

DASB Budget Request 2020-2021

For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

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 (Classified)
2. Is this a new DASB account? Yes No DASB Account Number: 41-56050
3. Amount requested for 2019-2020 \$ 150,588
4. Total amount allocated for 2019-2020 \$ 150,588
5. How long has this program existed? 50+ years
6. Number of students directly served in this program: All of DASB, ICC, Clubs, Photo ID and general student body

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: \$0.00 for staff support. B budget does not include staff expenses

Trust Accounts: None

Fund 15 Accounts: \$0.00 for staff support. Fund 15 funds are not used for staff expenses

FHDA Foundation Accounts: None

Grant Funded Accounts: None

Other District Accounts: Part of Office Coordinator salary paid from other district accounts

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?

Office Coordinator: Manage Office of College Life; oversee Photo ID (DASB Card) and SmartPass production; maintain computers and Web sites for DASB, ICC, Flea Market, Student Accounts and Office of College Life; maintain all equipment for clubs, ICC and DASB; maintain calendar of events and equipment usage; oversee DASB Elections and annual DASB Budget preparations; maintains key, copy code, voicemail and email account distributions; vendor table scheduling; graphics support for DASB and ICC (posters, flyers, business cards, etc.); order office supplies and equipment for DASB, ICC, Student Accounts, Photo ID, Flea Market, and Office of College Life; general technical support; check eligibility for DASB Senate members and ICC Officers; supervise DASB Secretary, DASB Bicycle Program Coordinator, and Office of College Life/Photo ID staff.

Student Activities Specialist: advise ICC, Clubs, and DASB Committees; present DASB and Club information at Counseling 5 Classes for New Students; manage events such as quarterly Club Day, Club Karaoke, Spring Carnival, Fall Mixer Dance, Welcome Week Entertainment, Welcome Week Info Tent, and more; order promotional materials for DASB and ICC; prepares DASB funding requests for ICC, movie tickets, New Student Orientation, and other accounts; manage ICC and other budgets; train ICC Officers; provide orientation for new club officers and advisors; supervise ICC Secretary; meet with clubs to review their events or services and provide information on procedure.

Administrative Assistant I: We would like to combine the three student employee positions for the DASB Secretary, DASB Bicycle Program Coordinator, and ICC Secretary into one Classified Professional position who would also help support the DASB Flea Market. These positions are highly detail oriented, require a lot of skill and experience. Recruiting students for these positions is a challenge and there is a very limited pool of qualified students. Having to train new student employees at least once per year is time consuming, leads to loss of productivity for the existing Classified Professional and the Student Employees, and the programs themselves suffer from the loss of qualified employees. The additional assistance to the DASB Flea Market would be beneficial as there is currently only one staff member for the program and that is problematic.

Signatures that are required for utilizing funds

All 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's Name: (print)	<u>Michele LeBleu-Burns</u>
Phone Extension:	<u>408-864-8218</u>
E-mail:	<u>LeBleuBurnsMichele@fhda.edu</u>
Relationship to Project:	<u>Supervisor</u>
Position on Campus:	<u>Dean of Student Development</u>
Administrator's Name: (print)	<u>Rob Mieso</u>
Phone Extension:	<u>408-864-8330</u>
E-mail:	<u>MiesoRob@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Vice President of Student Services</u>

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)