

FER - OTI



copy/print/
Scanner

**Request for Measure C New Equipment Funding
For the Three-Year Period 2011-2014
Furniture, Fixtures & Equipment (FF&E)**

Please read the Measure C FF& E Spending Guidelines to determine what can be purchased with these funds.

The request comprises of three parts. All three parts must be completed:

Part 1 – Division Process for Preparing Request for Measure C Funding

Part 2 – Narrative Supporting Request (See questions below.)

Part 3 – Measure C – Budget & Item Detail (See separate Excel Spreadsheet)

\$3,500

IMPORTANT DATES:

Due Date: **November 10, 2011**

Allocation Date: **February 2012**

REQUIRED SIGNATURES

Division: Finance and Education

Department: OTI

Request # (as per spreadsheet) 1

Dean/Manager's Name: Daniel Dishno

Signature: 

E-mail: dishnodaniel@fhda.edu

Date: 11/08/11

PART 1 – DIVISION PROCESS

1. Please Describe Your Division Process For Preparing Your Request.

OTI staff met and agreed that we needed a new, more functional copier/scanner. We chose the one we thought was the most appropriate and consulted with Jose Menendez, Print Shop Manager for input to ensure the most appropriate equipment has been identified and is the most economical, efficient and practical item(s) available.

PART 2 –NARRATIVE

Please answer all questions. Put N/A if questions don't apply.

1. Please Describe Your Measure C Project

1.a. Summarize What Is Being Requested

Toshiba e-Studio 355se Copy/Print Machine. 35B/W Copies/Prints per minute

\$3,500

1.b. How Will The Equipment Be Used?

The Equipment will be used to print and copy and scan OTI and Perkins documents. The copies/scanner will be used to provide on-going services to "special population" students including economically disadvantaged, limited English proficient, single parents (CalWORKs), displaced homemakers, students with disabilities, non-traditional students and dislocated workers.

1.c. Can The Equipment Be Shared With More Than One Discipline?

Yes. OTI is an umbrella organization that provides services to "special populations" including economically disadvantaged, limited English proficient, single parents (CalWORKs), and displaced homemakers, students with disabilities, non-traditional students and dislocated workers. OTI also works closely with the Workforce (CTE/Perkins) program and will share this resource.

1.d. What Is The Anticipated Annual Cost Of Maintenance?

There is no annual cost of maintenance. However, OTI will pay .0065 per copy/print and paper. OTI has the funds to cover these costs.

1.e. Where Will It Be Located? Is There Sufficient Space?

It will be located in the Seminar Building where OTI and Workforce Department is located. Yes, there is adequate space for this copy machine.

2. What Programs And Disciplines Will The Project Support?

2.a. List The Programs/Disciplines That The Equipment Will Support

All OTI Programs such as:

WIA Programs

CalWORKs Program

JDIF Project

TSE's Program

MAA and Staff Support Accounts

Workforce/Perkins Program

2.b. How Will The Equipment Improve Student Learning Or Student Services?

The Occupational Training Institute (OTI) is a self-supporting umbrella department for various grant/categorical-funded and workforce support programs at De Anza College and Foothill Colleges that serves different groups of non-traditional students who are unemployed and are low-income; CalWORKs serves single parents, moms and dads receiving cash aid; Workforce Investment Act (WIA) is a Federal employment and training program that serves dislocated workers that are out of work due to layoffs or businesses moving to other countries, and CompTechS/Computer Donation program refurbishes donated computers for disadvantaged students. All of OTI programs and services are focused on employment and training that serves low-income workers and job seekers.

OTI students face barriers to successful employment and job retention due primarily to lack of education, training and work experience, and personal challenges that may prevent them from advancing to economic self-sufficiency. These students come from social environments that may lack governmental support; have limited English and/or basic education skills; may be a product of domestic abuse; lack of adequate child care; rising transportation costs; affordable housing; food availability, and/or need financial assistance. They have difficulties linking to the college's course offerings and resources. The support we provide helps them break the barriers to education, employment and other on-campus services such as academic counseling and advisement; coordination of available services and referrals to appropriate college resources like EOPS, EDC, DSS, Tutorial Departments, and the Child Development Center. In addition, OTI provides students with referrals to outside agencies that assist them with housing; transportation; child-care; mental health; food, and domestic violence prevention/protection.

OTI helps students upgrade their vocational training and educational skills; find jobs in their chosen career; seek and receive promotions, and learn about various life-long learning programs available at De Anza College that have a long-term benefit.

The copy machine is necessary for basic program operations.

2.c. What Data Or Evidence Supports Your Request?

Data collected for program reports and Student Services Outcomes demonstrate OTI's services are having a positive effect on student success. Evidence of positive results from OTI's services are collected and analyzed annually. For example evidence demonstrates that CalWORKs students are applying for and receiving financial aid at a rate of (24%). Also, evidence collected and analyzed through quarterly Student Needs Assessment Surveys that student needs are being met while in the CalWORKs program. For example, in fall 2010 quarter, 95 students reported unmet needs. In the winter 2011 quarter, 46 students reported unmet needs, a 200% reduction of students with unmet needs.

3. Will The Project Support Student Learning Outcomes Or Other Outcomes?

3.a.i Student Learning Outcomes?

N/A

3.a.ii. Administrative Unit Outcomes?

N/A

3.a.iii. Student Services Outcomes?

This equipment will support OTI's Service Area Outcomes which include:

Service Area Outcome #1

Upon completion of intake and orientation CalWORKs students will be able to demonstrate their ability to identify and access services available through the Financial Aid system

Service Area Outcome #2

Upon completion of the CalWORKs program at Foothill and/or De Anza College, 85% of the students will have participated in one or more employment related activity.

Service Area Outcome #3

Upon completion of intake and orientation CalWORKs students will be able to demonstrate their ability to identify and access resources and services available to them in De Anza College and surrounding community.

3.a.iv. Program Level Outcomes?

Yes, this equipment will support OTI's Program Level Outcome which includes:

Program Learning Outcome

Upon completion of an Occupational Training Institute sponsored program, students will be able to demonstrate the ability to access college services and utilize supportive resources that lead them to successful completion of their goal as stated on their Education Plan.

3.b. How Will Outcomes Be Measured For Future Planning?

OTI collects data on two SAOs and measures them during the fall and winter quarters. The data collected includes tracking and monitoring SAO # 1 and #3 over the past two years. Data for SAO #1 is collected from the college's Student Financial Aid reports for each student. Data for SAO #3 is collected by administering a quarterly Student Needs Assessment Survey.

3.c. What Evidence Supports Your Requests?

The copy/scanner will provide support for OTI's services necessary to meet these Outcomes including the administrative functions at OTI. As stated earlier, data collected from the SAO's demonstrate OTI's services are having a positive effect on student success. Evidence of positive results from OTI's services are collected and analyzed annually. This evidence demonstrates that OTI/CalWORKs students are applying for and receiving financial aid at a rate of (24%). Also, evidence collected and analyzed through quarterly Student Needs Assessment Surveys that student needs are being met while in the CalWORKs program.