DASG Budget Request 2023-2024

"DASG Budget Request Student Computer Donation Program - 41-56780"
ShannakianDennis@fhda.edu.

1. Program (Account) Name: Student Computer Donation Program – OTI (aka CompTechS)
2. Is this a new DASG account? Yes ☐ No ☒ DASG Account Number: 41-56780
3. Amount requested for 2022-2023 $ 6721.02
4. Total amount allocated for 2022-2023 $ 5000.00
5. How long has this program existed?   20 Years
6. Number of students directly served in this program: 300-400
   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)? In the past only De Anza students with DASG cards were paid out of our DASG account. With the past years change in budget allocation which omitted student payroll in the lab, no students were paid, so no conflict with the budget stipulation. The past years funding is for computer parts and it is difficult to enforce the stipulation. Statistically De Anza students represent 90% of the computers we give away.
8. What would be the impact if DASG did not completely fund this request?   In the past only De Anza students with DASG cards were paid out of our DASG account. With the past years change in budget allocation which omitted student payroll in the lab, no students were paid, so no conflict with the budget stipulation. The past years funding is for computer parts and it is difficult to enforce the stipulation. Statistically De Anza students represent 90% of the computers we give away.

9. **Total amount being requested for 2023-2024 (from page 3) $ 5,350**

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.	Repair Parts (SSDs,RTCbatteries,etc.)	Repair/Upgrade PCs	$ 2,000
2.	AC adapters for Laptops	Plug in Power	$ 1,200
3.	LI-Ion Batteries	Laptop portable power	$ 1,200
4.	Microsoft Licensing Fees	Activation Fee Windows	$ 300
5.	Webcams	For Zoom some PCs	$ 500
6.	Work stools	For increased Lab students	$ 150
		TOTAL:	$ 5,350

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

$ 5,350

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?	De Anza College students that need a computer to succeed in school, but cannot afford to purchase one, apply and receive a computer through a recommendation process administered jointly between the financial aid office, VRC (Veterans), CalWorks, EOPS, DSS etc. services and OTI. We also support and accept recommendations for students from Faculty and Staff for the computer award. Since the pandemic we have been awarding webcams as needed. Many students have transitioned to remote classes and relay heavily on Zoom and Canvas.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	300-400 each year counting Student Interns in the Lab and Students receiving free refurbished computers. One hundred twenty (111) computers were provided to students in 2019-20 and 97 have been given to De Anza students since the campus shutdown in March 2020. 1450 STUDENT INTERNS TOTAL - ALL YEARS 203 OF THESE STUDENTS APPROXIMATELY 15% WERE PLACED IN INTERNSHIPS AT LOCAL HIGH TECH COMPANIES. 24 STUDENT INTERNS HIRED ON AS FULL TIME EMPLOYEES. THIS REPRESENTS A HIRING RATE OF 11.82%
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	1. We provide free computers for students to achieve their academic goals. 2. The CompTEchS Lab trains students in leadership, academic skills, environment, teamwork, reuse of equipment (refurbish), team effort, interview skills, and ethics. 3. Some benefits are immediate (computers). 4. Only DASG are eligible for paid internships. 5. Quality is achieved through lab procedure. 6. We do not generate DASG Revenue except when an intern must join DASG to qualify. 7. All previously allocated funds have been used to create working computers for underprivileged students. We have transitioned from prior years, to an all volunteer Lab thus eliminating any student salary needs. Our program promotes student retention by providing a computer for any needy student. To my knowledge we are the only community college district that provides such a service.

	Question / Inquiry	Program Response
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 have of course the college web presence, with pictures and information about the program. As we are currently focused on the Computer Sciences for internships positions. We go and talk in front of each and every CS class to promote the program, along with flyers that we hand out and post. This was not possible during the pandemic but has started up again this Fall 2022 quarter. For the computer awards, we have made all Student Services departments aware of the free refurbished computers for students. They are the programs that most closely work with the underserved student population.

