

### 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: Euphrat Museum of Art
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-56365
3. Amount requested for 2021-2022 \$11,217
4. Total amount allocated for 2021-2022 \$8,470
5. How long has this program existed? Since 1971
6. Number of students directly served in this program: c. 5,350 pre-pandemic, c. 1,885 online+  
*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)? Euphrat Museum exhibitions and events are open to all students and classes. We participate in Student Service days and put out Student Activities information and literature as it becomes available. We will continue to promote DASG membership and publicize DASG sponsorship on our flyers, postcards, and website.
8. What would be the impact if DASG did not completely fund this request? It is more important than ever that the Euphrat Museum receive DASG funding for next year. The museum does not receive any funding from the college and the pandemic had a major impact on raising revenue. We need student staff for front desk attending, installation and administrative assistance. There are many other needs that go along with the museum space including equipment, shipping costs, and special installation materials.
9. Total amount being requested for 2022-2023 (from page 3) \$9,406.60

**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.	<u>General Assistant I</u>	<u>2 x \$15.37 x 6hr/wk x 23 wks</u>	<u>\$4,242.12</u>
		TOTAL:	<u>\$4,242.12</u>

### 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>General Assistant I</u>	<u>\$4,242.12 x 1.52%</u>	<u>\$64.48</u>
		TOTAL:	<u>\$64.48</u>

### Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Materials, preparatory and other</u>	<u>installations/exhibitions</u>	<u>\$300</u>
		TOTAL:	<u>\$300</u>

### **Printing (4060)**

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

	Item	Intended Use	Cost
1.	<u>Announcements and posters</u>	<u>De Anza Student Art Show</u>	<u>\$300</u>
		TOTAL:	<u>\$300</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>Monthly 1<sup>st</sup> Thursday open mic events for De Anza students with host McTate Stroman II and special guests. Six events, total artist engagement fees \$750 per event.</u>	<u>Artist engagement fees</u>	<u>\$4,500</u>
		TOTAL:	<u>\$4,500</u>

