

DASG Budget Request 2022-2023

For All Programs Excluding Athletics

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: Higher Education for AB-540 Students (HEFAS)
2. Is this a new DASG account? Yes No DASG Account Number: 41-56410
3. Amount requested for 2021-2022 \$ 25,090.21
4. Total amount allocated for 2021-2022 \$24,795.00
5. How long has this program existed? 10 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. 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)?
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. During COVID-19 we have gathered and shared resources that can benefit all students and families regardless of their status, therefore our program supports students beyond their academic needs.
8. What would be the impact if DASG 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 DASG, which helps pay our student interns and provides free resources and services for our members. Without funding from our student government, our already vulnerable population at De Anza will suffer. This will result in 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.
9. **Total amount being requested for 2022-2023 (from page 3)** **\$27,129.23**

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. <u>Office Coordinator</u>	<u>\$17.60 x 5hrs/1wk x 36wks</u>	<u>\$3,168.00</u>
2. <u>Outreach Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$6,336.00</u>
3. <u>PR Coordinator</u>	<u>\$17.60 x 5hrs/1wk x 36wks</u>	<u>\$3,168.00</u>
4. <u>Membership Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$6,336.00</u>
5. <u>Volunterr Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$6,336.00</u>
TOTAL:		<u>\$25,344.00</u>

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. <u>Students Interns</u>	<u>\$25,344 x 1.52%</u>	<u>\$385.23</u>
TOTAL:		<u>\$385.23</u>

Supplies (4010)

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

Item	Intended Use	Cost
1. <u>N/A</u>		
TOTAL:		N/A

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. <u>N/A</u>		
TOTAL:		\$ <u>N/A</u>

Printing (4060)

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

Item	Intended Use	Cost
1. <u>Printing</u>	<u>Flyers, forms, brochures.</u>	<u>\$300.00</u>
TOTAL:		<u>\$300.00</u>

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. <u>Annual HEFAS Summit Keynote Speaker</u>	<u>Guest Speaker</u>	<u>\$500.00</u>
2. <u>Annual HEFAS Summit Workshop Facilitator (3 x \$200 each)/Independent Contractor</u>		<u>\$600.00</u>
TOTAL:		<u>\$1,100.00</u>

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. <u>N/A</u>		
TOTAL:		\$ <u>N/A</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. <u>N/A</u>		
TOTAL:		\$ <u>N/A</u>

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

\$27,129.23

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?	Higher Education for AB 540 students (HEFAS) at De Anza College is an institutional and educational program that in its tenth year of existence will keep providing resources, reduce financial stress, and create a safe learning environment for all students with an emphasis on low-income, undocumented/AB540 students and its expansions. 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,

		<p>promoting social justice, and advocating for higher education. We recognize that students need support in more than their academics, therefore we have incorporated resources for students to live well even through a pandemic.</p>
2.	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<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 we provide, students are equipped with 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. This supports the goal for the De Anza community to open their perspectives on immigration issues and gives opportunities for dialogue. This summit is open and attended by 70-100 students, educators, and community members. In spring 2021, we were able to have participants from other cities, states and countries which expands the reach of HEFAS and solidifies the importance of this work.</p>
3.	<p>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</p>	<p>HEFAS continues hold the following principles:</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 members consist of active and enrolled DASG 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

		<p>focus, but we still informally serve any student who comes to our events and office hours.</p> <ol style="list-style-type: none">4. HEFAS has multiple programs like the book, calculator and computer loan programs that support the students financially, but it also means that there is less waste being produced. We give books another chance by loaning them out on a quarterly basis and allow them to be used for longer. We are conscientious of the amount of waste that can be created by a program, before the pandemic, we were making the transition to do more online systems versus paper applications and sign ins. We will pursue those systems again once we are able to go back on campus. Lastly, we acknowledge that one of the reasons people migrate/displaced is due to environmental circumstances. We plan on doing more educational events on how climate impacts people and migration and why it matters to be more environmentally conscientious.5. 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.6. 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.7. [and 8] HEFAS empahises on supporting students who are undocumented, but we are open to ALL students who can benefit from our services. We do not turn away any student and support them in any way we can. Sometimes, that support is having someone to connect with or a space to study (when we are on campus). HEFAS is also able to recruit and retain students to De Anza due to its dedication to the undocumented community. Since we are one of the few 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.8. HEFAS is a unique program that provides resources for undocumented and low-income
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		<p>students. It is rare to find a DREAM resource center in other community colleges like ours throughout CA, because these centers are not part of the basic functions of educational institutions. With the financial support, HEFAS receives the capability to support more of this community as it continues to grow in a climate of anti-immigration.</p>
4.	<p>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.</p>	<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 Public Relations coordinator. The outreach coordinator reaches out to high schools, communities, does classroom presentations, and promotes at other 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> <p>This Fall 2021 we contracted an UndocuArtist to design a poster that we will post all over campus (in person and online) to make the campus a more welcoming and visually inclusive environment. The art work will be released soon and we will make sure that students know they are welcomed and supported regardless of their status and other intersecting identities.</p>
5.	<p>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.</p>	<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> <p>HEFAS staff members also facilitate the UndocuSolidarity Trainings with De Anza staff, faculty and administrators so</p>

		they can support undocumented student and share the resources HEFAS has to offer. The training is composed of real life scenarios and helps train our campus community to use inclusive language and practices for undocumented students and all student in general. This is an effort of equity and justice.
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.	In response to Online Learning, HEFAS has continuously worked to provide resources and updated information to 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. 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 online Office Hours to dedicate a space for students to reach out to us with concerns or questions. These office hours are hosted by both student interns and HEFAS staff.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	The majority of HEFAS' funding comes from DASG 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 DASG to fund. These services are not just all of HEFAS' biggest expenses but are also the most important for our members. By protecting our 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.

