

DASB Budget Request 2020-2021

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

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: Euphrat Museum of Art
2. Is this a new DASB account? Yes No DASB Account Number: 41-56365
3. Amount requested for 2019-2020 \$ 13,282
4. Total amount allocated for 2019-2020 \$ 11,630
5. How long has this program existed? Since 1971
6. Number of students directly served in this program: c. 5,350

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.

Fund 15 Accounts: 115286 - \$158,933.25 (General Euphrat Museum of Art)

FHDA Foundation Accounts: 844475 - \$95,544.41 (General Euphrat Museum of Art), 845401 - \$73,981.84

(Euphrat Museum Endowment) This fund cannot be used without permission from the Board of Trustees.

Funds currently in our Fund 15 account and general foundation account are earmarked for this year's salary and benefits for the director, Arts & Schools program instructors, student assistants at school sites, installation and art class supplies, fine art transportation and shipping, and other museum and program expenses. We also need to save longer term for upcoming larger museum expenditures like a new lighting system, new pedestals and display systems, and an improved sound system.

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)? Euphrat Museum of Art exhibitions and events are open to all students and classes. We participate in Student Services Days and put out Student Activities information and literature as it becomes available. We will continue to promote DASB membership to those students who aren't yet members and publicize DASB sponsorship on our flyers, postcards, website, and brochures.

9. What would be the impact if DASB did not completely fund this request? It is very important that the Euphrat Museum receive DASB funding for next year. We do not get any B budget or any other funds from the college. We need additional student staff for front desk security, installation, administrative assistance, and much more. There are many other needs that go along with the museum space including equipment, shipping costs, and special installation materials. Without funding from the college, DASB funds are particularly important.

10. Total amount being requested for 2020-2021 (from page 3) \$ 11,416.61

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>General Assistant I</u>	<u>2 x \$12 x 7hr/wk x 32 wks</u>	<u>\$5,040</u>
TOTAL:			<u>\$5,040</u>

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>General Assistant I</u>	<u>\$5,040 x 1.52%</u>	<u>\$76.61</u>
TOTAL:			<u>\$76.61</u>

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Materials, preparatory and other</u>	<u>installations and office</u>	<u>\$1,300</u>
2.	<u>Mailing, shipping (from routine to special events)</u>	<u>routine mail, shipping art to and from shows</u>	<u>\$500</u>
TOTAL:			<u>\$1,700</u>

Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>Announcements for Student Art/Photo Show and other exhibitions, entry forms, flyers, handouts, press releases, color copies, posters, signage</u>	<u>announcements/ educational materials/ exhibition needs/publicity</u>	<u>\$500</u>
TOTAL:			<u>\$500</u>

Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,500 per speaker per event.

For performances the fee shall not exceed \$2,000 per performance.)

	Item	Intended Use	Cost
1.	<u>Jurors for Student Art/Photo Competition</u>	<u>one day, 2 jurors</u>	<u>\$250 (\$125 per)</u>
2.	<u>Artist Honoraria</u>	<u>signage, website for talks, installation, and/or special project</u>	<u>\$3,250</u>
3.	<u>Musicians for Student Show (group of 4)</u>	<u>reception/award ceremony</u>	<u>\$500 (\$125 per)</u>
TOTAL:			<u>\$4,000</u>

Total amount requested (also complete line 10 at bottom of first page) \$11,416.61

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	<p>The Euphrat Museum of Art produces one-of-a-kind art exhibitions, events, and educational materials that cross borders of cultures and disciplines and address issues of the day. Each major exhibition includes one or more projects by De Anza students that are displayed alongside works by renowned professional artists. Each Spring we present the De Anza Student Art Show.</p> <p>The Museum’s Arts & Schools Program, primarily in Cupertino and Sunnyvale at various school and community sites, provides both free-of-charge and tuition-based arts classes, camps, and collaborative public art projects for children and youth.</p> <p>The Euphrat Museum mission is to provide a venue and resource for visual ideas and communication that stimulate creativity and an interest in art among audiences of all ages.</p>
2.	Please provide how many students are actively engaged in the program. Backing it up with data will help.	<p>The number of students served yearly through Euphrat Museum exhibitions, events, and programs is c. 5,350. This represents student attendance as recorded via our front desk sign-in sheets, class lists from faculty, head counts at events, regular gatherings, students exhibiting art and participating in special projects, student volunteers and employees, and more.</p> <p>Faculty from different disciplines incorporate Euphrat exhibitions and themed art projects into their class curriculum, participate in visiting artist workshops, and bring their classes for exhibition-based lectures. There are regular gatherings for students including First Thursdays, an open mic spoken word and music event. We involve students from different disciplines in creative ways and address contemporary issues.</p>

