

# DASB Budget Request 2021-2022

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

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: "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: Extended Opportunities Programs and Services (EOPS)
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-56826
3. Amount requested for 2020-2021 \$12,000 \_\_\_\_\_
4. Total amount allocated for 2020-2021 \$ \_\_\_\_\_
5. How long has this program existed? 50 years
6. Number of students directly served in this program: 749

**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 \_\_\_\_\_

Trust Accounts: \_\_\_\_\_ \$0 \_\_\_\_\_

Fund 15 Accounts: \_\_\_\_\_ \$0 \_\_\_\_\_

FHDA Foundation Accounts: EOPS Emergency Grants 844581/844612 \$21,009.77 Scholars Program \$183,985.84

Grant Funded Accounts: DA-EOPS 2EOPS1: \$1,191,441. (2019-2020) (233,431 Used for book services in 19-20)

Other District Accounts: DA- EOPS (Fund 14 District Contribution) \$475,079. (Planned for 20-21)

Off-Campus/Off-District Accounts: \_\_\_\_\_ \$0 \_\_\_\_\_

On-Campus Co-Sponsorships: \_\_\_\_\_ \$0 \_\_\_\_\_

Off-Campus Co-Sponsorships: \_\_\_\_\_ \$0 \_\_\_\_\_

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)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What would be the impact if DASB did not completely fund this request? \_\_\_\_\_  
We would have to take resources from another program within our program which results in reduced support and services for some of our students.  
\_\_\_\_\_  
\_\_\_\_\_

10. **Total amount being requested for 2021-2022 (from page 3)** \$12,000 \_\_\_\_\_

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.	DAC Bookstore Rentals to augment EOPS book Vouchers	_____	12,000.00_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$12,000.00</u>

**Total amount requested (also complete line 10 at bottom of first page)      \$12,000 \_\_\_\_\_**

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 <b>thorough</b> description of your program (250 words max)	<p>The EOPS Scholars program provides support services to participants for the purpose of enhancing their retention and graduation rates, ensuring their attainment of career goals, facilitating their transfer from two-year to four-year colleges and fostering an institutional climate supportive to their successes. The program services promote an increase in the number of disadvantaged students who will successfully complete a program of study, with a selected goal, within a designated timeframe. The objectives included in this project were designed to build on the successes already achieved with the current EOPS Program at De Anza and goes far beyond anything done at De Anza before to close the equity achievement gap. The program has a strong foundation, and has developed a comprehensive set of services including academic advising, transfer/career planning and tutoring to be incorporated throughout a student’s enrollment to encourage completion of their academic and personal goals.</p>				
2.	Please provide how many students are <b>actively engaged</b> in your program. Backing it up with data will help.	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">EOPS/CARE 2018-2019</td> <td style="text-align: right;"><b>749</b></td> </tr> <tr> <td>EOPS/CARE 2019-2020</td> <td style="text-align: right;"><b>725</b></td> </tr> </table> <p>2020-2021 Fall quarter we are serving 567 students. We cannot provide documentation as names are confidential. I can provide documentation for the past two fiscal years.</p>	EOPS/CARE 2018-2019	<b>749</b>	EOPS/CARE 2019-2020	<b>725</b>
EOPS/CARE 2018-2019	<b>749</b>					
EOPS/CARE 2019-2020	<b>725</b>					
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	<p>The program is set-up where the institution has to support it and it comes with mandates that staff have to follow to ensure students are successful. Whereas, other programs on campus don’t have this type of protection, but EOPS is a program that must remain supported any way possible.</p> <p>What is unique is because it is a categorical program EOPS students receive priority registration.</p> <p>The program has specific obligations that the students are required to meet and is designed to keep students on the correct pathway for goal completion. We serve students who are both <u>academically</u> and economically disadvantaged. We are dedicated to closing the equity gap surrounding completion and transfer rates among low income and academically disadvantaged students. Other programs have a much higher academic requirement for students to participate in their program that our students would not qualify for.</p>				

