

DASG Budget Request 2023-2024

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
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: [Office of Equity, Social Justice, and Multicultural Education \(Includes Multicultural/Diversity Events\)](#)
2. Is this a new DASG account? Yes No DASG Account Number: [41-56390](#)
3. Amount requested for 2022-2023 [\\$14, 500.00 \(Multicultural/Diversity Events\)](#)
[\\$35, 032.46 \(Office of Equity\)](#)
4. Total amount allocated for 2022-2023 [\\$18,100](#)
5. How long has this program existed? [2012](#)
6. Number of students directly served in this program: [~1500](#)
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)? [Since we have been in the pandemic, there has been participation online and in person \(since April 2022\). We always ensure all promotional and capital items funded from DASG will have the words “FUNDED BY DASG:.. We work with Office of Communications to promote the event campus wide through their campus wide outreach. We have social media accounts and a specific intern to promote via social media. We are also in collaboration with various student orgs and faculty/staff associations and affinity groups to help promote it to the entire campus. Word of mouth has been crucial to our high attendance rates because in doing so it allows friends to bring their friends. In the meantime, investment by faculty instructors by bringing their classes to attend the events allows us a higher number of audiences.](#)

1. What would be the impact if DASG did not completely fund this request? [We have a B budget \(\\$9,000\) that supports not just our office, but our division and other campus wide needs. Thus, we lean on DASG to fund programming and labor by paying of our student interns. Without DASG funding it will be very challenging for our Office to produce events that are culturally relevant, centering equity conversations and uplifting student voices and experiences in addition to hiring student interns we mentor and supervise to do this work through an Equity Scholars lens. We rely heavily on this funding to support the work we do in the office!](#)

2. _____
3. Total amount being requested for 2023-2024 (from page 3) [\\$ 101,552.56](#)

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

Student Payroll (2310)

MUST ALSO COMPLETE THE HOURLY 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 Interns (3)_____	<u>3 x \$17.00 x 10 hrs x 30 weeks</u>	<u>\$15, 300.00</u>

5. _____

 TOTAL: \$15,300.00

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>Student Interns (3)</u>	<u>\$15,300 x \$1.52%</u>	<u>\$232.56</u>
2.	_____	_____	_____
			TOTAL: <u>\$232.56</u>

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Promo/Miscellaneous Materials</u>	<u>\$30 per 18 event</u>	<u>\$540.00</u>
2.	<u>Office Supplies</u>	<u>\$20 per 18 event</u>	<u>\$360.00</u>
			TOTAL: <u>\$900.00</u>

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.	<u>Hinson Center- Campus Dining Services (7)</u>	<u>Food, Snacks, Drinks</u>	<u>\$3,500.00</u>
2.	<u>Cult. Relevant Off Campus Food Vendor (12)</u>	<u>Food, Snacks, Drinks</u>	<u>\$6,000.00</u>
	<u>18 events at \$500 each</u>		
			TOTAL: <u>\$9,500.00</u>

Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>8 x 11 pages (50 x event)</u>	<u>Flyers, Resource Sheets</u>	<u>\$900.00</u>
2.	<u>14 x 17 posters (2 x event)</u>	<u>Flyers</u>	<u>\$720.00</u>
	<u>18 events at \$100 each</u>		
			TOTAL: <u>\$1,620.00</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>27 speakers</u>	<u>Presenter, Training</u>	<u>\$27,000.00</u>
2.	<u>27 performers</u>	<u>Perform, Art</u>	<u>\$27,000.00</u>
	<u>9 months, at least 1 spkr and 1 perf or more per each event</u>		
			TOTAL: <u>\$54,000.00</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>Free Minds, Free People Conference</u> <u>2 students (hotel, transport, food, conf fee)</u>	<u>Leadership Dev, Networking</u>	<u>\$5,000</u>
2.	<u>A2MEND – Af-Am Male Education Network</u> <u>2 students (hotel, transport, food, conf fee)</u>	<u>Leadership Dev, Networking</u>	<u>\$5,000</u>
3.	<u>CCColegas Colleges Organización de Latinx</u> <u>Empowerment, Guidance, Advocacy for Success</u> <u>2 students (hotel, transport, food, conf fee)</u>	<u>Leadership Dev, Networking</u>	<u>\$5,000</u>
4.	<u>APAHE – Asian Pacific Am in Higher Ed</u> <u>2 students (hotel, transport, food, conf fee)</u>	<u>Leadership Dev, Networking</u>	<u>\$5,000</u>

