconference Link: Skype: [dasb.senate](https://dasb.senate)**  
**Chair: Matthew Zárate**  
**Contact: [dasbpresident@fhda.edu](mailto:dasbpresident@fhda.edu)**

Call to Order

Matthew called to order at 3:34PM

Roll Call

	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Left Early</b>	<b>Excused</b>
Matthew Zarate	X				
Stephanie Rigsby	X				
Indu Kundam	X				
Jennifer Tanko	X				
Keith Lara	X				
Faris Waiteasa	X				
Klara Mairentia	X				
Chi Tran	X				
Mohammad Tabrizi	X				
Kevin Nam Hoang	X				
Coriena Andy	X				
Sobia Chahal	X				
Puneet Kaur	X				
Chung Heng Lee	X				
Anastasia Levchenko	X				
Victor Lim	X				
Carlos Malfitano	X				
Faiz Mujidid	X				

Keerthana Muthukrishnan	X				
Holly Iong	X				
Kurumi Sasaki	X				
Dara Streit	X				
Upey Tanu	X				

### Approval of Minutes

➤ May 4<sup>th</sup>, 2016

- **No objections to approve the minutes**

### Public Announcements

#### Senate Announcements

- Michelle said celebrities will be at De Anza to push for voter registration
- Lee Chung Heng said issues in the Tech Committee has been resulted. The Tech committee will move on.
- Mohammad said Lee Chung Heng is the Vice Chair of Technology Committee

### Trustee Announcements

- Next Board meeting will be on Monday, June 6<sup>th</sup>

### Internal Committee Reports

- Chi said E.S will audit reports from EcoFund project
- Faris said Marketing will have business cards for senators soon
  - New brochures will be issued soon

### External Committee Reports

- Indu (Canpus Facility Student Rep.) said our energy consumption on Campus has been going up for the last three year
- Puneet (SSPBT rep) said the campus plans to take down L2,L4, and L5 buildings
- Sobia (Academic Senate Rep.) said the cancellation of classes impacts students a lot

### Consent Calendar

#### Business Items

#### 1. INFORMATION/DISCUSSION/ACTION

Title: FHDA Student Employment Bylaws and Codes

*This item is to discuss recommendations made by the Executive Committee on how to address the issue of student termination*

Presenter: Indu Kundam, Matthew Zárate

Time: 15 minutes

- Matthew said he wanted to use the senate floor as the place to bring in new strategies
- Keith said after the presentation, there was only Kurumi attended the housing committee

## 2. INFORMATION/DISCUSSION/ACTION

Title: Midterm Election Timeline

*This item is to discuss and take action on recommendations made by the Executive Committee on how to go about the midterm election, initiated on May 18th.*

Presenter: Faris Waiteasa

Time: 15 minutes

- Faris presented
- **“May 16<sup>th</sup>**
  - *Informational Meeting: President, EVP, and Chairs of each committee will host an informational meeting to advise current prospective candidates on DASB, Bylaws and Codes, and overall expectations/duties of each senator/officer.*
- **May 18<sup>th</sup>**
  - *Elections Begin: Prospective senators may begin fulfilling their eligibility requirements. (Attending Senate meetings, collecting signatures, ect.) Current Senators will begin promoting the election in which they desire. (Presentations, forums, canvassing, ect.)*
- **June 6<sup>th</sup>**
  - *Last General Senate Meeting. The Senate will have their last official meeting of the Spring Quarter 6/6/2016*
- **September 30<sup>th</sup>:**
  - *Last day to submit Midterm Applications: Student interested in earning a position on the senate will have till 9/30/2016 to submit midterm applications to the office of College Life. College Life will have till the 10th of October to process all applications. After applications have been processed, necessary documents from the applications will be distributed to the President, then to all senators to review and analyze on 10/10/2016.*
- **December 10<sup>th</sup>:**
  - *Senate Decision: two days after applications have been distributed to all senators, the Senate will decide and vote on who will vacate the respective seats available within the Senate.*
- **October 15<sup>th</sup>.**
  - *Swearing in: Newly elected Senators (if any) will be sworn in”*
- Chi said first week of school, office of college life would be really busy
- **Stephanie moved to approve the midterm election timeline initiated on May 18th.**
  - **Seconded by Sobia**
    - **No objections to approve the timeline**

**Senate approved the midterm election timeline initiated on May 18<sup>th</sup>**

## 3. INFORMATION/DISCUSSION/ACTION

Title: Midterm Senate Application

*This item is to discuss and take action on the amended Midterm Application recommended by the Executive Committee*

