DASB Budget Request 2020-2021
For All Programs Excluding Athletics
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:____Student Computer Donation Program – OTI (aka CompTechS)____

2. Is this a new DASB account? Yes ❑ No **X** DASB Account Number:__41-56780__
3. Amount requested for 2019-2020 $____**20,477.60**____
4. Total amount allocated for 2019-2020 $____8,000____
5. How long has this program existed?____OTI-44 years; Computer Donation program - 18 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. 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 <u>ANY</u> and <u>ALL</u> 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: See Attached List____
    Trust Accounts:____N/A____
    Fund 15 Accounts: See Attached List____
    FHDA Foundation Accounts: See Attached List____
    Grant Funded Accounts: See Attached List____
    Other District Accounts:____See Attached List____
    Off-Campus/Off-District Accounts: N/A____
    On-Campus Co-Sponsorships:____N/A____
    Off-Campus Co-Sponsorships:____N/A____

8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the $10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? Only De Anza students with DASB cards are paid out of our DASB account. A copy of the DASB card is filed in each student employee's file.____

9. What would be the impact if DASB did not completely fund this request?____The Student Computer Donation program is a 100% self-supporting effort, housed under the umbrella organization - The Occupational Training Institute (OTI). No District/College general funds support this program. Without DASB financial support, fewer students would be able to work in the lab and refurbish computers. The end result of the supplies portion would be fewer computers provided to students that need one to succeed in their studies. And a minor impact on the support for VITA (Volunteers In Tax Assistance).____

10. Total amount being requested for 2020-2021 (from page 3) $____14,823.52____

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

Student Payroll (2310)

	Job Title	# of emp. x $ Per hr x # hrs/wk x # of wks	Cost
1.	Technical Assistant I	3 x $15 x 3 x 36	$ 4,860
2.	Technical Assistant IV	3 x $17 x 3 x 36	$ 5,508
		TOTAL:	$ 10,368

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.	Technical Assistant I	$ 4,860 x 1.5%	$ 72.90
2.	Technical Assistant IV	$ 5,508 x 1.5%	$ 82.62
		TOTAL:	$ 155.52

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	Spare Parts (SSD drives, RTC batteries etc.)	Upgrade systems	$ 2,000
2.	AC Adapters for Laptops	Plug in power	$ 750
3.	Li-Ion Batteries	Laptop portable power	$ 600
4.	Microsoft Licensing Fees	Activation Fees Win 10	$ 600
5.			
		TOTAL:	$ 3,950

Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more)

	Item	Intended Use	Cost
1.	(1) Lab Workbench	Workspace Refurbishing	$ 350
		TOTAL:	$ 350

Total amount requested (also complete line 10 at bottom of first page) $ 14,823.52

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 (250 words max)	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 scholarship process administered jointly between the financial aid office and OTI. This has been expanded to allow Veterans, CalWorks, EOPS, DSS etc. services to recommend students for the computer award.
2.	Please provide how many students are **actively engaged** in the program. Backing it up with data will help.	300-400 each year counting Student Interns in the Lab and Students receiving free refurbished computers. One hundred thirty two (132) computers were provided to students in 2018-19 and 48 have been given to De Anza students since July 2019. 1196 STUDENT INTERNS TOTAL - ALL YEARS 187 OF THESE STUDENTS APPROXIMATELY 15% WERE PLACED IN INTERNSHIPS AT LOCAL HIGH TECH COMPANIES. 22 STUDENT INTERNS HIRED ON AS FULL TIME EMPLOYEES. THIS REPRESENTS A HIRING RATE OF 11.76%
3.	Why is your program **important** and what is the **rationale** behind having this program on campus? (250 words max)	We are the only "Career Center". OTI through CompTechS provides a pathway for students to gain work experience in their Field of Study. We have been focused on CS Computer Science and IT Information Technology; but are starting to expand our horizon to the other fields of study, using our model as a foundation. We also support the VITA (Volunteers In Tax Assistance) by providing printers in addition to the set up costs borne by the OTI organization.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	1. The Student Computer Donation Program (aka CompTechS) has given away over 2200 computers to date. One hundred forty three (143) computers were provided to students in 2017-18 and 48 have been given to De Anza students since July 2019. We have also added laptops to the mix of computers and have given 116 laptops since we started keeping laptop statistics in 2017. 2. The CompTechS Lab program has partnered with many technology companies to provide appropriate training for students. Their feedback has been supportive and they have requested that any interns we provide them should come from students that have gone through the CompTechS lab training.

