

# 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](mailto: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: Gender and Sexualities Center (JMRR)
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-56370
3. Amount requested for 2020-2021 \$ 53,586.24
4. Total amount allocated for 2020-2021 \$ 13,400
5. How long has this program existed? 6 years
6. Number of students directly served in this program: 500+

**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: \$2500

Grant Funded Accounts: Student Equity and Achievement funds the Faculty Coordinator Position

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)? All of our events are advertised as being sponsored by DASB. We also have DASB officers serving on our Advisory Committee and DASB clubs who use our space. We work very hard to ensure that the connection between JMRR and DASB by acknowledging that this space was started by and for students.
9. What would be the impact if DASB did not completely fund this request? All of our student intern and program funding comes from DASB. Without DASB funding, we wouldn't be able to train student leaders, educate the campus community through our programs, or build partnerships with other campus organizations like DASB, Health Services, Psychological Services, Office of Outreach, etc.

**10. Total amount being requested for 2021-2022 (from page 3) \$28,846.24**

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

## Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>3 interns</u>	<u>3 x \$15/hr x 10/wk x 36wks</u>	<u>\$16,200</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
<b>TOTAL:</b>			<b><u>\$16,200</u></b>

## 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>3 interns</u>	<u>16,200 x 1.52%</u>	<u>\$246.24</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
<b>TOTAL:</b>			<b><u>\$246.24</u></b>

## Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>New banner, new brochures with updated logo</u>	<u>Outreach/marketing</u>	<u>\$300</u>
2.	<u>Flags, buttons art supplies for celebrations</u>	<u>Events</u>	<u>\$300</u>
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
<b>TOTAL:</b>			<b><u>\$600</u></b>

## 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>Lunch</u>	<u>Queer and Now</u>	<u>\$1000</u>
2.	<u>Dinner</u>	<u>Lavender Graduation</u>	<u>\$1000</u>
3.	<u>Refreshments and snacks</u>	<u>Pride Ball</u>	<u>\$500</u>
4.	<u>Lunch</u>	<u>Trainings</u>	<u>\$500</u>
5.	_____	_____	_____
<b>TOTAL:</b>			<b><u>\$3000</u></b>

## Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>Fall events and marketing</u>	<u>Training handouts</u>	<u>\$100</u>
2.	<u>Winter marketing</u>	<u>Flyers and programs</u>	<u>\$200</u>
3.	<u>Spring marketing (3 major events)</u>	<u>Flyers and programs</u>	<u>\$300</u>
4.	_____	_____	_____
5.	_____	_____	_____
<b>TOTAL:</b>			<b><u>\$600</u></b>

## 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>Speaker/facilitator x2</u>	<u>Fall trainings</u>	<u>\$500</u>
2.	<u>Winter Events: Womxn's and Black History Mo</u>	<u>Speakers/Performers</u>	<u>\$2000</u>
3.	<u>Spring: Queer and Now, Lav Grad, Pride Ball</u>	<u>Speakers, DJ, Photo Booth</u>	<u>\$4500</u>
4.	<u> </u>	<u> </u>	<u> </u>
5.	<u> </u>	<u> </u>	<u> </u>
<b>TOTAL:</b>			<b><u>\$7000</u></b>

## 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.	<u>UC Berkeley: Queer Asian Conference</u>	<u>Education/networking</u>	<u>\$500</u>
2.	<u>CCC LGBTQ Summit</u>	<u>Education/networking</u>	<u>\$500</u>
3.	<u>CSUEB Queer Conference</u>	<u>Education/networking</u>	<u>\$100</u>
4.	<u>UCB Empowering Womxn of Color Conf</u>	<u>Education/networking</u>	<u>\$100</u>
5.	<u> </u>	<u> </u>	<u> </u>
<b>TOTAL:</b>			<b><u>\$1200</u></b>

**Total amount requested (also complete line 10 at bottom of first page) \$28,846.24**

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 <b>thorough</b> description of your program (250 words max)	The Jean Miller Resource Room for Women, Gender, and Sexualities provides resources, information, trainings, and programming to increase awareness and advocate for issues around the intersection of gender and sexuality with race, class, ethnicity, ability, and other identities. Each year we try to hire at least 2-3 student interns so that they can learn leadership skills in gender and sexuality equity work. We have an evolving JMRR Advisory Council, which consists of DASB members, the Director of College Life, our student interns, WMST faculty, counselors, and classified staff. This Advisory Council determines the scope and direction of much of our work by providing a wider perspective with voices from different areas of campus. We also partner with other groups on-and-off campus to create gender and sexuality-related programs that reach the entire community.
2.	Please provide how many students are <b>actively engaged</b> in your program. Backing it up with data will help.	So far this AY2020-21, we have already served over 200 students through our events: Open House, Lingua Franca Watch Party and Discussion, and Rock the School Bells. We also have at least 2 student interns and 3 student volunteers. Winter and Spring will also involve student-centered programming and our Womxn in Power Week will likely reach at least 100-200 students, Queer and Now another 100, and Lavender Graduation/Pride Ball about 20-50 students. We also serve large numbers of students through our partner events with the Office of Equity.
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	JMRR provides a safe space for womxn and the LGBTQ+ community on campus while also honoring the community's compassion, resilience, and strength. Unfortunately, the past four years have been a new phase in this community's struggle and these struggles will continue as we have a new Supreme Court deciding on our basic human rights. It's important to recognize the social-cultural conditions of our time to understand why a space like JMRR needs to exist. Through JMRR, we demonstrate that womxn and LGBTQ+ members are valued and deserving of recognition within the De Anza community.

