

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: Veteran's Program
2. Is this a new DASB account? Yes No DASB Account Number: 41-56910
3. Amount requested for 2020-2021 \$15,00.00
4. Total amount allocated for 2020-2021 \$6,000.00
5. How long has this program existed? 22 plus years
6. Number of students directly served in this program: 350-400

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: N/A

Trust Accounts: N/A

Fund 15 Accounts: N/A

FHDA Foundation Accounts: Foundation see attached word doc

Grant Funded Accounts: VRC Grant see attached word doc

Other District Accounts: N/A

Off-Campus/Off-District Accounts: N/A

On-Campus Co-Sponsorships: N/A

Off-Campus Co-Sponsorships: N/A

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)? Veteran Student using Post-9/11 Chapter 33 and Voc. Rehab. Chapter 31 fees are paid by the VA. All other VA student fees are monitored and require payment plans or paid in full through our cashier's office.
9. What would be the impact if DASB did not completely fund this request? Veteran students would continue to struggle adjusting to civilian and student life with the added financial stress of not being able to buy books until after class are in session, putting them at risk for falling behind in their studies.

10. Total amount being requested for 2021-2022 (from page 3) \$10,000.00

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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</u>

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Book Vouchers for Rent/Purchases</u>	<u>New Veteran Students</u>	<u>\$10,000.00</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>10,000.00</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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</u>

Printing (4060)

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

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ 0

Domestic Conference and Travel (5510)

(Must adhere to district travel policies, <http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>, and DASB Limitation and Requirements from the DASB Finance Code)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ 0

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:	\$ 0

Total amount requested (also complete line 10 at bottom of first page) \$10,000.00

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 (250 words max)	The Veteran Services Office serves as a liaison education benefits between the Veteran and the Veterans Administration. We advocate for the student in many capacities including; debt management, non-payment of benefits, denial of benefits, applying for benefits, comprehensive educational plans, grade monitoring, probation monitoring, suspension of benefits, fee waiver applications, financial aid applications, VA applications and resources such as; food & housing. In addition, we offer personal, career and academic counseling that is tailored to our students' needs. We also provide data to the VA's and State Agencies request.
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	We have 300 Veteran students using benefits and a total of 370 Veteran students coming through our program.
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	The College is committed to serving Veterans. Our Veteran Services Office is dedicated to providing student-veterans and their dependents with services that support the attainment and success of their academic and career goals.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Without the use of benefits the Veteran student would be forced to enter into entry level positions working full-time. Our program plays a major role by providing guidance, personal and academic support, to assure they make informed career and academic decisions while maintain a healthy work life balance.
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.	We are student centered and we are dedicated to our student's success. That being said, there are still opportunities for improvements in the area of student satisfaction. Now that we have a dedicated space for our Veterans one of our goals would be to implement student surveys to help us improve our program and share the results with DASB and the district. We will partner with the appropriate departments to assist us in implementing this. This is still one of our goals that we need to meet in the upcoming year.
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)	The VRC grant provides some emergency funding for new students struggling until VA money comes in. Also this year De Anza added a full-time personal & educational counselor as well as the existing educational part-time counselor to help with the overflow of student needs.

	Question / Inquiry	Program Response
7.	Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget	Helps Veteran students succeed by walking them through the VA & De Anza process, including all applications step by step. All Veteran students not utilizing benefits & using benefits are required to pay all fees. The VA guarantees payment for chapters 31 & 33, all other accounts are monitored for payment. The Veteran's Program averages approx. \$8,000.00 utilized for book vouchers in past years. We are requesting \$10,000.00 in allocations for 2021-2022. Veteran students using the Post-9/11 GI Bill are able to stay enrolled full time which in turn helps retention. They are able to stay in school mostly due to the monthly housing allowance of over \$4,200.00. We serve a unique diverse population of Veteran students, spouses and dependents of military Veterans. A large majority of students are older and 1st time college students.
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 program is unique in the fact that our students are military Veterans and their dependents, no duplicate or similar program compares. We facilitate their educational benefits and provide resources to help with transitioning after military departure. We also provide specialized counselor that understands their Academic, personal and career needs as well as the VA guidance. All of these we provide in a dedicated space where our students feel supported and welcomed.
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)	Although, we have limited resources to serve only our student veterans and their qualified dependents. We do have a dedicated web-site where all of the students can access the contact information and utilize the resources that our office provides if they qualify.
10.	Explain how your program promotes equity on campus. (250 words max)	Our office is dedicated to the emotional, physical and academic well-being of our student population. In the effort to promote equity, we partner with other services such as MPS, DSS, Psyc-services, Financial Aid and Outreach.
11.	Please indicate which object codes are critical for DASB to fund this year.	Supplies (4010)
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.	It was not difficult to transition to online services because we were already using resources online for reporting and submitting for our office, what we've adapted to is going paperless which was a longtime goal of ours, in return this has increased our response time to help student with their online needs. We plan to continue to help Veteran students with online services in the future by adopting what we've adapted to and we will continue model those services above.

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>Shari Pasquali / Bertha Sanchez</u>
Phone Number:	<u>408-864-8230 408 864-5693</u>
Email:	<u>pasqualishari@fhda.edu / sanchezbertha@fhda.edu</u>
Relationship to Project:	<u>Coordinator’s</u>
Position on Campus:	<u>School Certifying Official/Veteran Resource Specialist</u>
Administrator’s Name:	<u>Nazy Galoyan</u>
Phone Number:	<u>408-864-8292</u>
Email:	<u>galoyannazy@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Director of Enrollment Services</u>

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 10/5/2020)