

DASG Budget Request 2022-2023

For DASG Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: College Life Office Staff (Classified)
2. Is this a new DASG account? Yes No DASG Account Number: 41-51345
3. Amount requested for 2021-2022 \$125,009
4. Total amount allocated for 2021-2022 \$125,009
5. How long has this program existed? 50 + years
6. Number of students directly served in this program: All of DASG, ICC, Clubs, Photo ID, VTA SmartPass, and general student body

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

7. List ALL non-DASG accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

Failure to disclose ANY and ALL non-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.

B Budget Accounts: \$0.00 for staff support. B budget does not include staff expenses

Trust Accounts: None

Fund 15 Accounts: \$0.00 for staff support. Fund 15 funds are not used for staff expenses

FHDA Foundation Accounts: None

Grant Funded Accounts: None

Other District Accounts: Part of one Student Activities Coordinator's salary paid from other district accounts; 50% College Life and 25% SmartPass

Off-Campus/Off-District Accounts: None

On-Campus Co-Sponsorships: None

Off-Campus Co-Sponsorships: None

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students?

Student Activities Coordinator # 1: advise DASG Senate and Committees; Manage Office of College Life; oversee Photo ID (DASG Card) and VTA SmartPass production; maintain computers and Web sites for DASG, ICC, Flea Market, Student Accounts and Office of College Life; maintain all equipment for clubs, ICC and DASG; maintain calendar of events and equipment usage; oversee DASG Elections and annual DASG Budget preparations; maintains key, copy code, voicemail and email account distributions; vendor table scheduling; graphics support for DASG and ICC (posters, flyers, business cards, etc.); order office supplies and equipment for DASG, ICC, Student Accounts, Photo ID, Flea Market, and Office of College Life; general technical support; check eligibility for DASG Senate members and ICC Officers; supervise DASG Secretary, DASG Bicycle Program Coordinator, and Office of College Life/Photo ID staff.

Student Activities Coordinator # 2: advise ICC, Clubs, Mentors@De Anza, and DASG Senate and Committees; manage events such as quarterly Club Day, Club Karaoke, Spring Carnival, Fall Mixer Dance, Welcome Week Entertainment, Welcome Week Info Tent, and more; order promotional materials for DASG and ICC; prepares DASG funding requests for ICC, Mentors@De Anza, and other accounts; manage ICC and other budgets; train DASG Senators and ICC Officers; provide orientation for new club officers and advisors;

supervise ICC Secretary; meet with clubs to review their events or services and provide information on procedure.

Administrative Assistant I: We would like to combine the two student employee positions for the DASG Secretary and ICC Secretary into one Classified Professional position that would also assist with other DASG Programs and Services. These positions are highly detail oriented, require a lot of skill and experience. Recruiting students for these positions is a challenge and there is a very limited pool of qualified students. Having to train new student employees at least once per year is time consuming, leads to loss of productivity for the existing Classified Professional and the Student Employees, and the programs themselves suffer from the loss of qualified employees.

9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? _____ Prior to providing services, students are asked for Student ID, it is required on some forms, this office works with others across the campus to insure the DASB card is honored.
10. What would be the impact if DASG did not completely fund this request? _____ If these positions are eliminated, all duties must also cease as required by union rules. Therefore, no elections, no Photo ID, no web site updates, no Clubs or ICC, No DASG Secretary, No DASG Bike Program, No ICC Secretary, and all other duties and functions provided above in item # 8 would stop.

11. Total amount being requested for 2022-2023 (from page 3) \$205,760

Delete the Object Codes and lines within Object Codes you do not need.

Classified Payroll (2170)

MUST ALSO COMPLETE THE CONTRACT BENEFITS (3100) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	Student Activities Coordinator # 1 (25%)		\$21,280
2.	Student Activities Coordinator # 2		\$72,100
3.	Administrative Assistant I		\$52,490
TOTAL:			<u>\$145,870</u>

Classified Overtime Payroll (2360)

MUST ALSO COMPLETE THE BENEFITS (3100) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	Student Activities Coordinator # 1		\$2,500
	(Late Senate Meetings & Budget Deliberations)		
TOTAL:			<u>\$2,500</u>

Contract Benefits (3100)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

	Job Title	Total \$ x Percentage	Cost
1.	Student Activities Coordinator # 1 (25%)		\$8,443
2.	Student Activities Coordinator # 1 (Overtime)		\$950
3.	Student Activities Coordinator # 2		\$34,353
4.	Administrative Assistant I		\$28,261
TOTAL:			<u>\$72,007</u>

Total amount requested (also complete line 11 at bottom of first page) \$220,377

Delete the Object Codes and lines within Object Codes you do not need.

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

The Budgeter and Administrator cannot be the same person.

Budgeter and Administrator Information

Budgeter’s Name: (print) Michele LeBleu-Burns

Phone Number: 408-864-8218

Email: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Supervisor

Position on Campus: Dean of Student Development

Administrator’s Name: (print) Rob Mieso

Phone Number: 408-864-8330

Email: MiesoRob@fhda.edu

Relationship to Project: Administrator

Position on Campus: Vice President of Student Services

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)