Presenter: Indu Kundam & Matthew Zárate

Time: 15 minutes

- Indu presented
- Carlos presented

### ***“The DASB Senate***

*The De Anza Associated Student Body (DASB) Senate is comprised of thirty delegates who represent De Anza College student interests at both the campus and district levels. The DASB Senate maintains ~~nine~~ **eight** standing internal committees: Administration, ~~Budget and~~ Finance, Diversity and Events, Environmental Sustainability, Executive Council, Marketing ~~and Communications~~, ~~Scholarships and Book Grants~~, Student Rights and Services, ~~and Technology, and Travel~~. DASB Senators also participate in campus and district administrative committees related to a variety of student issues. With a budget in excess of \$1,000,000, the DASB Senate sponsors and funds hundreds of programs and events in the interests of the student body.*

### ***Eligibility***

- 4. Collect a minimum of ~~ten~~ **fifty** student body signatures (non-associated) with a student concern for every signature, and write a ~~half page short summary of results~~ reflection of student concerns.*

### ***Duties and Responsibilities of Senators***

- 1. Attend all DASB Senate meetings **for their duration**.*
- 4. Maintain a minimum of ~~four office hours~~ **two office hours and two field hours** per week.*
- 5. Become familiar with parliamentary meeting procedures, the Brown Act, **Title IX**, and the DASB Senate Bylaws.*

*Please collect a minimum of ~~ten~~ **fifty** signatures from the student body on the following issue. ~~Then write a half page summary of the results obtained~~ Type a brief reflection pertaining to student concerns.*

*Please ~~type and~~ **include the question and your name** on the paper, then turn into the Office of College Life.*

*~~Be prepared to explain your findings at your third Senate meeting~~ Be prepared to give a brief vocal presentation.”*

- **Sobia moved to approve the amended Midterm Application recommended by the Executive Committee**
  - **Seconded by Stephanie**

- Faris said we do not want to include specific committee times in the application
- **Puneet moved to end the discussion**
  - **Seconded by Stephanie**

**Roll call vote to approve the amended Midterm Application recommended by the Executive Committee**

Approve the revised Midterm Application		Yes: 23	No: 0	Abs: 0
1	Matthew	2	Stephanie	
3	Kevin	4	Keerthana	
5	Indu	6	Jennifer	
7	N/A	8	Keith	
9	Faris	10	Klara	
11	Anastasia	12	Carlos	
13	Chi	14	Mohammad	
15	Falz	16	Kurumi	
17	Victor	18	N/A	
19	Lee Chung Heng	20	N/A	
21	N/A	22	N/A	
23	Corlena	24	N/A	
25	Dara	26	Tutantra	
27	Puneet	28	Sobla	
29	Holly			

**Senate approved the amended Midterm Application recommended by the Executive Committee**

4. INFORMATION/DISCUSSION

Title: Office Hours, Field Hours

*This item is to discuss and overview the logistics of office and field hours*

Presenter: Indu Kundam & Stephanie Rigsby

Time: 15 minutes

- Indu presented
- Stephanie suggested to change the word “supervisor” to “ coordinator”
- Indu said midterm election promoting could use for field hours
- Chi said senators should be responsible
- Stephanie said she doesn’t mind to sign off field hours
- **Chi moved to extend time by 10 minutes**
  - **Seconded by Faris**
    - **No objections**

- Indu presented a website for senators to clock in and clock out
- Kevin said the website is really micro managing
- Victor said senators who missed office hours just have to email Stephanie
- Chi suggested we should maybe reinforce it next quarter

