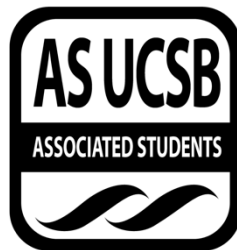


CONTROLLER'S OFFICE MINUTES



Associated Students  
09/03/20, 3:00 pm  
Zoom Conference Call

CALL TO ORDER at 3:00 pm by Samantha Zhang

A. MEETING BUSINESS

**1. Roll Call (Pre-entered Names)**

<b>Name</b>	<b>Note:</b> absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)	<b>Name</b>	<b>Note:</b> absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)
Samantha Zhang	<b>Present</b>	Evan Whitlock	<b>Present</b>
Tomislav Medan	<b>Present</b>	Tejal Kolte	<b>Excused</b>
Bernie Nguyen	<b>Present</b>	Spencer Wilfhart	<b>Absent</b>
Michael Zargari	<b>Present</b>	Nhung Tran	<b>present</b>
Irene Chen	<b>absent</b>	Anne Lin	<b>absent</b>
Shivani Awasthi	<b>present</b>	Sarah Khoumsi	<b>absent</b>

*Icebreaker Question: Most interesting thing you've done this summer.*

**2. Acceptance of Excused Absences**

***MOTION/SECOND: Tomislav, Bernie***

***Motion to bundle and approve excusing absences this meeting Tomislav, Michael***

***Action: Consent***

**3. Acceptance of Proxies**

***MOTION/SECOND:***

***Motion to bundle and accept all proxies for this meeting.***

***ACTION:***

**B. PUBLIC FORUM**

**C. DISCUSSION ITEMS**

**-Notes:** Tomislav read off the information listed below to all those who were present at the meeting. Explained reasoning was to give background on the approval they were hoping to achieve.

**C-1. Department of Public Worms (Greenhouse ADA-accessible Ramp Vote)**

- Jessie Schmitt, our Recycling and Compost Program Coordinator, is working on the addition of an ADA accessible ramp for DPW's greenhouse. The project is shovel ready and only needs an approval vote from a student oversight committee (us).
- Project Description from Jessie: During Spring Quarter, the ECP Student Student had a greenhouse installed to plant seedlings to grow in the garden beds. After installation, we realized that a person using a wheelchair would have a difficult time getting access to the greenhouse. Our goal has always been to make the farm as accessible as possible to everyone. Its difficult to be perfect in an outdoor space as unique as the farm, but it is something we really care about. Therefore, we met with our Project Manager, inspectors and designers to address this issue. A design was created and we would like to get the new ramp and landing installed as soon as possible. DPW has a lock-in fee and has enough funds to cover the costs. We would like to get up to \$3500 approved for this project. (Edit from Controller: These funds are DPW's allocated funds, so we would not have to provide them with any monetary compensation.)
- **Financial action item:** Jessie wants to use \$3500 of DPW funds to build an ADA-accessible ramp to their greenhouse.
  - **MOTION/SECOND:** Tomislav, Bernie
  - **Motion language:** Motion to approve use of \$3500 from DPW's funds to build a ramp and landing for their greenhouse
  - **Action:** Motion passes

**C-2. Honoraria Requirements**

-Briefly went over the email Samantha sent concerning new AS requirements and trainings to receive honoraria, directed everyone to her earlier email to ensure everyone signs up

**C-3. SBA Meeting**

-Reminded All SBA's in the meeting to be sure to vote or voice their preference for an overview meeting before or after Fall quarter. No opinions were voiced.

**C-4. Marketing update?**

-**Shivani** said she followed up in an email to her directed contact in regards to starting her marketing project, received no response, is following up again

**D. ADJOURNMENT**

*MOTION/SECOND: Tomislav Medan/ Bernie*

*Consent*

*3:20 P.M.*

