

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: De Anza College Multicultural Center (MCC)
2. Is this a new DASG account? Yes No DASG Account Number: 41-57915
3. Amount requested for 2022-2023 \$ 13, 446.08
4. Total amount allocated for 2022-2023 \$ 0
5. How long has this program existed? 2016 -2019
6. Number of students directly served in this program: 200
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)? We encourage all De Anza Students who come by the MCC to purchase a DASG card. Many students that come by do not know the advantages of having a DASG card, such as receiving a free VTA bus pass. Just last week, I told a student who was not aware of this service at the MCC.
8. What would be the impact if DASG did not completely fund this request? We would not be able to have a big event. The impact would be significant because we are rebuilding our in-person presence after 2+ years of mostly online classes to create community on campus with events such as “Untold Histories of California” and an Ethnic Studies Summit. We also want to continue to have movie day with popcorn on Fridays for the clubs at De Anza College at the MCC.
9. Total amount being requested for 2023-2024 (from page 3) \$ 4,800.00

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

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Posters, Pens, General Supplies</u>	<u></u>	<u>\$500</u>
2.	<u>brochures, flyers, stickers</u>	<u></u>	<u>\$300</u>
3.	<u>Movies PRIME</u>	<u></u>	<u>\$100</u>
4.	<u></u>	<u></u>	<u></u>
5.	<u></u>	<u></u>	<u></u>
		TOTAL:	<u>\$900</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.	Popcorn, butter, oil,		\$200
2.	Food/Drinks	physical events	\$2,000
3.			
4.			
5.			
		TOTAL:	\$2,200

Printing (4060)

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

	Item	Intended Use	Cost
1.	Printing		\$500
2.			
3.			
4.			
5.			
		TOTAL:	\$500

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.	Contracted Speakers		\$1,200
2.			
3.			
4.			
5.			
		TOTAL:	\$1,200

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

\$ 4,800.00

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. 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?	The MCC is a place where student groups come in and use the office space, They hold meetings in the MCC and this quarter, Puente tutors have used the MCC to tutor students. Also, students form study groups in the MCC.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	One of the MCC core values is building community with all divisions, offices, and students on campus. The MCC is a place where students come and do their homework, projects and build community with other students.
3.	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	The MCC provides space for students to hold events that promote civic engagement. In particular, this year we are looking to hold an "Untold Histories of CA" and Ethnic Studies summit to help historically marginalized students learn about their history and to affirm their identities. These events help students with their sense of belonging and identity, which in turn, help students succeed and enable them to achieve their academic and personal goals. We have student clubs that meet in the office and share the space in the MCC.
4.	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.	We try to promote the MCC as much as we can. We like it when students come in for the first time and are excited to use the space in the MCC. We have a small food party for students. We want to build community with student clubs and want it to be a space for students. The faculty in the MCC teach Ethnic Studies and World Language courses. These courses appeal to underserved students and the events that are being planned are to increase their self-advocacy.
5.	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.	Our office is in front of parking lot A&B, we get a lot of traffic. People asking for directions and asking questions regarding classes, etc. We provide excellent customer service to the community and to students. The events being planned are to promote racial equity and aim to help all students understand the contributions people of color have made in CA.
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.	We did great for the last two years, during Covid-19.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	We want to build community with other departments, engage with events, such as "Untold Histories of California", Ethnic Studies Summit especially since we are now in two Villages: Language and Communication and Social Science and Humanities. We will be working closely with two other divisions.

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) 	
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? 	<p>The feedback that I would get from students was verbal. They love movie day at the MCC, on Friday's. they get to make new friends with different clubs that come use the office space at the MCC.</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 	

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: Mary Medrano

Phone Number: 408-864-8679

Email: medranomary@fhda.edu

Relationship to Project: _____

Position on Campus: Intercultural and International Studies (IIS) Administrative Assistant II

Administrator’s Name: Debbie Lee

Phone Number: 408-864-8443

Email: debbielee@fhda.edu

Relationship to Project: Manager

Position on Campus: Intercultural and International Studies (IIS) Dean