	Question / Inquiry	Program Response
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>During these pandemic times, LGBTQ+ students may face challenges as they are required to shelter with people who do not affirm their identity. We realize that pre-COVID, our office was a welcoming space where they felt freer to be themselves and experience the joy of community. We are working to still provide that as much as possible through our virtual programming and outreach.</p> <p>For those who identify as women and/or identify within the LGBTQ+ community, we positively impact their lives by uplifting their stories. For those who don't identify within those communities, we educate them about the specific issues that women and LGBTQ+ people face so that we can all learn ways to free ourselves from the oppressions of patriarchy, homophobia, transphobia, and cis-heteronormativity. We positively impact the campus by training faculty, staff, and student leaders how to make their classrooms and/or campus spaces more inclusive</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>This year we will be rolling out a student survey to capture the needs and wants of the LGBTQ+ community at De Anza. A large portion of the questions try to evaluate their intersectional needs to see how things like housing or food insecurity or loss of employment might be impacting their success. After collecting data from the survey, we can make sure that our resources go toward those who are most underserved in the community.</p>
6.	What are <b>all</b> 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>This year, we had to seek a different source of funding for the Faculty Coordinator position, which is now being funded out of Student Equity and Achievement (SEA) money. The actual amount is still being calculated as we will be hiring an interim Coordinator for Spring quarter. SEA Funds also provide funding for part of the Lavender Graduation ceremony. We also have a small foundation account that we use to fund scholarships for our Lavender Graduates.</p>
7.	Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a>	<p>We provide a space where students feel welcome and included, where they can see themselves represented as part of the campus. We increase retention and promote student success by training faculty and staff to be more inclusive in their spaces. We train student leaders and promote civic engagement through our internship and volunteer program and through our campus-wide events. The college relies on us and our JMRR Advisory Council to provide insight into how to better serve LGBTQ+ students, as comprise some of our most at-risk populations.</p>
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>There are no other spaces like the Jean Miller Resource Room.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
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)	Our main outreach consists of our classroom visits, but with COVID, we have been recording informational videos for faculty to share with their classes. We also had a lot of visitors to our Virtual Open House in Oct. We send email updates to our mailing lists and announcements via the Equity Office newsletter. This year, our student interns are working on a social media campaign to better serve students, especially underserved students. For example, we will be starting a “Self Care Series” all about mental health for our followers who may be struggling with mental health issues at this time. We also work closely with the Men of Color Community and the other learning communities to reach students who would benefit from our resources.
10.	Explain how your program promotes equity on campus. (250 words max)	De Anza’s Student Equity Plan lists LGBTQQIA students as one of the populations it would like to support in terms of success, completion, and transfer rates. This is a huge step, but it requires acknowledging that LGBTQ+ students have a variety of needs and experiences that don’t always align with the dominant cisnormative, heteronormative society. JMRR brings awareness to some of these issues while honoring the stories that LGBTQ+ students bring to campus. We do educational programming, community building, and solidarity work and are actively engaged in supporting marginalized students to increase equity for women and the LGBTQ+ community.
11.	Please indicate which object codes are critical for DASB to fund this year.	2310 and 3200: student leadership development is a major part—and the heart--of our work. 4010: we are creating a new logo and hopefully trying to rename our space, so we will need a new banner and other supplies 4015: We hope that we’ll be allowed back on campus next year, in which case it’s critical for us to provide food at our events, especially since many of the students we serve are low-income and/or food insecure 4060: Again, also critical because we are trying to rebrand ourselves so we’ll need new marketing materials 5214: We bring innovative speakers and performers to our campus who can present on intersectional issues and help us foster a more inclusive culture at De Anza
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.	Like most at De Anza, we have been relying heavily on online platforms to help us deliver content and connect with the students. We adapted our film screenings to be Netflix Watch parties, which was actually a fun way to create community around a shared cultural experience. As mentioned above, we hosted a virtual Open House in partnership with the Office of Equity. At the end of AY2019-20, we shifted our Lavender Graduation ceremony to a celebration video of our graduates. We are also strengthening our social media presence with the help of our highly skilled and creative student interns.

**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: \_\_\_\_\_ Chesa Caparas \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ caparasfrancesca@fhda.edu \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Position on Campus: \_\_\_\_\_

Administrator’s Name: \_\_\_\_\_ Alicia Cortez \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ cortezalicia@fhda.edu \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Position on Campus: \_\_\_\_\_