



De Anza College  
**D A S B**  
Annual Budget  
1999 - 2000

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**De Anza Associated  
Student Body  
Message**

## De Anza Associated Student Body 1999 - 2000

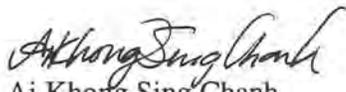
Completion of the budget process is one of the most challenging and rewarding activities within the DASB Senate. The 1999-2000 DASB budget is the result of many hours of hard work on the part of the Budget Committee. We allocated approximately \$840,000 to variety of programs on campus.

The budget process started in the beginning of winter quarter and was completed and approved by the Senate in April. In keeping with DASB tradition, some of the criteria used within the budget process were:

- Diversity
- Social concerns and awareness
- Access to services
- Recognize constituency needs
- Support for direct student interests

I would like to thank all the members of the Budget Committee for their dedication and commitment to fairness and equity. I would also like to extend my sincerest thanks to John Cognetta and Louisa Choy for their help in making this budget a reality.

I congratulate all of the programs that were funded and with them, and the 1999-2000 DASB Senate, the best of luck in the coming year.



Ai Khong Sing Chanh  
Executive Vice President

(signing in absence of DASB President)



Amanda Holt  
Vice President of Finance

### 1999-2000 Budget Committee

Amanda Holt  
Jesus Hernandez  
Sarah Doty  
Janna Mordan  
Nicholas Pisca  
Grigori Feresin  
Rishi Dayaneni  
Duke Kim

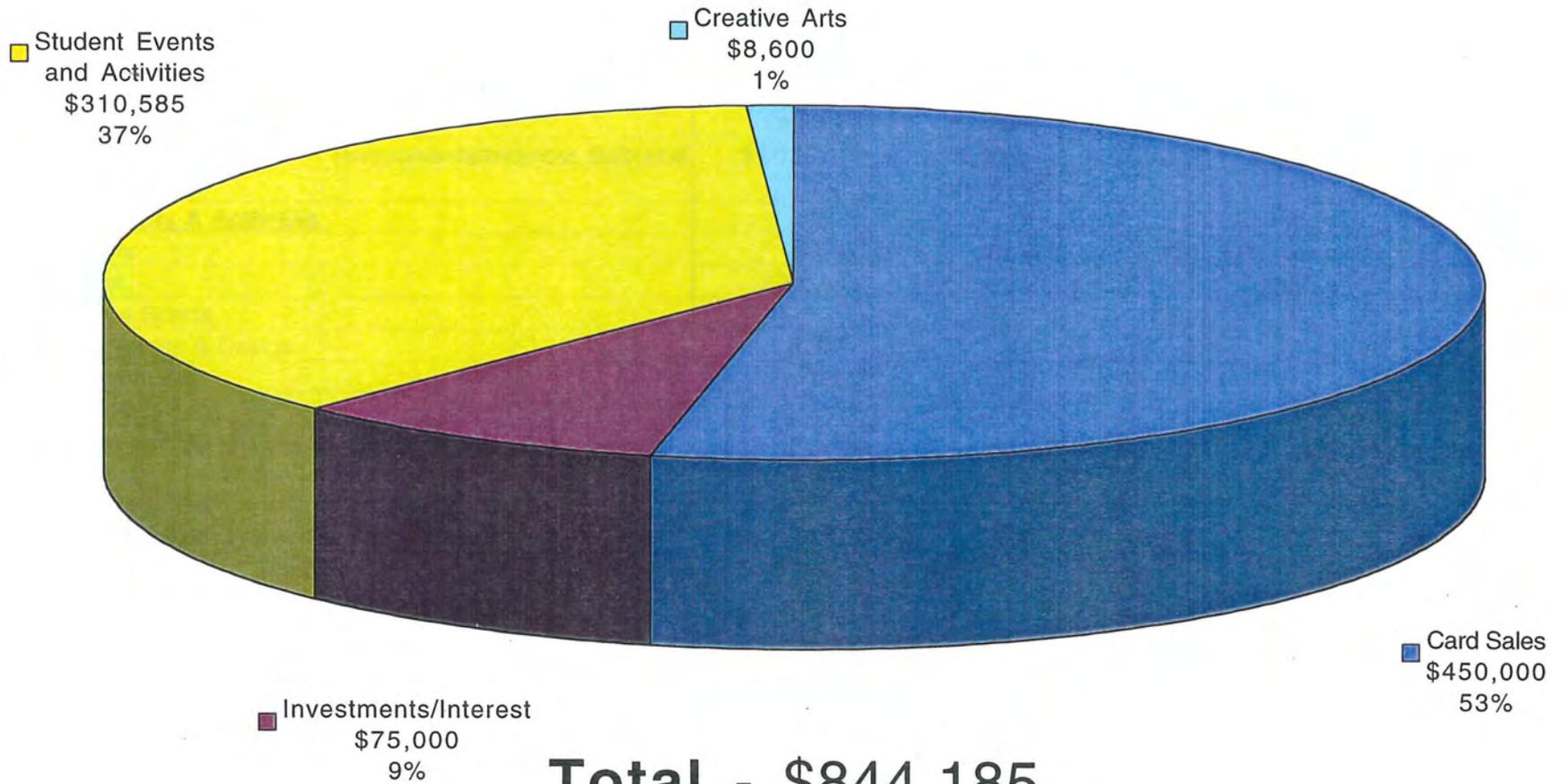
"Student Working for Students"

