

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: Veteran's Program
2. Is this a new DASB account? Yes No DASB Account Number: 41-56910
3. Amount requested for 2019-2020 \$10,000.00
4. Total amount allocated for 2019-2020 \$8,000.00
5. How long has this program existed? 21 plus years
6. Number of students directly served in this program: 400 approx

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: N/A

Trust Accounts: N/A

Fund 15 Accounts: N/A

FHDA Foundation Accounts: Foundation see attached word doc

Grant Funded Accounts: VRC Grant see attached word doc

Other District Accounts: N/A

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)? Veteran Student using Post-9/11 Chapter 33 and Voc. Rehab. Chapter 31 fees are paid by the VA. All other VA student fees are monitored and require payment plans or paid in full through our cashier's office.

9. What would be the impact if DASB did not completely fund this request? Veteran students would continue to struggle adjusting to civilian and student life with the added financial stress of not being able to buy books until after class are in session, putting them at risk for falling behind in their studies.

10. Total amount being requested for 2020-2021 (from page 3) \$8,000.00

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

| | | | | | | |
|--------|-------------------------------|--------|--------|--------|-----------------------------|--------|
| 240052 | DA-Veterans Program | 114000 | 225003 | 621000 | Mieso, R./Galoyan, N. | 142294 |
| 2G0021 | DA-Veterans Program | 135801 | 225003 | 648000 | Mieso, R./Galoyan, N. | |
| 2F0156 | DA-Veteran Activities Fund | 844590 | 551000 | 999110 | Galoyan, N. | |
| 2VRCA2 | DA-VRC Allocation 19- 20 | 135815 | 225003 | 648000 | Galoyan, N. | |

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

| | Job Title | # of emp. x \$ Per hr x # hrs/wk x # of wks | Cost |
|--------|-----------|---|-------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| TOTAL: | | | \$ <u>0</u> |

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: | | | \$ <u>0</u> |

Supplies (4010)

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

| | Item | Intended Use | Cost |
|--------|--|-----------------------------|--------------------|
| 1. | <u>Book Vouchers for Rent/Purchase</u> | <u>New Veteran Students</u> | <u>\$8,000.00</u> |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| TOTAL: | | | \$ <u>8,000.00</u> |

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: | | | \$ <u>0</u> |

Printing (4060)

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

| | Item | Intended Use | Cost |
|--------|-------|--------------|-------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| TOTAL: | | | \$ <u>0</u> |

Technical and Professional Services (5214)

(Independent Contractor amounts, 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: | \$ <u>0</u> |

Domestic Conference and Travel (5510)

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

| | Item | Intended Use | Cost |
|----|-------|--------------|-------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| | | TOTAL: | \$ <u>0</u> |

Capital (6420)

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

| | Item | Intended Use | Cost |
|----|-------|--------------|-------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| | | TOTAL: | \$ <u>0</u> |

Total amount requested (also complete line 10 at bottom of first page) \$ 8,000.00

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) | The Veteran Services Office serves as a liaison education benefits between the Veteran and the Veterans Administration. We advocate for the student in many capacities including; debt management, non-payment of benefits, denial of benefits, applying for benefits, comprehensive educational plans, grade monitoring, probation monitoring, suspension of benefits, fee waiver applications, financial aid applications, VA applications and resources such as; food & housing. In addition, we offer personal, career and academic counseling that is tailored to our students' needs. We also provide data to the VA's and State Agencies request. |
| 2. | Please provide how many students are actively engaged in the program. Backing it up with data will help. | We have 337 Veteran students using benefits and a total of 455 Veteran students coming through our program. |
| 3. | Why is your program important and what is the rationale behind having this program on campus? (250 words max) | The College is committed to serving Veterans. Our Veteran Services Office is dedicated to providing student-veterans and their dependents with services that support the attainment and success of their academic and career goals. |
| 4. | How will your program expand students' perspectives and positively impact their lives and the community? (250 words max) | Without the use of benefits the Veteran student would be forced to enter into entry level positions working full-time. Our program plays a major role by providing guidance, personal and academic support, to assure they make informed career and academic decisions while maintain a healthy work life balance. |
| 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 are student centered and we are dedicated to our student's success. That being said, there are still opportunities for improvements in the area of student satisfaction. Now that we have a dedicated space for our Veterans one of our goals would be to implement student surveys to help us improve our program and share the results with DASB and the district. We will partner with the appropriate departments to assist us in implementing this. |
| 6. | 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) | Equity funds are used to fund two positions; we added one resource & certifying official and one part-time counselor. The VRC grant provides some emergency funding for new students struggling until VA money comes in. |

| | | |
|-----|---|---|
| 7. | 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 | Helps Veteran students succeed by walking them through the VA & De Anza process, including all applications step by step. All Veteran students not utilizing benefits & using benefits are required to pay all fees. The VA guarantees payment for chapters 31 & 33, all other accounts are monitored for payment. The Veteran's Program averages approx. \$8,000.00 utilized for book vouchers in past years. We are requesting \$8,000.00 in allocations for 2020 – 2021. Veteran students using the Post-9/11 GIBill are able to stay enrolled full time which in turn helps retention. They are able to stay in school mostly due to the monthly housing allowance of over \$4,000.00. We serve a unique diverse population of Veteran students, spouses and dependents of military Veterans. A large majority of students are older and 1st time college students. |
| 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) | Our program is unique in the fact that our students are military Veterans and their dependents, no duplicate or similar program compares. We facilitate their educational benefits and provide resources to help with transitioning after military departure. We also provide specialized counselor that understands their Academic, personal and career needs as well as the VA guidance. All of these we provide in a dedicated space where our students feel supported and welcomed. |
| 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) | Although, we have limited resources to serve only our student veterans and their qualified dependents. We do have a dedicated web-site where all of the students can access the contact information and utilize the resources that our office provides if they qualify. |
| 10. | Explain how your program promotes equity on campus. (250 words max) | Our office is dedicated to the emotional, physical and academic well-being of our student population. In the effort to promote equity, we partner with other services such as MPS, DSS, Psyc-services, Financial Aid and Outreach. |

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: Shari Pasquali
Phone Extension: 8723
E-mail: pasqualishari@fhda.edu
Relationship to Project: Coordinator
Position on Campus: School Certifying Official/Veteran Resource Specialist
Administrator's Name: Nazy Galoyan
Phone Extension: 8292
E-mail: galoyannazy@fhda.edu
Relationship to Project: Administrator
Position on Campus: Director of Enrollment Services

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)