TOTAL: \$20,000.00

Total amount being requested for 2023-2024 (also complete line 9 at bottom of first page)

\$101,552.56

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	<p>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?</p>	<p>These programs are by, for and with students! We have a collaborative process that includes students, faculty, classified professionals, and administrators that receive input about multicultural/diversity programming which will facilitate the process and encourage participation and input from all students. The multicultural/diversity events will be planned in conjunction with student clubs, student organizations, affinity groups, faculty and classified shared governance groups, and the Office of Equity, Social Justice and Multicultural Education. These events which will be intentionally intersectional across race, class, gender, language, faith/religion, ability, socio economic status, civic status (immigrant undocumented, international students) etc. to bring more awareness and sensitivity about other cultures. We will hold various workshops, history months, film screenings, cultural events, and speakers so that the students will be able to experience and learn more about the deep cultural issues and values of people’s culture.</p> <p>The student interns are a vital and essential piece of the Office of Equity, Social Justice and Multicultural Education. They are the outward facing student that represents our office and named Equity Scholar Activist Intern. Their responsibilities are more than the average interns but some of their responsibilities are outreach, social media, class presentations, tabling, event planning, event set up, speaking, leadership development, student mentor, promotional materials creation, and student representative at meetings. Each intern will culminate in hosting a campus wide event with a speaker that focuses on equity and social justice that usually results in about 100-400 students in attendance.</p> <p>There are other organizations on campus that have similar programs as ours although we have intentionality to be different in our programming and seek to be collaborative with other programs that are aligned with our events and programs.</p>
2.	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>Our programming is bringing awareness to the campus about equity, social justice and multicultural issues that the students are experiencing and facing on/off campus. This programming shows that the campus cares about them not just as students but also as members of our larger society. We want them to see themselves in the speakers and workshops we provide. The impact is that they will be more conscious and connected to the campus and their communities that they live in.</p>

	Question / Inquiry	Program Response
3.	<p>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 Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<ul style="list-style-type: none"> • Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College. • Fund programs that promote leadership, civic engagement, and student advocacy among all students. • Fund programs that promote diversity, equity, and inclusion among all students. • Fund programs based on the current value and needs of the program rather than solely on historical funding trends. • Fund programs that benefit students during the 2022-2023 fiscal year. • Fund programs that benefit DASG Constituents. • Fund programs that promote student retention by enhancing the quality of education at De Anza College. <p>Our programming is important promotes the mission and values of De Anza College includes equity, social justice and multicultural education and that is exactly what we provide for the campus. We mentor our student interns to live in their leadership, civic engagement and student advocacy and then bring it alive on campus among all students because we are firm believers that students leading and dreaming at the center is crucial to make the equity in and outside the classroom. We want all students' experiences to be valued, humanized and represented. In the beginning of the pandemic, it was difficult to assess what the needs of the students were but with time, we learned the main themes were mental health services and social/community connection. We wanted our current programming to be informed by this and incorporate these items by sharing resources on campus and off campus while creating more community. All of our programs are open to the entire De Anza student body. Our hope as an office is that the students connect with our events, with each other at the events and therefore continue in community with our office, the speakers, and the audience members. We know this dynamics help with the retention of our students. We also have learned that as we come back to in person learning environment that our students expect a vibrant community that receives them, serves them and ensures their success while here and on their way to meet their academic goals.</p>

	Question / Inquiry	Program Response
4.	<p>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.</p>	<p>Our office does a great job of advertising and promoting our events but we definitely have room to grow. Our plan to promote to the general student population and especially to underserved students in an online and in person environment is to have monthly (or weekly if capacity allows) newsletter that goes out to the campus specifically to our 1000 people listserve. Our student interns post on Facebook, Instagram, discord and other social media platforms during the week about upcoming and proximate events. They conduct class presentation to various classes in different departments and divisions. We use De Anza website events page for further advertising to the entire community including our website. We often promote among the clubs that meet in our office. We share “blurbs” that faculty can place in their canvas and or intranet modalities. Lastly, we promote our events at shared governance meetings and they promoted to their constituents. Please refer to our Office of Equity website, Office of Equity Fall 2021 newsletter, Instagram, Facebook</p>

	Question / Inquiry	Program Response
5.	<p>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.</p>	<p>The mission of the Office of Equity, Social Justice and Multicultural Education is <i>“The Office of Equity, Social Justice and Multicultural Education promotes — through programs and services — an academic, cultural and social environment that provides equity, social justice and academic success for all members of the De Anza College campus community. It supports the district and college missions, which consider diversity an essential component of student education in the 21st century. The Equity Office takes this charge seriously. We have expanded our mission of fostering a climate of healthy diversity that values individual and group differences and respects the perspectives of others by working to eliminate institutional oppression or barriers that perpetuate inequity, injustice, and mono-cultural education.”</i></p> <p>In our programming, we share various perspectives and validate those that often do not get heard. We provide equity trainings for DASG & ICC in the summer or early Fall quarter and other department interns such as the Peer Equity Training in the winter quarter or as opportunities arise. We train on the basic tenets of equity and social justice as well as how to operationalize this on campus. In the hiring of our student interns, we are inclusive, apply intersectionality and mindful of capacity used a collective knowledge framework that we all are bearers of knowledge and can learn from each other, especially amongst student populations that have often been overlooked or not given a chance. Our programming seeks to be inclusive because we want to be collaborate across campus via student clubs, departments, and divisions. We center our student’s needs, as well as their leadership, advocacy and vision in our programming, and event production.</p>

	Question / Inquiry	Program Response
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.	Our office has adapted to providing all of our programs online using zoom and email and online presence. Since the pandemic hit, we had to abruptly shift to an online way of serving we utilized the zoom platform to produce all our events. We had office hours, created Shelter in Place hang outs, study sessions and community building events, Equity Celebration, staff meetings with student interns online, student and staff trainings, etc. Our clear plan to provide services online is with an innovative and creative approach. The staff, especially our interns, would create an outreach plan using social media and outreach marketing to promote our events. Then the staff creates a zoom link that will be provided with all the promotional material with a passcode to ensure security of zoom bombers. Pre-event, we will plan accordingly all the various roles for the event (waiting room host, chat monitor, security monitor, recorder, screen sharer, tech specialist, and hosts) to ensure that we have covered all the technical aspects of the event. During our events, we want to make it fun, so we played videos with closed captions, enable live transcription, interactive games like kahoot, utilize the breakout rooms for more intimate community building, using the polling feature to ask questions, annotate the screen for real time feedback, chat function for engagement.

