

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: Student Computer Donation Program – OTI (aka CompTechS)
2. Is this a new DASB account? Yes No DASB Account Number: 41-56780
3. Amount requested for 2020-2021 \$ 14,223.52
4. Total amount allocated for 2020-2021 \$ 4,300.00
5. How long has this program existed? OTI-45 years; Computer Donation program - 19 years
6. Number of students directly served in this program: 300-400

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: See Attached List

Trust Accounts: _____

Fund 15 Accounts: See Attached List

FHDA Foundation Accounts: See Attached List

Grant Funded Accounts: See Attached List

Other District Accounts: See Attached List

Off-Campus/Off-District Accounts: N/A

On-Campus Co-Sponsorships: N/A

Off-Campus Co-Sponsorships: N/A

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)? In the past only De Anza students with DASB cards were paid out of our DASB account. With the past years change in budget allocation which omitted student payroll in the lab, no students were paid, so no conflict with the budget stipulation. The past years funding is for computer parts and it is difficult to enforce the stipulation. Statistically De Anza students represent 90% of the computers we give away.
9. What would be the impact if DASB did not completely fund this request? The Student Computer Donation program is a 100% self-supporting effort, housed under the umbrella organization - The Occupational Training Institute (OTI). No District/College general funds support this program. Without DASB financial support, fewer computers would be provided to students that need one to succeed in their studies. And a minor impact on the support for VITA (Volunteers In Tax Assistance).

10. Total amount being requested for 2021-2022 (from page 3) \$ 4,950

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

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Spare Parts (SSD drives, RTC batteries etc.)</u>	<u>Upgrade systems</u>	<u>\$ 2,000</u>
2.	<u>AC Adapters for Laptops</u>	<u>Plug in power</u>	<u>\$ 800</u>
3.	<u>Li-Ion Batteries</u>	<u>Laptop portable power</u>	<u>\$ 700</u>
4.	<u>Microsoft Licensing Fees(New program)</u>	<u>Activation Fee Windows</u>	<u>\$ 500</u>
5.	<u>Webcams</u>	<u>For Zoom some PCs</u>	<u>\$ 500</u>
		TOTAL:	<u>\$ 4,500</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>Lab Workbench(Anticipating back on campus)</u>	<u>Workspace Refurbishing</u>	<u>\$ 450</u>
		TOTAL:	<u>\$ 450</u>

Total amount requested (also complete line 10 at bottom of first page) \$ 4,950

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)	<u>De Anza College students that need a computer to succeed in school, but cannot afford to purchase one, apply and receive a computer through a recommendation process administered jointly between the financial aid office, VRC (Veterans), CalWorks, EOPS, DSS etc. services and OTI. We also support and accept recommendations for students from Faculty and Staff for the computer award. With the pandemic we have been awarding some webcams.</u>
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	300-400 each year counting Student Interns in the Lab and Students receiving free refurbished computers. <u>One hundred twenty (132) computers were provided to students in 2018-19 and 57 have been given to De Anza students since the campus shutdown in March 2020.</u> 1323 STUDENT INTERNS TOTAL - ALL YEARS 193 OF THESE STUDENTS APPROXIMATELY 15% WERE PLACED IN INTERNSHIPS AT LOCAL HIGH TECH COMPANIES. 24 STUDENT INTERNS HIRED ON AS FULL TIME EMPLOYEES. THIS REPRESENTS A HIRING RATE OF 12.44%
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	<u>We are the only “Career Center” that trains students for a future as a professional. OTI through CompTechS provides a pathway for students to gain work experience in their Field of Study. We have been focused on CS Computer Science and IT Information Technology; but are starting to expand our horizon to the other fields of study, using our model as a foundation.</u> <u>We also support the VITA (Volunteers In Tax Assistance) by providing printers in addition to the set up costs borne by the OTI organization.</u>
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<ol style="list-style-type: none"> <li data-bbox="824 1226 1487 1528">1. <u>The Student Computer Donation Program (aka CompTechS) has given away over 2300 computers to date. One hundred twenty (132) computers were provided to students in 2018-19 and 57 have been given to De Anza students since campus shutdown for COVID-19 on March 17, 2020. Since we added laptops to the mix of computers several years ago, we have awarded 298 laptops since we started keeping laptop statistics in 2017.</u> <li data-bbox="824 1528 1487 1722">2. <u>The CompTechS Lab program has partnered with many technology companies to provide appropriate training for students. Their feedback has been supportive and they have requested that any interns we provide them should come from students that have gone through the CompTechS lab training.</u>

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.