| 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 lab has proudly and consistently had a higher percentage of women than the population of CS students we talk with.
Our program of free computers for underserved students promotes equity.
Here is a list of statistics showing which students groups received computers:
Services Affiliation
840 Financial Aid
479 CalWorks
140 EOPS
78 Veterans
107 Disabled Student
20 Catholic Charities
9 BOG
22 Men of Color
13 OUTREACH
7 Work2Future
7 Puente
4 PELL
6 AB540
3 Cal Success
10 MPS
2 WIA
2 WIC
4 WIOA
2 HEFAS
7 Food Stamps
13 CARE
3 Cal Fresh
2 Work Study
8 FAFSA
7 DSPS
1 Charity
1 College Now program
3 WELFARE
2 LEAD
2 Strong Girls Strong Women
1 Food Bank
1 DACA
1 EDC
1 Guardian Scholars Program
5 IMPACT
5 Pass the Torch
4 Umoja (previously Sankofa)
1 Community Services
3 Asian American Pacific Islander
840 None or not specified

974 Female
763 Male |
| 5. | | |

	Question / Inquiry	Program Response
		Ethnicity (Multiple categories per student) 1 Arabic 1 Mexican 22 Asian Indian 506 Hispanic 433 White 253 African-American 269 Other 38 Vietnamese 22 Middle Eastern 22 Chinese 41 Filipino 25 Pacific Islander 124 Other Asian 28 American Indian/Alaskan Native 104 Other Non-white
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.	Adapting to online for a hardware lab is an exciting and unique challenge. During the pandemic, I moved all the lab equipment to my home and continued the refurbishing activity. Student interns were instructed via zoom where possible and hardware projects I delivered the hardware and tools to their homes and retrieved them when they were completed. Addressing the use of online services for the future, the same approach given the same circumstances. There is a component of Lab training that can and sometimes was done using zoom. These were mainly resume writing and interview skills.
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 only use supplies (4010). Much of the tools and test equipment are common and already exist in the Lab. Some tools may be requested for supplies. For any special needs I bring in my own personal equipment.

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.	ENROLMENT • 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)	2018-21= 266 STUDENT INTERNS+ 280 RECIPIENTS 2021-22 = 13 STUDENT INTERNS +69 RECIPIENTS 2022-23 HAS ALREADY 60 INTERNS + 40 RECIPIENTS Our program has several components the major three are recipients of a free refurbished computer. These students get to keep the computers with few exceptions which equates to more than a quarter. This relates to the 280 and 69 recipients. Student on campus lab interns and off campus student interns. Some on campus students stay several months, usually 2 or 3 quarters, even though the lab is not on the quarter system. The off campus interns typically participate a full year or more. This relates to the 266 and 13 interns. The lab has a heavy hardware component that precludes a realistic online approach. However we have reached out to serve all the new interns online by delivering hardware to there homes along with tools to experience that component of the training, in addition to some strictly online training for our new interns and approximately 10 students enrolled in Fresh Success. We serve the whole De Anza population, with an emphasis on the underserved population. Here is the demographics to date: 476 Hispanic 421 White 236 African-American 260 Other 37 Vietnamese 19 Middle Eastern 22 Chinese 39 Filipino 23 Pacific Islander 120 Other Asian 22 American Indian/Alaskan Native 102 Other Non-white

	Question / Inquiry	Document Name / Additional Response
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	The only student feedback were thank-you's from recipients. For example, in March I received from Wendy: "Thank you so much. The monitor was a great surprise. I appreciate so much." This was a limited sight student that we were able to provide a large monitor in addition to the laptop. I did not see a use for a survey outside of the statistics that I collected and reported above. I use these stats to uncover or highlight any trend in our equitable provision of our computer resources. As far as suggestions and response, there were several requests for webcams to provide the ability to use zoom. This was added to our inventory thanks to the DASG funding and was supplied to several needy students. Our having chosen a reliable webcam precluded any issues for students not familiar with the technology. Our chosen model has given 100% success in all applications.
3.	FUNDING • 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	See next page.

