

# DASG Budget Request 2023-2024

## For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

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](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: College Life Office Staff
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-51345
3. Amount requested for 2022-2023 \$ 269,267
4. Total amount allocated for 2022-2023 \$ 188,516
5. How long has this program existed? 50 + years
6. Number of students directly served in this program: All of DASG, ICC, Clubs, Mentors@De Anza, Photo ID, VTA SmartPass, and general student body

**Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.**

7. List ALL non-DASG 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.**  
B Budget Accounts: 114000-223002-696000 \$5,250 in 2022-2023 (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 \$13,230.57 on 10/30/2022 (varies); income from vendors; usually used to augment B Budget.  
FHDA Foundation Accounts: None  
Grant Funded Accounts: None  
Other District Accounts: Part of one Student Activities Coordinator’s salary paid from other district accounts; 50% College Life and 25% SmartPass  
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? \_\_\_\_\_

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

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**Leadership Development & Student Activities Coordinator (currently Maritza Arreola):** advise ICC, Clubs, Mentors@De Anza, and DASG Senate and Committees; 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 DASG and ICC; prepares DASG funding requests for ICC, Mentors@De Anza, and other accounts; manage ICC and other budgets; train DASG Senators and 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.

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**Administrative Assistant I:** We would like to combine the two student employee positions for the DASG Secretary and ICC Secretary into one full-time Classified Professional position that would also assist with other DASG and ICC Programs and Services. These positions are highly detail oriented, time and task intensive, and 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 Professionals and the Student Employees, and the programs themselves suffer from the loss of qualified employees. Additionally, a full time Classified Professional would be able to take on a lot more duties than the two student employees can. They would have direct access to more information and systems and be able to process applications, update rosters, contact lists, and priority registration, check eligibility, and update websites more quickly. They would also manage and coordinate DASG and ICC programs and services like the DASG Bike Program and Legal Advice, help manage the DASG and ICC Office and order office supplies for them.

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**Student Assistants:** 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 Student Assistants support the DASG elections, bike program, and any activities associated with student government, ICC and clubs. The Student Assistants also produce DASG Cards and VTA SmartPass Clipper Cards for students.

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9. 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)? Prior to providing services, students are asked for Student ID, it is required on some forms, this office works with others across the campus to insure the DASB card is honored. We also require that student employees are DASB Members.
10. What would be the impact if DASG did not completely fund this request? If the Classified Professional positions are eliminated, all related duties must also cease as required by union rules. Therefore, no elections, no Photo ID, no web site updates, no Clubs or ICC, No DASG Secretary, No DASG Bike Program, No DASG or ICC Secretary, and all other duties and functions provided above in item # 8 would stop. If the Student Employee positions are eliminated we would have to reduce the hours or completely eliminate the hours of front office help available for DASG, Clubs, ICC, Photo ID and SmartPass Production, DASG Bike Program, the general student body, and community members.

11. Total amount being requested for 2023-2024 \$ 309,074

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

**Classified Payroll (2170)**

**MUST ALSO COMPLETE THE CONTRACT BENEFITS (3100) SECTION**

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>Operations Specialist &amp; Student Activities Coordinator (25%)</u>		<u>\$24,782</u>
2.	<u>Leadership Development &amp; Student Activities Coordinator</u>		<u>\$88,191</u>
3.	<u>Administrative Assistant I</u>		<u>\$61,711</u>
TOTAL:			<u>\$174,684</u>

**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>College Life Student Assistants</u>	<u>3 x \$17.6 x 19 x 48</u>	<u>48,155</u>
TOTAL:			<u>\$ 48,155</u>

**Classified Overtime Payroll (2360)**

**MUST ALSO COMPLETE THE BENEFITS (3100) SECTION**

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>Classified Overtime</u>		<u>\$10,000</u>
(Late Senate Meetings, Budget Deliberations, etc.) TOTAL:			<u>\$10,000</u>

**Contract Benefits (3100)**

**MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL**

	Job Title	Total \$ x Percentage	Cost
1.	<u>Operations Specialist &amp; Student Activities Coordinator (25%)</u>		<u>\$10,500</u>
2.	<u>Leadership Development &amp; Student Activities Coordinator</u>		<u>\$38,000</u>
3.	<u>Administrative Assistant I</u>		<u>\$25,000</u>
TOTAL:			<u>\$73,500</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>Classified Overtime</u>		<u>\$2,000</u>
2.	<u>College Life Student Assistants</u>	<u>\$48,155 x 0.0152</u>	<u>\$735</u>
TOTAL:			<u>\$2,735</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 309,074

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 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: Dennis Shannakian

Phone Number: 408-864-8757

Email: ShannakianDennis@fhda.edu

Relationship to Project: Supervisor for Student Assistants

Position on Campus: Operations Specialist & Student Activities Coordinator

Administrator/Budgeter’s Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

Email: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Supervisor for Classified Professionals

Administrator for Student Assistants

Position on Campus: Dean of Student Development

Administrator’s Name: Rob Mieso

Phone Number: 408-864-8330

Email: MiesoRob@fhda.edu

Relationship to Project: Administrator

Position on Campus: Vice President of Student Services