	<b>Question / Inquiry</b>	<b>Program Response</b>
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>At the CCCEOPS conference last year, it was said that students who participate in the EOPS program are most likely to go into the following fields: medical, social work, and counseling. What this means is that students who participate in this program tend to go into service-oriented vocations that benefit whatever community they are a part of.</p> <p>EOPS is not just a program, but a community. Students learn how to prepare for transfer to a University and beyond, but also for those who do not transfer, they are prepared to go out into their own community with a sense of purpose and pride with what they have accomplished and learned during their time at De Anza. EOPS students participate in workshops together and begin to build a network that results in another level of support among peers. They all walk a similar path, but through this program, they find they don't have to walk that path alone.</p>
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.	<p>EOPS provides two different surveys at the end of each year.</p> <p>One survey goes out to all EOPS Students and the other to those who are graduating or transferring.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
6.	<p>What are <b>all</b> your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)</p>	<p>EOPS is a state funded program (Categorical) The amount we have received over the last years was approximate 1,191,441 per year.</p> <p>Guardian Scholars (Foster Youth)  All Foster Youth who qualify for both the Guardian Scholars program and EOPS are supported by EOPS Funds  EOPS Scholars Program (Donor Funded)</p> <p>We are consistently searching for new funding resources and this year have applied for a grant that would help our Scholar students.</p> <p>DA EOPS (Gen Fund)                    114000 223003 643100  Proposed budget \$475,079 (No print out available yet)</p> <p>DA EOPS    120031 223004 643100  \$144,383.16 Currently</p> <p>DA CARE    120041 223005 643500  \$28,207.50 Currently</p> <p>EOPS Emergency Grants:                    844581 551000 999110  \$21,009.77</p> <p>DA EOPS Scholar Pilot Program 844612 551000 999200  \$183,985.84</p> <p>See Attached for print outs</p>

	Question / Inquiry	Program Response
7.	<p>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 <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a></p>	<ul style="list-style-type: none"> <li>• EOPS/CARE staff members are advocates for students and committed to helping them achieve their educational goals</li> <li>• Students learn how to prepare for transfer to a University and beyond, but also for those who do not transfer, they are prepared to go out into their own community with a sense of purpose and pride with what they have accomplished and learned during their time at De Anza. EOPS students participate in workshops together and begin to build a network that results in another level of support among peers.</li> <li>• EOPS Serves Students throughout the fiscal year.</li> <li>• All EOPS students are DASB Members</li> <li>• EOPS students have strict requirements and benchmarks they have to meet in order to participate and remain within the program. These benchmarks are designed to ensure students meet their goals.</li> <li>• EOPS strived to go above and beyond in serving our students and providing support utilizing the resources provided.</li> <li>• EOPS strives to make the overall college experience as pleasant, effective, and as beneficial as possible for its students.</li> </ul>
8.	<p>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)</p>	<p>There are other programs on campus that offer similar support, however as previously stated they have a much higher academic requirement for students to participate in their program that our students would not qualify for.</p>
9.	<p>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. (250 words max)</p>	<p>It is in our program plan, (currently being developed for the state) that we are increasing our in reach of students throughout the campus. We have started a technique to receive EOPS qualifying student report from De Anza Applications and reaching out to those students via Phone calls and e-mails . We currently have EOPS swag and flyers ready to go for when we return to campus.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
10.	Explain how your program promotes equity on campus. (250 words max)	<p>Our target group of students are underrepresented, academically and financially disadvantaged, and who suffer the greatest gap in graduation and college completion rates. The structure of the program provides students with the academic support, extended and targeted resources; financial support that provides students the basic daily needs needed to be successful in college. A 2018 survey taken by our institutional research office with 2021 respondents showed that 60% of our students are transportation insecure, 58% of students are food insecure, and 18% are homeless. EOPS are low-income students and are representative of many of the key areas mentioned. Travel assistance (gas cards) helps students with competing obligations that include long commutes between home, school, and work. The food vouchers allow our students who fall into the rising group of students who are food insecure to receive sustenance to get throughout to avoid concentration issues or fatigue due to hunger.</p> <p>Many students and others are under the misconception that EOPS is specifically for students of color, However, EOPS is open for any student who meets the economic and academic disadvantaged criteria. We are not beholden to any specific group or population.</p>
11.	Please indicate which object codes are critical for DASB to fund this year.	Supplies 4010 for the use of Book rentals from the De Anza Bookstore.
12.	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.	<p>We have all our counseling/Advising appointments made remotely accessible via zoom, phone calls and other mediums to accommodate students. We created the capability for students to schedule appointments online. We are also working on implementing Clockworks system, a data management system to better serve students on an online environment. Clockworks will help students schedule appointments, receive reminders via emails, Complete EOPS application on line and upload documents and E-signatures. Student are able to purchase books and supplies from the DA Bookstore and we are covering the shipping cost. We have also implemented e-gift cards for food resources. We are also providing laptops, calculators and hot spot reimbursement to students.</p>

**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 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 and Administrator Information**

Budgeter’s Name:	<u>Michele LeBleu-Burns</u>
Phone Number:	<u>408-864-5218</u>
Email:	<u>Lebleuburnsmichele@fhda.edu</u>
Relationship to Project:	<u>Dean</u>
Position on Campus:	<u>Dean of Student Development</u>
Administrator’s Name:	<u>Marilyn Booye</u>
Phone Number:	<u>408-864-8952</u>
Email:	<u>Booyemarilyn@fhda.edu</u>
Relationship to Project:	<u>Supervisor</u>
Position on Campus:	<u>EOPS Supervisor</u>

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 10/5/2020)