**DASB**

**Proposed Budget  
for Fiscal Year  
1999-2000**

**1999-2000  
Proposed  
Income**

# 1999-2000 Adopted Income



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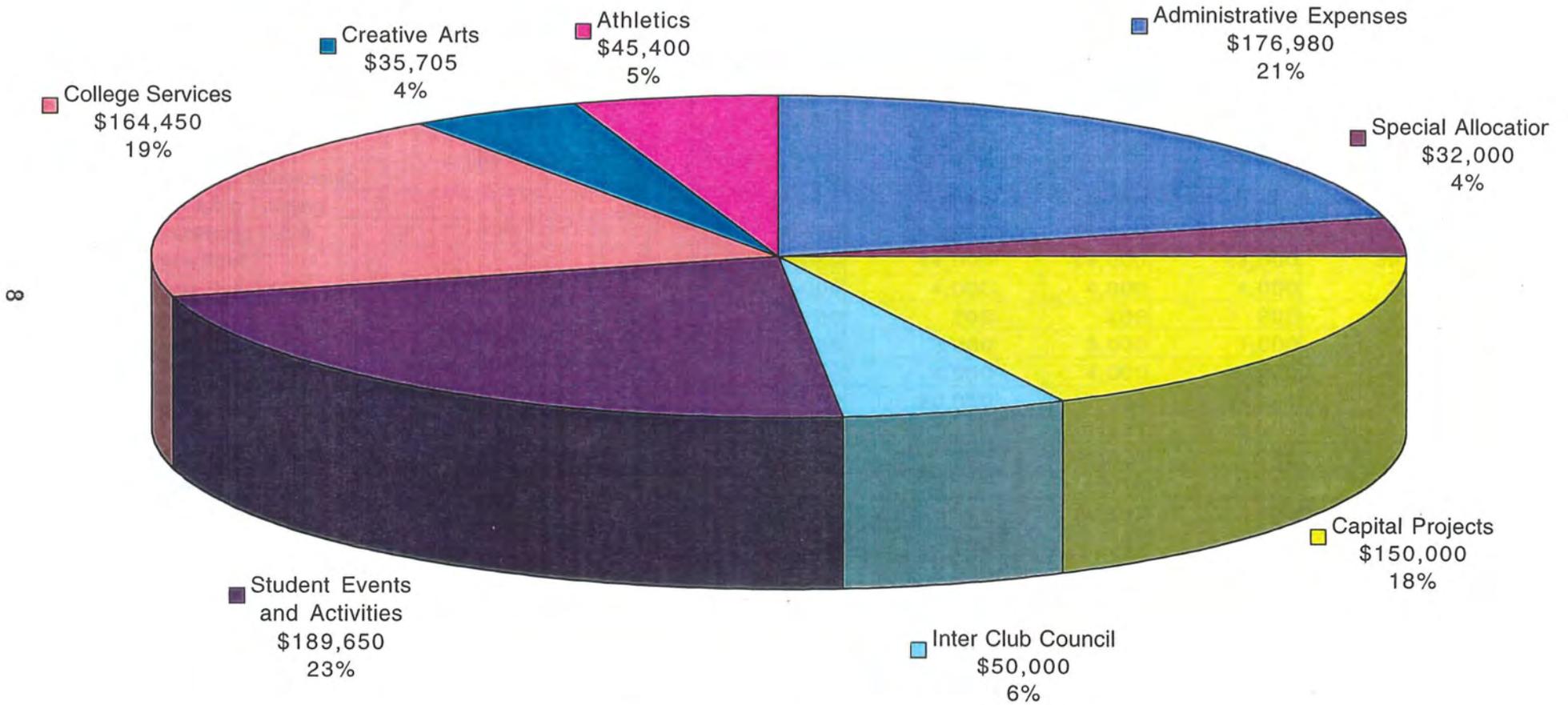
DASB Income 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>Card Sales</b>					
Card Sales	457,594	450,000	450,000	450,000	450,000
<b>Card Sales Subtotal</b>	<b>\$457,594</b>	<b>\$450,000</b>	<b>\$450,000</b>	<b>\$450,000</b>	<b>\$450,000</b>
<b>Investments/Interest</b>					
Investments/Interest	106,331	75,000	75,000	100,000	75,000
<b>Investments/Interest Subtotal</b>	<b>\$106,331</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$100,000</b>	<b>\$75,000</b>
<b>Student Events &amp; Activities</b>					
Bike Lockers	897	750	750	650	585
Flea Market	296,320	300,000	300,000	320,000	310,000
Recreational Sports	0	500	500	0	0
Student Graphics & Design	1,991	0	0	2000	0
DASB Internet Lab	340	5,000	5,000	35	0
Misc. Income	864	0	0	2768	0
Misc. Income - Photo ID Replacement	1,655	0	0	1,300	0
Misc. Income - Flea Market Late Departure Fee	125	0	0	150	0
Misc. Income - DASB Registration Sticker Replacement Fee	292	0	0	200	0
Misc. Income - Black Family Dinner	0	0	0	62	0
<b>Student Events &amp; Activities Subtotal</b>	<b>\$302,484</b>	<b>\$306,250</b>	<b>\$306,250</b>	<b>\$327,165</b>	<b>\$310,585</b>
<b>Creative Arts</b>					
Band	600	600	600	600	600
Chorale & Vintage Singers	1,500	1,500	1,500	1,500	1,500
De Anza College Women's Chorus	500	500	500	500	500
Dance Program	2,500	2,500	2,500	2,500	2,500
Jazz Ensemble	439	1,000	1,000	1,000	1,200
Student Film	685	300	300	300	300
Vocal Jazz Performance/Recording	2,010	2,000	2,000	2,000	2,000
<b>Creative Arts Subtotal</b>	<b>\$8,234</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$8,600</b>
<b>Total</b>	<b>\$874,643</b>	<b>\$839,650</b>	<b>\$839,650</b>	<b>\$885,565</b>	<b>\$844,185</b>

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**1999-2000  
Proposed  
Expenses**

# 1999-2000 Adopted Expenses



**Total - \$844,185**

## Expenses 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>Administrative Expenses</b>					
Accounts Office Clerk	39,802	50,000	50,000	50,000	53,050
Accounts Office Supplies	3,730	5,000	5,000	5,000	5,000
Accounts Office System	1,377	1,500	1,500	1,500	5,000
ACUI	0	536	536	536	0
Budget Committee	42	300	300	300	300
CALSACC Dues	300	0	1,000	1,000	1,000
Copier Machine	4,394	5,000	5,000	5,000	6,180
DASB Discount Booklet	2,000	2,500	2,500	2,500	2,000
DASB Elections	1,919	3,000	3,000	3,000	2,250
DASB Executive VP	125	200	200	200	200
DASB Leadership Scholarship	0	0	0	0	20,000
DASB Leadership Training	10,000	10,000	10,000	10,000	6,000
DASB Membership Label	5,918	6,000	6,000	5,900	6,000
DASB Office Staff	9,089	14,000	14,000	13,000	30,000
DASB Offices Supplies	4,000	4,000	4,000	4,000	2,500
DASB President	200	200	200	200	200
DASB Printing	1,536	3,000	3,000	1,000	500
DASB Telephone	2,218	4,000	4,000	2,000	2,000
DASB Travel	10,767	20,000	17,524	22,291	20,000
DASB Travel-MEChA Conference	0	0	1,397	1,397	0
PTK NV/CA Regional Conference	0	0	1,023	938	0
APAHE Conference - APASL/PUSO/VSA	0	0	3,019	2,774	0
Amnesty International	0	0	4,437	4,437	0
Hospitality	75	500	500	500	1,000
Marketing and Communications Committee	886	2,000	2,000	1,000	2,000
Photo ID	11,649	10,000	10,000	10,000	10,000
Student Rights Service Day	0	600	600	600	600
VP of Administration	0	0	0	0	200
VP of Finance	200	200	200	200	200
VP of Marketing and Communications	129	200	200	200	200
VP of Programs	65	200	200	200	200
VP of Student Rights and Services	51	200	200	200	200
VP of Technology	14	200	200	200	200
<b>Administrative Expenses Subtotal</b>	<b>\$110,486</b>	<b>\$143,336</b>	<b>\$151,736</b>	<b>\$150,073</b>	<b>\$176,980</b>

\* NOTE: Stipulations and Restrictions begin on page 17. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expenses 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>Special Allocations</b>					
Summer Allocation	0	4,908	908	908	3,000
Fall Allocation	0	9,000	3,850	3,850	9,000
Winter Allocation	0	12,464	12,464	12,464	10,000
Spring Allocation	0	12,000	12,000	12,000	10,000
<b>1997-98 Special Allocation Programs</b>					
Diversity Leadership Training Workshop	3,250	0	0	0	0
Valentine Dance	420	0	0	0	0
Latino/a Leadership Network Conference	3,670	0	0	0	0
NW Indian Youth Conference	5,864	0	0	0	0
International Workshop	169	0	0	0	0
<b>1998-99 Special Allocation Programs</b>					
Tet Festival 1998	0	0	1,000	1,000	0
STAR - NAACP	0	0	1,800	1,800	0
International Students	0	0	2,350	2,350	0
<b>Special Allocations Subtotal</b>	<b>\$13,373</b>	<b>\$38,372</b>	<b>\$34,372</b>	<b>\$34,372</b>	<b>\$32,000</b>
<b>Capital Projects</b>					
DASB Campus Center Expansion	75,000	75,000	75,000	75,000	75,000
DASB Technology Projects	19,444	75,000	75,000	30,000	75,000
<b>Capital Projects Subtotal</b>	<b>\$94,444</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$105,000</b>	<b>\$150,000</b>
<b>Inter Club Council (ICC)</b>					
Inter Club Council (ICC)	47,656	50,000	42,600	42,600	50,000
<b>Inter Club Council Subtotal</b>	<b>\$47,656</b>	<b>\$50,000</b>	<b>\$42,600</b>	<b>\$42,600</b>	<b>\$50,000</b>

\* NOTE: Stipulations and Restrictions begin on page 17. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expenses 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>Student Events &amp; Activities</b>					
Bike Locker Maintenance	0	500	500	500	0
College Life-Weekly	0	0	0	0	1,150
Diversity Programs	45,764	55,000	55,000	47,000	50,000
Flea Market	85,604	115,000	115,000	110,000	124,000
Graduation	6,000	4,350	4,350	4,350	5,000
Lap Swim	0	2,000	2,000	2,000	3,000
New Student Orientation	1,265	1,100	1,100	930	500
Program Committee Events	4,472	8,000	8,000	6,000	6,000
Recreational Sports	12,474	25,000	25,000	12,000	0
Student Graphics and Design	8,520	9,000	9,000	4,000	0
<b>Student Events &amp; Activities Subtotal</b>	<b>\$164,099</b>	<b>\$219,950</b>	<b>\$219,950</b>	<b>\$186,780</b>	<b>\$189,650</b>

