

# DASG Budget Request 2022-2023

“DASG Budget Request Student Computer Donation Program - 41-56780”

1. Program (Account) Name: : Student Computer Donation Program – OTI (aka CompTechS)
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-56780
3. Amount requested for 2021-2022 \$ 4,950
4. Total amount allocated for 2021-2022 \$ 4,950
5. How long has this program existed? 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. 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)? In the past only De Anza students with DASG cards were paid out of our DASG 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.
8. What would be the impact if DASG 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 DASG 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).
9. **Total amount being requested for 2022-2023 (from page 3)** \$ 6721.02

## Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Repair Parts (SSDs,RTCbatteries,etc.)</u>	<u>Repair/Upgrade PCs</u>	<u>\$ 2,000</u>
2.	<u>AC adapters for Laptops</u>	<u>Plug in Power</u>	<u>\$ 1,200</u>
3.	<u>LI-Ion Batteries</u>	<u>Laptop portable power</u>	<u>\$ 1,200</u>
4.	<u>Microsoft Licensing Fees</u>	<u>Activation Fee Windows</u>	<u>\$ 600</u>
5.	<u>Webcams</u>	<u>For Zoom some PCs</u>	<u>\$ 800</u>
		<b>TOTAL:</b>	<b><u>\$ 5,800</u></b>

## 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>(2)ESD WORKBENCH CHAIRS 7350E(@\$422ea)</u>	<u>Seating at Workbenches</u>	<u>\$921.02</u>
2.	<u>(Special Static Free for Electronic work)</u>	<u>\$422+38.51tax=\$460.51</u>	<u>\$921.02</u>

NOTE: We already have some of these and we supplement with standard chairs. With or without these will have no effect on our production of free laptops for students.

TOTAL: \$ 921.02

**\$ 6721.02**

## Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a <b>thorough</b> 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?	<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.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	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.	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 <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a>	<ol style="list-style-type: none"> <li>1. We provide free computers for students to achieve their academic goals.</li> <li>2. The CompTEchS Lab trains students in leadership, academic skills, environment, through teamwork, reuse of equipment (refurbish), team leadership, ethics.</li> <li>3. Benefits are immediate (computers).</li> <li>4. Only DASG are eligible for paid internships.</li> <li>5. Quality is achieved through lab procedure.</li> <li>6. We do not generate DASG Revenue except when an intern must join DASG to qualify.</li> <li>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.</li> </ol> <p>Our program promotes student retention by providing a computer for any needy student.</p>
4.	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.	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.

		<p>They are the programs that most closely work with the underserved student population.</p>
<p>5.</p>	<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>Our lab has proudly and consistently had a higher percentage of women than the population of CS students we talk with.  Our program of free computers for underserved students promotes equity.  Here is a list of statistics showing which students received computers:</p> <ul style="list-style-type: none"> <li>Services Affiliation</li> <li>765 Financial Aid</li> <li>452 CalWorks</li> <li>127 EOPS</li> <li>67 Veterans</li> <li>81 Disabled Student</li> <li>20 Catholic Charities</li> <li>9 BOG</li> <li>21 Men of Color</li> <li>13 OUTREACH</li> <li>7 Work2Future</li> <li>6 Puente</li> <li>4 PELL</li> <li>6 AB540</li> <li>3 Cal Success</li> <li>10 MPS</li> <li>2 WIA</li> <li>2 WIC</li> <li>4 WIOA</li> <li>2 HEFAS</li> <li>7 Food Stamps</li> <li>10 CARE</li> <li>3 Cal Fresh</li> <li>2 Work Study</li> <li>8 FAFSA</li> <li>6 DSPS</li> <li>1 Charity</li> <li>1 College Now program</li> <li>3 WELFARE</li> <li>1 LEAD</li> <li>2 Strong Girls Strong Women</li> <li>1 Food Bank</li> <li>1 DACA</li> <li>1 EDC</li> <li>1 Guardian Scholars Program</li> <li>2 IMPACT</li> <li>4 Pass the Torch</li> <li>2 Umoja (previously Sankofa)</li> </ul>

		<p>1 Community Services 840 None or not specified</p> <p>930 Female 726 Male</p> <p>Ethnicity (Multiple categories per</p> <p>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</p>
6.	<p>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>	<p>Adapting to online for a hardware lab is an exciting and unique challenge. Not being allowed on campus, I moved all the lab equipment to my home and continued the refurbishing activity.</p> <p>Since all our computer recipients are minority or underserved population, I hand delivered computers to their homes. This was extremely critical, as all alternatives such as De Anza's computer labs and all libraries we closed.</p> <p>Student interns were instructed via zoom where possible. For hardware projects I delivered the hardware and tools to their homes and retrieved them when they were completed.</p> <p>In light of the pandemic guidelines, donations were picked up from people's homes by leaving the articles outside for me to gather without any personal contact.</p> <p>Addressing the use of online services for the future, the same approach given the same circumstances. There was an addition of online training for</p>
7.	<p>Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.</p>	<p>We only use (2), Supplies (4010) and Capital (6420). Of the two, Supplies (4010) is the most critical.</p>