5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	We have followed the ISO model of ongoing improvement on an informal basis. <u>Students are encouraged to provide improvements in the lab. We have requested feedback and here is one that exemplifies the benefit of the off campus experience:</u>

Hi Sabrina,

I'm sorry for the extremely late response. I've been so busy acclimating to the change of life and workload of upper division here at Cal Poly Pomona I haven't had time to write about my experiences (I really didn't want it to be half-baked considering how valuable this was for me). Nonetheless, over the month, I've been reflecting over my experience:

<u>What I Gained -- Life Experiences</u>

- IT is an <u>extremely</u> social role; it's not hiding away in a cubicle pressing buttons.
- Listening skills. Listening skills. Listening skills!
- The importance of emotional intelligence in a customer service role and having empathy. This job made me respect retail workers so much more.
- Not taking criticism personally; there's "IT Guy Dan," but separate from that, there's "Dan Xxxx."
- Embracing failure; the best way to learn is making mistakes.
- Keep business communications as concise as possible.
- Always have your co-workers' backs -- you need them as much as they need you.

<u>What I Gained -- Technical Experiences</u>

- The role that IT plays in an organization and the various divisions within the IT department.
- What "the cloud" actually is and why it's relevant to an organization.
- How to use Microsoft Outlook.
- Other software systems (like SharePoint) and why IT has implemented them.
- Troubleshooting software/hardware problems and finding workarounds. Critical thinking is a must!
- Using ticketing system software.

<u>Improvements</u>

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I remember there being some confusion over timesheet hours back in the summer. There ought to be some way to improve communication with Mark.

With all that being said, thank you for your patience. I really do appreciate the opportunity to share my thoughts, Sabrina. Working with OTI has been the pinnacle of my time at De Anza. Not only has it prepared me well for the next chapter of my life here in Pomona, but it has also changed the way I see myself and the person I'd like to be in the future.

With gratitude,
Dan

P.S. Say hello to Joe for me!
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<td>6.</td>
<td>What are **all** of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)</td>
<td>See Attached Spread Sheet</td>
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<td>7.</td>
<td>Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget</td>
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1. We provide free computers for students to achieve their academic goals.
2. The CompTEchS Lab trains students in leadership, academic skills, environment, through teamwork, reuse of equipment (refurbish), team leadership, ethics.
3. Benefits are immediate (computers).
4. Only DASB are eligible for paid internships.
5. Quality is achieved through lab procedure.
6. We do not generate DASB Revenue except when an intern must join DASB to qualify.
7. All previously allocated funds have been used to create working computers for underprivileged students. We have in all prior years, reduced our student salary needs.
8. Our program promotes student retention by providing a computer for any needy student.
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8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	There is no other campus program that provides free computers for students. There is no other program on campus that provides training for students in the techniques and background needed for success in the professional environment. We imbue students with the unique opportunity to learn the soft skills requested by the majority of companies in the Bay area.
9.	Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	We have of course the college web presence, with pictures and information about the program. As we are currently focused on the Computer Sciences 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.