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## Expenses 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>College Services</b>					
Admissions and Records	2,245	2,250	2,250	2,250	2,500
California History Center	0	500	500	500	1,000
Career Center	0	2,000	2,000	2,000	0
DAC Child Development	0	5,000	5,000	5,000	0
DAC Peer Advisor Program	1,500	1,500	1,500	1,500	0
DASB Internet Lab	33,048	50,000	50,000	25,000	0
DASB Scholarship/Book Grants	19,450	25,000	25,000	25,000	45,000
Diversity Leadership Training Project	0	0	0	0	5,000
Educational Diagnostic Center	350	500	500	500	750
Euphrat, general assistance	1,999	500	0	0	0
GAIN	2,246	0	0	0	0
International Student Program	0	2,000	2,000	2,000	13,200
La Voz	9,928	0	3,000	3,000	18,000
Legal Aid	14,110	15,000	15,000	15,000	15,000
Multicultural/International Center	0	2,000	2,000	2,000	2,000
Occupational Training Institute (OTI) CALWORK	0	4,000	4,000	4,000	4,000
Office of Relations with Schools/Outreach	11,312	10,000	10,000	10,000	10,000
Phaze II	5,583	4,000	4,000	4,000	1,500
Renew Program	2,000	2,000	2,000	0	0
SLAMS	3,901	6,000	6,000	6,000	7,000
STARS (A Starting Point)	9,983	10,000	10,000	10,000	12,000
Student Activities Assistant - Activities Advisor	4,916	4,000	4,000	4,000	6,000
Student Activities Assistant - Student Activities	9,000	9,000	9,000	9,000	12,000
Transfer Center	6,293	3,500	3,500	3,500	1,500
Tutorial and Academic	2,100	0	0	0	8,000
<b>College Services Subtotal</b>	<b>\$139,964</b>	<b>\$158,750</b>	<b>\$161,250</b>	<b>\$134,250</b>	<b>\$164,450</b>

\* NOTE: Stipulations and Restrictions begin on page 17. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

## Expenses 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>Creative Arts</b>					
Art/Photo Competition	2,700	2,700	2,700	2,700	2,055
Band	2,200	2,200	2,200	2,200	2,200
DAC Chorus	1,600	1,600	1,600	1,600	1,600
Dance Program	6,968	7,400	7,400	7,400	7,000
Euphrat Museum	0	0	500	500	1,000
Film/Video Production	319	2,100	2,100	2,100	2,500
Jazz Ensemble	1,463	3,700	3,700	3,700	3,000
Orchestra	966	0	0	0	1,150
Patnoe Jazz Festival	2,200	2,200	2,200	2,200	2,500
Spring Musical	952	3,000	3,000	3,000	3,000
Vintage Singers/Chorale	3,700	3,700	3,700	3,700	3,700
Vocal Jazz Performance	5,511	5,800	5,800	5,800	6,000
<b>Creative Arts Subtotal</b>	<b>\$28,579</b>	<b>\$34,400</b>	<b>\$34,900</b>	<b>\$34,900</b>	<b>\$35,705</b>

\* NOTE: Stipulations and Restrictions begin on page 17. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expenses 1999-2000

Item	1997-1998 Actual	1998-1999 Adopted	1998-1999 Revised	1998-1999 Est. to 06/30	1999-2000 Adopted
<b>Athletics</b>					
Athletic Playoffs	5,732	4,000	4,000	4,000	4,000
Men's Baseball	3,700	3,700	3,700	3,700	3,400
Men's Football	1,389	1,400	1,400	1,306	3,000
Men's Golf Team	1,542	1,642	1,642	1,642	1,700
Men's Swim/Dive	703	1,550	1,550	1,550	1,250
Men's Basketball	3,036	3,100	3,100	3,100	3,500
Men's Cross Country	970	1,225	1,225	1,004	1,200
Men's Soccer	2,350	2,350	2,350	2,350	3,000
Men's Tennis Team	1,496	1,600	1,600	1,600	1,500
Men's Track and Field	2,078	2,400	2,400	2,400	2,400
Men's Water Polo	150	2,650	2,650	455	1,000
Women's Softball	1,837	2,550	2,550	2,000	2,500
Women's Volleyball	2,098	2,450	2,450	2,450	2,100
Women's Soccer	2,350	2,350	2,350	2,320	3,000
Women's Badminton	0	2,000	2,000	2,000	2,000
Women's Basketball	3,100	3,100	3,100	3,100	3,500
Women's Cross Country	965	1,225	1,225	990	1,200
Women's Swim/Dive	703	1,550	1,550	1,550	1,250
Women's Tennis Team	1,558	1,600	1,600	1,600	1,500
Women's Track and Field	1,808	2,400	2,400	2,400	2,400
<b>Athletics Subtotal</b>	<b>\$37,565</b>	<b>\$44,842</b>	<b>\$44,842</b>	<b>\$41,517</b>	<b>\$45,400</b>
<b>TOTAL</b>	<b>\$636,166</b>	<b>\$839,650</b>	<b>\$839,650</b>	<b>\$729,492</b>	<b>\$844,185</b>

\* NOTE: Stipulations and Restrictions begin on page 17. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

**DASB**

**Reserve Summary**

**1998-1999**

## DASB RESERVE SUMMARY FOR 1998-1999

I. Reserve Balance June 30, 1998		1,422,620
Contingency	500,000	
COP Reserve	339,187	
Unallocated Special Projects 98-99	323,878	
Unallocated Technology Reserve	136,874	
Unspent OEA Reserve	92,681	
Endowment	30,000	
II. Estimated Budgeted Revenue 1998-1999		885,565
III. Estimated Operating Expenses 1998-99		1,472,112
Operating Budget	729,492	
Allocated Special Projects Reserve	511,153	
Allocated Technology Reserve	231,467	
IV. Transfer to Foundation Account		30,000
V. Estimated Reserve Balance June 30 , 1999		806,073
Contingency	500,000	
COP Reserve	150,000	
Unallocated Special Projects Reserve	156,073	
Unallocated Technology Reserve	0	

Note: COP Reserve was reduced to \$150,000.  
 50% of the COP Reserve exceeding \$150,000, i.e. \$94,594 was transferred to Special Project Reserve.  
 50% of the COP Reserve exceeding \$150,000, i.e. \$94,593 was transferred to Technology Reserve.  
 Unspent OEA Reserve, i.e. \$92,681 was transferred to Special Project Reserve.

**DASB**

**Budget Stipulations  
and Restrictions  
1999-2000**

## 1999-2000 DASB Budget Stipulations and Restrictions

1. All Creative Arts performing groups funded in the 1999-2000 DASB budget are required to make at least one scheduled public appearance during a High Noon or Lights Out to be located inside of or within 250 feet of the Campus Center.
2. The Special Events Director must present a quarterly report for the Flea Market to the DASB Senate. The report shall include, Profit and Loss statements, inventory and other information deemed important to administer the financial well-being of the Special Events programs and services.
3. Phaze II is required to make at least one scheduled public appearance during a High Noon or Lights Out to be located inside of or within 250 feet of the Campus Center. Phaze II members must be current DASB members.
4. Any budgeteer not in compliance with the DASB Finance Code will have their accounts frozen until the Finance Committee or the Senate is satisfied deficiencies have been corrected.
5. STARS (formerly A Starting Point) \*, Career/Transfer Center, DA Counseling Peer Advisor Program, Educational Diagnostic Center, GAIN, Legal Aid, Recreational Sports, Renew, SLAMS, Tutorial & Academic Skills Center are all required to participate in a DASB Service Day, to be located inside of or within 250 feet of the Campus Center. Event to be coordinated by the DASB Vice President of Student Rights and Services.  
*\* Due to its nature as an outreach program, STARS is required to share a table with DASB for representation at all College Day events, whereas their participation in DASB Service Day is an opportunity to recruit volunteer tutorial assistance.*
6. It is recognized that the DASB financially and morally supports Multicultural/ Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Programs in concert with the DASB Advisor, will serve as the budgeteer for the Multicultural/Diversity funds. However, it is recognized that De Anza has a tradition of club, staff and curriculum support for several Multicultural programs. Wishing to maintain this tradition and support, the DASB will assign budgeteer responsibility to those staff and club advisors who have demonstrated need to administer funding sources. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Vice President of Programs may coordinate events recognizing the various Multicultural/Diversity ceremony.
7. Income Commitment: As a condition of funding all programs with Trust Accounts, the income commitment must be met by transferring funds from the Trust account to fulfill the income obligation.
8. Special Allocations: The Special Projects and Quarterly (Summer, Fall, Winter, and Spring) Allocation for all quarters is to be used for the funding of programs not in the budget or for under budgeted items. All financial requests will be routed through the Finance Committee where upon a recommendation will be made to the DASB Senate as to what action should be taken.

