

# 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](mailto: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: De Anza College Multicultural Center (MCC)

2. Is this a new DASG account? Yes  No  DASG Account Number: 415-7915

3. Amount requested for 2021-2022 \$ 0 Due to covid-19

4. Total amount allocated for 2021-2022 \$ 0 Due to covid-19

5. How long has this program existed? 2016-2019

6. Number of students directly served in this program: 1

*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)? Part of the role of the student assistant will be to check with students who wish to use the computers and facilities to ask for his/her/their/ DASG cards as a condition to use. We have a sign in sheet as well.

8. What would be the impact if DASG did not completely fund this request? Without the additional support of student Assistants to be primary contact for responding to student needs and coordinating with students groups the MCC would have to be closed when the admin is on meetings or trainings. And students would be turned away. This would dramatically change the comparatively supportive culture that exist in the MCC and would most adversely impact those students who work closely with Multicultural programs and events that are often most in support of historically marginalized communities. We see this as equity in many ways. Hundreds of multicultural students would have one less place to work together. We have many student clubs that meet once or twice a week to have their meetings at the MCC.

9. Total amount being requested for 2022-2023 (from page 3) \$13,446.08

**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.	Student Assistant		1x17.60x19x36
2.			
3.			
4.			
5.			
			TOTAL: \$12,038.40

**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.	Student Assistant	1.52x 12,038.40	507.68
2.			
3.			
4.			
5.			
			TOTAL: \$507.68

**Supplies (4010)**

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.		Supply student printer	900.00
2.			
3.			
4.			
5.			
			TOTAL: \$ 900.00

**Food/Refreshments (4015)**

(Must adhere to district Administrative Procedure 6331,  
<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
			TOTAL: \$

**Printing (4060)**

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.			

2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	TOTAL:	\$ _____

**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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	TOTAL:	\$ _____

**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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	TOTAL:	\$ _____

**Capital (6420)**

(Any durable item whose value exceeds \$200 and has usable life of one (1) year or more;

NO general office equipment)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	TOTAL:	\$ _____

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

\$ 13,446.08

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**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 <b>thorough</b> 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 MCC welcomes all students and faculty to share the MCC space.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	The MCC is open to all students and it provides a safe environment where students and clubs meet every week and have meetings use the MCC conference room to have club meetings and it gives the students a place to go and use computers.
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 <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a>	This does not apply to the MCC.
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.	This does not apply to the MCC.
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.	The MCC promotes equity for all students and staff. We have many meetings that are booked in the MCC conference room. We have a diversity of students and staff that share the MCC space.
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.	This does not apply to the MCC.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	The codes that are critical for the DASG to support the MCC would be for the MCC to have a student assistant.

**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.

	<b>Question / Inquiry</b>	<b>Document Name / Additional Response</b>
1.	<p><b>ENROLMENT</b></p> <ul style="list-style-type: none"> <li>• Number of total AND new active students over the past 3 years</li> <li>• Number of enrolments retained (stayed for more than a quarter)</li> <li>• Number of students enrolled in online services</li> <li>• Does your program serve a certain demographic or the whole De Anza population?</li> <li>• Racial demographics (if possible)</li> </ul>	<p>We have a sign in sheet for students that use the MCC. Before Covid-19 in average we would have around 35 to 40 students that would use the space in the MCC.</p>
2.	<p><b>STUDENT FEEDBACK</b></p> <ul style="list-style-type: none"> <li>• Attach student feedback forms, surveys, etc.</li> <li>• How has your program responded to suggestions made by students in the previous year?</li> </ul>	<p>The feedback that I would get from students was verbal. They loved the space I do have cards from students thanking the support the MCC would give the students..</p>
3.	<p><b>FUNDING</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Attach account reports of all sources of funding</li> </ul>	<p>We do not get additional funding from any other source.</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: Edmundo Norte

Phone Number: X8443

Email: norteedmundo@fhda.edu

Relationship to Project: Manager

Position on Campus: IIS Division Dean

Administrator’s Name: Mary Medrano

Phone Number: X8679 or 831-239-1197

Email: medranomary@fhda.edu

Relationship to Project: Administrative Assistant II

Position on Campus: IIS Administrative Assistant II