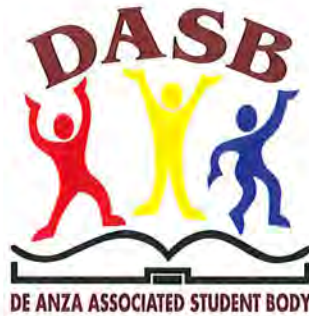


2001-2002 Budget

De Anza Associated Student Body

“Students Working for Students”



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Produced by De Anza College
Student Activities
Student Accounts

**De Anza Associated
Student Body
Message**

De Anza Associated Student Body 2000-2001

With a budget exceeding over one million dollars, this year's Senate was very fortunate in being able to allocate funds to a variety of different programs in order to benefit all students on campus. Each program that submitted a requisition for consideration proved to be very worthy of funding. Unfortunately, the need of the Campus exceeded our funds; thus, we were unable to finance all of the requests. As in the past, the limitation of our budget should not discourage any specific entity from resubmitting a request for the next fiscal year.

This year's Senate combined the prior RFP grant funded program and the annual budget process. With the unification of the two funding opportunities, additional funds became available to fund larger capital projects; an example is the marquee. Another positive impact of funding distribution are directed in support of two division, Creative Arts and Athletic Department.

In order to support programs that the previous Senates have funded, certain goals were established to complete this arduous task. The goals were used as the basis of consideration for each proposal, which included:

- To enhance student knowledge of and access to college programs for all students.
- To only fund capital items that will begin to be used by students in the current fiscal year.
- To fund programs that have limited alternative sources of funding.
- To fund programs that support and enhance diversity and equity.
- To fund programs that support and enhance efficient use of DASB funds.
- To fund programs that demonstrate continuity and value.
- To fund programs that show potential for growth

I am pleased to say that the Senate approved this year's budget unanimously, in both the first and second votes. Each senator put forth his and her time and effort to ensure that the budget covered all areas of interest of the student body. Although this was a laborious task, we, as students and Senators, have all enjoyed our participation in this learning experience.

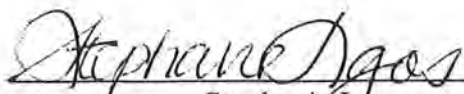
In conclusion, I would like to extend my appreciation to the members of this years Budget Committee and our team of advisors who dedicated a great deal of time and effort to ensure the success of this 2001-2002 budget.

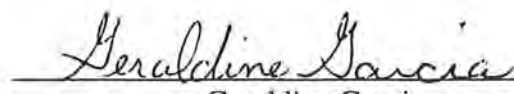
2000- 2001 Budget Committee Members

Geraldine Garcia, VP of Finance
Kea Loewen, Vice Chair of Finance
Stephanie Lagos, DASB President
Neil Parekh, Senator
David Sarkis, Senator
Brett Jensen, Senator
Christina Luna, Senator

2000-2001 Budget Advisors

John Cognetta, DASB Advisor
Lisa Ross-Kirk, Student Accounts Accountant
Allen Frische, Director of Budget and Personnel
Dennis Shannakian, Activities Administrative Assistant

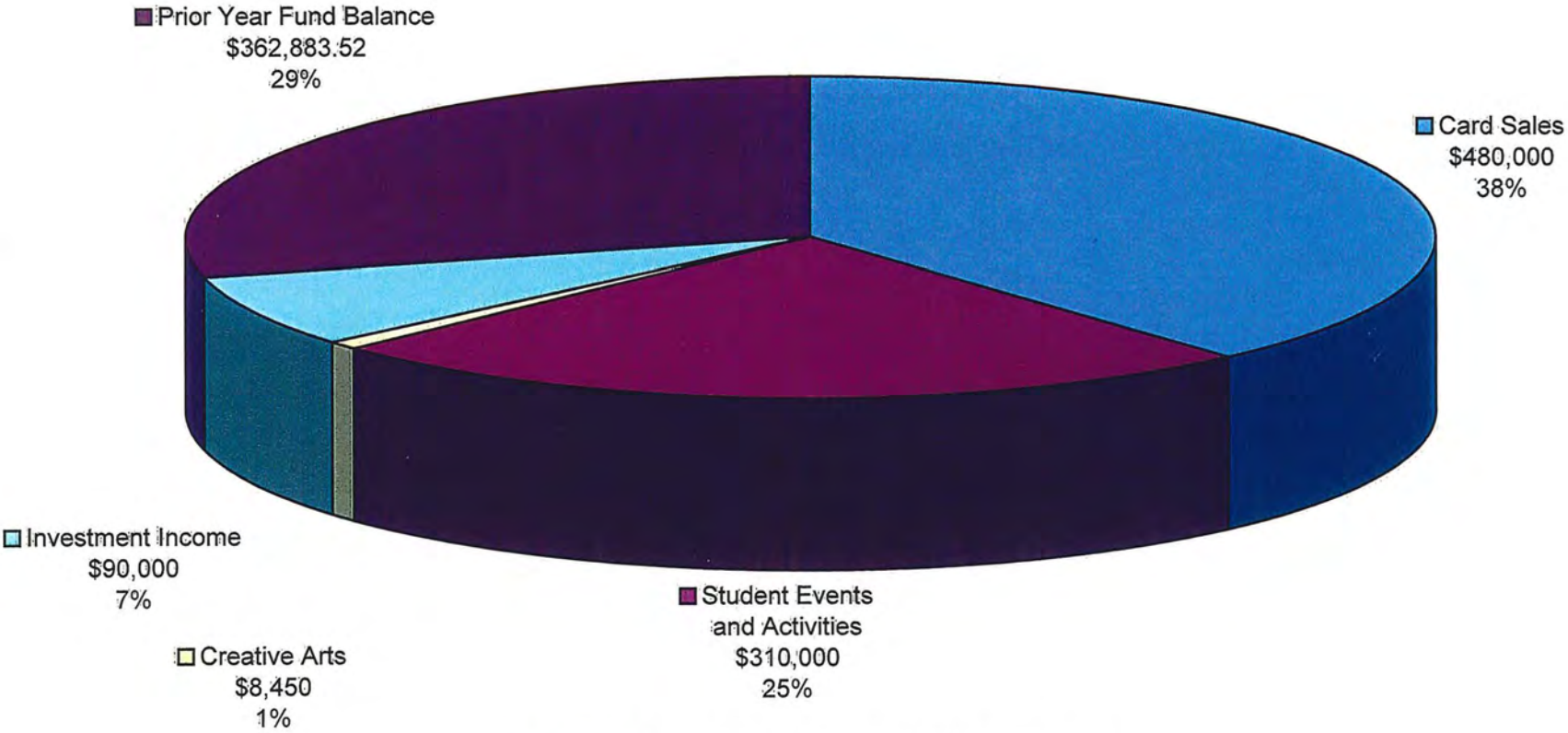

Stephanie Lagos
DASB President


Geraldine Garcia
DASB VP of Finance

DASB
Proposed Budget
for Fiscal Year
2001-2002

2001-2002
Proposed Income

Income 2001-2002



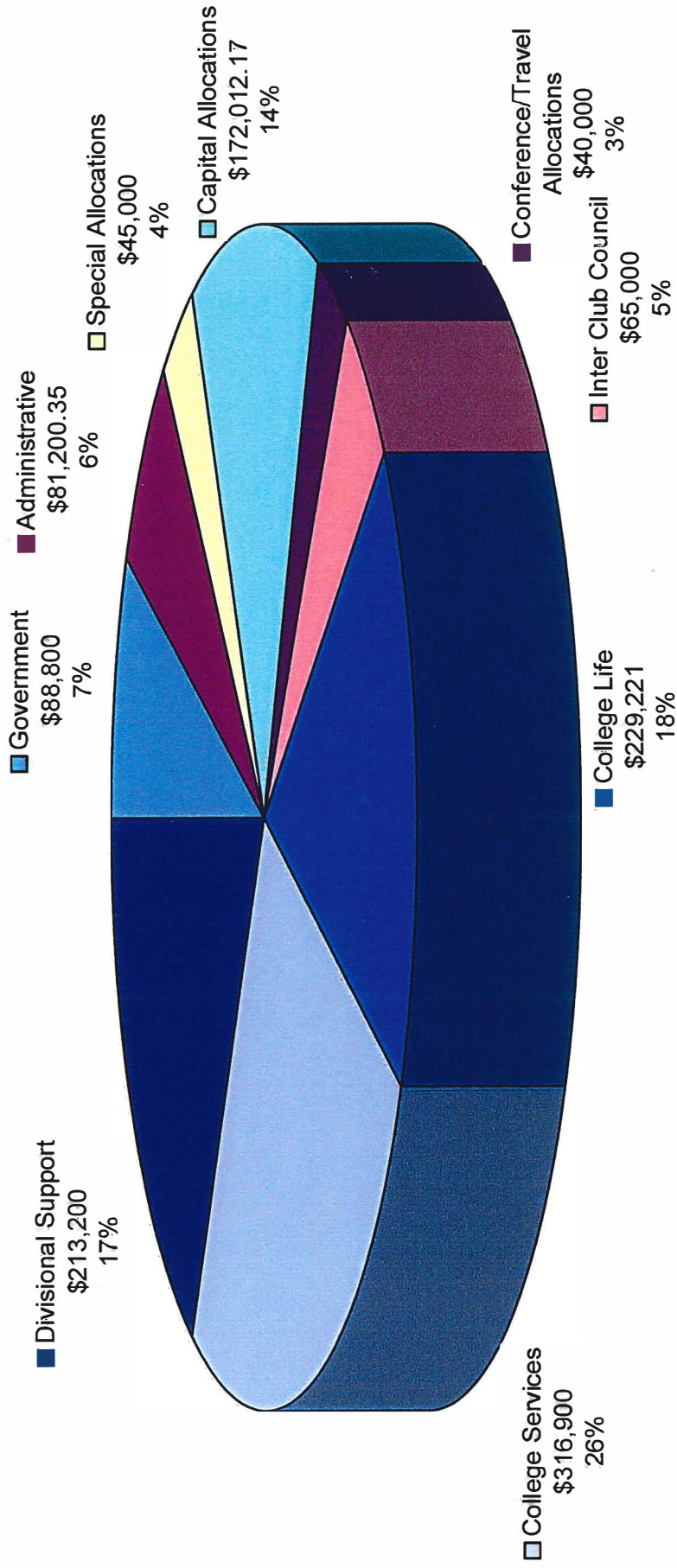
Total - \$1,251,333.52

Income 2001-2002

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
<u>Card Sales</u>					
Card Sales	486,036	470,000	470,000	470,000	480,000
Card Sales Subtotal	\$486,036	\$470,000	\$470,000	\$470,000	\$480,000
<u>Student Events & Activities</u>					
Bike Lockers	334	0	0	300	0
Flea Market	338,450	330,225	330,225	335,000	310,000
Student Graphics & Design	460	0	0	50	0
Misc. Income	789	0	0	1,249	0
Misc. Income - Holiday Boutique	1,650	0	0	1,313	0
Misc. Income - Flea Market Late Departure Fee	25	0	0	175	0
Student Events & Activities Subtotal	\$341,708	\$330,225	\$330,225	\$338,087	\$310,000
<u>Creative Arts</u>					
Band	650	650	650	650	650
Chorale & Vintage Singers	1,500	1,500	1,500	1,500	1,500
Dance Program	2,500	2,500	2,500	2,500	2,500
Jazz Ensemble	602	1,000	1,000	600	1,000
Student Film	300	300	300	300	300
Vocal Jazz Performance/Recording	2,000	2,000	2,000	2,000	2,000
Women's Chorus	500	500	500	500	500
Creative Arts Subtotal	\$8,052	\$8,450	\$8,450	\$8,050	\$8,450
<u>Investments Income</u>					
Bank of the West Investment Income	100,458	90,000	90,000	100,000	90,000
Investments Income Subtotal	\$100,458	\$90,000	\$90,000	\$100,000	\$90,000
Total	\$936,254	\$898,675	\$898,675	\$916,137	\$888,450
<u>Plus Prior Year Fund Balance:</u>					
Prior Year Fund Balance Reserve for General					350,871.35
Prior Year Fund Balance Reserve for Capital					12,012.17
Total Prior Year Fund Balance					\$362,883.52
Total Available to Allocate					\$1,251,333.52

2001-2002
Proposed Expenses

Expenses 2001-2002



Total - \$1,251,333.52

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
DASB Administrative					
Government Costs					
DASB President	152	200	200	200	200
DASB Executive VP	197	200	200	200	200
VP of Administration	87	200	200	200	200
VP of Finance	194	200	200	200	200
VP of Marketing and Communications	198	200	200	200	200
VP of Programs	21	200	200	200	200
VP of Student Rights and Services	20	200	200	200	200
VP of Technology	115	200	200	200	200
Budget Committee	300	500	500	500	400
CALSACC Dues	764	1,000	1,000	714	1,000
DASB Election	2,250	2,000	2,000	2,000	2,000
DASB Hospitality	840	500	500	500	500
DASB Leadership Scholarship	16,500	50,000	50,000	46,000	50,000
DASB Leadership Training	6,368	6,000	6,000	6,000	4,500
DASB New Senate Orientation	0	0	0	0	1,500
DASB Office Staff	9,495	18,235	18,235	9,000	17,000
DASB Printing	278	500	500	500	500
Student Rights & Services Day	0	400	1,200	800	800
DASB Offices Supplies	1,471	2,500	2,500	2,500	2,500
DASB Telephone	2,921	3,500	3,500	3,500	3,500
Marketing and Communications Committee	1,133	3,000	7,500	7,500	3,000
Government Cost Subtotal	\$43,304	\$89,735	\$95,035	\$81,114	\$88,800
Conference Travel Prior to 2000-2001					
Travel	147	0	0	0	0
CCCSAA Leadership Conference	1,893	0	0	0	0
PTK Leadership Conference	1,216	0	0	0	0
SFJ-WTO Seattle Meeting	1,468	0	0	0	0
Annual Grassroots Legislative Conference	4,072	0	0	0	0
International Women's Day	6,000	0	0	0	0
Latina Leadership Network	1,972	0	0	0	0
PTK International Convention	2,842	0	0	0	0
Conference Travel Subtotal	\$19,610	\$0	\$0	\$0	\$0

* NOTE: Stipulations begin on page 19. Some stipulations are general, others are specific to certain programs. Please check them for any and all that apply to your program.

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
Administrative Costs					
Accounts Office Staff	48,474	55,000	55,000	50,000	60,450
Accounts Office Supplies	3,873	5,000	5,000	5,000	4,650
Accounts Office System	444	5,000	5,000	5,000	5,500
Copier Machine	2,841	7,000	7,000	7,000	7,000
Variance	0	0	0	0	3,600.35
Administrative Costs Subtotal	\$55,632	\$72,000	\$72,000	\$67,000	\$81,200.35
DASB Administrative Subtotal	\$118,545	\$161,735	\$167,035	\$148,114	\$170,000.35
Allocations					
Special Allocations					
Summer/Fall Allocation	0	12,000	3,200	3,200	16,875
Winter/Spring Allocation	0	20,000	18,400	18,400	28,125
1999-2000 Special Allocations					
Language Arts UC Essay Workshop	1,021	0	0	0	0
Art Sculpture Project	0	0	0	0	0
May 1 Staff Appreciation Day	2,416	0	0	0	0
NAACP Banquet	1,100	0	0	0	0
PTK Candidacy	1,213	0	0	0	0
Bike Lockers	0	0	0	0	0
Miss Body Designer 2000	600	0	0	0	0
Sweatshop Fashion Show	1,352	0	0	0	0
Samahan	294	0	0	0	0
Homestead HS International Day	2,500	0	0	0	0
Police Relations Day	2,454	0	0	0	0
Washington DC Internship	3,500	0	0	0	0
Measure E Campaign	75,000	0	0	0	0
2000-2001 Special Allocations					
DASB Volunteer Project	0	0	500	329	0
Music Department	0	0	2,500	2,500	0
Hero Awards	0	0	1,600	1,600	0
Special Allocation Subtotal	\$91,450	\$32,000	\$26,200	\$26,029	\$45,000

* NOTE: Stipulations begin on page 19. Some stipulations are general, others are specific to certain programs. Please check them for any and all that apply to your program.

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
Capital Project Allocations					
DASB Campus Center Expansion	0	75,000	75,000	75,000	75,000
DASB Technology Projects	3,883	0	0	0	0
Capital	0	66,667	63,717	63,717	37,012.17
Tutorial Center	6,562	0	2,394	2,394	0
Student Film & Production	0	0	0	0	0
Career Center Database	0	0	0	0	0
DASB Office Furniture	0	15,000	15,000	15,000	0
Senate Office Printer	0	0	1,500	1,500	0
PE - Gym Sound System	0	0	950	950	0
DASB Scanner	0	0	500	500	0
DASB Marquee	0	0	0	0	60,000
Capital Projects Subtotal	\$10,445	\$156,667	\$159,061	\$159,061	\$172,012.17
Conference Travel					
Travel--Unrestricted	0	25,000	3,277	3,277	40,000
CCCSAA Conference	0	0	4,633	4,633	0
SDSU Leadership Institute Conference	0	0	5,273	5,273	0
PTK NV/CA Regional Leadership Conference	0	0	544	544	0
USSA 32nd Grassroots Legislative Conference	0	0	3,975	3,975	0
PTK International Convention	0	0	1,000	1,000	0
West Coast Salsa Conference	0	0	2,798	2,798	0
CA Massage & Bodywork Convention	0	0	3,500	3,500	0
Travel--Restricted:					
CalSACC	0	6,000	6,000	6,000	0
SLAMS	0	2,500	2,500	2,500	0
Band	0	1,000	1,000	1,000	0
Chorale & Vintage Singers	0	400	400	400	0
Transfer Center	0	3,000	3,000	3,000	0
Conference Travel Subtotal	\$0	\$37,900	\$37,900	\$37,900	\$40,000
Allocations Subtotal	\$101,895	\$226,567	\$223,161	\$222,990	\$257,012.17

* NOTE: Stipulations begin on page 19. Some stipulations are general, others are specific to certain programs. Please check them for any and all that apply to your program.

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
Inter Club Council (ICC)					
Inter Club Council (ICC)	27,510	55,000	55,473	55,473	65,000
Inter Club Council Subtotal	\$27,510	\$55,000	\$55,473	\$55,473	\$65,000
College Life					
Student Events					
College Life Weekly	173	0	0	0	0
Cross Cultural Partnerships	0	3,333	3,333	3,333	4,111
Flea Market	123,656	121,000	121,000	121,000	135,000
Flea Market Short & Over	330	0	0	145	0
Graduation	5,000	5,000	5,000	5,000	10,000
Holiday Boutique	120	0	0	0	0
Lap Swim	2,618	3,000	3,000	3,000	4,080
Mosaic	0	1,900	1,900	1,900	0
New Student Orientation	6	600	600	599	2,200
Program Committee Events	3,812	6,000	6,000	6,000	4,000
Visiting Speakers Series	0	10,000	10,000	10,000	10,000
Voter Registration/Get Out The Vote	0	650	650	638	1,350
Student Events Subtotal	\$135,714	\$151,483	\$151,483	\$151,615	\$170,741
Multicultural/Diversity					
General Diversity Events - Fall	0	15,000	0	0	0
General Diversity Events - Winter	0	15,000	0	0	0
General Diversity Events - Spring	0	15,000	0	0	0
General Diversity Events	0	0	3,850	3,850	52,500
Asian Pacific American	5,903	0	6,000	6,000	0
Black History	4,325	0	5,950	5,950	0
Diversity	461	0	0	0	0
Latino/a Events	2,462	0	5,000	5,000	0
Gay	776	0	1,000	1,000	0
Latino Awareness Student Recognition	3,974	5,000	5,000	5,000	5,980
Lunar New Year	949	0	1,200	1,200	0
Martin Luther King	2,000	0	2,000	2,000	0
Pow Wow	4,850	0	8,000	8,000	0
Ramadan Islamic	0	0	0	0	0
Vietnamese Cultural Festival	10,000	0	8,000	8,000	0
Women's	3,389	0	4,000	4,000	0
Multicultural/Diversity Subtotal	\$39,088	\$50,000	\$50,000	\$50,000	\$58,480
College Life Subtotal	\$174,803	\$201,483	\$201,483	\$201,615	\$229,221

* NOTE: Stipulations begin on page 19. Some stipulations are general, others are specific to certain programs. Please check them for any and all that apply to your program.

Expenses 2001-2002

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
College Services					
Activities Assistant - Student Activities	10,586	12,000	12,000	12,000	12,000
Activities Assistant - Activities Advisor	6,000	6,300	6,300	6,300	8,000
Altrans - Pro-Active Trip Plan	0	0	0	0	8,000
Admissions and Records	615	0	0	0	4,922
California History Center	500	2,000	2,500	2,500	2,000
CalWORKs Students	6,598	7,000	7,000	7,000	10,000
Counseling Center Student Assistant	0	5,000	5,000	5,000	11,000
DASB Scholarship/Book Grants	29,500	30,000	30,000	30,000	30,000
DASB Smart Card	3,307	4,000	4,000	4,000	0
Disabled Student Services	0	3,000	3,000	3,000	0
DLTP-Diversity Leadership Training Project	5,000	13,000	13,000	13,000	13,000
EDC-Educational Diagnostic Center	503	750	750	750	750
Honors Program	0	0	0	0	6,500
International Students	13,200	10,000	10,000	10,000	6,300
La Voz	18,000	18,000	18,000	18,000	18,000
Legal Aid	14,820	15,000	15,000	15,000	15,000
Library - ADA Compliant Workstation	0	0	0	0	18,000
Multicultural/International Center	1,981	3,000	3,000	3,000	6,928
Open Media Lab	0	0	0	0	70,000
Outreach	6,598	0	0	0	10,000
Phaze II	1,030	0	0	0	0
Renew	0	0	0	0	15,000
SLAMS	5,680	7,500	7,500	7,500	20,000
STARS	10,705	15,000	15,000	15,000	26,500
Transfer Center	0	0	0	0	5,000
Tutorial Center	7,146	10,500	10,500	10,500	0
College Services Subtotal	\$141,770	\$162,050	\$162,550	\$162,550	\$316,900

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
Divisional Support					
Creative Arts					
Art/Photo Competition	2,055	2,000	2,000	2,000	3,600
Band	2,110	2,300	2,300	2,300	3,960
Chorale & Vintage Singers	2,481	3,700	4,919	4,919	5,640
Dance Program	6,235	10,000	10,000	10,000	13,200
De Anza Chamber Orchestra	924	1,500	1,500	1,500	3,180
Euphrat Museum	1,000	2,500	2,500	2,500	4,380
Jazz Ensemble Performance/Recording	1,196	4,500	4,500	4,500	5,800
Patnoe Jazz Festival	2,500	2,500	2,500	2,500	3,000
Photography	0	0	0	0	15,000
Spring Musical	2,008	3,000	3,000	3,000	4,300
Student Film & Video Production	2,500	0	0	0	7,200
Vocal Jazz Performance/Recording	6,000	6,200	6,200	6,200	8,640
Women's Chorus	1,158	2,000	2,442	2,442	3,000
Creative Arts Subtotal	\$30,167	\$40,200	\$41,861	\$41,861	\$80,900
Athletics					
Athletic Playoffs	4,317	5,000	5,000	5,000	7,220
Men's Baseball	3,046	3,500	3,500	3,500	4,200
Men's Basketball	3,498	4,000	4,000	4,000	4,800
Men's Cross Country	1,162	1,200	1,200	1,200	1,300
Men's Football	3,000	3,000	3,000	3,000	12,000
Men's Golf Team	1,003	1,500	1,500	1,500	1,700
Men's Soccer	3,000	4,000	4,000	4,000	4,800
Men's Swim/Dive	1,024	2,000	1,625	1,625	1,920
Men's Tennis Team	1,239	2,300	2,300	2,300	2,760
Men's Track and Field	1,757	2,500	2,450	2,450	3,300
Men's Water Polo	1,000	1,000	1,500	1,214	1,800
Women's Badminton	1,987	1,360	1,360	1,360	2,400
Women's Basketball	3,170	4,000	4,000	4,000	4,800
Women's Cross Country	1,194	1,200	1,200	1,200	1,300
Women's Soccer	2,999	4,000	4,000	4,000	4,800
Women's Softball	2,500	2,500	2,500	2,500	3,000
Women's Swim/Dive	970	1,250	1,625	1,625	1,920
Women's Tennis Team	1,481	2,300	2,300	2,300	2,760
Women's Track and Field	2,208	2,400	2,450	2,450	3,300
Women's Volleyball	2,004	2,100	2,100	2,100	2,520
Athletics Subtotal	\$42,559	\$51,110	\$51,610	\$51,324	\$72,600

* NOTE: Stipulations begin on page 19. Some stipulations are general, others are specific to certain programs. Please check them for any and all that apply to your program.

Item	1999-2000 Actual	2000-2001 Adopted	2000-2001 Revised	2000-2001 Est. to 06/30	2001-2002 Adopted
Physical Science/Mathematics/Engineering					
Physics	0	530	530	530	0
Physical Science/Mathematics/Engineering Subtotal	\$0	\$530	\$530	\$530	\$0
Physical Education					
Massage Therapy Program	0	0	0	0	16,000
Physical Education Subtotal	\$0	\$0	\$0	\$0	\$16,000
Biological & Health Sciences					
Biology & Health Student Recruitment Program	0	0	0	0	700
Environmental Studies Building	0	0	0	0	43,000
Biological & Health Sciences Subtotal	\$0	\$0	\$0	\$0	\$43,700
Divisional Support Subtotal	\$72,727	\$91,840	\$94,001	\$93,715	\$213,200
1999-2000 Carry Forward					
Student Account Supplies	0	0	1,127	1,127	0
Student Account System	0	0	4,556	4,556	0
Art Sculpture Project	0	0	1,600	1,600	0
Bike Lockers	0	0	4,000	0	0
Tutorial Center	0	0	2,094	2,094	0
Student Film	0	0	7,900	7,900	0
Career Center Database	0	0	3,000	3,000	0
STARS	0	0	1,295	1,295	0
Band	0	0	90	90	0
Jazz Ensemble	0	0	1,804	1,250	0
Carry Forward Subtotal	\$0	\$0	\$27,465	\$22,912	\$0
Transfers					
Transfer to Club Fund	7,875	0	4,775	4,775	0
Transfers Subtotal	7,875	\$0	\$4,775	\$4,775	\$0
TOTAL	\$645,124	\$898,675	\$935,944	\$912,144	\$1,251,333.52

* NOTE: Stipulations begin on page 19. Some stipulations are general, others are specific to certain programs. Please check them for any and all that apply to your program.

DASB
Fund Balance Summary
2000-2001

DASB FUND BALANCE SUMMARY FOR 2000-2001

I. Fund 41 DASB Operating Fund Balance - June 30, 2000	687,268
Fund 41 F/B Reserved for Encumbrances	27,465
Fund 41 F/B Reserved for Carryforwards	9,803
Fund 41 Contingency Reserve	500,000
Fund 41 COP Reserve	150,000
Fund 42 DASB Special Appropriations Fund Balance - June 30, 2000	426,776
Fund 42 Unallocated Reserves	284,699
Fund 42 F/B Reserved for Encumbrances	24,827
Fund 42 F/B Reserved for Carryforwards	117,250
Fund 43 DASB Technology Appropriations Fund Balance - June 30, 2000	116,833
Fund 43 Unallocated Reserves	78,185
Fund 43 F/B Reserved for Encumbrances	16,651
Fund 43 F/B Reserved for Carryforwards	21,997
II. Fund 41 Estimated Operating Income 2000-2001	916,137
III. Estimated Operating Expenses 2000-2001	1,092,869
Fund 41 Operating Budget	912,144
Fund 42 Special Appropriations	142,077
Fund 43 Technology Appropriations	38,648
IV. Estimated Fund Balance June 30 , 2001	1,054,145
Fund 41:	
Contingency Reserve	500,000
COP Reserve	150,000
Prior Year F/B Trf. from Fund 42 Allocated to 2001-2002 Budget*	284,699
Prior Year F/B Trf. from Fund 43 Allocated to 2001-2002 Budget*	78,185
2000-2001 Net Operating Surplus Reserved for 2002-2003 Budget	3,993
2000-2001 Beg. F/B Reserved for Encumbrances+Carryforwards not reduced due to a Net Operating Surplus - Reserved for 2002-2003 Budget	37,268

* Note: DASB voted to discontinue the RFP process on 10/4/00. The fund balances available for RFP in Fund 42 and Fund 43 were transferred to Fund 41.

DASB
Budget Stipulations
2001-2002

2001-2002 DASB Budget Stipulations

1. All Creative Arts performing groups funded in the 2000-2001 DASB budget are required to make at least one scheduled public appearance during a High Noon or Lights Out to be located on campus accessible to all students.
2. The Special Events Coordinator 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. Any budgeter 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.
4. The VP of Student Rights and Services must host Student Rights and Services Day twice per year (fall and spring quarters); by the second (2nd) week of Fall Quarter and by the eighth (8th) week of Spring Quarter.
5. All services funded by the DASB are 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.
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 Diversity/Programs in concert with the DASB Advisor, will serve as the budgeter 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 budgeter 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 Diversity/Programs may coordinate events recognizing the various Multicultural/Diversity groups.
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 and Winter/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 purchase and use recycled paper and paper products with DASB funds.
12. The DASB Travel account is to be used for DASB MEMBERS ONLY with Advisors (DASB Senators/ICC Officers, club members, campus organizations).
13. All promotional materials for all programs funded by the DASB must have DASB boldly identified on them.
14. For any banquets/receptions/workshops funded by the DASB an invitation must be extended to the DASB President or delegate at least one month prior to the event.
15. The DASB Leadership funds must be used for multiple retreats and workshops.
16. The DASB Telephone funds are to only be used for phone bills and Nextel units.
17. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the senate by the first senate meeting of each quarter.
18. The DASB opposes sweatshop labor, and the best way to not support sweatshop labor is to buy USA made products.
19. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
20. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences. Any program wanting to get funding for travel must submit applications to the DASB Travel Committee.
21. The current DASB President or designee must conduct a New Senate Orientation by at least the second (2nd) weekend after Spring Quarter final exams.

22. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
23. DASB Bookgrants must be available at least winter and spring quarters.
24. For the International Students allocation \$2,100 is reserved for international student tutors for ESL and Math.
25. For the Multicultural/International Center allocation \$2,000 is reserved for capital items.
26. None of the Athletics allocations can be used for Payroll or Technical and Professional Services.
27. The funds for the Environmental Studies Building Project are not to be used for Capital.
28. The funding for the Massage Therapy Program can't be used for Technical and Professional Services.
29. All computers purchased by the DASB for use in the Learning Center must be returned to the DASB Senate when they are surplus by the Learning Center.