9. Inventory: All programs funded by DASB shall submit an inventory list to the Vice President of Finance by mid November. This list will be compiled by the Vice President of Finance and submitted to the Student Accounts Office for safekeeping.
10. Student Scholarships: All DASB scholarship recipients will be presented their scholarships at a regular Senate meeting. The total amount of these scholarships is to be at least \$25,000.
11. Recycling: All organizations using DASB funds shall be required to purchase and use recycled paper and paper products with DASB funds. The group must contact the De Anza College Recycling Program, a minimum of 72 hours prior to the activity. If a service is deemed during consultation the De Anza Recycling Program must be contacted.
12. The DASB Discount Booklet must be published by the ninth week of fall quarter.
13. The DASB Office Staff account is for a DASB Secretary, Videographer and Parliamentarian.
14. The DASB Travel account is to be used for DASB MEMBERS ONLY with Advisors (DASB Senators/ICC Officers, club members, campus organizations).
15. The VP of Student Rights and Services must host one Student Rights and Services Day per quarter (fall, winter, and spring).
16. All promotional materials for all programs funded by the DASB must have DASB boldly identified on them.
17. For any banquets/receptions funded by the DASB an invitation must be extended to the DASB President or delegate at least one month prior to the event for a welcoming address.
18. The Transfer Center must include a EUREKA college software purchase.
19. The Senate reserves the right to send at least 1 (one) and up to 2 (two) members of the senate on the DLTP Steering Committee who are not already involved with the DLTP. The Senate reserves the right to send at least 1 (one) and up to 2 (two) faculty members, administrators, students or senators to the DLTP as observers who are not already involved with the DLTP. That the Re-Evaluation Counseling be evaluated by the De Anza Curriculum Committee or any De Anza College approved decision making body who's purpose is to accredit course content in accordance to College and State Educational Standards.
20. The DASB Leadership funds must be used for multiple retreats and workshops.
21. The DASB Telephone funds are to only be used for phone cards, pagers, phone bills and phones.
22. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the senate by the first senate meeting of September.
23. The Graduation funds are to only be used for printing and graphics.
24. The New Student Orientation funds are not to be used for salaries.

25. The Career Center funds are to only be used for printing, graphics, advertising and publicity.
26. The International Student Program funds are to only be use for supplies and printing. Salaries for International Student Program are limited to a minimum of \$8.00 per hour.
27. The Office of Relations with Schools/Outreach and STARS funds are not to be used for capital expenditures.
28. The STARS funds are not to be used on conferences/team travel expenditures.
29. The entire allocation for Tutorials and Academic Programs must be used for student tutors' salaries.
30. The entire allocation for Transfer Center must be used for capital only.
31. The DASB opposes sweatshop labor, and the best way to not support sweatshop labor is to buy USA made products. Therefore, all DASB funded programs must purchase only USA manufactured apparel with the exception of specific cultural apparel.
32. DASB funds should be used to purchase recycled chlorine free paper.

**NOTE:** Failure to meet stipulations and restrictions may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year.

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# DASB

## Finance Code

## **I. PURPOSE**

This Finance Code is established to define policies and procedures for budget development, budget approval and expending of all money under the control of De Anza Associated Student Body Senate and its associated organizations in order to ensure that all financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent State and District financial regulations. Only De Anza Associated Student Body members are eligible to receive benefits and privileges outlined in this code or those specified by the De Anza Associated Student Body Senate.

## **II. SPECIAL QUALIFICATIONS**

Other than the general qualifications as stated in the DASB Senate Bylaws, the DASB Vice President of Finance shall have or be willing to obtain working knowledge of bookkeeping.

## **III. BUDGETS**

The governing principle in considering DASB Budget request will be to allocate money to those activities which will assure the greatest benefits to the Associated Student Body of De Anza College.

### **A. Use of DASB Budgets**

All finances of the organization shall be administered using a formal DASB Budget system.

### **B. Preparation of the DASB Budget:**

1. The DASB Budget Committee shall insure broad advertisement of available DASB funding by announcing the DASB Budget cycle and procedures to all De Anza Administrators, College Deans, currently funded programs, faculty associations, DASB Senate members, and appropriate campus media. Notice of this shall also be posted on the DASB Senate Bulletin Board and made known to any other interested persons.
2. The following DASB Budget calendar shall be used in formulating the Budget for the next fiscal year: By October 12 (or the following Monday) Budget forms shall be available to all prospective DASB Budgeteers. Between October 12 and the first Monday of November, two Budget workshops chaired by the DASB Vice President of Finance shall be scheduled to discuss the guidelines for requests. Ten completed DASB Budget forms shall be submitted to the Student Activities Office by the first Monday of November. Budget deliberations shall be completed by the second Monday in March. This draft will be made available to each

budgeteer and the general student body at the same time that it is presented to the DASB Senate. Appeals to the draft DASB Budget shall be held the third Monday of March if the DASB Budget Committee chooses to conduct appeals.

3. All requests for DASB Budget items must be submitted to the Student Activities Office who will issue a confirming receipt. The DASB Budget request should have the signature of the budgeteer and, when possible, a student representative.
4. The DASB Vice President of Finance shall present a proposed Budget, approved by the majority of the DASB Budget Committee to the DASB Senate by the first week of Spring Quarter.
5. The Budget shall be presented to the DASB Senate for approval which consists of a two vote process—Each vote shall require a 2/3 majority vote of the DASB Senate approval. After receiving the first two thirds approval vote, the Budget shall be posted for one week for the general public to view. If a 2/3 vote is not reached at the time of the first vote, the DASB Senate shall revise the Budget on the floor of the DASB Senate. This revised Budget shall require 2/3 approval, and may be further revised by the actions of the DASB Senate including amendments by the DASB Senate if necessary. In order to meet Board deadlines, the revised Budget will not need to be posted for the public to review, but rather, will be voted upon as the final DASB Budget.
6. Funded budgeteers will be notified of the amounts allocated by June 1. Budgeteers will be expected to provide the DASB Vice President of Finance line item amounts by June 15. If the budgeteer fails to meet the June 15 deadline, the DASB Vice President of Finance will assign line item amounts. All accounts, including DASB Senate administrative accounts, shall be held to the line item amounts.
7. DASB Executive Officer discretionary accounts shall be used to benefit the Associated Students and may be used for committee and/or administrative expenses.

C. Line Item Transfers

Requests for line item transfers of budgeted items must submit the completed forms in advance to the Student Accounts Office or DASB Vice President of Finance who will present the request to the DASB Finance Committee for approval. The DASB Finance is authorized to approve line item transfers.

D. Budget Transfers

Requests for funds transfers between DASB Budgets shall submit completed forms in advance to the Student Accounts Office or DASB Vice President of

Finance for presentation to the DASB Finance Committee. The DASB Finance Committee shall make their recommendations to the DASB Senate for final approval. Approval of Budget transfers requires a 2/3 approval vote of the DASB Senate, and a second confirming 2/3 approval vote at the next regularly scheduled DASB Senate meeting.

E. Types of accounts

1. DASB Accounts: All income and expenditures designated in the annual DASB budget.
2. Organizational Accounts: All income and expenditures of recognized clubs and organizations.
3. Trust Accounts: All income and expenditures for student events and DASB events.
4. Reserve Accounts: The current DASB Budget has four different reserve accounts.
  - a) The General Reserve as required by this DASB Finance Code. DASB shall maintain a reserve account to equal 2/3 of its previous fiscal year operation Budget or \$500,000, whichever is less. Any funds over and above this amount will be placed in the account entitled "Special Projects Allocations" (SPA). Money in the SPA account will be used for special projects that the DASB Senate feels will be beneficial to student.
  - b) The Campus Center Expansion, COP(CCE COP) reserve required by the Memorandum of Understanding signed in July 1996. Campus Center Expansion - COP, (CCE-COP) - CCE COP reserve account is required through an agreement with District Accounting to ensure payment schedules are met for the De Anza College Campus Center Expansion. In the year 2007 the debt shall be paid and this reserve account will terminate.
  - c) The Technology Reserve also required by the Memorandum of Understanding of July 1996. Technology Reserves - These funds are restricted through fiscal year 1999 for expenditures for providing Internet Services for students. After fiscal year 1999, technology reserve funds can only be used for expenditures that enhance student access to technology.
  - d) The Special Project Appropriations (SPA) reserve funds reflect all unspent allocated amounts from the previous fiscal year Budget except for CCE COP and Technology capital line items.

