

# DASG Budget Request 2022-2023

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021  
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: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG 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: Occupational Training Institute (OTI) Textbook Program
  
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-56825
3. Amount requested for 2021-2022 **\$2,000** \_\_\_\_\_
4. Total amount allocated for 2021-2022 **\$2,000** \_\_\_\_\_
5. How long has this program existed? **45 years** \_\_\_\_\_
6. Number of students directly served in this program: **25 students** \_\_\_\_\_  
*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)? Most of OTI's programs are contracted with outside agencies to assist underrepresented students in achieving their academic goals. These external agencies often but not always provide funding to ensure the students do not incur any out-of-pocket expenses causing further financial hardship. Either the students pay the fees and are reimbursed or OTI is appointed stewardship over the funds giving us the authority to pay their fees.
  
8. What would be the impact if DASG did not completely fund this request? DASG funds allows OTI students to be prepared for their courses regardless of their status at their referring agency who may determine the student is not eligible for all of their benefits and resources when the quarter begins. When non-traditional students don't have textbooks and other necessary tools, it becomes an equity issue. DASG funds ensures that OTI students will be fully prepared to begin classes which is a good indicator of student retention and success.
  
9. Total amount being requested for 2022-2023 (from page 3) **\$2,000** \_\_\_\_\_

## Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Required textbooks</u>	<u>OTI students</u>	<u>\$1,500</u>
2.	<u>Equipment</u>	<u>USB, etc.</u>	<u>\$ 500</u>
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$2,000</u>

**Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)**

**\$2,000**

## 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?	<p>OTI supports CalWORKs, NOVA, Work2Future, CompTechS, and Fresh Success programs. Our programs exist to serve socio-economically disadvantaged students and those from special populations, with the focus of preparing them for the workforce. We accomplish these tasks by using a case management approach that includes intake, needs assessment, planning, monitoring, and evaluation.</p> <ul style="list-style-type: none"> <li>• Since our last submission, OTI has added the Fresh Success program created to support students who receive CalFresh (food stamps) benefits and are CTE majors has a way to provide a clear pathway to employment and to close the state’s skilled worker gap.</li> <li>• The EOPS and CARE programs are most similar to the CalWORKs program in that we serve low-income students but with distinction of students being parents.</li> <li>• NOVA and Work2Future programs focus on retraining students who receive unemployment benefits and want to re-enter the workforce with upgraded skills.</li> <li>• CompTechS refurbishes donated computers to give, free of charge, to students while preparing eligible students for internships.</li> </ul>
2.	How will your program expanding perspectives and positively impact their lives and the community? (250 words max)	<p>Most times, our program participants come from backgrounds with limited income and education which may result in limited exposure to various experiences and information in general. Assisting them during their time at De Anza expands their knowledge and introduces them to subjects and people while learning vital soft and professional skills. Attending college not only educates but also reinforces the fact that education is a way out of poverty and a way elimination generational poverty for our CalWORKs students and contribute to making our other program participants life-long learners.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
3.	<p>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 at <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a></p>	<p>DASG's support in funding OTI's students will:</p> <ul style="list-style-type: none"> <li>• Help students properly begin their learning journey with the necessary tools to ensure retention, satisfactory progress, and ultimately achievement of their academic and personal goals.</li> <li>• Provide students the opportunity to develop professional and personal skills, overcome barriers, become academically successful which facilitates self-confidence in their abilities as they work toward self-reliance.</li> <li>• Change the trajectory of their lives but also those of their families. Many of our students want to have the enough food and safe, affordable housing for their families and an above living wage jobs for themselves which begins with getting an education.</li> </ul>
4.	<p>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.</p>	<p>Pre-Covid, OTI advertised our programs at Welcoming Day, Student In-Service Days, and host tables at other college events.</p> <ul style="list-style-type: none"> <li>• EOPS promotes CalWORKs program at their orientations, and we collaborate with the CARE coordinator to see if students could receive benefits from both programs. We also collaborate with the CDC as there may be parent students who may be eligible for the CalWORKs program.</li> <li>• OTI manages an Eligible Training Provider List (ETPL) were NOVA, Work2Future, and other WIOA programs participants, both locally and statewide, can review the certificate programs the college offers.</li> <li>• Our computer lab coordinator visits each CIS class to promote and recruit students for the CompTechS program.</li> <li>• OTI is in the process of partnering with Outreach to promote Fresh Success as a support program for students who apply for CalFresh benefits. We have been awarded a small amount of funding to hire a P/T marketer and launch a recruitment campaign.</li> </ul>

	<b>Question / Inquiry</b>	<b>Program Response</b>
5. g	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>The programs that OTI supports have always been about providing equitable opportunities to economically disadvantaged students by offering education as a way out of poverty.</p> <p>We offer a variety of services and resources specifically for our program participants such as work study and internship opportunities. Currently, the CalWORKs Association created the SPARC, a leadership program for our students to advocate for themselves as well as make legislative changes to the program.</p> <p>We offer all De Anza students' referral to county services, free refurbished computers, internship opportunities, and participation in the Fresh Success program.</p>
6.	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>Luckily, our program partners have provided tools for our students. We've had the challenge of getting them familiar with navigating Canvas and Zoom. During the summer break, we trained our students in various software and on-line programs to help our students toward competency.</p>
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	<p>OTI is only requesting Supplies (4010) for textbooks and tech supplies.</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><b>ENROLMENT</b></p> <ul style="list-style-type: none"> <li>• Number of total AND new active students over the past 3 years</li> <li>• Number of enrolments 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>Total and Active Students:            2018-2019 - total :42 students new:            2019-2020 - total 53 students new:            2020-2021 - total 33 students new:</p> <p>Enrollments retained for Fall 2021: 22 students</p> <p>Number of enrollments in online services: 22 students</p> <p>Demographic we serve: mainly (single) female</p> <p>Racial Demographics: We serve all demographics but predominately Latinx at an average at 50% of program participants and White at 30%.</p>
2.	<p><b>STUDENT FEEDBACK</b></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>	See attached form.
3.	<p><b>FUNDING</b></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>	See attached list.

