

View results

Respondent

3

Sabrina Stewart

01:09

Time to complete

Program Information

1. Program or DASG Account Name: *

Occupational Training Institute (OTI)

2. Is this a new DASG account? *

Yes

No

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.).

Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner.

The available Line Items and their Object Codes for this request are as follows:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

3. What is the first Line Item you need to request funding for? *

4010 Supplies



4010 Supplies

No General Office Supplies

4. 4010 Supplies Amount *

Please round up to the nearest whole number.

Please enter a whole number

5. 4010 Supplies Description *

6. What is the next Line Item you need to request funding for? *

4013 Promotional Items



4013 Promotional Items

(Reusable Banners)

7. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

Please enter a whole number

8. 4013 Promotional Items Description *

9. What is the next Line Item you need to request funding for? *

None



Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

10. Please provide a thorough description of your program. *

The Occupational Training Institute (OTI) is dedicated to helping students prepare for a successful future and providing employers with qualified interns. We assist students in overcoming barriers such as securing basic needs and educational supplies as well as providing supportive services and resources as needed. OTI manages several programs, CalWORKs, WIOA, CompTechS, and the Career Center. CalWORKs supports under resourced parenting students with children under 18 years of age. The Workforce Innovation & Opportunity Act (WIOA) program supports participants receiving unemployment and workman's compensation benefits who need to re-enter the workforce. CompTechS donates computers to students in need and sponsor internship programs. The Career Center provides all students in all disciplines with career information and job opportunities.

11. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

N/A

12. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

The Career Center launched in the Fall 2025 quarter, has welcomed approximately 70 students, and only serve students who are currently enrolled. Students are always welcome to search career information, take assessments, participate in club meetings, learn to navigate Handshake (job board) or check current job postings. A couple of the programs we support are only for students referred by external agencies however, CompTechS and the Career Center are for all students regardless of major or academic goal or community. While we've had a diverse demographic of students visit our office, data is not currently available.

13. Attach any relevant enrolment documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

No answer provided.

14. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

Currently we have a Career Center website where we consistently announce career opportunities, resources and events. We've also post informational flyers in each village location, divisional offices, learning community spaces, and student service locations. At this time we are training students to navigate Handshake for jobs and where employers post their job openings. Unfortunately, we are not permitted to advertise De Anza's resources and events on Handshake with the exception of the Career Fair.

15. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

We are consistently soliciting suggestions and information from students, employers and industry insiders as we work to build a comprehensive, and impactful service and resources for our students.

16. Attach any relevant student feedback forms, surveys, etc.

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

No answer provided.

17. Does your program offer any online services? *

Yes

No

18. Does your program have any plans to offer online services? *

Yes

No

19. Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

Beginning Balance

CalWORKs State De Anza 20090-237031-70900 \$237,455.11
CalWORKs State Foothill 20090-210036-20090 132,697.11
CalWORKs TANF De Anza 20095-237032-70900 37,732.00
CalWORKs TANF Foothill 20095-210037-70900 26,530.00
CalWORKs County FHDA 20099-237033-70900 120,346.00
CalWORKs County FHDA work study 20099-237033-70900 47,250.00
CalWORKs State De Anza work study 20090-237034-70900 23,314.31
CalWORKs State Foothill work study 20090210038-70900 14,232.17
CompTechS 33040-237016-70900 468,299.44
Perkins-De Anza 35075-237062-70900 134,000.00
Perkins-Foothill 35075-140301-70900 4,000.00
Staff Support 14000-237006-67900 10,000.00

Request For Information (RFI) - continued

Description:

This section ensures adherence to the DASG Budget Guiding Principles, which can be found at www.deanza.edu/dasg/budget

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

20. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

The Career Center provides support to all students in obtaining information about careers including educational requirements, labor market data, various self and skill assessments, as well as student employment opportunities. Mostly everything required to assist students in making informed decisions about their futures. Additional information is posted on the Career Center website but the best method for students to receive the right type of support and obtain information is to come into the Career Center for a 1:1, and browse around on our computers which have loads of information.

21. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

OTI recognizes the need for students to develop soft and transferable skills such as decision making, critical thinking, and problem solving which are vital for students to successfully transition to their next level (personal, academic), the workforce, or maybe into a leadership role. These skills are taught in our CompTechS lab when students learn to refurbish computers to donate to students in need and in preparation for internships. When students understand that they are not only learning technical skills but they also witness and become advocates of "equity" in action, they (unknowingly) are building an awareness and acceptance of others as well as compassion and empathy within themselves. The training for development of these skills are not limited to the students who participate in the CompTechS lab but to any student who thinks they need assistance in an area specific to their goals.

22. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

The CompTechS' lab coordinator serves as the official staff supervisor and advisor for 2 computer science focused clubs, the De Anza Cybersecurity Club and the Hardware Hackers. Whether participating as a club leader or member, a student is provided the opportunity to apply their course work to real work situations, develop communication and leadership skills and build professional networks. A club experience can have a defining impact on the decisions a student makes about their future as that is the purpose of attending an institution on higher education.

23. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

OTI believes coursework is vital to one gaining knowledge, but students can enhance their education by having experiences outside of the classroom such as work opportunities, club leadership and membership, civic engagements opportunities and taking advantage of the plethora of services and resources available to all students.

24. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

As previously mentioned, ALL De Anza students are welcome to visit OTI, whether to obtain a computer or gather information regarding work opportunities or career information. As educators, we feel it is our responsibility to ensure that students have access to the necessary tools and resources to assist in achieving their academics goals. OTI promotes equity by ensuring that every students that needs a computer gets one as having a computer is as foundational tool as a textbook.

25. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

Our CompTechS program receives outdated computers that are used to teach lab participants how to refurbish and then donate to students. Refurbishing computers in itself is considered a sustainable practice - giving an old computer a second life and new purpose. Once a computer is deemed obsolete, no longer able to support modern software, it is taken to a certified e-waste location for proper disposal preventing environmental damage and potentially dangerous health impacts.

26. Attach any other relevant documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as 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.

27. Are the Requester and Budgeter the same person? *

Yes

No

28. Requester's Name *

Sabrina Stewart

29. Requester's Email Address *

stewartsabrina@fhda.edu

30. Requester's Phone Number *

408-864-8360

31. Requester's Relationship to Project *

32. Requester's Position on Campus *

33. **Budgeter's Name** *

The Budgeter and Administrator cannot be the same person.

34. Budgeter's Email Address *

35. Budgeter's Phone Number *

36. Budgeter's Relationship to Project *

37. Budgeter's Position on Campus *

38. Administrator's Name *

The Budgeter and Administrator cannot be the same person.

Randy Bryant

39. Administrator's Email Address *

bryanrandy@fhda.edu

40. Administrator's Phone Number *

408-864-8840

41. Administrator's Relationship to Project *

Vice President Workforce, Innovation, Economic Development

42. Administrator's Position on Campus *

Vice President Workforce, Innovation, Economic Development