FY 2020-2021 OTI ACTUAL REVENUES AND EXPENSES BY PROGRAMS

Index Number:	BANNER Account Number:	Account Name:	Beginning Balance 20/21	Income/Revenue 20/21	Expenses 20/21	Ending Balance	Net Worth	Projected For OTI Sala/Bene
2WIAO2	133041-237015-XXXX-709000	WIA TRNG-EDD	1,780.12	0.00	31.98	1,748.14		
2WIAO1	133041-237017-XXXX-709000	WIA TRNG-MISC	3,024.58	0.00	0.00	3,024.58		
2WIAO6	133060-237074-XXXX-709000	WIA TRNG-MONTERREY	0.00	0.00	0.00	0.00		
2WIAO3	133061-237017-XXXX-709000	WIA TRNG-SANTA.CRUZ	2,656.11	0.00	0.00	2,656.11		
2WIAO9	133064-237601-XXXX-709000	WIA TRNG-NOVA.05	4,422.18	11,087.97	15,305.96	204.19		
2WIA10	133065-237601-XXXX-709000	WIA TRNG-W2F	8,608.27	11,137.76	19,242.07	503.96	8,136.98	8,136.98
2CWOO2	120090-237030-XXXX-709000	CW-Child Care DA	0.00			0.00		
2CWO22	120090-210035-XXXX-709000	CW-Child Care FH	0.00			0.00		
2CWOO1	120090-237031-XXXX-709000	CW-GRAL DA	0.00	181,624.00	181,624.00	0.00		
2CWO21	120090-210036-XXXX-709000	CW-GRAL FH	0.00	127,345.00	127,345.00	0.00		
2CWOO4	120095-237032-XXXX-709000	TANF DA	0.00	37,755.00	37,755.00	0.00		
2CWO24	120095-210037-XXXX-709000	TANF FH	0.00	28,297.00	28,297.00	0.00		375,021.00
2CWOO3	120090-237034-XXXX-709000	CW-Work Study DA	0.00	18,165.60	18,165.60	0.00		
2CWO23	120090-210038-XXXX-709000	CW-Work Study FH	0.00	8,530.17	5,289.18	3,240.99		
FUND ACC	133040-237037-XXXX-709000	*CW-Employers DA	0.00			0.00		
FUND ACC	133040-210039-XXXX-709000	*CW-Employers FH	0.00			0.00		
2CWOO5	120099-237033-XXXX-709000	CW-SSA	0.00	141,000.00	141,000.00	0.00		141,000.00
2CWO27	121008-237033-XXXX-709000	CW-SSA EC WORKS	0.00	17,553.90	17,553.90	0.00		
2GOO23	133040-237016-XXXX-709000	COMPTECHS EMPLOYERS	416.29	169,675.56	168,379.74	1,712.11	1,712.11	1,712.11
FUND ACC	136002-237079-XXXX-709000	*COMPTECH ON CAMPUS	0.00	0.00	0.00	0.00		
1PC	1350-140301-XXXX-709000	PERKINS FH	0.00	3,185.00	3,185.00	0.00		
2PC	1350-237062-XXXX-709000	PERKINS DA	0.00	39,574.68	39,574.68	0.00		
2CTE	1350-210033-XXXX-709000	DA CTE TRANSITIONS	0.00	0.00	0.00	0.00		
FUND ACC	133040-237013-XXXX-709000	*MIS-EMPLOYERS/INCOME	0.00	0.00	0.00	0.00		
24O151	114000-237006-XXXX-493010	STAFF SUPPORT		0.00	0.00	0.00		
25O253	115253-237006-XXXX-644000	MAA	52,403.76	234,989.66	79,940.94	207,452.48	207,452.48	207,452.48
2GOOO2	133040-237012-XXXX-672000	*POOL ACCOUNT	0.00	0.00	0.00	0.00		
TOTAL			73,311.31	1,029,921.30	882,690.05	220,542.56	217,301.57	733,322.57

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: Joe Lipsig

Phone Number: 5712

Email: lipsigjoseph@fhda.edu

Relationship to Project: Trains students how to refurbish computer systems which are then donated to needy students, Trains students for off campus job opportunities. (Internships).

Position on Campus: Computer Lab Instructional Coordinator

Administrator's Name: Sabrina Stewart

Phone Number: 8307

Email: stewartsabrina@fhda.edu

Relationship to Project: Program Supervisor

Position on Campus: OTI Supervisor