5. INFORMATION/DISCUSSION

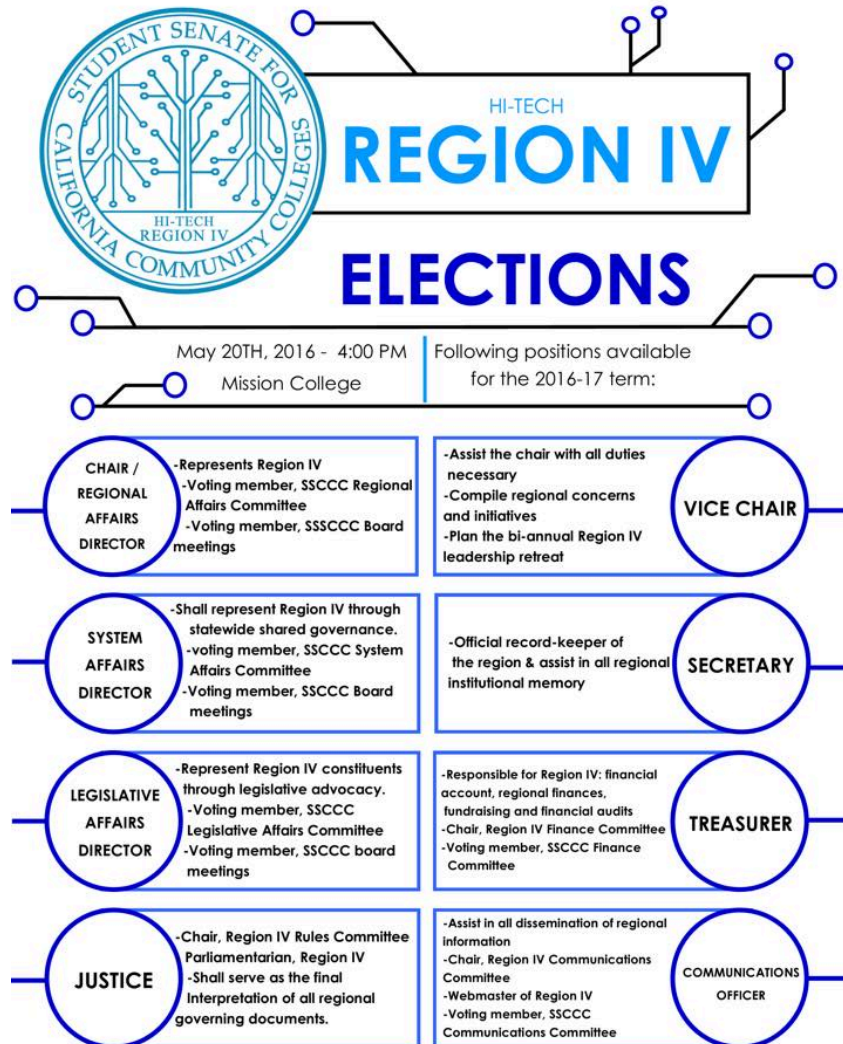
Title: Region 4 Elections

*This item is to present the Region IV elections*

Presenter: Naeema Kaleem

Time: 15 minutes

- Naeema presented
- Naeema said SSCCC Region IV election is coming up
- Naeema said anyone in the region can run for positions



6. INFORMATION/DISCUSSION

Title: March-April 2016 List of Checks \$500

*This item is to present the list of checks of \$500 on March and April 2016*

Presenter: Lisa Kirk

Time: 10 Minutes

Dennis presented

7. INFORMATION/DISCUSSION/ACTION - FIRST VOTE

Title: Line Item Transfer Request

*This item is to discuss and approve line item transfer request of \$2,000.00 for HEFAS*

Presenter: Jennifer Tanko

Time: 30 Minutes

8. INFORMATION/DISCUSSION/ACTION - URGENT ITEM

Title: New Funding Request

*This item is to approve the new funding request of \$12,926.10 for De Anza Sustainability Alliance from the Special Allocation Account*

Presenter: Cadence Calixto & Hung Da Wen

Time: 30 Minutes

- Arjun presenter
- **Sobia moved to approve the new funding request of \$8,832.10 for De Anza Sustainability Alliance from the Special Allocation Account as an urgent item**
  - **Seconded by Sobia**
- Jennifer said Finance recommended the program to cut the meal cost
- Arjun said this is the first time the convergence conference will be held at a community college
- **Keerthana moved to end the discussion**
  - **Seconded by Sobia**
    - **No objection**

**Roll call to approve the new funding request of \$204 for Supplies, \$3,230 for Meals, \$53 for Printing, and \$5,345 for Tech/Prof Service - total amount of \$8,832.00 for De Anza Sustainability Alliance from the Special Allocation Account as an urgent item**

Approve the new funding request of \$8,832 for DASA		Yes: 20	No: 1	Abs: 0
---	--	---------	-------	--------

1 Matthew	2 Stephanie
3 Kevin	4 Keerthana
5 Indu	6 Jennifer
7 N/A	8 Keith
9 Faris	10 Klara
11 Anastasia	12 Carlos
13 Chi	14 Mohammad
15 Faiz	16 Kurumi
17 Victor	18 N/A
19 Lee Chung Heng	20 N/A
21 N/A	22 N/A
23 Coriena	24 N/A
25 Dara	26 Tutantra
27 Puneet	28 Sobla
29 Holly	

