

DASG Budget Request 2023-2024

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
 Applications and attachments must be typed and submitted via email to Dennis Shannakian at
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)**
2. Is this a new DASG account? Yes No DASG Account Number: 41-56825
3. Amount requested for 2022-2023 **\$2,000** _____
4. Total amount allocated for 2022-2023 **\$2,000** _____
5. How long has this program existed? **46 years** _____
6. Number of students directly served in this program: 30

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)?

OTI supports several programs in collaboration with outside agencies, whose goals are to prepare their students for the workforce. Usually, the referring agency provides funding for the student’s fees to ensure the student does not incur any out-of-pocket expenses causing further financial hardship. OTI uses the agency’s funding to pay the \$10 DA Student Body Fee, or if the student pays the fee directly they are reimbursed.

8. What would be the impact if DASG did not completely fund this request?
Although, the referring agency provides for all the student’s needs, occasionally the agency’s timeline does not align with the college’s timeline causing a delay in the student getting approved for textbooks and other required supplies. DASG funding allows OTI’s students to be fully prepared to begin the quarter, eliminating the possibility of the student continually playing catch up or dropping out.

Total amount being requested for 2023-2024 (from page 3) \$ 1,500

Supplies (4010)

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

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough 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, and CompTechS, 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, evaluation and counseling.</p> <ul style="list-style-type: none"> • Since our last submission, OTI has eliminated the Fresh Success program due to the challenge of being able to recruit eligible students. • The CalWORKs program is most like the EOPS/CARE programs in that we serve low-income students but with distinction of our student parent have children up to age 18 and the Santa Clara Social Services Agency determines eligibility and compliance guidelines. • NOVA and Work2Future programs focus on retraining students who receive unemployment benefits to re-enter the workforce with new or upgraded skills. • CompTechS refurbishes donated computers to give, free of charge, to De Aza students while preparing eligible students for internships.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>Many of our students have limited incomes and attend college believing that an education will significantly improve their lives. Attending college helps our students learn to communicate and express themselves, engage confidently and effectively, become civic minded, and develop all the other skills necessary to become involved and impactful community members. Getting an education will expose them to a variety of subjects, become respectful and accepting of different ideas, people and their cultures, and develop a love for learning.</p>

	Question / Inquiry	Program Response
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 www.deanza.edu/dasg/budget</p>	<p>DASG's support in funding OTI students will:</p> <ul style="list-style-type: none"> • Help students be properly prepared for classes by having the required textbooks and tools which ensures retention, satisfactory progress, and achievement of their academic goals. • Provide students the opportunity to develop professional and personal skills and overcome barriers that will build self-confidence in their abilities as they work toward self-reliance. • Change the trajectory of the student's life by helping end generational poverty. Many of our students want to earn certificates and degrees to get a high wage job to exceed the Bay Area's exorbitant minimum living standards allowing them to comfortably provide the most basic of needs for their families.
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>OTI advertises our programs at Welcoming Day, Student In Service Days, and host tables at other college events.</p> <ul style="list-style-type: none"> • EOPS promotes the CalWORKs program at their student orientation, and we collaborate with the CARE coordinator to see if our students are eligible for each department's program. • OTI manages an Eligible Training Provider List (ETPL) where Work2Future, NOVA, and other local and statewide WIOA students can review the college's certificates and hopefully decide to attend De Anza. • OTI/CompTechS lab coordinator recruits students for the program by visiting CIS classes.

	Question / Inquiry	Program Response
5.	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.	The programs that OTI supports have always been about offering equitable opportunities to economically disadvantaged students. In addition to assisting students in obtaining a certificate/degree we also offer a variety of wrap around services and resources such as childcare, paid student employment, gas cards, and other services based determined by the student's individual needs. The CalWORKs Associations created SPARC, a leadership training program, that teaches students to advocate for themselves and legislative changes. OTI refers all De Anza students to county (housing, food) resources and free refurbished computers.
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.	Our program partners have provided tools, funding, and program changes to accommodate students with transitioning to remote learning. During college breaks we provide students with (Canvas, Zoom) training and computers.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	OTI is requesting Supplies (4010) for textbooks, access codes, and tech tools for in person and online learning.

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>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<p>Total and Active Students: 2019 – 2020: total 53 students 2020 – 2021: total 33 students 2021 - 2022: total 30 students</p> <p>Enrollments retained: 24 – 27 students Number of enrollments in online services: 20 Demographic: Single parents Racial demographic: Mixed</p>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	See attached form
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • 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) • Attach account reports of all sources of funding 	See attached form

