

**Resolution to Remove Academic Senate's former Administrative Assistant
As a 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, the current account holders remain the previous administrative assistant Natalia Haworth, who should now be removed as they are no longer serving the Senate, and

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, and

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

In summary the changes made will be to:

- Remove previous Administrative Assistant, Natalia Haworth

Nancy Persons, President _____

Monica Ohkubo, Vice President _____

Laura Aspinall, Secretary _____

Kate Jolley, Vice President for Finance and Administrative Services _____