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Respondent

22 Dennis Shannakian

72:27
Time to complete

Program Information

1. Program or DASG Account Name: *

College Life Office Staff

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-51345

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2170 - Classified Salary
- 2310 - Student Salary
- 2350 - Casual Salary
- 2360 - Overtime Salary
- 3100 - Contract Benefits (Required for Classified Salary)
- 3200 - Hourly Benefits (Required for Student, Casual, and Overtime Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5260 - Scholarships
- 5310 - Equip.Rental/Lease
- 5315 - Software Maintenance
- 5510 - Conference & Travel
- 5520 - Field Trips
- 5745 - Advertising
- 5906 - Credit Card Fees
- 5914 - Bad Debts
- 5922 - Misc Operating Exp
- 6412 - Software Agreements - Multiyear
- 6420 - Capital Equipment
- 7320 - Intrafund Transfers

4. What is the first Line Item you need to request funding for? *

- 2170 Classified Salary
- 2310 Student Salary
- 2350 Casual Salary
- 2360 Overtime Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers

2170 Classified Salary

Must also request 3100 Contract Benefits if requesting Classified Salary.

5. 2170 Classified Salary Amount *

Please round up to the nearest whole number.

115000

Please enter a whole number

6. 2170 Classified Salary Description *

\$25,800 - Operations Specialist & Administrative Assistant II (25%)
\$89,200 - Administrative Assistant II (100%)

3100 Contract Benefits

Required if Classified Salary has been requested.

7. 3100 Contract Benefits Amount *

Please round up to the nearest whole number.

39920

Please enter a whole number

8. 3100 Contract Benefits Description *

\$9,720 = Operations Specialist and Administrative Assistant II (25%)
\$30,200 = Administrative Assistant II (100%)

9. What is the next Line Item you need to request funding for? *

- 2310 Student Salary
- 2350 Casual Salary
- 2360 Overtime Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

2310 Student Salary

Must also request 3200 Hourly Benefits if requesting Student, Casual, or Overtime Salary.
Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines.

10. 2310 Student Salary Amount *

Please round up to the nearest whole number.

Please enter a whole number

11. 2310 Student Salary Description *

12. What is the next Line Item you need to request funding for? *

- 2350 Casual Salary
- 2360 Overtime Salary
- 3200 Hourly Benefits

2360 Overtime Salary

Must also request 3200 Hourly Benefits if requesting Student, Casual, or Overtime Salary.

13. 2360 Overtime Salary Amount *

Please round up to the nearest whole number.

Please enter a whole number

14. 2360 Overtime Salary Description *

3200 Hourly Benefits

Required if Student, Casual, or Overtime Salary have been requested. Ensure that the requested amount and description align with FHDA's Pay Levels and other applicable guidelines.

Use a rate of 1.52% of Student Salary for Student Employee Benefits. Use a rate of 10% of Casual Salary for Casual Employee Benefits.

15. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

Please enter a whole number

16. 3200 Hourly Benefits Description *

Classified Overtime
OCL Student Assistants

17. What is the next Line Item you need to request funding for? *

- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

18. Please provide a thorough description of your program. *

Operations Specialist & Student Activities Coordinator (currently Dennis Shannakian): advise DASG Senate and Committees; Manage Office of College Life; oversee Photo ID (DASG Card) and VTA SmartPass production; maintain computers and Web sites for DASG, ICC, Flea Market, Student Accounts and Office of College Life; maintain all equipment for clubs, ICC and DASG; maintain calendar of events and equipment usage; oversee DASG Elections and annual DASG Budget preparations; maintains key and email account distributions; vendor table scheduling; graphics support for DASG and ICC (posters, flyers, business cards, etc.); order office supplies and equipment for DASG, ICC, Student Accounts, Photo ID, Flea Market, and Office of College Life; general technical support. They also manage and coordinate DASG and ICC programs and services like Free Legal Advice and Bike Program.

Administrative Assistant I (currently Maliah Kenoly): This position acts as the DASG Secretary and ICC Secretary and assists with other DASG and ICC Programs and Services. The position is highly detail oriented, time and task intensive, and requires a lot of skill and experience. They process applications, update rosters, contact lists, priority registration, check eligibility, update websites, and more. Supervise Office of College Life Student Assistants.

There are plans to Reclassify these two (2) positions as Administrative Assistant II.

Student Assistants: The Office of College Life at De Anza College is here to assist in the success of each student enrolled. It is our goal to assist students in having a positive college experience. The services provided by the Office of College Life Student Assistants not only assist students but also clubs and student government. The Student Assistants support the DASG elections, bike program, and any activities associated with student government, ICC, and Clubs. The Student Assistants also produce DASG Cards and VTA SmartPass Clipper Cards for students.

19. Number of students or which group(s) of students served by this program: *

All of DASG, ICC, Clubs, Mentors@De Anza, Photo ID, VTA SmartPass, and General Student Body

20. Non-DASG Accounts and/or Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

OCL B Budget: 114000-223002-696000 \$5,300 in 2025-2026 (this does not even cover office supplies, printing, and other necessities for running the office)

OCL Fund 115: 115293-223002-696000 currently \$17,946.41 on 11/3/2025 (varies); income from vendors; usually used to augment B Budget

21. What would be the impact if DASG did not completely fund this request? *

If the Classified Professional positions are eliminated, all related duties must also cease as required by union rules. Therefore, no elections, no Photo ID, no web site updates, no Clubs or ICC, No DASG Bike Program, No DASG or ICC Secretary, and all other duties and functions provided above in item # 8 would stop. If the Student Employee positions are eliminated we would have to reduce the hours or completely eliminate the hours of front office help available for DASG, Clubs, ICC, Photo ID and SmartPass Production, DASG Bike Program, the general student body, and community members.

22. Attach any relevant documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

The Budgeter and Administrator cannot be the same person.

23. Are the Requester and Budgeter the same person? *

Yes

No

24. **Budgeter's Name** *

Dennis Shannakian

25. **Budgeter's Email Address** *

shannakiandennis@fhda.edu

26. **Budgeter's Phone Number** *

408-864-8757

27. **Budgeter's Relationship to Project** *

Budgeter

28. **Budgeter's Position on Campus** *

OCL Operations Specialist & Student Activities Coordinator

29. **Administrator's Name** *

Hyon Chu Yi-Baker

30. **Administrator's Email Address** *

yibakerhyonchu@fhda.edu

31. **Administrator's Phone Number** *

408-864-8239

32. Administrator's Relationship to Project *

Administrator

33. Administrator's Position on Campus *

Associate Dean, Student Affairs