

**Resolution to Add the Academic Senate's Current Vice President and Executive Secretary
as Signers on the Senate's Bank Account**

**Academic Senate Committee Fund
Checking Account Number 0060013380**

Whereas, the job of the Vice President and Executive Secretary to the Academic Senate includes the organization and arranging of activities, for example travel, requiring expenditure of the Senate's budget, and

Whereas, such arrangements often require the use of monies in the Senate's budget in a time-sensitive manner, and

Whereas, lack of direct access to the account on the part of the Executive Secretary and Vice President assisting with the arranging results in extra work, time lost in the form of extra steps in reimbursement, and delays to get signatures,

Whereas, the current account holders include the previous administrative assistant Amanda Hopkins, who should now be removed as she is no longer serving the Senate,

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank to add Monica Ohkubo and John Stover as signers on the account and to remove Amanda Hopkins.

In summary the changes made will be to:

- Remove previous AA, Amanda Hopkins
- Add current Vice President, Monica Ohkubo, as a signer
- Add current Executive Secretary, John Stover, as a signer

Julie Thompson, President _____

Monica Ohkubo, Vice President _____

John Stover, Secretary _____

Kate Jolley, Vice President for Finance and Administrative Services _____

**Resolution to Add the Academic Senate's Current Vice President and Executive Secretary
as Signers on the Senate's Bank Account**

**Academic Senate Committee Fund
Savings Account Number 0060900641**

Whereas, the job of the Vice President and Executive Secretary to the Academic Senate includes the organization and arranging of activities, for example travel, requiring expenditure of the Senate's budget, and

Whereas, such arrangements often require the use of monies in the Senate's budget in a time-sensitive manner, and

Whereas, lack of direct access to the account on the part of the Vice President and Executive Secretary doing the arranging results in extra work, time lost in the form of extra steps in reimbursement, and delays to get signatures, and

Whereas, the current account holders include the previous administrative assistant Amanda Hopkins, who should now be removed as she is no longer serving the Senate,

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank to add Monica Ohkubo and John Stover as signers on the account.

In summary the changes made will be to:

- Remove previous AA, Amanda Hopkins
- Add current Vice President, Monica Ohkubo, as a signer
- Add current Executive Secretary, John Stover, as a signer

Julie Thompson, President _____

Monica Ohkubo, Vice President _____

John Stover, Secretary _____

Kate Jolley, Vice President for Finance and Administrative Services _____