DASB Budget Request 2021-2022

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 9, 2020
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.

1. Program (Account) Name: **Cross Cultural Partners Program**

2. Is this a new DASB account? Yes ☐ No **X**   DASB Account Number: **41-57765**

3. Amount requested for 2020-2021 $ **10,708.56**

4. **Total amount allocated for 2020-2021 $ 4,975.00**

5. How long has this program existed?   **21 years**

6. Number of students directly served in this program: _____

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 <u>ANY</u> and <u>ALL</u> 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: **944694--$5000 to $15000/year—private donation subject to change -- app. $25,000.currently in fund**
   Grant Funded Accounts: _____
   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)?   **It is stipulated on our website and at each CCP Get Together we stress the support DASB provides and the need to pay for and get a DASB card**

9. What would be the impact if DASB did not completely fund this request?   **The program may have to be canceled or in the very least its effectiveness would be greatly reduced as accessing the funds provided by private donors is complicated and not always quickly possible as they are part of the Foundation Account**

10. **Total amount being requested for 2021-2022 (from page 3) $ 10,708.56**

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.	Clerical Assistant I	x 1 position x $12/hr. x 6 hours total a week x 33 weeks	2376.00
2.	Clerical Assistant I	x 1 position x $12/hr. x 6 hours total a week x 33 weeks	2376.00
3.	Clerical Assistant I	x 1 position x $12/hr. x 6 hours total a week x 33 weeks	2376.00
		TOTAL:	**$7, 128**

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.	Clerical Assistant I	$9,900. x 1.52%	180.56
		TOTAL:	$ **180.56**

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	flash drives, printer cartridge, to document events		300.00
2.	postage, paper, pens, clips, file folders, binders, etc. to send invitations		
3.	to organize record, A-frame for announcements		
	TOTAL:		**$300.00**

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.	Cookies, water, buffet items for our First and Final Get-togethers. Also includes		**2,000.00**

paper plates, napkins and utensils. Approx. attendance 60-80 per gathering.
This is for 6 get-togethers over 3 quarters.

		TOTAL:	$ **2,000.00**

Printing (4060)

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

	Item	Intended Use	Cost
1.	Flyers, Brochures, Forms, posters, etc.	Recruitment	**$400.00**
		TOTAL:	**$ 400.00**

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.	IT Consultant	Update CCP Operating System	$ 700
		TOTAL:	**$ 700**

Total amount requested (also complete line 10 at bottom of first page) $ 10,708.56

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a **thorough** description of your program (250 words max)	CCP pairs ESL and fluent English or native English speakers of English from different cultures for cross-cultural exchanges via English conversation. Participants benefit from learning directly from a fellow student from another culture. The pairing takes place each quarter. Partners agree to meet a minimum of 5 times and 5 hours during the 5-weeks. Many partners meet more than the minimum number of times. CCP is aligned with the Mission of De Anza College. Several faculty from a variety of disciplines give class credit to participants as part of their required service learning, civic engagement or outside contact assignments.

Once a student joins CCP on-line, the CCP team (currently 5 student helpers under supervision of the faculty coordinator) matches the student with a compatible partner based on each partner's application. Matching takes place during week 4 and 5 of the quarter. Upon approval, applicants will be notified of their partners by week 5 or 6.

An orientation meeting is held to emphasize ways to have a more successful partnership in week 5. The team keeps in touch with partners during the time partners meet to make sure things are running smoothly. Regular office hours are held each week for face-to-face meetings with CCP participants when needed. The team also assists partners when there is a problem meeting or with the on-line meeting log. By week ten, the Final Get-together is held, whereby participants come together to share their stories and to celebrate their new international friendships. |
2.	Please provide how many students are **actively engaged** in the program. Backing it up with data will help.	Currently 238 students are participating in CCP. In general, a total average of 550 students participate in the program each year.
3.	Why is your program **important** and what is the **rationale** behind having this program on campus? (250 words max)	Students benefit by participating in the program in numerous ways: increased confidence in communicating in English (ESL and Non-ESL students whose first language is not English). We have a number of Non-ESL students who, although they are in regular English classes, request to be considered an ESL student for matching, because they wish to be paired with a more fluent speaker of English. The main benefit for Non-ESL students (1ˢᵗ language English or very fluent English speakers) is the experience being a partner with a student from another culture to learn and share about each other's lives. Often, they are surprised how much they have in common: striving to balance school, family and jobs. The more fluent speaker can serve as a mentor who can be a friend to a student who wants to be more competent using English. Both partners share customs and cultures, and by so doing, bond and support one another as they face similar challenges in the community college setting.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	CCP gives students a different perspective on how life behaviors (habits) and opinions are affected by cultural beliefs and personal life experience. This broader perspective allows people to better understand others from different cultural backgrounds and upbringings which allows for better communications and mutual respect and understanding. It also gives students real-life experience in cross-cultural communication skills and how important they are to develop for personal or career purposes.

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.	**CCP conducts student satisfaction surveys at the beginning and ending of each quarter as well as asks for both positive and negative feedback on the program and its efficiency and effectiveness.**
6.	What are **all** of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	**--$5000 to $15000/year—private donation subject to change -- app. $25,000.currently in fund—This funding is part of the General Foundation Account and is not easily accessible—This money is used to pay the Coordinator salary ($2500. Per quarter or $7500. Per year)** **And Funding from DASB for student salaries and supplies**
7.	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	**CCP enables ESL students to improve their language skills. CCP enables ESL and Non-ESL students to make new friends and share cultural knowledge which gives better insight on a variety of issues which in turn improves their ability to deal with class assignments with an open mind. CCP allows students to improve communication skills which are needed for class group projects.** **CCP instills a desire to help others and thereby improve campus community development and develop equity among all students.**
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)	**CCP is unique in that it is almost completely student operated and funded. There is an instructor coordinator, but the majority of the office work is done by student employees. Also there is no other program on campus that matches students up with other students so that they may help each other improve their cognitive and practical communication skills.**
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)	**CCP is advertised through email to instructors in a variety of disciplines who may wish to promote cross-cultural communication skills and understanding among their students. CCP Helpers then visit classes and explain the benefits of CCP as well as the requirements and method to apply to the program. Signs are also posted in the Listening Speaking Center(LSC) and Writing/Reading Center (WRC).**
10.	Explain how your program promotes equity on campus. (250 words max)	**Any student can apply to CCP. There are no prerequisites or required textbooks. The students are also allowed to discuss topics of their interest. Through acquiring knowledge by sharing cultural viewpoints and knowledge, students become equally aware of the need and importance of mutual understanding without bias.**
11.	Please indicate which object codes are critical for DASB to fund this year.	**2310, 3200, 4015, 4060**

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.	**Documentation for online application and support has been created and added to the website. To advertise the program, A PowerPoint presentation describing the CCP Program has been created to send instructors and students. Emails to students who apply to the program are sent out more regularly. The program is constantly monitored, and applicant problems are handled swiftly. Zoom meetings can be arranged for situations that cannot be handled via ZOOM.**

Signatures that are required for utilizing funds

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: Webster Hamilton

Phone Extension: 408—888-6206

E-mail: hamiltonwebster@fhda.edu

Relationship to Project: Program Coordinator

Position on Campus: Adjunct ESL Instructor

Administrator's Name: Thomas Ray

Phone Extension: 408-864-8546

E-mail: raythomas@fhda.edu

Relationship to Project: CCP Program Administrator

Position on Campus: Language Arts Dean

Approved by DASB Chair of Finance (Produced by the Office of College Life - 10/27/2020)