#### IV. EXPENDITURES FROM RESERVE ACCOUNTS

##### A. ACCESSING RESERVES

1. The DASB General and DASB CCE-COP reserves are restricted and cannot be utilized unless the DASB Senate or the College deems an emergency situation exists and the DASB Senate approves such action.
2. DASB SPA and DASB Technology reserve funds can be used to underwrite projects brought forth by students, faculty and staff. The DASB Finance Committee will consider proposals for those projects that adhere to the following guidelines:
  - a) Proposals must be for goods or services in the amount of more than \$5,000.
  - b) Project must directly benefit the general student population.
  - c) Project funds should be used in the fiscal year issued.
  - d) Only one proposal per department may be submitted.
3. Call for Proposals
  - a) By the first day of the fall academic quarter of each fiscal year, announcements will be made to the De Anza College community that DASB, through the Student Activities Office, is accepting RFP's for available reserve funding.
  - b) Completed proposals shall be due by the third Friday of Fall Quarter to the Student Activities Office. Proposals will be date stamped and the requester will be issued a receipt. Incomplete proposals will not be considered. DEADLINES WILL NOT BE EXTENDED.
  - c) The DASB Finance Committee will review each request to ensure they adhere to the guidelines. The DASB Finance Committee will make its recommendations for funding to the full DASB Senate two weeks after the deadline for completed RFP proposals. Recommendations will be presented to the DASB Senate in prioritized order as recommended by the DASB Finance Committee.
4. Approvals
  - a) DASB Senate
    - 1) The DASB Vice President of Finance presents the item to the DASB Senate with recommendations from the DASB Finance Committee for action.
    - 2) After discussion on the matter, the DASB Senate decides to approve or disapprove the matter by a 2/3 vote,
    - 3) If the item is disapproved the matter is closed,

4) If the item is approved, the affirmative vote is considered approval to post the motion for one week on the DASB Senate Bulletin Board. At the following DASB Senate meeting the matter will be reread and a final approval or disapproval roll call vote will be taken. The final vote will require 2/3 approval.

b) District Board of Trustees  
Upon final acceptance by the DASB Senate, the approved RFP's will be forward to the College President's office for submission to the Board of Trustees. It is expected the RFP's will be given to the Board as soon as possible for approval at the Board's next meeting.

## **VI. ACCESSING SPECIAL ALLOCATION FUNDS**

- A. Special Allocation Funds are budgeted specifically to serve unexpected non capital or project needs.
- B. Requests for DASB Special Allocation Funds are submitted to the Student Activities Office and forwarded to the DASB Vice President of Finance who will present the item to the DASB Finance Committee.
- C. The DASB Finance Committee will make their recommendation to the DASB Senate. A 2/3 vote is required for approval. If the item is approved, the affirmative vote is considered approval to post the motion for one week on the DASB Senate Bulletin Board. At the following DASB Senate meeting the matter will be reread and a final approval or disapproval roll call vote will be taken. The final vote will require 2/3 approval.

## **VII. CAPITAL INVENTORY**

- A. Delivery of any capital equipment (capital purchases are defined as having a retail value of more than \$1000 and a usable life of at least 12 months) purchased with DASB funds will be coordinated by the Student Activities Office in concert with the DASB Executive Vice President. Capital equipment will be tagged and inventoried prior to delivery and installation.
- B. Disposal of any DASB equipment shall follow accepted DASB Senate procedures for disposal of equipment/furniture.

## **VIII. DEPOSITS**

- A. All money collected from any source must be substantiated by pre-numbered receipts, pre-numbered tickets or other records that may be checked for the purpose of accounting for the funds.

- B. No part of the expense of any event may be paid from the money collected, but must be paid for in the manner described under requisitions (Item IX).
- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Student Accounts Accountant, who shall be a bonded employee of the District.
- D. All DASB programs and student organization funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Student Accounts Office shall issue a receipt for all moneys received.
- F. All DASB Executives shall be bonded.

#### IX. EXPENDITURES

All expenditures of the DASB Accounts or Organizational Accounts shall follow the procedures outlined below. Requisitions from DASB funds cannot be processed without the appropriate student signatures. **No deficit spending will be allowed.** No funds will be advanced on a petty cash basis. Petty cash is not available.

- A. The person seeking the DASB funds shall complete the appropriate requisition or Independent Contractor and W-9 forms. Forms shall be submitted to the Student Accounts Office for necessary signatures.
  - 1. All funds requisitioned from club accounts shall require approving signatures from:
    - a) Club Treasurer
    - b) Club Advisor
    - c) Activities Advisor
    - d) ICC Vice President of Finance
    - e) College administrator
  - 2. All funds requisitioned from DASB accounts shall have the above listed signatures, if appropriate, and the
    - a) Account Budgeteer
    - b) DASB Advisor
  - 3. Either the DASB Vice President of Finance, Activities Advisor, or DASB Advisor has the authority to hold any request for funds if circumstances merit delay.

4. In the event the Vice President Of Finance is unable to sign requisitions the following line of successive officers are authorized to approve requisitions:
  - a) DASB President
  - b) DASB Executive Vice President
  - c) DASB Vice President of SRS
  - d) DASB Vice President of Technology
  - e) DASB Vice President of Administration
  - f) DASB Vice President of Programs
  - g) DASB Vice President of Marketing and Communications.

In signing requisitions, the above mentioned officers have the same authorities as the DASB Vice President of Finance.

B. Signatures:

1. For all requisitions from DASB funded accounts the appropriate budgeteer of the account shall sign designating this is an appropriate expenditure of DASB funds, the DASB Vice President of Finance shall sign designating funds are available and approved for such an expenditure, the DASB Advisor (or designee) shall sign designating all code and bylaw procedures have been completed and the Director of Budget and Personnel shall sign representing administrative staff.
2. The DASB Vice President of Finance shall be available to sign (approve or disapprove) financial documents at least 3 times per week.
3. For information only, The DASB Vice President of Finance shall sign all Trust Account requisitions prior to processing.

C. The DASB will not assume financial responsibility for any charge item not covered by the purchase requisition issued in advance purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment of any good or service. The Student Accounts Office will facilitate the transaction in any of the following ways listed below and will note on the document the action taken.

1. Purchase Order
2. Checks
3. Open Accounts. In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be made designating authorized purchases, designated time period and maximum amount of expenditure for that period.
4. Independent Contractor

5. Payroll. The DASB may fund budgeteers to hire employees. Budgeteers hiring employees should consult with the Student Accounts Office for hiring procedures.

SEE APPENDIX "1" FOR A COMPLETE FLOW CHART EXPLANATION OF HOW TO PROCESS PAYMENTS FOR VARIOUS MATERIAL GOODS, CUSTOM DESIGN WORK AND PAYMENTS FOR INDIVIDUALS.

#### **X. TICKETS**

- A. Tickets to be sold for all DASB approved events must be secured from the Student Accounts Office. All unsold tickets must be returned to the source.
- B. Complimentary tickets to events funded by the DASB must be approved by the DASB President and the DASB Vice President of Finance.

#### **XI. MAINTENANCE OF RECORDS**

- A. Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the DASB President and DASB Vice President of Finance, Student Accounts Office, or District Internal Auditor at any time.
- B. Capital items are those items with a retail value of over \$1000 and a life span of at least 12 months.
- C. Inventory. All capital items purchased with funds will be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Student Activities Office. The DASB Executive Vice President in concert with the Student Activities Office shall have the responsibility of periodically conducting an inventory of equipment with the assistance of the appropriate department, organization or club. All equipment purchased with DASB funds remain property of DASB and will be stored on school premises when not in use. Termination of the use of this equipment shall result in it being turned over to the DASB Vice President of Finance for redistribution or sale.
- D. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the District. A written report of the audit shall be distributed to the DASB Senate through the DASB Vice President of Finance and Designee of the Board of Trustees.