<p>3.</p>	<p>Why is your program important and what is the rationale behind having this program on campus? (250 words max)</p>	<p>The Euphrat puts De Anza students at the center of museum programming and creates a year-round creative home for student expression, empowerment, and connection. Regular gatherings like First Thursday open mic nights and hosting student conferences, graduations, and workshops helps create a sense of community on campus.</p> <p>For example, through the HEFAS conference held at the Euphrat, community muralist/artist Carlos Rodriguez was invited to create an altar installation for the current exhibition, <i>Space and Place</i>, along with a Día de los Muertos community altar created by MEXA de De Anza students. For the Lavender Graduation and Pride Ball at the museum in June, we transformed the environment with hundreds of papel picado (cut paper) banners and lavender lights with empowering quotes from Audre Lord and Harvey Milk in vinyl letters on the walls for a selfie station and backdrops. There is no other space on campus like the Euphrat and it's vital that a place dedicated to expression, empowerment, and equity exists to serve our students and campus community in these challenging times.</p> <p>Museum outreach occurs on campus and in the community. Our Arts & Schools Program offers free-of-charge after school art classes at several of the lowest income elementary and middle schools in the area and provides field trips to campus to expose at-risk youth and their families to an exciting college environment at an early age. They're on track to attend De Anza and regularly encouraged to see themselves as college students.</p>
<p>4.</p>	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>The annual De Anza Student Art Show is an opportunity for students to present their best work, experience the exhibition process, and view the selected artwork installed professionally in the museum. The students receive community recognition, feedback from peers, and insight into the profession. The exhibition reception allows the public to meet the artists and talk to them about their work. Students who view the exhibition also benefit through exposure to the creative talents of De Anza students and the opportunity to talk with the artists at the reception.</p> <p>Exhibitions also serve as real life labs and De Anza students learn about different aspects of art museum work from the curatorial process to installation, marketing, and community outreach. Student employees and volunteers also work as museum and Arts & Schools assistants and learn about contemporary art, multicultural art education, and art history. This experience gives students the opportunity to see if museum studies, community-based arts, or art education is a career path they might want to pursue. They learn how art and creativity relates to every subject area and can be used as a tool for communication, self-expression, and leadership development in any field.</p>

