

DASG Budget Request 2024-2025

For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023
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.

For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files.

The Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your DASG Account Number”

For Example: “DASG Budget Request - Youth Leadership Conference - 41-56349”

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
2. Is this a new DASG account? Yes No DASG Account Number: 41-51345
3. Amount requested for 2023-2024 \$ 309,074
4. Total amount allocated for 2023-2024 \$ 309,074
5. How long has this program existed? 50 + years
6. Number of students directly served in this program: All of DASG, ICC, Clubs, Mentors@De Anza, 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: 114000-223002-696000 \$5,250 in 2023-2024 (this does not even cover office supplies, postage, printing, and other necessities for running the office)
Trust Accounts: None
Fund 15 Accounts: 115293-223002-696000 currently \$26,436.20 on 11/6/2023 (varies); income from vendors; usually used to augment B Budget
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 A Budget and 25% VTA SmartPass Fee
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? _____

Operations Specialist & Student Activities Coordinator (currently Dennis Shannakian): 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.

Leadership Development & Student Activities Coordinator (currently Maritza Arreola): 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 (currently Maliah Kenoly): This position acts as the DASG Secretary and ICC Secretary and also assist with other DASG and ICC Programs and Services. The position is highly detail oriented, time and task intensive, and requires a lot of skill and experience. They process applications, update rosters, contact lists, and priority registration, check eligibility, and update websites, and more. They also manage and coordinate DASG and ICC programs and services like Free Legal Advice, help manage the DASG and ICC Office and order office supplies for them.

Student Assistants: The Office of College Life at De Anza College is here to assist in the success of each student enrolled. It is our goal to assist students in having a positive college experience. The services provided by the Office of College Life Student Assistants not only assist students but also clubs and student government. The Student Assistants support the DASG elections, bike program, and any activities associated with student government, ICC and clubs. The Student Assistants also produce DASG Cards and VTA SmartPass Clipper Cards for students.

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. We also require that student employees are DASB Members.
10. What would be the impact if DASG did not completely fund this request? If the Classified Professional positions are eliminated, all related 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 DASG or ICC Secretary, and all other duties and functions provided above in item # 8 would stop. If the Student Employee positions are eliminated we would have to reduce the hours or completely eliminate the hours of front office help available for DASG, Clubs, ICC, Photo ID and SmartPass Production, DASG Bike Program, the general student body, and community members.

11. Total amount being requested for 2024-2025 (from page 4) \$ 350,935

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.	<u>Operations Specialist & Student Activities Coordinator (25%)</u>		<u>\$25,500</u>
2.	<u>Leadership Development & Student Activities Coordinator</u>		<u>\$94,560</u>
3.	<u>Administrative Assistant I</u>		<u>\$65,545</u>
TOTAL:			<u>\$185,605</u>

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>College Life Student Assistants</u>	<u>4 x \$17.6 x 19 x 48 ~</u>	<u>64,210</u>
TOTAL:			<u>\$ 64,210</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.	<u>Classified Overtime</u>		<u>\$15,000</u>
(Late Senate Meetings, Budget Deliberations, etc.)			TOTAL: <u>\$15,000</u>

Contract Benefits (3100)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

	Job Title	Total \$ x Percentage	Cost
1.	<u>Operations Specialist & Student Activities Coordinator (25%)</u>		<u>\$11,970</u>
2.	<u>Leadership Development & Student Activities Coordinator</u>		<u>\$45,170</u>
3.	<u>Administrative Assistant I</u>		<u>\$25,000</u>
TOTAL:			<u>\$82,140</u>

Hourly Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	<u>Classified Overtime</u>		<u>\$3,000</u>
2.	<u>College Life Student Assistants</u>	<u>\$64,210 x 0.0152 ~</u>	<u>\$980</u>
TOTAL:			<u>\$3,980</u>

Total amount requested (also complete line 11 at bottom of page two) \$ 350,935

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. For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not

required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files.

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

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter’s Name:	<u>Dennis Shannakian</u>
Phone Number:	<u>408-864-8757</u>
Email Address:	<u>ShannakianDennis@fhda.edu</u>
Relationship to Project:	<u>Supervisor for Student Assistants</u>
Position on Campus:	<u>Operations Specialist & Student Activities Coordinator</u>
Budgeter’s/Administrator’s Name:	<u>Michele LeBleu-Burns</u>
Phone Number:	<u>408-864-8218</u>
Email Address:	<u>LeBleuBurnsMichele@fhda.edu</u>
Relationship to Project:	<u>Supervisor for Classified Professionals (Budgeter)</u>
	<u>Administrator for Student Assistants</u>
Position on Campus:	<u>Dean of Student Development</u>
Administrator’s Name:	<u>Rob Mieso</u>
Phone Number:	<u>408-864-8330</u>
Email Address:	<u>MiesoRob@fhda.edu</u>
Relationship to Project:	<u>Administrator for Classified Professionals</u>
Position on Campus:	<u>Vice President of Student Services</u>