#### **XII. FINANCIAL REPORTS**

The DASB Vice President of Finance shall give a financial report of DASB and Organization Accounts to the DASB Senate at least once per each quarter.

### **XIII. CONTRACTS**

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Club Advisor and DASB Vice President of Finance. All contracts must be made out in triplicate; one copy shall remain with the Club Advisor, one copy shall be filed with Student Accounts Office, and the final approved copy shall be forwarded to the contractor. Payment on contracts must be initiated by the regular requisition procedure.

### **XIV. STUDENT BODY CARDS**

- A. The cost of membership in the De Anza Associated Student Body shall be determined by the DASB Senate with the approval of the District Board of Trustees.
- B. For every student body card sold, \$2.00 shall be earmarked towards DASB Capital Projects.
- C. Lost or stolen student body cards may be replaced by the Photo ID Office after proof of prior purchase by the Registrar's Office at a replacement charge of \$5.00.
- D. Lost or stolen registration validation stickers may be replaced by the Student Accounts office after proof of prior purchase by the Registrar's Office at a replacement charge of \$1.00

### **XV. STUDENT TRAVEL CLAIMS**

- A. Recognized student organizations funded for travel must consult with the Activities Advisor about securing approval of trips and/or conferences. Anyone planning to claim reimbursement for travel expense must secure approval from DASB Travel Committee in advance of the trip.

DASB assumes no responsibility for private cars providing transportation for school activities unless previously approved by the DASB Travel Committee. All participants in a program funded by DASB shall sign a form releasing the De Anza Associated Student Body from all liability in route from, and during a club/team organization trip.

In no instance will the expense claimed be more than the actual amount expended. All expenses should be verified by written receipts. The dollar amount listed below are the maximum the DASB Senate is willing to contribute toward travel and any charges that exceed the stated subsidies will be at the expense of the person/group incurring them.

B. Travel Allowances. Group and team (based on group rates - minimum of 2 DASB students. Arrangement for car pools and/or economy/chartered airfares are expected.)

1. Hotel accommodation: \$75.00 per person/per day.
2. Total cost of food will not exceed \$40.00 per day with the following limits:

Breakfast not to exceed	\$8.00
Lunch not to exceed	\$11.00
Dinner not to exceed	\$21.00
3. When meals are provided by the Conference Sponsor then meal allowances will be reduced accordingly.
4. Mileage expense: Mileage will be reimbursed on a per mile basis only at the rate of \$0.28 per mile.

C. All persons claiming travel allowances must have a current DASB card.

#### **XVI. ADVISOR TRAVEL CLAIM**

Advisor travel arrangements shall be decided by the DASB Travel Committee.

#### **XVII. BANQUET AND ORIENTATION MEETING MEAL EXPENSE**

All budgeted activities serving meals must have the appropriate line item approved in the respective Budget.

#### **XVIII. INCOME COMMITMENT AND FUND ACCOUNTS**

All programs in the Budget which have income commitment are expected to return their committed amount to DASB. If any program at the end of the fiscal year has not reached its income commitment and has a trust fund account, that program will be obligated to use its trust fund account to reach the income commitment. This action is to be determined by the DASB Senate upon recommendation of the DASB Vice President of Finance no later than May 30.

If any program reaches its income commitment early in the fiscal year and continues to produce income using student funds, the program will be obligated to continue to deposit that money into the respective DASB income account.

## **IXX. PAYROLL**

Any budgeteer allocated DASB funds for payroll purposes (either student, classified, hourly or professional expert) shall be responsible for any deficit spending over approved amounts.

## **XX. DASB SENATE CAPITAL PROJECTS**

DASB Capital Projects are to be developed to meet specific needs of the student body that are above and beyond the regular DASB operating Budget.

- A. Each projects' duration, and budget shall be determined by the DASB Senate.
- B. Procedure for disposition of DASB Capital Projects:
  - 1. The DASB Finance Committee shall submit a line item recommendation to the DASB Senate for action.
  - 2. After discussion on the matter, the DASB Senate will take action to approve or disapprove the project by a simple majority vote.
  - 3. If the project is disapproved, a second vote must be taken to determine whether the matter will be sent back to the DASB Finance Committee for more research or for termination.
  - 4. If the project is approved by the DASB Finance Committee, it will be recommended to the DASB Senate. The affirmative vote is considered approval to post the motion for one week on the DASB Senate Bulletin Board. At the following meeting, the matter will be reread and a final approval or disapproval roll call vote, requiring a simple majority, will be held.
- C. Decision on a particular DASB Capital Project shall be binding from approval to completion.
- D. Agreements of understanding shall be made between DASB Senate and the appropriate college or district representative concerning each DASB Capital Project

## **XXI. END OF THE YEAR CLOSE PROCEDURES**

The DASB Vice President of Finance, the DASB Advisor and Director of Budget and Personnel shall mutually agree on the procedures for closing the year end operations. This will include cut off dates for requisitions, accrual, encumbrances and carry forward procedures.

## DEFINITIONS

### **Accrual:**

District Purchase Requisition has been submitted;  
District Purchase Order has been generated by District Material Services;  
Goods or services have been received by the end of the fiscal year; **and**  
An invoice has not been received in time to be processed by the year-end cut-off.

### **Accrual:**

Student Accounts Requisition has been submitted;  
Goods or services have been received by the end of the fiscal year;  
The expenditure has been authorized by Budget or by allocation;  
Commitment has been made by the budgeteer; **and** an invoice has not been received  
in time to be processed by the year-end cut-off.

### **Encumbrance:**

District Purchase Requisition has been submitted;  
District Purchase Order has been generated by District Material Services; **and**  
Goods or services have not been received by the end of the fiscal year.

### **Carry Forward:**

The expenditure has been authorized by Budget or by allocation;  
Commitment has been made by budgeteer, but the project was not completed by the  
end of the fiscal year;  
Request has been submitted to carry funds forward into the following fiscal year;  
and it has all the required authorization signatures; **and**  
All requests for Carry Forward must be submitted to the DASB Finance Committee  
as agenda items prior to the first DASB Finance Meeting in the month of May.  
DASB Senate will approve the funds to be carried forward into the following fiscal  
year.

**Fiscal year-end:** June 30

### **Year-End Cut-off:**

District Stores Requisitions  
One week prior to the District Cut-off date

District Purchase Requisitions  
One week prior to the District Cut-off date

### Independent Contractor Forms

If the request is submitted one week prior to the District Cut-off date, it will be  
processed in the current fiscal year;  
If the request is submitted less than one week before the District Cut-off date, it will  
be processed in the following fiscal year.

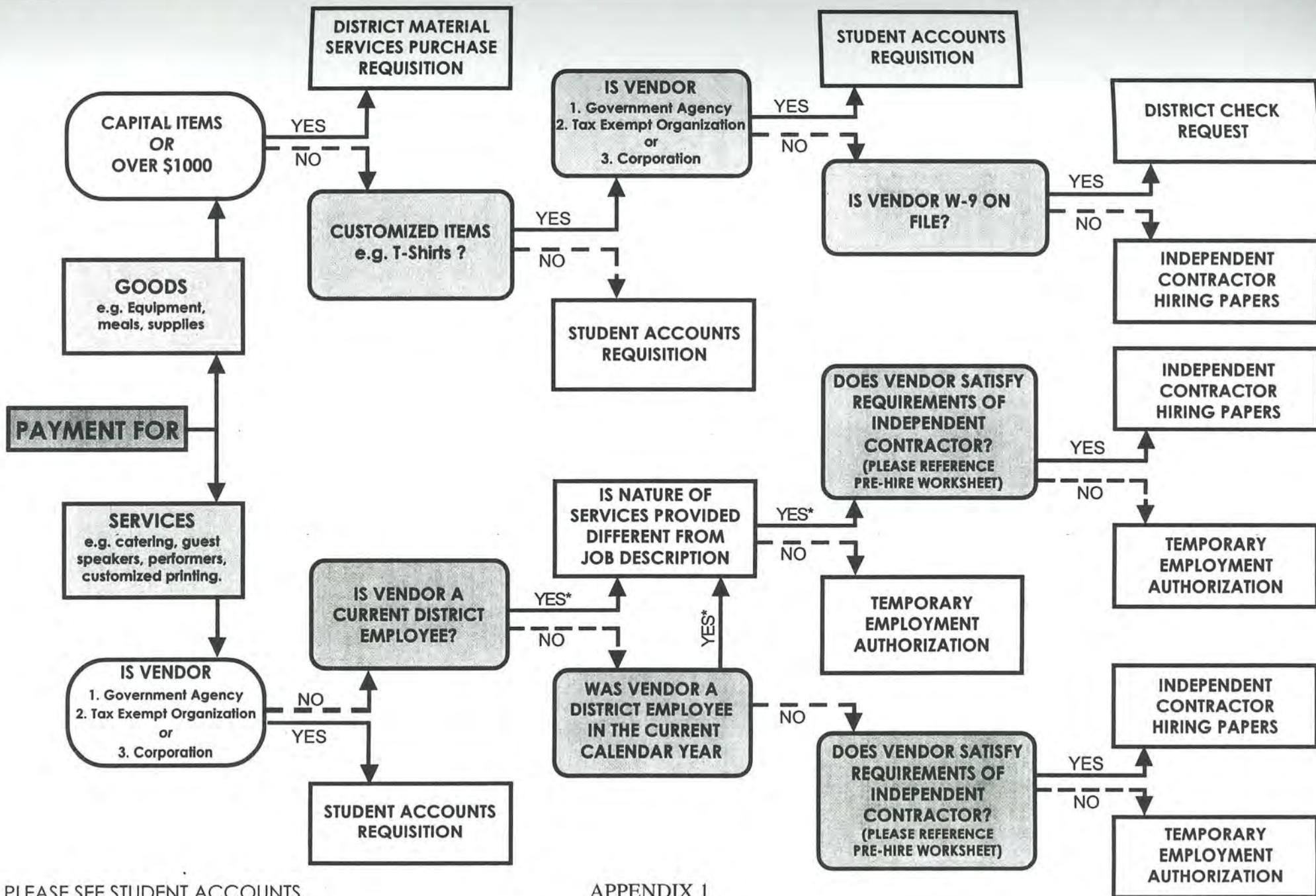
Student Accounts Check Processing Cut-off

If the Requisition is submitted by the Check Processing Cut-off date, it has all the required authorization signatures, the check will be processed by June 30;

If submitted after the Check Processing Cut-off date but before June 30, and it has all the required authorization signatures, the Requisition will be charged to current year Budget, but the check will be processed in the following fiscal year.

Revised 10/13/1998

# De Anza College Student Accounts Flow Chart for Payment Requests



\* PLEASE SEE STUDENT ACCOUNTS



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# Memorandums of Understanding



# De Anza College

Foothill  
De Anza  
Community  
College  
District

21250 Stevens Creek Blvd.  
Cupertino, CA 95014

July 25, 1996

This "Memorandum of Understanding" (MOU) is entered into by and between De Anza College and the De Anza Associated Student Body, (henceforth referred to as DASB).

## HISTORY

The DASB Senate voted in 1987 to establish a capital projects account to fund various student capital projects. The fund accumulated from charging each DASB member an additional \$2.00 to the already established \$4.00 membership fee, (the total fee was increased to \$6.00, \$2.00 of which was deposited into the DASB Capital Projects account). Initially student projects included the creation of a Macintosh Computer Lab in the Open Media Lab located in the Learning Center, partial funding of the Outdoor Events Arena, and for providing a fall back fund for shortages associated with the campus expansion.

## CAMPUS CENTER EXPANSION

The Campus Center was built using a loan from HUD funds. The general student body indebted themselves to pay off the loan to build the original Campus Center and to maintain and repair the building. This mandatory Campus Center Use Fee was set at \$4.50 per student per quarter. In 1993, the DASB Senate voted to increase the Campus Center Use Fee by \$3.00 to a total of \$7.50. It was estimated this fee, along with the \$2.00 DASB card surcharge, would create sufficient cash flow to pay the existing loan for the Campus Center, the loan needed for the Campus Center Expansion, support staff, and building repair and maintenance. Since these funds are dependent upon enrollment, the DASB Senate guaranteed available funds for payment of the COP for the Campus Center Expansion. These funds are to be used only if the revenue from the remaining Campus Center Fee (currently \$7.50) is not sufficient to pay the payment due on the COP for the expansion.

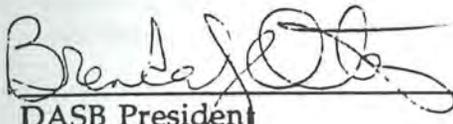
The parties to this MOU agree to the following:

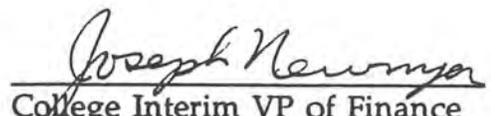
1. The DASB shall establish two new reserve accounts. One shall be titled Campus Center Expansion (CCE) COP Payments, and the second shall be titled DASB Technology.
2. The remaining balance in the District account 284201 of \$456,507.57 shall be deposited with Student Accounts with the appropriate signature cards. The amount of \$331,507.57 shall be deposited in the CCE COP Payment reserve and \$125,000.00 into the DASB Technology reserve.
3. To cover the DASB obligation toward the COP payment for 1995-96 the following will occur:
  - a. From the \$2.00 fee collected during the Spring Quarter of 1994-95, \$18,500 will be transferred to the District.
  - b. From the \$2.00 fee collected in 1995-96, \$81,500 will be transferred to the District.
4. Any remaining funds from the \$2.00 fee collected in 1994-95 and 1995-96 will be deposited in the DASB Technology Reserve.
5. From the \$2.00 fee collected in 1996-97, \$100,000 will be dedicated toward the COP Payment as a line item in the DASB Budget for 1996-97. Any projected remaining funds from the \$2.00 college fee collected during 1996-97 will be included as a line item in the DASB Technology Account. Upon receipt of adequate documentation the DASB shall, within 10 working days, transmit the \$100,000 to the District.
6. Upon receipt of adequate documentation the DASB shall, within 15 working days, transmit any funds required from the CCE COP Payment Reserve to the District.
7. By May 1 of each year, beginning with May 1, 1997, the DASB will be provided an analysis of the debt requirement and "use fee" requirement for the subsequent year. Such analysis shall include the amount from the \$2.00 fee to be dedicated toward the COP payment during the subsequent year. In addition, any excess amount in the CCE COP line item shall be made available for transfer to the DASB Technology Reserve.
8. Quarterly reports shall be presented to the DASB showing all funds collected from the mandatory Campus Center Use Fees.
9. The DASB recognizes its commitment to the College for providing funding for the CCE COP payments. The CCE COP budget and reserve will be maintained until all payments have been completed. In the event

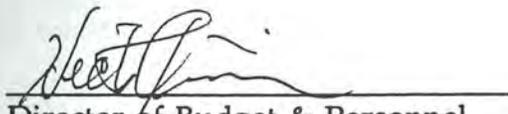
there are not sufficient revenues or fees collected to make annual payments, the CCE COP budget and reserve account will be available to supplement these payments.

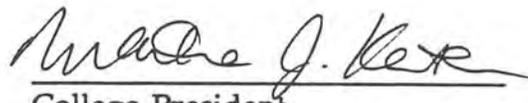
10. Expenditures of the reserve accounts shall follow the procedures outlined in the DASB Finance Code regarding SPA funds.
11. While items 2 through 4 represent the clear intent of all parties involved, the District Controller has provided (see attached) a summary of the actual transactions which accomplish these items. The actual transactions will be done in a manner which minimize the movement of funds.

Signed and certified this 25 day of July, 1996.