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

**\$9,406.40**

**Request For Information (RFI)**

	<b>Question / Inquiry</b>	<b>Program Response</b>
1.	<p>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?</p>	<p>The Euphrat Museum of Art produces one-of-a-kind art exhibitions, events, and educational materials that cross borders of cultures and disciplines and address issues of the day. Major exhibitions include one or more projects by De Anza students displayed alongside works by renowned professional artists. Each Spring we present the De Anza Student Art Show.</p> <p>The Euphrat is the only art museum space at De Anza, in the District, and in Cupertino. The mission is to provide a venue and resource for visual ideas and communication that stimulate creativity and an interest in art among audiences of all ages.</p> <p>The museum’s Arts &amp; Schools Program also reaches younger students on track to attend De Anza. At six of Sunnyvale’s Title 1 low income schools we offer free-of-charge after school art classes as well as field trips to De Anza when possible. The program also offers tuition-based arts classes, and camps plus grant-funded collaborative public art projects involving children and youth.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>The annual <i>De Anza Student Art Show</i> is an opportunity for students to present their best work, experience the exhibition process, and view the selected artwork installed professionally in the museum (or virtually on our website). The students receive community recognition, feedback from peers, and insight into the profession. The exhibition reception allows the public to meet the artists and talk to them about their work. Students who view the exhibition also benefit through exposure to the creative talents of De Anza students.</p> <p>Exhibitions also serve as real life labs and De Anza students learn about different aspects of art museum work from the curatorial process to installation, marketing, and community outreach. Student employees and volunteers also work as museum and Arts &amp; Schools assistants and learn about contemporary art, multicultural art education, and art history. This experience gives students the opportunity to see if museum studies, community-based arts, or art education is a career path they might want to pursue. They learn how art and creativity relates to every subject area and can be used as a tool for communication, self-expression, and leadership development in any field.</p> <p>A unique gathering for students, virtual and in-person, are the museum's 1<sup>st</sup> Thursday open mic events. Faculty from Language Arts, Humanities, Intercultural Studies, and other divisions invite their students to attend and share. Having a platform for expression and creativity like this for De Anza students is key to creating a sense of community and connection.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
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 Goals/DASG Budget Guiding Principles are available at <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a></p>	<p>The museum’s mission revolves around inclusion and equity. Every exhibition includes diverse professional artists with special projects by De Anza students, faculty, and/or K-12 students on track to attend De Anza.</p> <p>The Euphrat invites participation across borders and disciplines and gives students opportunities to succeed and achieve academic and personal goals like exhibiting in a professional art show and gaining a deeper understanding of the art world and career paths.</p> <p>The museum is a place where students can empower other students and share what they have learned. Events and exhibitions bring together groups and students whose paths might not otherwise cross, a key element to campus community development and civic engagement.</p> <p>Exhibitions and programming address environmental sustainability and equity issues in unique and creative ways. For example, in an exhibition about environmental issues, <i>Burning Ice</i>, students enrolled in Internship in Art with the museum director created an installation featuring a 16’ tall ‘waterfall’ of recycled plastic bottles and plastic wrap. Another museum-initiated student project, <i>Toxic Networks</i>, won a Stanford Human Rights Educational Initiative Outstanding Project Award. Opportunities like this for students are unique and improve the quality of education at De Anza.</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>We advertise our exhibitions and events to the general student population via postcard announcements, flyers, and posters as well as online and print calendar listings, articles in La Voz and more. Exhibitions and events are listed on the college and museum websites as well as in community publications like the Mercury News, the Metro, and the Cupertino Courier and Sunnyvale Sun.</p> <p>Exhibition themes, projects, and events are planned with equity and outreach to underserved students at the center. For example, the current in person show, <i>common ground</i>, examines constructed and unseen borders and boundaries that speak to our shared needs for respect and dignity, kindness and resilience. The artwork explores physical, economic and social barriers related to migration and displacement, the US/Mexico border, life in Black South African townships, and the impact of masking one's identity to avoid discrimination. This serves as a real-life lab across disciplines and a reflection of our diverse student population.</p> <p>We also get creative and work with students to spread the word. One collaborative student project involved making a couple hundred ceramic fortune cookies that we fill with a fortune that invites one to find the museum and collect a prize. We look forward to when the campus is back to majority in-person classes and will place these around so new students can discover De Anza's art museum.</p>
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>Museum exhibitions and events promote equity and inclusion on campus and in the community. For example, a planned 2022 museum collaborative public art project, <i>Picturing the World We Want to See</i>, will involve students from Creative Arts, HEFAS, Language Arts and more. Building on the fall/winter exhibition, <i>common ground</i>, and the issues raised, students will create emoji-inspired symbols both acknowledging history and the world as it is and focusing on what they do want to see in their lives and communities. These will be integrated into a series of collaborative mini-murals on campus and a digital mural that will be displayed both on campus and in the community.</p>
6.	<p>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.</p>	<p>We pivoted to online exhibitions and events including the De Anza Student Art Show during this ongoing pandemic. We will be opening an in-person exhibition on Nov. 1st, open only to students, faculty, and staff until further notice. The 1<sup>st</sup> Thursday open mic nights will remain virtual for now. The museum is able to adapt in-person to virtual programming as needed.</p>
7.	<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>Student Payroll (2310), Technical/Professional (5214)</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"> <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>The museum serves the whole De Anza population with additional outreach to underserved groups through equity focused collaborations with students, divisions, departments, and faculty.</p> <p><b>Estimated student attendance total past 3 years:</b> 6,450 pre-pandemic 2019-March 2020, 3,250 online views</p> <p><b>Estimated new active students:</b> <b><i>De Anza Student Art Shows</i></b> 2019 80 De Anza students, in person, exhibiting artists 2020 and 2021 115 De Anza students, online, exhibiting artists 1,460 webpage views</p> <p><b><i>1<sup>st</sup> Thursday Open Mic Events</i></b> 2019–March 2020 310 De Anza students, in person, including performance/workshops 2020 and 2021 76 De Anza students, online, performing/viewing 225 online, YouTube views</p> <p>Other museum events and projects 2021: <b><i>Hope and Solace</i></b> 24 De Anza student writers, collaborative public poetry project <b><i>Reclaiming Our Humanity</i></b> online event series 340, student views, assigned by faculty for classes <b><i>Sources of Solace</i></b> online exhibition 78, student writing and viewing assignments (Exhibition received 3,185 webpage and Silicon Valley Reads program views)</p>



	Question / Inquiry	Document Name / Additional Response
2.	<p>STUDENT FEEDBACK</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>See attachments, sample student writings in response to artwork and ideas in 2020-2021, ongoing online, museum exhibition <i>Sources of Solace</i>.</p> <p>The theme of the current exhibition, <i>common ground</i>, was inspired by student artwork, poetry and conversations about boundaries and obstacles they have faced.</p>
3.	<p>FUNDING</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>The museum receives no funding from the college so the one staff person raises the funds to cover her salary and benefits, student and casual staff, and all other museum and program expenses.</p> <p>A majority of the funding that supports the museum comes through a revenue stream from in-person after school art classes and summer camps for children and youth. The pandemic has greatly impacted this.</p> <p>Funds currently in the foundation account must be used for this year's salary and benefits for the director. The Fund 15 account has to cover Arts &amp; Schools program instructors and project expenses. The endowment cannot be used. Additional funds will have to be raised to cover this year's expenses.</p> <p>Fund 115286, General Euphrat Museum – \$66,090.85  Fund 844475, General Euphrat Museum – \$31,240.92  Fund 845401, Euphrat Museum Endowment – \$73,981.84</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:	<u>Sam Bliss</u>
Phone Number:	<u>x8275</u>
Email:	<u>blissam@fhda.edu</u>
Relationship to Project:	<u>Supervisor</u>
Position on Campus:	<u>Dean, Community Education</u>
Administrator’s Name:	<u>Diana Argabrite</u>
Phone Number:	<u>x5464</u>
Email:	<u>argabritediana@fhda.edu</u>
Relationship to Project:	<u>Euphrat Museum Director</u>
Position on Campus:	<u>Director (Museum Program Coordinator)</u>

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)