DASB Budget Request 2020-2021

For DASB Operational Accounts Only
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.

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1.	Program (Account) Name: College Life Office Staff (Classified)
2.	Is this a new DASB account? Yes \(\bigsim\) No \(\bigsim\) DASB Account Number: 41-56050
	Amount requested for 2019-2020 \$ 150,588
	Total amount allocated for 2019-2020 \$ 150,588
	How long has this program existed? 50+ years
	Number of students directly served in this program: All of DASB, ICC, Clubs, Photo ID and
•	general student body
Pl	lease 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 None None
	Grant Funded Accounts: None Other District Accounts: Part of Office Coordinator salary paid from other district accounts
	Off-Campus/Off-District Accounts: None
	On-Campus Co-Sponsorships: None
	Off-Campus Co-Sponsorships: None None
8.	Give a brief description of the program/services to be provided and how they fulfill the mission of the college.
٠.	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.
	Administrative Assistant I: We would like to combine the three student employee positions for the DASB
	Secretary, DASB Bicycle Program Coordinator, and ICC Secretary into one Classified Professional position
	who would also help support the DASB Flea Market. These positions are highly detail oriented, require a lot
	of skill and experience. Recruiting students for these positions is a challenge and there is a very limited pool
	of qualified students. Having to train new student employees at least once per year is time consuming, leads to
	loss of productivity for the existing Classified Professional and the Student Employees, and the programs themselves suffer from the loss of qualified employees. The additional assistance to the DASB Flea Market
	Themselves super from the loss of dualified employees. The additional accierance to the LIANE files Market

would be beneficial as there is currently only one staff member for the program and that is problematic.

9.	How have you been meeting or how do you plan to meet the budget stipulation of requiring	g 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 any service, studen	its 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? <u>If these position</u>	
	all duties must also cease as required by union rules. Therefore no elections, no Photo	
	updates, no Clubs or ICC, no New Student Orientation presentations, No DASB Secretary,	
	Program, No ICC Secretary, and all other duties and functions provided above in item # 8 wo	uld stop.
11.	Total amount being requested for 2020-2021 (from page 3) \$\) 206,86	4
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	Classified Payroll (2170)	
	MUST ALSO COMPLETE THE BENEFITS (3100) SECTION	
	Job Title	Cost
1.	Office Coordinator (25%)	\$21,280
2.	Student Activities Specialist	\$59,272
3.	Administrative Assistant I	\$56,522
	TOTAL:	\$137,074
	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.	Office Coordinator (Late Senate Meetings & Budget Deliberations)	\$2,500
	TOTAL:	\$2,500
	Benefits (3100)	
	MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL	
	Job Title	Cost
1.	Office Coordinator (25%)	\$8,443
2.	Office Coordinator (Overtime)	\$950
3.	Student Activities Specialist	\$29,636
4.	Administrative Assistant I	\$28,261
	TOTAL:	\$67,290
To	tal amount requested (also complete line 11 at bottom of first page)	206,864

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Signatures that are required for utilizing funds

Approved by DASB Chair of Finance

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: (print)	Michele LeBleu-Burns
Phone Extension:	408-864-8218
E-mail:	LeBleuBurnsMichele@fhda.edu
Relationship to Project:	Supervisor
Position on Campus:	Dean of Student Development
Administrator's Name: (print)	Rob Mieso
Phone Extension:	408-864-8330
E-mail:	MiesoRob@fhda.edu
Relationship to Project:	Administrator
Position on Campus:	Vice President of Student Services

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