DASG Budget Request 2022-2023
For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
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: Extended Opportunities Programs and Services (EOPS)

2. Is this a new DASG account? Yes ❑ No ❑ DASG Account Number: 41-56826
3. Amount requested for 2021-2022 $ 12,000
4. Total amount allocated for 2021-2022 $ 5,325
5. How long has this program existed?   51 years
6. Number of students directly served in this program: 740

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)? We will request student to show their DASG card when informing them of their eligibility to rent books per quarter

8. What would be the impact if DASG 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

9. Total amount being requested for 2022-2023 (from page 3) $ 12,000

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

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.			
2.			
3.			
4.			
5.			
		TOTAL:	$

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.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Supplies (4010)
(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	DAC Bookstore Rentals to augment EOPS Book Vouchers		10,000
2.			
3.			
4.			
5.			
		TOTAL:	$12,000

Food/Refreshments (4015)
(Must adhere to district Administrative Procedure 6331,
http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Printing (4060)
(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
Consultants/Guest Speakers/Entertainment (list programs).
For contracted speakers the fee shall not exceed $1,200 per speaker per event.
For performances the fee shall not exceed $1,800 per performance.)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Domestic Conference and Travel (5510)

(Must adhere to district travel policies,
http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html,
and DASG Limitation and Requirements from the DASG Finance Code)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more;
NO general office equipment)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Total amount being requested for 2022-2023 (also complete line 9 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 **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?	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.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	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. 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.

	Question / Inquiry	Program Response
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 Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	- EOPS/CARE staff members are advocates for students and committed to helping them achieve their educational goals - 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. - EOPS Serves Students throughout the fiscal year. - All EOPS students are DASB Members - 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. - EOPS strived to go above and beyond in serving our students and providing support utilizing the resources provided. - EOPS strives to make the overall college experience as pleasant, effective, and as beneficial as possible for its students.
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.	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.

	Question / Inquiry	Program Response
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 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. 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.
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.	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.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	Supplies 4010 for the use of Book rentals from the De Anza Bookstore.

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)	• 18-19 – 740 • 19-20 – 716 • 20-21 - 744 • Our current retention rate is 94% • 717 students out of the 744 served last year were enrolled in online courses. • EOPS students are underrepresented, academically and financially disadvantaged, and who suffer the greatest gap in graduation and college completion rates • 2020-2021 Data shows our student served by Ethnicity as follow: 5% African American 60% Asian 1% Filipinx 24% LatinX 0% Native American 1% Pacific Islander 9% White
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	EOPS provides two different surveys at the end of each year. One survey goes out to all EOPS Students and the other to those who are graduating or transferring. We have responded to students by addressing their needs and questions as they occur and moving forward. We analyze the results as a team and take their questions and concerns and use them to strategize and discuss processes for the following quarter and or year.

	Question / Inquiry	Document Name / Additional Response
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	DA-EOPS (Fund 14 District Contribution) - $488,030 DA-EOPS 2EOPS1; - $1,191,441 ($161,581 used for books) Foundation DA- EOPS Emergency Grants 844581/844612 $-54.58 Foundation Scholars Program - $119,855

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: Michele LeBleu-Burns

Phone Number: 408-864-5218

Email: Lebleuburnsmichele@fhda.edu

Relationship to Project: Dean

Position on Campus: Dean of Student Development

Administrator's Name: Marilyn Booye

Phone Number: 408-864-8952

Email: Booyemarilyn@fhd.edu

Relationship to Project: Supervisor

Position on Campus: EOPS Supervisor