5.	<p>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>	<p>The museum's goal is to be responsive to what is alive for our students and to address local and global issues that affect them through the exhibitions and programming. We invite student feedback and participation through class discussions and assignments and ask faculty for copies of student writings based on exhibitions to access learning.</p> <p>To help improve publicity and inspire students to develop 'epic' art works for the student show, outreach begins in the Fall so that by the time we reach Spring, each year's exhibition is unique and includes new student initiatives.</p>
6.	<p>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)</p>	<p>The museum receives no funding from the college so the one staff person raises the funds to cover her salary and benefits, student and casual staff, and all other museum and program expenses. This is in addition to curating and producing exhibitions, events, and special projects and directing the campus and community based Arts & Schools Program.</p> <p>Funds currently in our Fund 15 account and general foundation account are earmarked for this year's salary and benefits for the director, Arts & Schools program instructors, student assistants at school sites, installation and art class supplies, fine art transportation and shipping, and other museum and program expenses. We also need to save longer term for upcoming larger museum expenditures like a new lighting system, new pedestals and display systems, and an improved sound system.</p> <p>Fund 115286, General Euphrat Museum – \$158,933.25 Fund 844475, General Euphrat Museum – \$95,544.41 Fund 845401, Euphrat Museum Endowment – \$73,981.84</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>	<p>The museum's mission revolves around inclusion and equity, every exhibition includes diverse professional artists with special projects by De Anza students, faculty, and high school students on track to attend De Anza. The Euphrat invites participation across borders and disciplines and gives students opportunities to succeed and achieve academic and personal goals like exhibiting in a professional art show and gaining a deeper understanding of the art world and career paths.</p> <p>The museum is a place where students can empower other students and share what they have learned. Witnessing the student leaders from MEXA de De Anza lead a recent Día de los Muertos workshop that included a group of Child Development majors who were international students from India, Vietnam, and Japan was so inspiring. They shared about their own traditions for honoring those who had passed and were eager to learn more. Events and exhibitions like this bring together groups and students whose paths might not otherwise cross, a key element to campus community development and civic engagement.</p> <p>Exhibitions and programming address environmental sustainability and equity issues in unique and creative ways. For example, in an exhibition about environmental issues, <i>Burning Ice</i>, students enrolled in Internship in Art with the museum director created an installation featuring a 16' tall 'waterfall' of recycled plastic bottles and plastic wrap. Another museum-initiated student project, <i>Toxic Networks</i>, won a Stanford Human Rights Educational Initiative Outstanding Project Award. Opportunities like this for students are unique and improve the quality of education at De Anza.</p>
8.	<p>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>	<p>The Euphrat Museum of Art is the only professional art space on campus and in the City of Cupertino. The exhibitions and programming presented is also unique, each show is one-of-a-kind and developed with the whole campus community in mind.</p> <p>The museum has been recognized both locally and nationally with feature articles in the New York Times, Mercury News, and many other publications. Awards include a Nation-wide Exemplary Program Award from the National Council on Continuing Education and Training (NCCET), the CREST Award from the City of Cupertino, a Classified Employee of the Year Award for the Foothill-De Anza District for the director, and more.</p>

<p>9.</p>	<p>Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)</p>	<p>We advertise our exhibitions and events to the general student population via postcard announcements, flyers, and posters as well as calendar listings and articles in La Voz. Online exhibitions and events are listed on the college calendar as well as in community publications like the Mercury News, the Metro, and the Cupertino Courier and Sunnyvale Sun.</p> <p>We also get creative and work with students to spread the word. One collaborative student project involved making a couple hundred ceramic fortune cookies that we fill with a fortune that invites one to find the museum and collect a prize. Look for them Winter and Spring quarter placed around campus!</p>
<p>10.</p>	<p>Explain how your program promotes equity on campus. (250 words max)</p>	<p>The museum continues to be an integral part of decreasing the student equity gap on campus, working across campus with the Office of Equity, the Equity Action Council, the Multicultural Center, classes like Creative Minds and Cultural Anthropology, and multiple campus departments and divisions including Creative Arts, African American Studies, Chicana/x Studies, Social Science and Humanities, and Language Arts. The ongoing initiative to address the equity gap includes outreach to students in MEXA de De Anza, Puente, LEAD and other historically marginalized groups on campus. Creating a broader systemic support network for our African ancestry, Filipino, and Latina/o students includes hiring, enrollment, and participation in projects, events, and programs.</p> <p>The museum also contributes to the 'Visual Equity' of the campus by initiating special art projects in exhibitions that reflect our diverse community and then permanently displaying that art elsewhere on campus after the show concludes. For example, in the Administration building lobby there are several projects on display that came from museum initiatives. The large-scale <i>Liberty Weeps</i> sculpture there was built with the help of a team of De Anza art students and the different portraits feature inspiring people from our De Anza community including Diego Gomez, the student commencement speaker in 2017. Artwork from the museum's Art & Social Justice Institutes with De Anza students can be seen in the Multicultural Center Conference Room and throughout the Office of Equity. Helping to close the student equity gap is key to all the museum does.</p>

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:	_____ Sam Bliss _____
Phone Extension:	_____ x8275 _____
E-mail:	_____ blisssam@fhda.edu _____
Relationship to Project:	_____ Supervisor _____
Position on Campus:	_____ Dean, Community Education _____
Administrator’s Name:	_____ Diana Argabrite _____
Phone Extension:	_____ x5464 _____
E-mail:	_____ argabritediana@fhda.edu _____
Relationship to Project:	_____ Euphrat Museum Director _____
Position on Campus:	_____ Director (Museum Program Coordinator) _____

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)