10.	Explain how your program promotes equity on campus. (250 words max)	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 received computers:
		Services Affiliation
		718 Financial Aid
		434 CalWorks
		122 EOPS
		64 Veterans
		66 Disabled Student
		20 Catholic Charities
		9 BOG
		21 Men of Color
		9 OUTREACH
		6 Work2Future
		3 Puente
		4 PELL
		5 AB540
		3 Cal Success
		5 MPS
		2 WIA
		2 WIC
		3 WIOA
		2 HEFAS
		3 Food Stamps
		7 CARE
		2 Cal Fresh
		1 Work Study
		4 FAFSA
		5 DSPS
		1 Charity
		1 College Now program
		3 WELFARE
		1 LEAD
		2 Strong Girls Strong Women
		1 Food Bank
		1 DACA
		1 EDC
		1 Guardian Scholars Program
		2 IMPACT
		3 Pass the Torch
		838 None or not specified
		897 Female
		693 Male
		Ethnicity (Multiple categories per student)
		1 Arabic
		1 Mexican

		16 Asian Indian
		455 Hispanic
		407 White
		224 African-American
		254 Other
		30 Vietnamese
		18 Middle Eastern
		22 Chinese
		37 Filipino
		22 Pacific Islander
		118 Other Asian
		19 American Indian/Alaskan Native
		102 Other Non-white

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: Joe Lipsig

Phone Extension: 5712

E-mail: 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 Extension: 8307

E-mail: stewartsabrina@fhda.edu

Relationship to Project: Program Supervisor

Position on Campus: OTI Supervisor

OTI ACCOUNTS 2019-2020

Title	Source	INDEX Codes	BANNER F O A P	Beginning Amounts
WIOA TRNG-EDD	NAFTA/TRA-Federal	2WIA02	133041-237015-xxxx-709000	2,415.81
WIOA TRNG-MISC	Priv/Workmen's Comp	2WIA01	133041-237017-xxxx-709000	3,024.58
WIOA TRNG-MONTERREY	City/Federal	2WIA06	133060-237074-xxxx-709000	-
WIOA TRNG-SANTA CRUZ	City/Federal	2WIA03	133061-237017-xxxx-709000	2,656.11
WIOA TRNG-NOVA 05	City/Federal	2WIA09	133064-237601-xxxx-709000	577.64
WIOA TRNG-W2F	City/Federal	2WIA10	133065-237601-xxxx-709000	4,994.44
CW-ChildCare-DA	State	2CW002	120090-237030-xxxx-709000	-
CW-ChildCare-FH	State	2CW022	120090-210035-xxxx-709000	-

CalWORKs-DA	State	2CW001	120090-237031-xxxx-709000	191,535.00
CalWORKs-FH	State	2CW021	120090-210036-xxxx-709000	32,859.00
DA OTI CalWORKs TANF	State/Federal	2CW004	120095-237032-xxxx-709000	39,393.00
FH OTI CalWORKs TANF	State/Federal	2CW024	120095-210037-xxxx-709000	29,128.00
OTI CW-SSA	County/Federal	2CW005	120099-237033-xxxx-709000	147,817.00
CW-SSA EC WORKS	County/Federal	2CW027	121008-237033-xxxx-709000	59,400.00
CW Work Study-DA	State	2CW003	120090-237034-xxxx-709000	15,024.00
CW Work Study-FH	State	2CW023	120090-210038-xxxx-709000	5,165.00
*CW-Employers-DA	Local	FUND/FGITBSR	133040-237037-xxxx-709000	-
*CW-Employers-FH	Local	FUND/FGITBSR	133040-210039-xxxx-709000	-
*COMPTECHS Employers	Local Employers	2G0023/FGITBSR	133040-237016-xxxx-709000	416.29
*COMPTECHS On Campus	Local Employers	FUND/FGITBSR	133040-237079-xxxx-709000	-
PERKINS-DA	Federal	2PC207	135028-237062-xxxx-709000	37,150.00
PERKINS-FH	Federal			-
DA CTE Transitions	Federal			-
*Misc-Employers/Income	Various	FUND/FGITBSR	133040-237013-xxxx-709000	-
CW TSE X-DA	State	2CW030	135709-237601-xxxx-709000	52.28
Staff Support	State	240151	114000-237006-xxxx-679000	
MAA	Federal	250253/FA	115253-237006-xxxx-644000	53,003.13
*Pool Account	Local	2G0002/FGITBSR	133040-237012-xxxx-672000	-