

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.

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: Higher Education For AB-540 Students (HEFAS)
2. Is this a new DASB account? Yes No DASB Account Number: 41-56410
3. Amount requested for 2020-2021 \$ 26,618.33
4. Total amount allocated for 2020-2021 \$ 23,700.00
5. How long has this program existed? 9 years
6. Number of students directly served in this program: 540 members

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: _____

Trust Accounts: _____

Fund 15 Accounts: _____

FHDA Foundation Accounts: \$17,772

Grant Funded Accounts: \$7,500 From Castellanos Family Foundation

Other District Accounts: _____

Off-Campus/Off-District Accounts: _____

On-Campus Co-Sponsorships: _____

Off-Campus Co-Sponsorships: _____

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)? Our program not only caters to undocumented students, but it is also available to low-income students. This means that more than half of the students attending De Anza College qualify for our membership. We also encourage students to be involved with us as volunteers or allies promoting higher education and supporting undocumented and low-income students. HEFAS collaborates with many organizations and clubs on campus such as VIDA, Office of Equity, LEAD, Puente, EOPS, MEXA, and many more. HEFAS also hosts an annual conference open to all students on campus through the HEFAS Summit every Spring quarter.
9. What would be the impact if DASB did not completely fund this request? The consequence of not being completely funded would result in the program not existing. More than half of our budget comes from the DASB, which helps pay our student interns and provides free resources and services for our members. Without funding from our student organization, our already vulnerable population at De Anza will suffer with not having the adequate resources and space that HEFAS provides. (HEFAS also helps fund the Undocu-Welcome orientation and Undocu-Ally trainings so it is crucial to have funding for student interns, supplies, and professional services. With today's political climate, undocumented and low-income students are the most affected group and need to be continually supported. In our program, we are able to provide a safe environment, legal reference, and relieve financial stress for our members, allowing them to prioritize education and succeed in higher education.

10. Total amount being requested for 2021-2022 (from page 3) \$ 25,090.21

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

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.	<u>Annual HEFAS Summit Keynote Speaker</u>	<u>Guest Speaker</u>	<u>\$500</u>
2.	<u>Annual HEFAS Summit Workshop (3 Facilitators)</u>	<u>Independent Contractor</u>	<u>\$600</u>
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$ 1,100</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>\$ _____</u>

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:	<u>\$ _____</u>

Total amount requested (also complete line 10 at bottom of first page) \$ 25,090.21

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)	Higher Education for AB-540 Students (HEFAS) at De Anza College is an institutional and educational program that will provide resources, reduce financial stress, and create a safe learning environment for all students with an emphasis on low-income, undocumented AB-540 students. It implements a book loan program, peer advisors, tutoring, and free access to resources; which all secure their educational success. We are dedicated to empowering students, building leadership skills, promoting social justice, and advocating for higher education.
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	HEFAS at De Anza has a total of 540 members as of October 2020, which is an increase of 10 from last academic year. We estimate to have a similar number of visits during the academic year of 2019-2020 which are 850 visits, but due to the transition to online learning we were unable to receive physical documentation of the total amount of office visits. On campus, we were working on creating an online database that counted student visits, but we paused since COVID-19, but we plan to keep developing this database for future use. Our goal is to reach the estimated amount of 1,000 students that qualify for our program as undocumented students.
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	HEFAS is essential to the De Anza Campus because it provides necessary resources and a safe environment to the undocumented and low-income student population. Due to the current threats and fears of immigration policy and health disparities due to COVID-19, there will be a decrease in enrollment of undocumented students. In order to ensure this community can enter and complete higher education, HEFAS actively recruits on and off campus allowing for the eligible student body population to benefit from immediate and significant support through our free resources that include: printing, school supplies, testing material, book loans, computers, workshops, mentoring, and legal advice. Having a safe and secure place for student to destress, seek help, and receive resources, is essential to any campus. HEFAS interns also support faculty and staff that facilitate the Undocu-Ally trainings that prepare staff and administrators to promote an inclusive space throughout campus for undocumented students and other marginalized groups.

	Question / Inquiry	Program Response
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>One of HEFAS' core values is building community leaders out of our members. Before building leadership, HEFAS educates our members in numerous ways. Whether it be through one-on-one conversation, workshops, or events that we provide, students are equipped with the necessary knowledge that allows them to apply and succeed in school, work, and life. The type of resources and opportunities we provide our members with are volunteering, Undocu-Ally training, immigration, and public policy education, entrepreneurship, self-care, and mental health, know your rights training, scholarships, and information on opportunities on and off-campus. The hope is that the students take this information and use it themselves as well as share it with others, expanding the impact of HEFAS' resources and information.</p> <p>HEFAS also hosts an annual summit during the spring quarter focused on a central topic around immigration. The annual summit hosts a community keynote speaker, various workshops, food, entertainment, and more to the De Anza community that opens perspectives on immigration issues and gives opportunities for dialogue. This summit is open and attended by 70-100 students, educators, and community members.</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>At the end of every quarter, the HEFAS interns and our Program Coordinator meet to reflect on the quarter or whole academic year. We fully analyze both pros and cons of HEFAS' structure, outcomes, and strategy for next academic year. In order to keep services and events that work and modify and add new ones based on the changing student population. We are also aware that external factors can impact how we are able to function as a center. For example, physical distance regulations transitioned to online learning and we have to ensure that we were able to meet the needs of our members, so that they can achieve their academic goals.</p> <p>We also host a survey at the end of some our events like the Undocu-Welcome and Annual HEFAS Summit, where we receive feedback from participants and members of the event.</p>