Data Sheets/Attachments

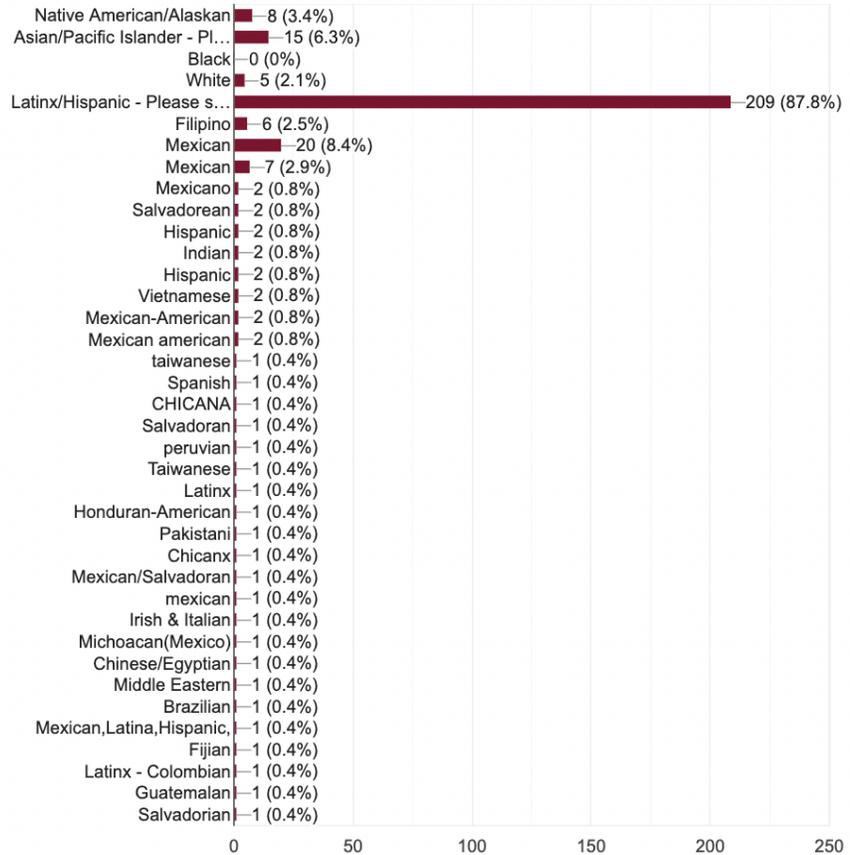
Please attach supporting documents of the following questions and list the document names accordingly. Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

Question / Inquiry	Document Name / Additional Response
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1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • 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) 	<p>We currently have a total of 540 members. In the past three years we estimated to have 350 core members that attend events, use services and/or benefit from HEFAS resources. In the past year we have gained 47 new members, but we estimate that we lost about the same amount due to the pandemic. Although students are no longer enrolled at De Anza, we have still supported them with community services and resources.</p> <p>The pandemic has impacted all students and community members, but it has especially impacted undocumented students and their families because of the limited resources and opportunities they have to fund their livelihood. This has sometimes made it hard for our HEFAS members to stay consistently enrolled at De Anza, but they have constantly been engaged in De Anza when needed. They know we provide holistic opportunities and services and reach out when they need financial, legal, mental health and health assistance.</p> <p>The following data chart is from the responses of 238 new members since 2017. It shows the breakdown of Ethnicity/Race. We have a high number of Latinx students, but work to serve students from all backgrounds of race/ethnicity, gender, sexuality, socioeconomic status and immigration status. We never turn away a student who wants to become a HEFAS member, we are open to all.</p>
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Ethnicity

238 responses



2. STUDENT FEEDBACK

- Attach student feedback forms, surveys, etc.
- How has your program responded to suggestions made by students in the previous year?

We have been trying to do a campus wide survey with the Institutional Research Office since spring 2021. This would be the first survey for undocumented students ever done at De Anza so it is taking us some time to complete it in a way that is inclusive and holistic. In this survey we will inform HEFAS and our campus about the needs, feelings and suggestions from undocumented students at De Anza. We hope to launch this survey at the beginning of winter 2022.

During the online learning we have transitioned from having online suggestion surveys but we have not had any responses yet. Most of our feedback and appreciation comes from our one-on-one office hours with students. If they have a suggestion or a need that we don't currently address, we discuss it as a team at our next team meeting and figure out how we can support the student and future students.

<p>3.</p>	<p>FUNDING</p> <ul style="list-style-type: none"> 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 	<p>DASG: \$24,795.00 Account Number: 41-56410</p> <ul style="list-style-type: none"> For student interns and benefits For printing Professional services <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 For Supplies <p>Silicon Valley Community Foundation: \$25,000 Account Number: Index 2FO188</p> <ul style="list-style-type: none"> For a new programs called UndocuStem where we focus on resources, services and opportunities for undocumented students pursuing STEM fields careers.
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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: Angelica Esquivel
Phone Number: (408)864-8993
Email: esquivelangelica@deanza.edu

Relationship to Project: Supervisor
Position on Campus: Program Coordinator, VIDA/HEFAS

Administrator's Name: Alicia Cortez
Phone Number: (408)864-8365
Email: cortezalicia@fhda.edu
Relationship to Project: Admin. Manager
Position on Campus: Dean of Equity and Engagement