



ACADEMIC SENATE

The primary voice of the faculty in academic and professional matters at Santa Rosa Junior College.

Resolution to Add Signers on the Senate’s Bank Accounts

Academic Senate Committee Fund
Checking Account Number # [REDACTED]
Savings Account Number # [REDACTED]

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, therefore,

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank to add Laura Aspinall, Executive Secretary, and Elisa Clement, Administrative Assistant, as signers on Checking Account Number # [REDACTED] and Saving Account Number # [REDACTED].

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank to add John Stover, President, and Monica Ohkubo, Vice President, as signers on Savings Account Number # [REDACTED].

In summary the changes made will be to:

- Add current Executive Secretary Laura Aspinall to both the checking and savings accounts
- Add current Administrative Assistant Elisa Clement to both the checking and savings accounts
- Add current President John Stover to Savings Account Number # [REDACTED]
- Add current Vice President Monica Ohkubo to Savings Account Number # [REDACTED]

John Stover, President _____

Monica Ohkubo, Vice President _____

Laura Aspinall, Executive Secretary _____

Introduced as Consent Item, Academic Senate meeting: 15 January 2025
Approved as Consent Item, Academic Senate meeting: