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Respondent

24 Francesca Caparas

3391:56

Time to complete

Program Information

1. Program or DASG Account Name: *

Women's Center

2. Is this a new DASG account? *

Yes

No

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:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

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

- 2310 Student Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips

2310 Student Salary

Must also request 3200 Hourly Benefits if requesting Student Salary. Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines. Must adhere to FHDA Student Pay Levels as stated at <https://www.deanza.edu/financialaid/types/studentjobs.html>

4. 2310 Student Salary Amount *

Please round up to the nearest whole number.

Please enter a whole number

5. 2310 Student Salary Description *

3 students

\$22.07/hr

10 hours/week, 10 weeks/quarter, 3 quarters/year = 300 hours total

3200 Hourly Benefits

Required if Student Salary has been requested. Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines.

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

6. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

Please enter a whole number

7. 3200 Hourly Benefits Description *

19863 x .7% = \$139.04

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

- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

4013 Promotional Items

(Reusable Banners)

9. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

800

Please enter a whole number

10. 4013 Promotional Items Description *

1 banner for new Women's Center, 5 posters for A-frames

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

- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.

(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

12. 4015 Food Amount *

Please round up to the nearest whole number.

6800

Please enter a whole number

13. 4015 Food Description *

Refreshments for monthly events: \$200/event at 1 event/month for 9 months = \$1800.00
Annual Women's Conference: \$5000 (example: taco bar for 200 ppl ~\$4500-\$5000)

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

- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

5214 Professional Services

(Limited Engagement Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.)

15. 5214 Professional Services Amount *

Please round up to the nearest whole number.

11500

Please enter a whole number

16. 5214 Professional Services Description *

Annual Women's Conference speakers: \$7000
Monthly programming speakers: \$500/month, 9 months = \$4500

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

- 5510 Conference and Travel
- 5520 Field Trips
- 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. *

The Women’s Center will be a new space on campus opening in March 2026, but it has deep historical roots in other DASG-supported spaces such as the Jean Miller Resource Room and the Women, Gender, and Sexuality Center. The purpose of the Women’s Center is to support and uplift women-identified folks on campus through programming and services that address important issues within the community. We use an intersectional feminist framework that challenges systems of oppression related to sex, gender, and their intersecting identities.

The Center will open in classroom L73A run by a Faculty Coordinator with .25 reassigned time. The current academic year (2025-26) is dedicated to setting up the new space and developing a cohesive and sustainable vision for the Center. AY2026-27 will focus on institutionalizing the Center through deeper collaborations with campus partners, such as the Office of College Life. Therefore, we are requesting funding from DASG to ensure that our programming and services align with the needs of students on campus.

19. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

N/A

20. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

N/A this is a new Center, opening in Winter 2026

21. Attach any relevant enrolment 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:

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No answer provided.

22. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

As of the time of this application, the Center is not officially open, so we do not currently market ourselves to the entire student body. That said, we already have students supporting the space thanks to our partnerships with the Pride Center; VIDA; and the Women, Gender, and Sexuality Studies Department. Leading up to the March 2026 opening, we will be conducting oral histories of women at De Anza to include in our promotional materials which will be found on our website, around campus, and in the Center. We will work with the Office of Communications to promote our grand opening to the student body. Furthermore, the Center’s Faculty Coordinator has already been meeting regularly with the Women’s Advisory Council, the Mental Health and Wellness Center, SSRS, the Creative Arts Division, the Euphrat Museum, and other campus partners to announce the planned opening of the space. Our student interns will work on a social media campaign and outreach to students while the Faculty Coordinator will promote the Center to academic divisions and shared governance groups.

23. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

To develop the Women’s Center mission and vision, we’ve been consulting with student leaders about women’s issues that are most pressing for them. Fall 2025 we are hosting a retreat to strategize ways that students in courses ranging from Women, Gender, and Sexuality Studies, Creative Arts, and Creative Writing can get involved. Their input will shape the focus and scope of the Center. Once we officially open and start offering programs, we will collect student surveys at all of our events. We will also create virtual and physical places for students to share questions/concerns related to women’s issues that will guide our programming.

24. Attach any relevant student feedback forms, surveys, etc.

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No answer provided.