<p>7.</p>	<p>Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.</p>	<p>Most of the object codes we have used so far are</p> <p>5214- For sometimes famous, oftentimes historically captivating and ideally high caliber motivational and impactful speakers, performers, artists, content experts and trainers. We bring speakers who are local to Silicon Valley, the Bay Area, the State of California, nationally and now because of zoom, we bring in U.S. based people who may be traveling and are open to being in community with De Anza via zoom. Although, our office is envisioning for more in person events.</p> <p>4060 – For printing of materials especially when we have in person events, we place flyers everywhere on campus via promotional walls, on kiosks, department offices, common spaces like dining services and libraries, including the coffee shop. We also post bigger poster sizes via A Frames mostly by parking lot entrances.</p> <p>4010, 4013,</p> <p>4015- Food is at the center of community building and it tends to be the most expensive item in our event production and general programming. In times of inflation, it is especially important to provide our students food, and say that De Anza is intentional to be a safety net during our event to increase participation that brings the students and allows them to be present in engagement and in health. It is a good incentive for students who commute to campus and it may make the difference in having students go home to eat and or stay for our events where they can also eat for free. Many times our students are force to decide between gas expenses -driving to and from school or food as demonstrated by the usage of our on campus food pantry.</p> <p>4010, 4013- Events usually require miscellaneous materials, promotional materials aka swag such as t shirts, or give away items with our office logo or campus logo, culturally relevant decorations and office /stationary supplies</p> <p>2310, 3200- labor, benefits are central to hiring students we center in our State Equity Plan as way to appropriately and fairly compensate to lead the work that eventually impacts them directly. Because many are the first in their families to be in college and or be the first sibling to be bread winners, sometimes they are the only sole bread winner. We understand the students can be at their utmost potential having their basic needs met and that means they can bring in their creativity, their vision for a better world and participation in decision making process that can continue to make De Anza a more equitable</p>
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	Question / Inquiry	Program Response
		<p>campus and community anchor for our students, their families and citizenry.</p> <p>Since this is money collected from the student's fee, we strongly believe, that it should be for direct services for our students. We think that the financial burden that college has on students, especially those that are from lower income brackets, things like jobs and food could be essential to meeting their basic needs. As we bring in speakers to share their experiences and connect to students to the development of their political consciousness, their motivation to advance equity and create an inclusive campus, inclusive of race, gender, sexuality, ability, faith/religion, language, socioeconomic status, civic status etc. If you are funding with an equity lens, then prioritizing the disproportionate population groups on campus would be ideal and are typically who we hire and who we serve and work with. (please refer to the student equity plan 2019-2022).</p>

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) 	<ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years (2018-2021) • Please see attached Office of Equity Student Participation 2018-2021” document” for student attendance for the Multicultural Diversity Events and Office of Equity Events 2018-2020 (estimated attendance). *Note: this is not all of the Office of Equity produced and/or collaborated events just focusing on the Multicultural Diversity Events and some of our events. • Number of enrolments retained (stayed for more than a quarter) (This doesn’t apply to us but our student interns are retained for the entire academic year.) • Number of students enrolled in online services. Since the pandemic we have shifted to everything online for our service. On the “Office of Equity Student Participation 2018-2021” document for Multicultural Diversity Events (estimated attendance) it states whether it was online. *Note: this is not all of the Office of Equity produced and/or collaborated events just focusing on the Multicultural Diversity Events and some of our events. Honestly, we could a do better job of administering and receiving the surveys for all of our events and this is what we will be working on for the year. • Our DASG funded program outreaches, promotes and welcomes the entire DAC student body. Although we provide specific programming from the Multicultural/Diversity events that focus on specific cultures and communities.
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? 	<ul style="list-style-type: none"> • Yes, we have responded to suggestions made by students in the previous year because as we learned in the pandemic students were experiencing mental health issues and lack of community connection. We created spaces for students to connect and we provided more resources to the students to access mental health services. <p>Here is a link to some student surveys from past workshops. These surveys are typical of what type of</p>

	Question / Inquiry	Document Name / Additional Response
		<p>feedback survey we ask from our events. Honestly, we could a do better job of administering and receiving the surveys for all of our events and this is what we will be working on for the year.</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 	<ul style="list-style-type: none"> • We have an Office of Equity B budget, and the amount is \$9,000 • Our IFOP is I 240107 F114000 O232016 P 676000 B Budget Budgeter - Cortez, A.

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: [Adriana Garcia](#)

Phone Number: [408-864-5636](#)

Email: GarciaAdriana@deanza.edu

Relationship to Project: Program Coordinator

Position on Campus: Program Coordinator for the Office of Social Justice, Multicultural Education

Administrator’s Name: [Alicia Cortez](#)

Phone Number: [408-864-8365](#)

Email: CortezAlicia@deanza.edu

Relationship to Project: Supervisor of the Program Coordinator (Adriana Garcia)

Position on Campus: Dean, Division of Equity and Engagement