

DASB Budget Request 2021-2022

For DASB Operational Accounts Only

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.

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: College Life Office Staff (Classified)
2. Is this a new DASB account? Yes No DASB Account Number: 41-51345
3. Amount requested for 2020-2021 \$ 206,864
4. Total amount allocated for 2020-2021 \$ 122,081
5. How long has this program existed? 50+ years
6. Number of students directly served in this program: All of DASB, ICC, Clubs, Photo ID, SmartPass, and general student body

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: \$0.00 for staff support. B budget does not include staff expenses

Trust Accounts: None

Fund 15 Accounts: \$0.00 for staff support. Fund 15 funds are not used for staff expenses

FHDA Foundation Accounts: None

Grant Funded Accounts: None

Other District Accounts: Part of Office Coordinator salary paid from other district accounts;

50% College Life and 25% SmartPass

Off-Campus/Off-District Accounts: None

On-Campus Co-Sponsorships: None

Off-Campus Co-Sponsorships: None

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? Office Coordinator: Manage Office of College Life; oversee Photo ID (DASB Card) and SmartPass production; maintain computers and Web sites for DASB, ICC, Flea Market, Student Accounts and Office of College Life; maintain all equipment for clubs, ICC and DASB; maintain calendar of events and equipment usage; oversee DASB Elections and annual DASB Budget preparations; maintains key, copy code, voicemail and email account distributions; vendor table scheduling; graphics support for DASB and ICC (posters, flyers, business cards, etc.); order office supplies and equipment for DASB, ICC, Student Accounts, Photo ID, Flea Market, and Office of College Life; general technical support; check eligibility for DASB Senate members and ICC Officers; supervise DASB Secretary, DASB Bicycle Program Coordinator, and Office of College Life/Photo ID staff.

Student Activities Specialist: advise ICC, Clubs, and DASB Committees; present DASB and Club information at Counseling 5 Classes for New Students; manage events such as quarterly Club Day, Club Karaoke, Spring Carnival, Fall Mixer Dance, Welcome Week Entertainment, Welcome Week Info Tent, and more; order promotional materials for DASB and ICC; prepares DASB funding requests for ICC, movie tickets, New Student Orientation, and other accounts; manage ICC and other budgets; train ICC Officers; provide orientation for new club officers and advisors; supervise ICC Secretary; meet with clubs to review their events or services and provide information on procedure.

9. 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)? Prior to providing services, students are asked for Student ID, it is required on some forms, this office works with others across the campus to insure the DASB card is honored.

10. What would be the impact if DASB did not completely fund this request? If these positions are eliminated, all duties must also cease as required by union rules. Therefore no elections, no Photo ID, no web site updates, no Clubs or ICC, no New Student Orientation presentations, No DASB Secretary, No DASB Bike Program, No ICC Secretary, and all other duties and functions provided above in item # 8 would stop.

11. Total amount being requested for 2021-2022 (from page 3) \$ 146,289

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

Classified Payroll (2170)

MUST ALSO COMPLETE THE BENEFITS (3100) SECTION

	Job Title	Cost
1.	<u>Office Coordinator (25%)</u>	<u>\$21,280</u>
2.	<u>Student Activities Specialist</u>	<u>\$62,200</u>
	TOTAL:	<u>\$83,480</u>

Classified Overtime Payroll (2360)

MUST ALSO COMPLETE THE BENEFITS (3100) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>Office Coordinator (Late Senate Meetings & Budget Deliberations)</u>		<u>\$2,500</u>
	TOTAL:		<u>\$2,500</u>

Benefits (3100)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

	Job Title	Cost
1.	<u>Office Coordinator (25%)</u>	<u>\$8,443</u>
2.	<u>Office Coordinator (Overtime)</u>	<u>\$950</u>
3.	<u>Student Activities Specialist</u>	<u>\$29,636</u>
	TOTAL:	<u>\$39,029</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 146,289

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

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: (print)	<u>Michele LeBleu-Burns</u>
Phone Number:	<u>408-864-8218</u>
Email:	<u>LeBleuBurnsMichele@fhda.edu</u>
Relationship to Project:	<u>Supervisor</u>
Position on Campus:	<u>Dean of Student Development</u>
Administrator’s Name: (print)	<u>Rob Mieso</u>
Phone Number:	<u>408-864-8330</u>
Email:	<u>MiesoRob@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Vice President of Student Services</u>