

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 March 8, 2024, the current Administrative Assistant is Elisa Clement,

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

In summary the change made will be to:

Add the current Administrative Assistant, Elisa Clement

Nancy Persons, President _____

Monica Ohkubo, Vice President _____

Laura Aspinall, 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 March 8, 2024, the current administrative assistant is Elisa Clement,

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

In summary the changes made will be to:

Add the current Administrative Assistant, Elisa Clement

Nancy Persons, President _____

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