

DASB Budget Request 2021-2022

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

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: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB 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
2. Is this a new DASB account? Yes No DASB Account Number: 41-56390
3. Amount requested for 2020-2021 \$19,850
4. Total amount allocated for 2020-2021 \$6,380
5. How long has this program existed? 2012
6. Number of students directly served in this program: ~2000

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

7. List ALL other 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-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: \$15,000

Grant Funded Accounts: \$12,500 (SEA funds)

8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? All promotional and capital items funded from DASB will have FUNDED BY DASB, written on them. Also, we will work with Office of Communications to promote the event. We also have social media accounts to promote as well. Moreover, we are in collaboration with various student orgs and faculty/staff associations to help promote it to the entire campus. Lastly, we work closely with DASB & ICC to outreach and ensure that all students are aware and welcome to come to our events and participate in them.
9. What would be the impact if DASB did not completely fund this request? Student interns are vital to the importance of creating and maintaining a student perspective and connection across campus to ensure that students are aware and attending our events. Many of the challenges that the student body does not attend events is because lack of awareness of the events. The student interns will also outreach as well as share school wide resources for the student body to help them succeed and thrive in school. Without a student interns, lack of awareness and sharing of resources will be a missed opportunity for the students. Lastly, providing students jobs and leadership skill building is priority for us in our office.
10. Total amount being requested for 2021-2022 (from page 3) **\$19,746.24**

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>Student Interns (2)</u>	<u>2 X \$16 X 15hrs X 30 wks</u>	<u>\$14,400</u>
		TOTAL: <u>\$14,400</u>	

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 (2)</u>	<u>\$14,400 X 1.52%</u>	<u>\$218.88</u>
		TOTAL: <u>\$246.24</u>	

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	<u>3 (1 event per Fall & Winter)</u>	<u>Facilitation/workshop materials</u>	<u>\$200</u>
		TOTAL: <u>\$300</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>3 (1 event per Fall & Winter) X 100 students per event</u>	<u>Food/Refreshments</u>	<u>\$1500</u>
		TOTAL: <u>\$1500</u>	

Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>Flyers & Posters (3 events X \$100)</u>	<u>Promotional Materials</u>	<u>\$300</u>
		TOTAL: <u>\$300</u>	

Technical and Professional Services (5214)

(Independent Contractor amounts, 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>Guest Speakers (3 X \$1000)</u>	<u>Trainers/Content Experts</u>	<u>\$3000</u>
		TOTAL: <u>\$3000</u>	

Total amount requested (also complete line 10 at bottom of first page) \$19,746.24

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	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 students in attendance.
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	The Office of Equity hosts 3 major events per quarter usually 200-300 students will attend and have produced over 50-80 events per year. Moreover, student interns are constantly working with students in our office so for the whole year, the student interns will interact with about 20 students per week so that can possibly interact with about 1,440 students in the academic year. Overall, direct contact of students will be about ~3000 students throughout the year.
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	Our program is the utmost important because 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. In order to close the equity gaps, we must put more emphasis on those underserved, marginalized populations so that they feel a part of the campus and connected to the De Anza community. Lastly, many students are unaware of our programming and resources on campus and with our programs and interns, this can meet that need to bring awareness to the students about equity, social justice and multicultural education. We bring provocative and ground breaking speakers and workshops to the campus that contributes to the equity consciousness and mindedness on campus.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	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 and they 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.

	Question / Inquiry	Program Response
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	Every year we always conduct a student intern evaluation so that we can improve the experience of the student intern. It is an oral and written feedback that is provided by the office so the interns can improve the student intern experience. Along with this app is a excel sheet from one of our events. "Coping to Hoping".
6.	What are all your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	We have a B budget of \$15,000 that is earmarked for various projects by the Dean and that money is not used for programming unless the Dean allows it. Also, we have SEA money (\$12,500), that is primarily for other programming in our office like High Impact Practices, Equity Core Team mini projects and Lit Lunch. These are programs that different from the programming of the intern's events. The Office of Equity events focuses on faculty and staff practices that help to build capacity across campus to ensure student success.
7.	Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at www.deanza.edu/dasb/budget	<p>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, diversity, civic engagement, campus community development, academic skills development, environmental sustainability and equity among all students. • Fund programs that benefit students during the fiscal year of the budget. • Fund programs that only benefit DASB members. • Fund programs that serve students efficiently while maintaining quality. • Fund programs that have demonstrated efficient and effective use of the previously allocated funds • Fund programs that promote student retention by enhancing the quality of education at De Anza College • Fund unique programs that fall outside the purview of what should normally be funded by the college.</p> <p>All these goals above our programs focus on because our programming help students achieve and be retained on campus. Also, all of our events promote equity, inclusion, diversity and intersectionality. All of our events are high quality for all the DASB members. The student interns finish their internship with applicable leaderships skills for their future jobs and a highly developed equity lens.</p>
8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	Our programming is unique because we promote in all of our programming equity, social justice, diversity, inclusion and intersectional solidarity. There are programs that promote equity but the difference between our programs and other programs is that we focus on bringing quality equity programming that fosters equity consciousness and new and innovative equity strategies for the campus. We are the Office that the campus looks to for equity innovations. The Office of Equity events focuses on faculty and staff practices that help to build capacity across campus to ensure student success.

	Question / Inquiry	Program Response
9.	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. (250 words max)	Our office does a great job of advertising and promoting our events but we definitely have room to grow. Here is our plan to promote to the general student population and especially to underserved students. We have a weekly newsletter that goes out to the campus specifically to our 1000 people list. Our student interns post on Facebook, Instagram and other social media platforms 2-3 times a week about events coming up and they will do a class presentation to various classes in different departments and divisions. We also promote using the De Anza website events page for further advertising to the entire community. We often work with clubs that meet in our office and also promote to DASB and ICC to share our events and get involved. Lastly, we promote our events to shared governances and they promote to their constituents. Please refer to our Office of Equity website , Office of Equity Fall newsletter , Instagram , Facebook
10.	Explain how your program promotes equity on campus. (250 words max)	<p>We are the Office of Equity, Social Justice and Multicultural Education so our mission is “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.”</p> <p>Our goal is to equitize the institution with these pillars: radical love, collective liberation, racial equity, intersectional solidarity, emotional wellbeing, and healing justice. Every program we do has these pillars in mind to transform our institution and shift the culture in the name of equity.</p>
11.	Please indicate which object codes are critical for DASB to fund this year.	Honestly, it is a very difficult question to answer because all of these object codes are important for the functioning of college services for our student population. Although, since this is money collected from the students fee, I strongly believe, that it should be for direct services for our students. If you are funding with an equity lens, then you need to prioritize the disproportionate population groups on campus (please refer to the student equity plan 2019-2022).

	Question / Inquiry	Program Response
12.	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. Since the pandemic hit and we had to abruptly provide services online we utilized the zoom platform to do all of our events. We had office hours, created Shelter in Place hang out community building events, Equity Celebration, staff meetings with 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 play videos with closed captions, 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. After the event, we will send out a survey to get feedback on our event from the participants.

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 DASB 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: Anthony Santa Ana

Phone Extension: 408-864-8887

E-mail: santaanaanthony@fhda.edu

Relationship to Project: Director

Position on Campus: Program Coordinator: Office of Equity, Social Justice and Multicultural Education

Administrator’s Name: (print) Alicia Cortez

Phone Extension: 408-864-8365

E-mail: cortezalicia@fhda.edu

Relationship to Project: Supervisor of the Program Coordinator (Anthony Santa Ana)

Position on Campus: Dean of Equity & Engagement Division

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 10/27/2020)