

DASG Budget Request 2022-2023

For All Programs Excluding Athletics

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: Women, Gender, and Sexualities Center
2. Is this a new DASG account? Yes No DASG Account Number: _____
3. Amount requested for 2021-2022 \$28846
4. Total amount allocated for 2021-2022 \$14460
5. How long has this program existed? 7 years
6. Number of students directly served in this program: 500+
Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
7. 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)? All of our events are advertised as being sponsored by DASG and DASG officers serve on our Advisory Committee. We work closely with students clubs like the LGBTQ+ Alliance and work very hard to remind all those who use our services that our events are funded with the help of DASG, which the students contribute to.
8. What would be the impact if DASG did not completely fund this request? All of our student intern and most of our event budget comes from DASG. Without DASG funding, we wouldn't be able to train student leaders, educate the campus community through our programs, or build partnerships with other campus organizations like DASG, HEFAS, Health Services, Psychological Services, Office of Outreach, etc.
9. **Total amount being requested for 2022-2023 (from page 3)** **\$28496.24**

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

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>3 interns</u> | <u>3 x \$15/hr x 10/wk x 36wks</u> | <u>\$16,200</u> |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| TOTAL: | | | <u>\$16,200</u> |

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

| | Item | Intended Use | Cost |
|----|--|----------------------------------|----------------------|
| 1. | <u>Speaker/facilitator</u> | <u>Fall trainings</u> | <u>\$500</u> |
| 2. | <u>Winter Events: Womxn’s and Black History Mo</u> | <u>Speakers/Performers</u> | <u>\$2000</u> |
| 3. | <u>Spring: Queer and Now, Lav Grad, Pride Ball</u> | <u>Speakers, DJ, Photo Booth</u> | <u>\$4500</u> |
| 4. | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| 5. | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| | | TOTAL: | <u>\$7000</u> |

Domestic Conference and Travel (5510)

(Must adhere to district travel policies,

<http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>,

and DASG Limitation and Requirements from the DASG Finance Code)

| | Item | Intended Use | Cost |
|----|-------------------------|-----------------------------|---------------------|
| 1. | <u>CCC LGBTQ Summit</u> | <u>Education/networking</u> | <u>\$750</u> |
| 2. | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| 3. | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| 4. | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| 5. | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| | | TOTAL: | <u>\$750</u> |

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

\$28496.24

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

Request For Information (RFI)

| | Question / Inquiry | Program Response |
|----|--|--|
| 1. | Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? | The Women, Gender, and Sexuality Center (formerly the JMRR) provides resources and programs to support our women-identified and LGBTQ+ students. We increase awareness and advocate for issues around the intersection of gender and sexuality with race, class, ethnicity, ability, and other identities. Each year with the help of DASG funds we hire at least 2-3 student interns so that they can learn leadership skills in gender and sexuality equity work. We have an evolving Advisory Council, which consists of DASG members, the Director of College Life, our student interns, WMST faculty, counselors, and classified staff. Last year we conducted a student survey to learn the most pressing issues facing our LGBTQ+ students. Since mental health services were one of the main things they requested, this year we are hosting focus groups that will dive deeper into how we can support their mental health through campus services. We will also hold our regular annual programming, which includes our Women in Power Month, Queer and Now Conference, and Lavender Graduation. |
| 2. | How will your program expand students' perspectives and positively impact their lives and the community? (250 words max) | Through our programs and events, we help foster a campus culture that promotes equity for our women-identified and LGBTQ+ students. Many express that it's one of the few place sthey feel seen and affirmed on campus. |
| 3. | Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget | We provide a space where students feel welcome and included, where they can see themselves represented as part of the campus and also see themselves as leaders among the community. We increase retention and promote student success by training faculty and staff to be more inclusive in their spaces. We train student leaders and promote civic engagement through our internship and volunteer program and through our campus-wide events. The college relies on us and our Advisory Council to provide insight into how to better serve LGBTQ+ students, as comprise some of our most at-risk populations. Since students serve on our Advisory Council, they learn advocacy skills as well. |
| 4. | Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used. | The college helps us maintain an official website: https://www.deanza.edu/equityoffice/wgs-center/index.html but we mostly advertise through our Instagram: @deanzawgsc. This year we are setting up a more formal mailing list since one of our interns will be working on a newsletter. The newsletter will invite submissions from De Anza students that focus on gender and sexuality issues. It will also promote our events and highlight information on our campus partners. |

| | Question / Inquiry | Program Response |
|----|---|--|
| 5. | Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc. | Since our programs and services focus on the women-identified and LGBTQ+ communities, we conduct trainings and events that represent and increase equity for these populations. We host Trans-Inclusion trainings for faculty and staff. We provide student leadership development |
| 6. | How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future. | One of the things we miss the most while working remotely is the way students used to drop in to the Center whether it was to relax between classes, chat over lunch, or seek help in a crisis. This year our student interns will be holding drop-in office hours over Zoom so that students can still feel like there's a place for them to stop by, even if it's online. Most of our events will take place virtually, though we have heard that now that some students are back on campus, many feel like they want more in-person or hybrid events. We will do our best to adapt to these requests by providing COVID-safe forms of community building. |
| 7. | Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes. | 2310, 3200, 4010, 4015, 5214 |

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

| | Question / Inquiry | Document Name / Additional Response |
|----|---|--|
| 1. | <p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) | <p>Though our mission is to uplift and support the women-identified and LGBTQ+ population on campus, our programs engage the entire campus community. We believe it is everyone's responsibility to create an inclusive campus and we always use an intersectional framework to look at how gender and sexuality intersect with race/ethnicity, socioeconomic class, immigration status, religion, physical ability, and other identities.</p> <p>Through our events, we serve at least 250-400 students.</p> <p>Through our internship and volunteer program, we serve at least 50 students.</p> <p>Through our faculty and staff trainings, we reach the broader campus community by building everyone's capacity to serve our women-identified and LGBTQ+ students.</p> |
| 2. | <p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? | <p>Last year with the help of the Institutional Research Office, we conducted an LGBTQ+ student survey. For an overview of our results, you can find the slides that were presented to De Anza College Council here. We have continued to develop our partnership with Psych Services and other area counselors to address the mental health needs. We will be conducting focus groups to get more clarity on what would be most supportive and effective for students. We also partner with the Office of Equity, HEFAS, Ethnic Studies Departments, and other groups on campus to ensure that our work continues to be intersectional.</p> |
| 3. | <p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding | <p>Foundation account: \$4500</p> |

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: Francesca “Chesa” Caparas

Phone Number: _____

Email: caparasfrancesa@fhda.edu

Relationship to Project: Current Faculty Coordinator of WGSC

Position on Campus: Faculty in English, ASAM, and Faculty Coordinator of WGSC

Administrator’s Name: Alicia Cortez

Phone Number: _____

Email: cortezalicia@fhda.edu

Relationship to Project: Direct Supervisor of WGSC Faculty Coordinator

Position on Campus: Dean of Equity and Engagement Division

Approved by DASG Chair of Finance

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