



ACADEMIC SENATE

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

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

**Academic Senate Committee Fund
Checking Account Number #0060013380
Savings Account Number #0060900641**

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 a former administrative assistant who should be removed as they are no longer serving the Senate, and

Whereas, the new administrative assistant to the Senate is not a current account signer, therefore

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank **to remove** Elisa Clement, previous Administrative Assistant (AAII), as a signer on Checking Account Number #0060013380 and Savings Account Number #0060900641.

Resolved, that the Executive Committee of the Academic Senate authorize Exchange Bank **to add** Karen Lamb, current Administrative Assistant (AAII), as a signer on Checking Account Number #0060013380 and Savings Account Number #0060900641.

In summary the changes made will be to:

- **Remove former AAII Elisa Clement** from both Checking Account Number #0060013380 and Savings Account Number #0060900641.
- **Add current AAII Karen Lamb** to both Checking Account Number #0060013380 and Savings Account Number #0060900641.

John Stover, President _____

Tara Jacobson, Vice President _____

Monica Ohkubo, Executive Secretary _____

Introduced as Consent Item, Academic Senate meeting:

21 January 2026

Approved as Consent Item, Academic Senate meeting: