

**Resolution to Add the Academic Senate's Administrative Assistant**

**as Signer on the Senate's Bank Account**

**Academic Senate Committee Fund**

**Checking Account Number 0060013380**

**Whereas**, the job of the Administrative Assistant 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 Administrative Assistant assisting with the arranging results in extra work, time lost in the form of extra steps in reimbursement, and delays to get signatures,

**Whereas**, effective January 3, 2022, the current Administrative Assistant is Natalia Haworth,

**Resolved**, that the Executive Committee of the Academic Senate authorize Exchange Bank to add Natalia Haworth as a signer on the account.

In summary the change made will be to:

Add the current Administrative Assistant, Natalia Haworth

Julie Thompson, President \_\_\_\_\_

Tara Jacobson, Vice President \_\_\_\_\_

John Stover, Secretary \_\_\_\_\_

Kate Jolley, Vice President for Finance and Administrative Services \_\_\_\_\_

**Resolution to Add the Academic Senate’s Administrative Assistant**

**as a Signer on the Senate’s Bank Account**

**Academic Senate Committee Fund**

**Savings Account Number 0060900641**

**Whereas**, the job of the Administrative Assistant 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 Administrative Assistant doing the arranging results in extra work, time lost in the form of extra steps in reimbursement, and delays to get signatures, and

**Whereas**, effective January 3, 2022, the current administrative assistant is Natalia Haworth,

**Resolved**, that the Executive Committee of the Academic Senate authorize Exchange Bank to add Natalia Haworth as a signer on the account.

In summary the changes made will be to:

Add the current Administrative Assistant, Natalia Haworth

Julie Thompson, President \_\_\_\_\_

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