

DASB Budget Request 2021-2022

For DASB Operational Accounts Only

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: College Life Office Staff (Students)
2. Is this a new DASB account? Yes No DASB Account Number: 41-51345
3. Amount requested for 2020-2021 \$ 45,834 (\$61,112 with DASB Bike Program)
4. Total amount allocated for 2020-2021 \$ 30,556 (\$40,191 with DASB Bike Program)
5. How long has this program existed? 50+ years
6. Number of students directly served in this program: 18,000

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: 114000-223002-696000 \$1,812 in 2020-2021 (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 \$9,528.38 on 11/6/2020 (varies); income from vendors; usually used to augment B Budget

FHDA Foundation Accounts: None

Grant Funded Accounts: None

Other District Accounts: None

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? 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 Office Assistants support the DASB Budget process, elections, bike program, and any activities associated with student government, ICC and clubs. The Front Office Assistants also produce DASB Cards and SmartPass Clipper Cards for students. Student employee costs used to be split across three accounts (College Life, DASB Card, and DASB Bike Program) but with the DASB Budget restructuring that took place for 2020-2021 we decided to make things simpler for everyone (DASB Finance, Student Accounts, and College Life) and request it all in one place.
9. 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)? We require that student employees in this position are DASB Members.
10. What would be the impact if DASB did not completely fund this request? We would have to reduce the hours or completely eliminate the hours of front office help available for DASB, Clubs, ICC, Photo ID and SmartPass Production, DASB Bike Program, the general student body, and community members.

11. Total amount being requested for 2021-2022 (from page 3) \$ 48,610

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

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>College Life Student Assistants</u>	<u>3 x \$17.5 x 19 x 48</u>	<u>47,880</u>
		TOTAL:	\$ <u>47,880</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>College Life Student Assistants</u>	<u>\$47,880 x 0.0152</u>	<u>730</u>
		TOTAL:	\$ <u>730</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 48,610

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; 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:	<u>Dennis Shannakian</u>
Phone Number:	<u>408-864-8757</u>
Email:	<u>ShannakianDennis@fhda.edu</u>
Relationship to Project:	<u>Supervisor</u>
Position on Campus:	<u>College Life Office Coordinator</u>
Administrator's Name:	<u>Michele LeBleu-Burns</u>
Phone Number:	<u>408-864-8218</u>
Email:	<u>LeBleuBurnsMichele@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Dean of Student Development</u>