25. Does your program offer any online services? *

Yes

No

26. Does your program have any plans to offer online services? *

Yes

No

27. Online Services *

- How has your program adjusted to offering services online?
- What strategies or tools have you implemented to ensure the quality of services remains high in a virtual environment?
- If your program hasn't yet transitioned online, what specific plans or steps are in place to provide online services in the future if necessary?

Whenever possible, we plan to host speaker events in a hybrid format to accommodate students who don't live near campus or who wish to participate online. If there is demand, we will also provide online drop-in hours for the Center.

28. 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.

None, there are no dedicated funds from the college to support the Center or its programming. Only the Faculty Coordinator position is funded by the President.

Request For Information (RFI) - continued

Description:

This section ensures adherence to the DASG Budget Guiding Principles, which can be found at www.deanza.edu/dasg/budget

Public Disclosure:

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29. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

In this new iteration of the Women's Center, we will connect students at De Anza with resources to support women on campus and in the community. This means supporting women-identified students in historically underrepresented majors and/or programs, such as manufacturing, STEM, and politics. We will also provide mentorship, leadership, and networking opportunities while connecting students with campus resources to support their physical, mental, and emotional well-being.

30. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

This year, we have 4 students who wish to work with the Women's Center to support programming and developing a vision for the Center. In AY2026-27 we will hire a minimum of 3 student interns to develop their leadership skills related to women's issues, including opportunities for civic engagement and advocacy. Student leaders will identify topics and design programming connected to their interests and to the perceived needs of the college. We will also collaborate with clubs on campus whose goals align with the Center's work.

31. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

We work closely with other programs in the Equity Division, such as our Learning Communities, the Student Success Center, and VIDA. Each of these collaborations encourages civic engagement. A large part of our work also involves collaborating with campus resources such as Student Health Services, the Mental Health and Wellness Center, and the MESA Program. As the Center becomes more established, we plan to serve as a hub connecting our women-identified students to resources, programs, clubs, and leadership opportunities that can best support their educational goals. Historically, the Jean Miller Resource Room supported student clubs such as Women Empowered and Latinas in Bio.

32. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

Students thrive when they are engaged in the campus community. However, there are many educational spaces where women often feel marginalized, excluded, and/or left out of decision-making processes. The purpose of the Women's Center is to foster a sense of belonging for women on campus, whether it be in a specific discipline, in a leadership position, or in a bathroom that aligns with their gender identity. Through programs and events that support students' mental, physical, and emotional needs, we improve their educational experience so that they persist at De Anza and meet their personal goals.

33. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

The Women's Center is grounded in an intersectional feminist framework, meaning that we support and uplift the work of women-identified students and all their intersectional identities, such as race, socioeconomic class, religious background, immigration status, to name a few. While we focus primarily on women's issues, we realize that this requires understanding sex and gender in a more expansive way. Therefore, our programming will look at sex and gender equity as part of a larger system, which means analyzing not just women's issues but also how male-identified folks and masculinity are part of that social structure.

34. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

According to the UN, "The climate crisis is not 'gender neutral'. Women and girls bear the brunt of its impacts, which amplify existing gender inequalities and pose unique threats to their livelihoods, health and safety." The connection between climate justice and gender equity will remain a core principle of our programming. Furthermore, we will follow best practices for environmental stewardship by reusing materials whenever possible and promoting recycling at all in person events.

35. Attach any other relevant documents

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Public Disclosure:

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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.

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

Yes

No

37. Requester's Name *

Francesca "Chesa" Caparas

38. Requester's Email Address *

caparasfrancesca@fhda.edu

39. Requester's Phone Number *

4088648540

40. Requester's Relationship to Project *

Faculty Coordinator of the Women's Center

41. Requester's Position on Campus *

Instructional Faculty

42. Budgeter's Name *

Michelle Hernandez

43. Budgeter's Email Address *

hernandezmichelle@fhda.edu

44. Budgeter's Phone Number *

None listed

45. Budgeter's Relationship to Project *

Dean of Equity and Engagement Division, which oversees the Women's Center

46. Budgeter's Position on Campus *

Dean of Equity and Engagement Division

47. Administrator's Name *

Michelle Hernandez

48. Administrator's Email Address *

hernandezmichelle@fhda.edu

49. Administrator's Phone Number *

None Listed

50. Administrator's Relationship to Project *

Oversees the Women's Center

51. Administrator's Position on Campus *

Dean of Equity and Engagement Division