**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: Carlita Alamban\_\_\_\_\_

Phone Number: 408-864-8457\_\_\_\_\_

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

Relationship to Project: Process book vouchers and tracks spending\_\_\_\_\_

Position on Campus: Administrative Assistant II\_\_\_\_\_

Administrator’s Name: Sabrina Stewart\_\_\_\_\_

Phone Number: 408-864-8360\_\_\_\_\_

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

Relationship to Project: OTI Program Supervisor\_\_\_\_\_

Position on Campus: OTI Program Supervisor\_\_\_\_\_

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)

# Occupational Training Institute (OTI) Service Survey

We value your feedback. This survey has been designed to allow us to monitor and improve upon the level of service we provide to you.

How long have you been an CalWORKs, NOVA, W2F, WIOA or Fresh Success student at De Anza or Foothill? (circle all that apply)

Months \_\_\_\_\_ Years \_\_\_\_\_

Are you provided with complete and knowledgeable responses to your questions?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you receive equal and fair treatment? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How satisfied are you with the quality of our service?

Very satisfied \_\_\_\_\_ Satisfies \_\_\_\_\_ Neutral \_\_\_\_\_ Dissatisfies \_\_\_\_\_ Very dissatisfied \_\_\_\_\_

Why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any specific recommendations for improvement?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







**OTI ACCOUNTS 2021-2022**

Title	Source	INDEX Codes	BANNER				Beginning Amounts		
			F	O	A	P			
WIOA TRNG-EDD	NAFTA/TRA-Federal	2WIA02	133041-237015-xxxx-709000				1,780.12	8122	
WIOA TRNG-MISC	Priv/Workmen's Comp	2WIA01	133041-237017-xxxx-709000				3,024.58	8121	
WIOA TRNG-MONTERREY	City/Federal	2WIA06	133060-237074-xxxx-709000				-	8121	
WIOA TRNG-SANTA CRUZ	City/Federal	2WIA03	133061-237017-xxxx-709000				2,656.11	8121	
WIOA TRNG-NOVA 05	City/Federal	2WIA09	133064-237601-xxxx-709000				204.19	8121	
WIOA TRNG-W2F	City/Federal	2WIA10	133065-237601-xxxx-709000				503.96	8121	8,168.96
CW-ChildCare-DA	State	2CW002	120090-237030-xxxx-709000				-	8623	
CW-ChildCare-FH	State	2CW022	120090-210035-xxxx-709000				-	8623	
CalWORKs-DA	State	2CW001	120090-237031-xxxx-709000				189,186.00	8623	132387+56799
CalWORKs-FH	State	2CW021	120090-210036-xxxx-709000				143,439.00	8623	93428+50011
DA OTI CalWORKs TANF	State/Federal	2CW004	120095-237032-xxxx-709000				38,699.00	8125F,8622S	
FH OTI CalWORKs TANF	State/Federal	2CW024	120095-210037-xxxx-709000				30,922.00	8125F,8622S	
OTI CW-SSA	County/Federal	2CW005	120099-237033-xxxx-709000				141,000.00	8699	
CW-SSA EC WORKS	County/Federal	2CW027	121008-237033-xxxx-709000				25,000.00	8699	
CW Work Study-DA	State	2CW003	120090-237034-xxxx-709000				14,667.00	8623/8902	
CW Work Study-FH	State	2CW023	120090-210038-xxxx-709000				10,277.99	8623/8902	3240.99 20/21
*CW-Employers-DA	Local	FUND/FGITBSR	133040-237037-xxxx-709000				-	8902	
*CW-Employers-FH	Local	FUND/FGITBSR	133040-210039-xxxx-709000				-	8902	543,246.00
*COMPTECHS Employers	Local Employers	2G0023/FGITBSR	133040-237016-xxxx-709000				1,712.11	8821	1,712.11
*COMPTECHS On Campus	Local Employers	FUND/FGITBSR	133040-237079-xxxx-709000				-	8821	
PERKINS-DA	Federal	2PC227	135070-237062-xxxx-709000					8150	
PERKINS-FH	Federal	1PC243	135070-140301-xxxx-709000					8150	
DA CTE Transitions	Federal						-		0.00
*Misc-Employers/Income	Various	FUND/FGITBSR	133040-237013-xxxx-709000				-	8699	
Staff Support	State	240151	114000-237006-xxxx-679000				-		
Foundation DA-OTI (Fresh Success)	Local	4B2017	114080-581045-xxxx-699000				25,596.72		25,596.72
MAA	Federal	250253/F A	115253-237006-xxxx-644000				207,452.48	8940	207,452.48
*Pool Account	Local	2G0002/FGITBSR	133040-237012-xxxx-672000				-	8699	
Student Computer Donation Program 56780								836,121.26	786,176.27
Textbook Program CalWORKs Student 56825									