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

Revised: 4/19/2001, saved as: "DASB Budget Stipulations 2001-2002.doc"

DASB
Finance Code

Finance Committee Makeup

The DASB Finance Committee shall:

1. Consist of the following Voting Members:
 - DASB Vice President of Finance (Chair)
 - DASB President
 - At least three (3) other DASB Senators, but no more than five (5) other DASB Senators. During Winter Quarter the maximum shall be raised to seven (7) other DASB Senators to allow for additional input into DASB Budget preparation.
2. Consist of the following Ex-Officio Members:
 - Advisor
 - Student Accounts Accountant
3. Process all DASB finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
4. Research and review DASB expenditures as deemed necessary by the DASB President, DASB Executive Council, or the DASB Senate.
5. Oversee and ensure income commitments are met.
6. Review and propose amendments to the DASB Finance Code, referring them to the DASB Administration Committee, and act in accordance with the adopted DASB Finance Code.
7. Be authorized to manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the approved DASB Finance Code, and in the best interest of the DASB membership.
8. Meet at least weekly to discuss the next fiscal year's budget beginning by the fifth (5th) week of the Winter Quarter, or more often as deemed necessary by the DASB Vice President of Finance, the DASB President, the DASB Executive Council, or the DASB Senate.
9. Research and review other DASB Budget concerns at the discretion of the DASB Finance Committee and the DASB Senate and make recommendations to the DASB Senate.
10. Draft and propose the DASB Budget and budget stipulations for the next fiscal year to the DASB Senate.

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 Finance 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 the first day of Fall Quarter Budget forms shall be available to all prospective DASB Budgeters. Twelve 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 last week of February. This draft will be made available to each budgeter and the general student body at the same time that it is presented to the DASB Senate at the next DASB Senate meeting. Appeals to the draft DASB Budget shall be heard during the senate meetings.

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 budgeter and administrator responsible for the program area.
 4. 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.
 5. Funded budgeters will be notified of the amounts allocated by August 1. Budgeters will be expected to provide the DASB Vice President of Finance line item amounts by August 15. If the budgeter fails to meet the August 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.
 6. 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
- Budgeters requesting line item transfers of budgeted items shall submit completed DASB Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Vice President of Finance will present the request to the DASB Finance Committee for approval. The DASB Finance Committee is authorized to approve line item transfers.
- D. Budget Transfers
- Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. 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.

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.

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 or 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.

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.** Administrators are responsible for any expenditures exceeding budget allocations. Expenses will be transferred to their respective B-Budget. No funds will be advanced on a petty cash basis.

- 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) Student Activities Specialist
 - d) ICC Vice President of Finance
 - e) Administrator responsible for the program area
 - f) College administrator
 2. All funds requisitioned from DASB accounts shall have the above listed signatures, if appropriate, and the
 - a) Account Budgeter
 - b) DASB Advisor
 - c) Administrator responsible for the program area
 3. Either the DASB Vice President of Finance, Student Activities Specialist, DASB Advisor, or administrator responsible for the program area 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 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, the DASB Vice President of Finance shall sign designating funds are available and have been approved by the DASB Senate for such an expenditure, the DASB Advisor (or designee) and/or Student Activities Specialist do not approve expenditures but rather sign designating that all code, bylaw, and Senate/ICC 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 budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
6. Cash Advances. Cash advances are limited to a maximum of \$300.00 and must be accompanied with specific detail as to how the funds will be used PRIOR to being approved. Requests for reimbursements without prior

approval may be denied. Receipts must be submitted for cash advances prior to being approved for any additional advances.

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 or 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.

XV. STUDENT TRAVEL CLAIMS

- A. Recognized student organizations funded for travel must consult with the Student Activities Specialist 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. Per Diem expenses will be paid according to district standard.

2. When meals are provided by the Conference Sponsor then meal allowances will be reduced accordingly.
3. Mileage expense: Mileage will be reimbursed on a per mile basis according to district standard.

C. All students claiming travel allowances must be current DASB members.

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.

XIX. 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

XX. 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 budgeter; **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 budgeter, 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.

