ACADEMIC SENATE

Resolution to Remove and Add Signers on the Senate's Bank Accounts

Academic Senate Committee Fund
Checking Account Number # # # # # # # # # #
Savings Account Number # # # # # # # # # #

Whereas, the job of the President, Vice President, Executive Secretary, and Administrative Assistant to the Academic Senate includes the organization and arranging of activities 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 President, Vice President, Executive Secretary, and Administrative Assistant results in extra work, time lost in the form of extra steps in reimbursement, and delays to get signatures, and

Whereas, the current account signers include previous executive members and administrative assistants who should now be removed as they are no longer serving the Senate, therefore

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank to remove Tara Jacobson, Senator and Former Vice President, as a signer on Checking Account **# # # # # # # # # #** and Savings Account **# # # # # # # # # #**.

Resolved, that the Executive Committee of the Academic Senate authorizes Exchange Bank to add April Oliver, Executive Secretary, and Karen Lamb, Administrative Assistant, to Checking Account **# # # # # # # # # #** and Savings Account **# # # # # # # # # #**.

Resolved, that that the Executive Committee of the Academic Senate affirms the continued authorization of both John Stover, Academic Senate President, and Monica Ohkubo, Vice President, as signers on both Checking Account **# # # # # # # # # #** AND Savings Account **# # # # # # # # # #**.

In summary the changes made will be to:

- Remove Tara Jacobson from Checking Account **# # # # # # # # # #** and Savings Account **# # # # # # # # # #**
- Add April Oliver, Executive Secretary, to Checking Account **# # # # # # # # # #** and Savings Account **# # # # # # # # # #**
- Add Karen Lamb, Administrative Assistant, to Checking Account **# # # # # # # # # #** and Savings Account **# # # # # # # # # #**
- Maintain John Stover, President, and Monica Ohkubo, Vice President, on Checking Account **# # # # # # # # # #** and Savings Account **# # # # # # # # # #**

John Stover, President _____

Monica Ohkubo, Vice President _____

April Oliver, Executive Secretary _____

Karen Lamb, Administrative Assistant _____

Introduced as Consent Item at SRJC Academic Senate on: *18 November 2026*
Approved at Academic Senate meeting on: _____