We have followed the ISO model of ongoing improvement on an informal basis. Students are encouraged to provide improvements in the lab. We have requested feedback and here is one that exemplifies the benefit of the off campus experience:

Hi Sabrina,

I'm sorry for the extremely late response. I've been so busy acclimating to the change of life and workload of upper division here at Cal Poly Pomona I haven't had time to write about my experiences (I really didn't want it to be half-baked considering how valuable this was for me). Nonetheless, over the month, I've been reflecting over my experience:

What I Gained -- Life Experiences

- IT is an extremely social role; it's not hiding away in a cubicle pressing buttons.
- Listening skills. Listening skills. Listening skills!
- The importance of emotional intelligence in a customer service role and having empathy. This job made me respect retail workers so much more.
- Not taking criticism personally; there's "IT Guy Dan," but separate from that, there's "Dan Trinh."
- Embracing failure; the best way to learn is making mistakes.
- Keep business communications as concise as possible.
- Always have your co-workers' backs -- you need them as much as they need you.

What I Gained -- Technical Experiences

- The role that IT plays in an organization and the various divisions within the IT department.
- What "the cloud" actually is and why it's relevant to an organization.
- How to use Microsoft Outlook.
- Other software systems (like SharePoint) and why IT has implemented them.
- Troubleshooting software/hardware problems and finding workarounds. Critical thinking is a must!
- Using ticketing system software.

Improvements

	Question / Inquiry	Program Response
		<ul style="list-style-type: none"> • I remember there being some confusion over timesheet hours back in the summer. There ought to be some way to improve communication with Mark. <p>With all that being said, thank you for your patience. I really do appreciate the opportunity to share my thoughts, Sabrina. Working with OTI has been the pinnacle of my time at De Anza. Not only has it prepared me well for the next chapter of my life here in Pomona, but it has also changed the way I see myself and the person I'd like to be in the future.</p> <p>With gratitude, Dan</p> <p>P.S. Say hello to Joe for me!</p>
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>See Attached Spread Sheet</p>
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. We provide free computers for students to achieve their academic goals. 2. The CompTEchS Lab trains students in leadership, academic skills, environment, through teamwork, reuse of equipment (refurbish), team leadership, ethics. 3. Benefits are immediate (computers). 4. Only DASB are eligible for paid internships. 5. Quality is achieved through lab procedure. 6. We do not generate DASB Revenue except when an intern must join DASB to qualify. 7. All previously allocated funds have been used to create working computers for underprivileged students. We have in all prior years, reduced our student salary needs. <p>Our program promotes student retention by providing a computer for any needy student.</p>

	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)	There is no other campus program that provides free computers for students. There is no other program on campus that provides training for students in the techniques and background needed for success in the professional environment. We imbue students with the unique opportunity to learn the soft skills requested by the majority of companies in the Bay area.
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)	We have of course the college web presence, with pictures and information about the program. As we are currently focused on the Computer Sciences for internships positions. We go and talk in front of each and every CS class to promote the program, along with flyers that we hand out and post. In light of the pandemic we sent out a mailing through the CS department. For the computer awards, we have made all Student Services departments aware of the free refurbished computers for students. They are the programs that most closely work with the underserved student population.

10.	<p>Explain how your program promotes equity on campus. (250 words max)</p>	<p>Our lab has proudly and consistently had a higher percentage of women than the population of CS students we talk with.</p> <p>Our program of free computers for underserved students promotes equity.</p> <p>Here is a list of statistics showing which students received computers:</p> <ul style="list-style-type: none"> Services Affiliation Services Affiliation 765 Financial Aid 452 CalWorks 127 EOPS 67 Veterans 81 Disabled Student 20 Catholic Charities 9 BOG 21 Men of Color 13 OUTREACH 7 Work2Future 6 Puente 4 PELL 6 AB540 3 Cal Success 10 MPS 2 WIA 2 WIC 4 WIOA 2 HEFAS 7 Food Stamps 10 CARE 3 Cal Fresh 2 Work Study 8 FAFSA 6 DSPS 1 Charity 1 College Now program 3 WELFARE 1 LEAD 2 Strong Girls Strong Women 1 Food Bank 1 DACA 1 EDC 1 Guardian Scholars Program 2 IMPACT 4 Pass the Torch 2 Umoja (previously Sankofa) 1 Community Services 840 None or not specified <p>930 Female 726 Male</p>
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	Question / Inquiry	Program Response
		Ethnicity (Multiple categories per student) 1 Arabic 1 Mexican 20 Asian Indian 476 Hispanic 421 White 236 African-American 260 Other 37 Vietnamese 19 Middle Eastern 22 Chinese 39 Filipino 23 Pacific Islander 120 Other Asian 22 American Indian/Alaskan Native 102 Other Non-white
11.	Please indicate which object codes are critical for DASB to fund this year.	<p>Supplies (4010) is the critical code for the program. I am refurbishing at my home and personally delivering computers to students. Students are even more dependent on our services as public access to computers is not available during the pandemic. Therefor the need for parts, via "Supplies (4010)" is even more critical. This now includes "Webcams" a critical addition to systems without a built in camera.</p> <p>(We can't make use of our "Capital (6420)" request until the campus is reopened. That is to say, it has no impact on our ability to provide computers to students during the pandemic. It is in the budget for future in hopes we reopen and DASB revenues increase again).</p>
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>All training of students is being done via zoom. Our companies have been doing phone and zoom interviews to select interns for work. I have some work study and volunteer students that do whatever online research I need remotely.</p> <p>Students that request computers use our online forms and/or email to request computers.</p> <p>That being said, with the campus closure, it is of necessity that I personally pick up donations from our donors, and personally deliver computers to students.</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: Joe Lipsig