**Senate approved the new funding request of \$204 for Supplies, \$3,230 for Meals, \$53 for Printing, and \$5,345 for Tech/Prof Service - total amount of \$8,832.00 for De Anza Sustainability Alliance from the Special Allocation Account as an urgent item**

9. INFORMATION/DISCUSSION/ACTION - SECOND VOTE

Title: Options/Unrecoverable Bank Losses – Check Fraud

*This item is to approve the recorded expenses of \$14,093.43 for check fraud losses from DASB General Reserve*

Presenter: Jennifer Tanko

Time: 30 Minutes

- Matthew said the senate did not get the clear explanation of what happened
- Matthew said the positive pay wasn't approved by the senate or advisors lead to the check fraud
- Stephanie said we should go to the board and talk to advisors
- Arjun said we could go see the vice chancellor of finance
- Puneet suggested to table the item
- Kevin asked if it would be better if we approve the recorded expenses of \$14,093.43 for check fraud losses from DASB General Reserve first and then open an investigation
- Sobia said we should not table it
  
- **Stephanie moved to record expenses of \$14,093.43 for check fraud losses from DASB General Reserve**



- **Seconded by Kevin**
- Kevin said we want to have a committee
- Stephanie said we still have 6-7 weeks until the book closes
- **Puneet moved to table the item**

**Roll call vote to table the item**

Table Options/Unrecoverable Bank losses item		Yes: 13	No: 9	Abs: 0
1 Matthew	2 Stephanie			
3 Kevin	4 Keerthana			
5 Indu	6 Jennifer			
7 N/A	8 Keith			
9 Faris	10 Klara			
11 Anastasia	12 Carlos			
13 Chi	14 Mohammad			
15 Faiz	16 Kurumi			
17 Victor	18 N/A			
19 Lee Chung Heng	20 N/A			
21 N/A	22 N/A			
23 Coriena	24 N/A			
25 Dara	26 Tutantra			
27 Puneet	28 Sobia			
29 Holly				

**Senate tabled the item**

**10. INFORMATION/DISCUSSION/ACTION**

Title: Appointing Finance Senator

*This item is to discuss and appoint one senator to join DASB Finance Committee*

Presenter: Jennifer Tanko

Time: 30 Minutes

- **Puneet moved to appoint Indu as DASB Finance Senator**
  - **Seconded by Sobia**
- **Sobia moved to end the discussion**
  - **Seconded by Indu**

**Roll call vote to appoint Indu as DASB Finance Senator**

Appoint Indu to Finance Committee		Yes: 22	No: 0	Abs: 0
1	Matthew	2	Stephanie	
3	Kevin	4	Keerthana	
5	Indu	6	Jennifer	
7	N/A	8	Keith	
9	Faris	10	Klara	
11	Anastasia	12	Carlos	
13	Chi	14	Mohammad	
15	Faiz	16	Kurumi	
17	Victor	18	N/A	
19	Lee Chung Heng	20	N/A	
21	N/A	22	N/A	
23	Coriena	24	N/A	
25	Dara	26	Tutantra	
27	Puneet	28	Sobia	
29	Holly			

**Senate appointed Indu as DASB Finance Senator**

- **Chi moved to challenge the chair’s decision on item number 9:  
Options/Unrecoverable Bank Losses – Check Fraud**
  - **Seconded by Stephanie**
- **Sobia moved to end the discussion**
  - **Seconded by Puneet**

**Roll call to challenge the chair’s decision on item number 9: Options/Unrecoverable Bank Losses – Check Fraud**

Challenge the Chair's decision		Yes: 10	No: 12	Abs: 0
--------------------------------	--	---------	--------	--------

1 Matthew	2 Stephanie
3 Kevin	4 Keerthana
5 Indu	6 Jennifer
7 N/A	8 Keith
9 Faris	10 Klara
11 Anastasia	12 Carlos
13 Chi	14 Mohammad
15 Faiz	16 Kurumi
17 Victor	18 N/A
19 Lee Chung Heng	20 N/A
21 N/A	22 N/A
23 Coriena	24 N/A
25 Dara	26 Tutantra
27 Puneet	28 Sobla
29 Holly	

**Challenge failed**

Public Announcements

Senate Announcements

Adjournment

**6:25PM**