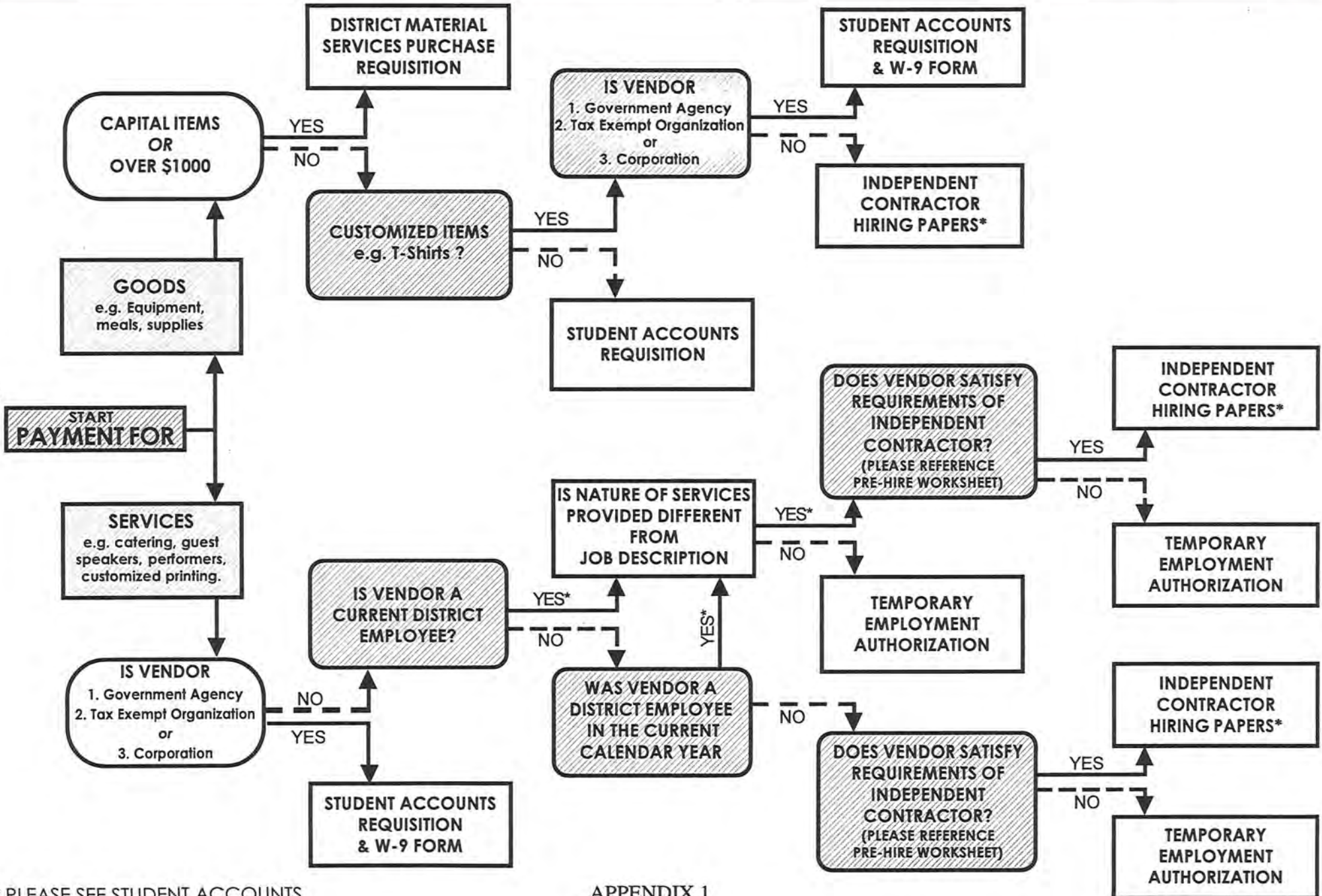
Revised: 10/13/1998

Revised: 4/12/2000

Revised: 10/4/2000

Revised: 11/15/2000

De Anza College Student Accounts Flow Chart for Payment Requests



* PLEASE SEE STUDENT ACCOUNTS

APPENDIX 1

**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:

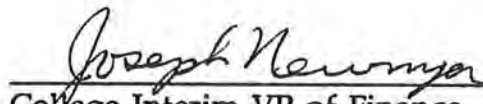
1. The DASB shall establish two new reserve accounts. One shall be titled Campus Center Expansion (CCE) COP Payments, and the second shall be titled DASB Technology.
2. The remaining balance in the District account 284201 of \$456,507.57 shall be deposited with Student Accounts with the appropriate signature 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.

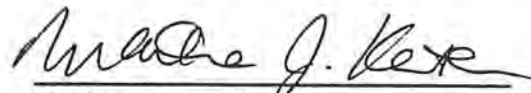
10. Expenditures of the reserve accounts shall follow the procedures outlined in the DASB Finance Code regarding SPA funds.
11. While items 2 through 4 represent the clear intent of all parties involved, the District Controller has provided (see attached) a summary of the actual transactions which accomplish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



DASB President


College Interim VP of Finance


Director of Budget & Personnel


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 transfered into the DASB Technology Reserve and the remaining 50% shall be transfered into the DASB SPA reserve.
4. Beginning in '99-2000, any COP CCE reserve amounts over the required amount will be transfered 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.

Amanda Holt

Amanda Holt, DASB Vice President of Finance

John J. Cogna 11/4/99

John Cogna, DASB Advisor

Mike Brady

Mike Brady, Vice President of Finance & College Services

12/7/98

Martha Kanter

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

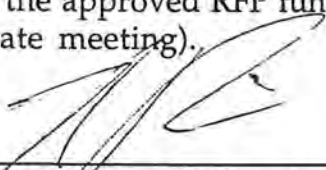
of the fund expenditures and balances.

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.

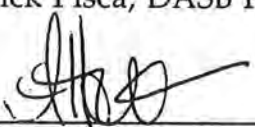
1998-99 FISCAL YEAR FUNDING

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

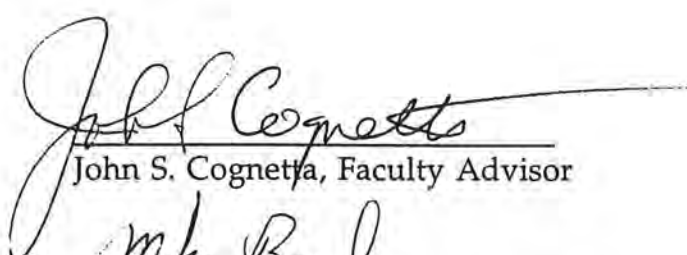
\$15,000 for general books, video tapes, instructional materials and audio tapes but not for computers or software. The remaining \$70,000 is to fund book purchases in the amount of \$10,000 for each of the following cultures and diversity categories: (1) African American, (2) European American, (3) 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



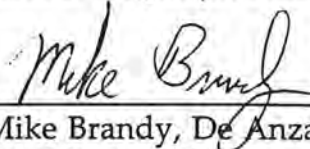
Amanda Holt, DASB VP of Finance



John S. Cagnetta, Faculty Advisor



Jim McCarthy, Director of Lib. Serv.



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 _____

 3/20/99

Ron Galatolo, District Controller

 3/14/99

Nick Pisca, DASB President

 3/18/99

Hector Quinonez, Director of Budget
and Personnel

 4/5/99

Mike Reid, Representing District ISS