**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
1.	<p>ENROLLMENT</p> <ul style="list-style-type: none"> <li>• Number of total AND new active students over the past 3 years</li> <li>• Number of enrollments retained (stayed for more than a quarter)</li> <li>• Number of students enrolled in online services</li> <li>• Does your program serve a certain demographic or the whole De Anza population?</li> <li>• Racial demographics (if possible)</li> </ul>	<p>2018-21= 266 STUDENT INTERNS+ 280 RECIPIENTS 2021-22 = 13 STUDENT INTERNS +69 RECIPIENTS</p> <p>Our program has several components the major three are recipients of a free refurbished computer. These students get to keep the computers with few exceptions which equates to more than a quarter. This relates to the 280 and 69 recipients.</p> <p>Student on campus lab interns and off campus student interns. Some on campus students stay several months, usually 2 or 3 quarters, even though the lab is not on the quarter system. The off campus interns typically participate a full year or more. This relates to the 266 and 13 interns.</p> <p>The lab has a heavy hardware component that precludes a realistic online approach. However we have reached out to serve all the new interns online by delivering hardware to there homes along with tools to experience that component of the training, in addition to some strictly online training for our new interns and approximately 10 students enrolled in Fresh Success.</p> <p>We serve the whole De Anza population, with an emphasis on the underserved population.</p> <p>Here is the demographics to date: 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</p>

	<b>Question / Inquiry</b>	<b>Document Name / Additional Response</b>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> <li>• Attach student feedback forms, surveys, etc.</li> <li>• How has your program responded to suggestions made by students in the previous year?</li> </ul>	<p>The only student feedback were thank-you's from recipients. For example in March I received from Wendy: "Thank you so much. The monitor was a great surprise. I appreciate so much." This was a limited sight student that we were able to provide a large monitor in addition to the laptop. Especially this year, with the campus closing due to the pandemic, I had to personally deliver all the computers. I did not see a use for a survey outside of the statistics that I collected and reported above. I use these stats to uncover or highlight any trend in our equitable provision of our computer resources. As far as suggestions and response, there were several requests for webcams to provide the ability to use zoom. This was added to our inventory and was supplied to several Financial Aid students.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Attach account reports of all sources of funding</li> </ul>	<p>See attached.</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 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: 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

FY 2020-2021 OTI ACTUAL REVENUES AND EXPENSES BY PROGRAMS

Index Number:	BANNER Account Number:	Account Name:	Beginning Balance 20/21	Income/Revenue 20/21	Expenses 20/21	Ending Balance	Net Worth	Projected For OTI Salar/Bare
2WIA02	133041-237015-XXXX-709000	WIA TRNG-EDD	1,780.12	0.00	31.98	1,748.14		
2WIA01	133041-237017-XXXX-709000	WIA TRNG-MISC	3,024.58	0.00	0.00	3,024.58		
2WIA06	133080-237074-XXXX-709000	WIA TRNG-MONTERREY	0.00	0.00	0.00	0.00		
2WIA03	133061-237017-XXXX-709000	WIA TRNG-SANTA CRUZ	2,656.11	0.00	0.00	2,656.11		
2WIA09	133064-237601-XXXX-709000	WIA TRNG-NOVA OS	4,422.18	11,087.97	15,305.96	204.19		
2WIA10	133065-237601-XXXX-709000	WIA TRNG-W2F	8,608.27	11,137.76	19,242.07	503.96	8,136.98	8,136.98
2CW002	120090-237030-XXXX-709000	CW-Child Care DA	0.00	0.00		0.00		
2CW022	120090-210085-XXXX-709000	CW-Child Care FH	0.00			0.00		
2CW001	120090-237031-XXXX-709000	CW-GRAL DA	0.00	181,624.00	181,624.00	0.00		
2CW021	120090-210086-XXXX-709000	CW-GRAL FH	0.00	127,345.00	127,345.00	0.00		
2CW004	120095-237032-XXXX-709000	TANF DA	0.00	37,755.00	37,755.00	0.00		
2CW024	120095-210037-XXXX-709000	TANF FH	0.00	28,297.00	28,297.00	0.00		375,021.00
2CW003	120090-237034-XXXX-709000	CW-Work Study DA	0.00	18,165.60	18,165.60	0.00		
2CW023	120090-210088-XXXX-709000	CW-Work Study FH	0.00	8,530.17	5,289.18	3,240.99		
FUND ACC	133040-237037-XXXX-709000	*CW-Employers DA	0.00	0.00	0.00	0.00		
FUND ACC	133040-210039-XXXX-709000	*CW-Employers FH	0.00	0.00	0.00	0.00		
2CW005	120099-237033-XXXX-709000	CW-SSA	0.00	141,000.00	141,000.00	0.00		141,000.00
2CW027	121008-237033-XXXX-709000	CW-SSA EC WORKS	0.00	17,553.90	17,553.90	0.00		
2C0023	135040-237016-XXXX-709000	COMPTCHS EMPLOYERS	416.29	169,675.56	168,379.74	1,712.11	1,712.11	1,712.11
FUND ACC	136002-237079-XXXX-709000	*COMPTCH ON CAMPUS	0.00	0.00	0.00	0.00		
1PC	1350-140501-XXXX-709000	PERKINS FH	0.00	3,185.00	3,185.00	0.00		
2PC	1350-237062-XXXX-709000	PERKINS DA	0.00	39,574.68	39,574.68	0.00		
2CTE	1350-210033-XXXX-709000	DA CTE TRANSITIONS	0.00	0.00	0.00	0.00		
FUND ACC	133040-237013-XXXX-709000	*MIS-EMPLOYERS/INCOME	0.00	0.00	0.00	0.00		
240151	114000-237006-XXXX-493010	STAFF SUPPORT		0.00	0.00	0.00		
250253	115253-237006-XXXX-644000	MAA	52,403.76	234,989.66	79,940.94	207,452.48	207,452.48	207,452.48
260002	133040-237012-XXXX-672000	*POOL ACCOUNT	0.00	0.00	0.00	0.00		
		<b>TOTAL</b>	<b>73,311.31</b>	<b>1,029,921.30</b>	<b>882,690.05</b>	<b>220,542.56</b>	<b>217,301.57</b>	<b>733,322.57</b>