Phone Number: 5712

Email: lipsigjoseph@fhda.edu

Relationship to Project: Trains students how to refurbish computer systems which are then donated to needy students, Trains students for off campus job opportunities. (Internships).

Position on Campus: Computer Lab Instructional Coordinator

Administrator’s Name: Sabrina Stewart

Phone Number: 8307

Email: stewartsabrina@fhda.edu

Relationship to Project: Program Supervisor

Position on Campus: OTI Supervisor

Approved by DASB Chair of Finance

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

OTI ACCOUNTS 2019-2020

Title	Source	INDEX Codes	BANNER				Beginning Amounts
			F	O	A	P	
WIOA TRNG-EDD	NAFTA/TRA-Federal	2WIA02	33041-237015-xxxx-70900				2,415.81
WIOA TRNG-MISC	Priv/Workmen's Comp	2WIA01	33041-237017-xxxx-70900				3,024.58
WIOA TRNG-MONTERREY	City/Federal	2WIA06	33060-237074-xxxx-70900				-
WIOA TRNG-SANTA CRUZ	City/Federal	2WIA03	33061-237017-xxxx-70900				2,656.11
WIOA TRNG-NOVA 05	City/Federal	2WIA09	33064-237601-xxxx-70900				577.64
WIOA TRNG-W2F	City/Federal	2WIA10	33065-237601-xxxx-70900				4,994.44
CW-ChildCare-DA	State	2CW002	20090-237030-xxxx-70900				-
CW-ChildCare-FH	State	2CW022	20090-210035-xxxx-70900				-
CalWORKs-DA	State	2CW001	20090-237031-xxxx-70900				191,535.00
CalWORKs-FH	State	2CW021	20090-210036-xxxx-70900				132,859.00
DA OTI CalWORKs TANF	State/Federal	2CW004	20095-237032-xxxx-70900				39,393.00
FH OTI CalWORKs TANF	State/Federal	2CW024	20095-210037-xxxx-70900				29,128.00
OTI CW-SSA	County/Federal	2CW005	20099-237033-xxxx-70900				147,817.00
CW-SSA EC WORKS	County/Federal	2CW027	21008-237033-xxxx-70900				59,400.00
CW Work Study-DA	State	2CW003	20090-237034-xxxx-70900				15,024.00
CW Work Study-FH	State	2CW023	20090-210038-xxxx-70900				5,165.00
*CW-Employers-DA	Local	FUND/FGITBSR	33040-237037-xxxx-70900				-
*CW-Employers-FH	Local	FUND/FGITBSR	33040-210039-xxxx-70900				-
*COMPTECHS Employers	Local Employers	2G0023/FGITBSR	33040-237016-xxxx-70900				416.29
*COMPTECHS On Campus	Local Employers	FUND/FGITBSR	33040-237079-xxxx-70900				-
PERKINS-DA	Federal	2PC207	35028-237062-xxxx-70900				37,150.00
PERKINS-FH	Federal						-
DA CTE Transitions	Federal						-
*Misc-Employers/Income	Various	FUND/FGITBSR	33040-237013-xxxx-70900				-
CW TSE X-DA	State	2CW030	35709-237601-xxxx-70900				52.28
Staff Support	State	240151	14000-237006-xxxx-679000				
MAA	Federal	250253/F A	15253-237006-xxxx-64400				53,003.13
*Pool Account	Local	2G0002/FGITBSR	33040-237012-xxxx-67200				-

Student Computer Donation Program 56780

724,611.28

Textbook Program CalWORKs Student 56825

07/01/19