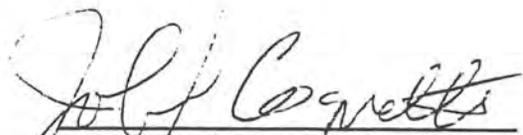
  
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DASB President

  
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College Interim VP of Finance

  
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Director of Budget & Personnel

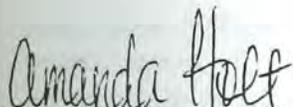
  
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College President

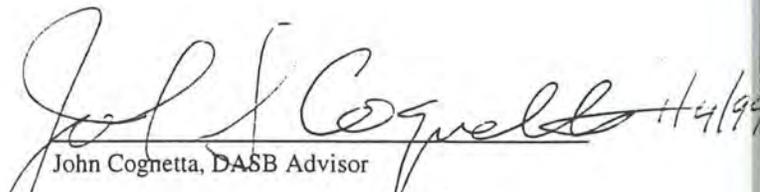
  
\_\_\_\_\_  
Dean of College Services

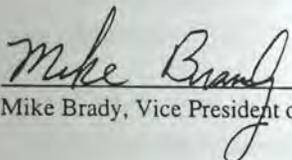
  
\_\_\_\_\_  
Director of Student Activities

Memorandum Of Understanding  
Campus Center Expansion Certification Of Participation  
(C.C.E. C.O.P. M.O.U.)

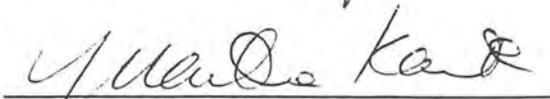
1. By April 1 of each year, beginning with April 1 of 1999, the district and the DASB will provide DASB senate with an analysis of the debt requirement, user fee, and income generation from the Campus Center operations, for each year of the past, current and projected debt years.
2. The amount in the DASB COP CCE reserve account shall reflect no less than the projected payments of the future two years of any particular current year based on the estimated payoff spreadsheet.
3. For the fiscal year '98-'99 reserve amounts over & beyond the required amount: 50% shall be transferred into the DASB Technology Reserve and the remaining 50% shall be transferred into the DASB SPA reserve.
4. Beginning in '99-2000, any COP CCE reserve amounts over the required amount will be transferred to the DASB SPA reserve account. Funds needed to increase the COP CCE reserve account will become a budgeted item to be included in the annual operating budget presented to the Board in May of each year.

  
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Amanda Holt, DASB Vice President of Finance

  
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John Cognetta, DASB Advisor

  
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Mike Brady, Vice President of Finance & College Services

12/7/98

  
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Martha Kanter, De Anza College President

Approved on September 29, 1998  
Senate Meeting at 3:30pm.

# MEMORANDUM OF UNDERSTANDING

## October 22, 1998

This "Memorandum of Understanding" (MOU) is entered into by and between the De Anza College Learning Resource Center and the De Anza Associated Student Body. This memorandum of understanding outlines the policies and procedures regarding DASB funds for purchase of library materials. While this memo specifically addresses the \$85,000 DASB has provided for purchase of library materials during the 1998-1999 fiscal year. However, the policies and procedures outlined in this MOU will apply to any future DASB funding for library material purchases.

### MATERIAL SELECTION

1. Unless specified, the term "library materials" means print and non-print materials relevant to the college curriculum, to be housed in the De Anza College Library or Media Lab. Non-print materials include audio tape, video tape, film, CDs, computer software, and software licenses.
2. Recommendations for purchase can come from any student or student organization. Prior to purchase, recommended titles will be reviewed by appropriate faculty and a list of items to be purchased presented to the DASB Senate for review only. If any Senator wishes to appeal the purchase recommendation, he/she may do so through the DASB Student Rights and Services (SRS) Committee.
3. Titles with faculty approval will be forwarded to the librarian responsible for collection development for final approval.
4. If requested, the librarian responsible for collection development can provide DASB or its representatives with the reasons a particular title was not purchased. These include: out of print, already in collection, not relevant to the college curriculum etc.

### MATERIAL PURCHASE

1. The majority of materials purchased by the De Anza College Library are done through The Baker and Taylor Company or other major library book vendor utilizing deposit accounts. DASB funds for purchase of library materials will be deposited with The Baker and Taylor Company or other major library book vendor.
2. The Library Technical Services Department will keep records of titles purchased with DASB funds and will provide DASB with a quarterly report

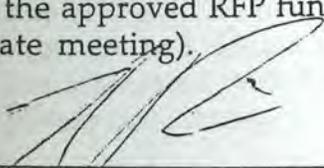
of the fund expenditures and balances.

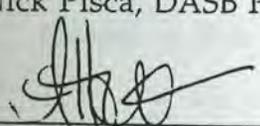
3. A portion of the DASB funds (up to 10%) will be kept on campus in a DASB account. This account will be used for titles not available from The Baker and Taylor Company or other major library book vendor but available directly from publishers and other sources.
4. Every effort will be made to expend funds in the fiscal year they were awarded. Should balances remain at the end of the fiscal year, request will be made to roll over these funds to the next fiscal year.

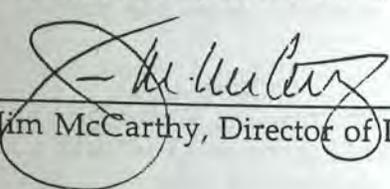
### 1998-99 FISCAL YEAR FUNDING

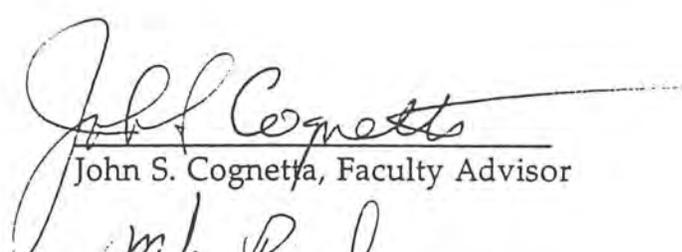
For the fiscal year of 1998-99 the following funding levels are available:

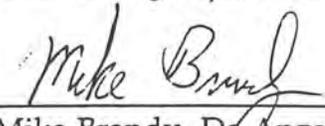
\$15,000 for general books, video tapes, instructional materials and audio tapes but not for computers or software. The remaining \$70,000 is to fund book purchases in the amount of \$10,000 for each of the following cultures and diversity categories: (1) African American, (2) European American, (3) Asian American, (4) Latino/Chicano American, (5) Native American, (6) Diversity (to include but not limited to; Gay/Lesbian, Physically Limited, Women Studies, Gender Issues, and general diversity issues), and (7) Other category. (As per the approved RFP funding of April 6, 1998 and revised at the November 24, 1998 DASB Senate meeting).

  
\_\_\_\_\_  
Nick Pisca, DASB President

  
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Amanda Holt, DASB VP of Finance

  
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Jim McCarthy, Director of Lib. Serv.

  
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John S. Cagnetta, Faculty Advisor

  
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Mike Brandy, De Anza College Vice  
President of Finance and College Serv.

front desk Library Services MOU  
Revised at the November 24, 1998 DASB Meeting

Memorandum of Understanding  
March 15, 1999

**STUDENT ACCOUNTS OPERATION AND  
ACCOUNTING SOFTWARE PURCHASE**

This memorandum of understanding is entered into by and between the Foothill-De Anza Community College District (District), De Anza College and the De Anza Associated Student Body (DASB).

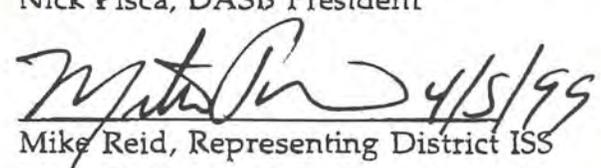
1. It is agreed that the DASB Student Accounts Office shall not be combined with the Foothill Student Accounts office nor any other District Office but shall remain functioning as a De Anza College operation serving the DASB, ICC student clubs and related student programs.
2. It is agreed that the District will contribute at least 10% of the total purchase price, (including needed Blackbaud software modules, annual support, computer server purchase and annual server support, and needed training) toward the purchase of Blackbaud accounting software.
3. It is agreed that the District will maintain the operational functionality and connectivity of the purchased server needed to operate the accounting software and related services. The DASB Senate will identify one staff person not associated with Student Account functions to work with the ISS to insure secure operations.

Signed on this date \_\_\_\_\_

 3/24/99  
Ron Galatolo, District Controller

 3/19/99  
Nick Pisca, DASB President

 3/18/99  
Hector Quinonez, Director of Budget  
and Personnel

 4/5/99  
Mike Reid, Representing District ISS