	Question / Inquiry	Program Response
6.	<p>What are all 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>DASB: \$23,700.00 Account Number: 41-56410</p> <ul style="list-style-type: none"> • For student interns and benefits • For supplies and printing <p>Foundation Account: \$17,772 Account Number: Index 2FO188</p> <ul style="list-style-type: none"> • For HEFAS center functions • For Undocu-Ally Training • For Undocu-Welcome Orientation • For Events and Food • For HEFAS Promotional Items <p>Castellanos Family Foundation Grant: \$7,500.00 Account Number: Index 2FO188</p> <ul style="list-style-type: none"> • For HEFAS center functions and the HEFAS Annual Summit

	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 www.deanza.edu/dasb/budget</p>	<ol style="list-style-type: none"> 1. As an undocumented student resource center, HEFAS provides services and resources that support and allow undocumented and low-income students to achieve in higher education. 2. HEFAS provides volunteering and internship opportunities in issues facing the undocumented community like public policy, relief services, and education. HEFAS also hosts events that are of inclusive topics and discussions for all students. 3. HEFAS is a year long program that provides services throughout the academic calendar. This is made possible by the available budget during the year that pays for HEFAS' internships. 4. HEFAS members consist of active and enrolled DASB students. HEFAS hosts a large portion of the De Anza student population since the program is open to undocumented and low-income students alike. These student populations are our focus, but we still informally serve any student who comes to our events and office hours. 5. HEFAS can efficiently serve its members thanks to the 5 internship positions made available by the budget. The student interns work together to accomplish the program's goals through weekly trainings, meetings, and guidance from their program coordinator. HEFAS also recruits volunteers to delegate tasks and projects in support of our goals. 6. HEFAS is able to generate revenue to the DASB due to its dedication to the undocumented community. Since we are one of the only community colleges in the area that provides a resource center such as HEFAS, we are able to attract students to our campus and therefore complete their higher education at De Anza. 7. HEFAS tracks its budget throughout the year to ensure its members are receiving the best use of resources and services. This includes monthly budget reviews that allows HEFAS to make modifications as needed while still meeting our mission.

	Question / Inquiry	Program Response
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)	<p>HEFAS is unique because not many community colleges or universities have an undocumented student resource center (USRC) like HEFAS. HEFAS also provides resources and services also available in other programs like free printing and supplies, however, not all HEFAS members qualify for those programs. HEFAS is unique in providing a safe space that is specific to undocumented students and therefore inclusive to other students with other intersectionalities that might not have access to a supporting community. HEFAS also works closely with off campus legal and service providers to bring their resources to De Anza students.</p> <p>AB 1645 is a new state mandate that requires a designated liaison at all college campuses. This person would further develop the avenues that undocumented students can take to complete their academic goals at De Anza. This shows us how unique and necessary programs like HEFAS need to exist on every campus.</p>
9.	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>HEFAS advertises itself throughout the academic year. HEFAS also has two internship positions that are dedicated to promoting our services. These positions are the Outreach coordinator and PR coordinator. The outreach coordinator reaches out to high schools, communities, does classroom presentations, and promotes at events on campus to make HEFAS visible and bring our services to students. The PR coordinator oversees HEFAS' designated De Anza webpage, our weekly newsletter that features resources and opportunities specific to our focus communities and the HEFAS social media pages. HEFAS also hosts and cosponsors events throughout the year to build inclusivity with other communities.</p>
10.	Explain how your program promotes equity on campus. (250 words max)	<p>HEFAS promotes equity on campus by supporting and uplifting the marginalized community of undocumented students at De Anza College. Through our services, undocumented and low-income students can receive help with food security, supplies, peer guidance, academic and work opportunities, scholarships, and educational support to level the playing field on their way to graduation. Most of our events encourage conversations of equity, inclusivity, and solidarity amongst various groups. By having financial, educational, and allied support, undocumented and low-income students on campus have a stronger opportunity to achieve success. HEFAS also collaborates with the Office of Equity and other programs that promote equity at De Anza.</p>

	Question / Inquiry	Program Response
11.	Please indicate which object codes are critical for DASB to fund this year.	The majority of HEFAS' funding comes from DASB and allows for our student interns to complete their goals and serve our members. Therefore, our student interns, student benefits, and professional services are the most critical object codes for DASB to fund. These services are not just all of HEFAS' biggest expenses but are also the most important for our members. By protecting out student interns, we can fulfill our goals of providing free and reduced cost services. As well, professional services are key to our events and add valuable importance to our community.
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>In response to Online Learning, HEFAS has continuously worked to provide resources and updated information for our members. During this time, we have found it crucial to supply resources regarding financial help since many federal programs limited their assistance to citizens only. We developed a webpage dedicated to resources due to COVID-19, as well as worked with the marketing department to provide that information on the main De Anza website. We have held multiple events through Zoom that cater to current issues and help relieve stress that has been brought by the pandemic. Both Undocu-Welcome and Undocu-Ally training have transitioned to an online format and we have been able to meet our event goals.</p> <p>We will continue to support students and host events, but the most challenging aspect of the online transition is not having a physical space. We have been able to provide Office Hours to dedicate a space for students to reach out to us with concerns or questions.</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>Angelica Esquivel</u>
Phone Number:	<u>(408) 864-8993</u>
Email:	<u>esquivelangelica@deanza.edu</u>
Relationship to Project:	<u>Supervisor</u>
Position on Campus:	<u>Program Coordinator: VIDA/HEFAS</u>
Administrator’s Name:	<u>Alicia Cortez</u>
Phone Number:	<u>(408) 864-8365</u>
Email:	<u>cortezalicia@fhda.edu</u>
Relationship to Project:	<u>Admin. Manager</u>
Position on Campus:	<u>Dean of Equity and Engagement</u>

Approved by DASB Chair of Finance

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