

DASG Budget Request 2023-2024

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Euphrat Museum of Art
2. Is this a new DASG account? Yes No DASG Account Number: 41-56365
3. Amount requested for 2022-2023 \$9,406
4. Total amount allocated for 2022-2023 \$5,460
5. How long has this program existed? Since 1971
6. Number of students directly served in this program: c. 2,400

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

1. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? Euphrat Museum exhibitions and events are open to all students and classes. We participate in Student Service days and put out Student Activities information and literature as it becomes available. We will continue to promote DASG membership and publicize DASG sponsorship on our flyers, postcards, and website.
2. What would be the impact if DASG did not completely fund this request? It is more important than ever that the Euphrat Museum receive DASG funding for next year. The museum does not receive any funding from the college and the pandemic had a major impact on raising revenue and past savings. We need student staff for front desk attending, installation and administrative assistance. There are many other needs that go along with the museum space including equipment, shipping costs, and special installation materials.
3. Total amount being requested for 2023-2024 (from page 3) \$ 9,214.94

Delete the Object Codes and lines within Object Codes you do not need.

Student Payroll (2310)

MUST ALSO COMPLETE THE HOURLY BENEFITS (3200) SECTION

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>General Assistant I</u>	<u>2 x \$15.37 x 6hr/wk x 20 wks</u>	<u>\$3,688.88</u>
TOTAL:			<u>\$3,688.88</u>

Hourly Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	<u>General Assistant I</u>	<u>\$3,688.88 x 1.52%</u>	<u>\$56.06</u>
TOTAL:			<u>\$56.06</u>

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Materials, preparatory and other</u>	<u>installations/exhibitions</u>	<u>\$250</u>
		TOTAL:	<u>\$250</u>

Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331,

<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	<u>Refreshments for De Anza students at 1st Thursday open mic nights</u>	<u>c. \$66.50 x 6 events</u>	
		TOTAL:	<u>\$400</u>

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	<u>Announcements and posters</u>	<u>De Anza Student Art Show</u>	<u>\$320</u>
		TOTAL:	<u>\$320</u>

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

	Item	Intended Use	Cost
1.	<u>Monthly 1st Thursday open mic events for De Anza students with host McTate Stroman II and special guests. Six events, total artist engagement fees \$750 per event.</u>	<u>Artist engagement fees</u>	<u>\$4,500</u>
		TOTAL:	<u>\$4,500</u>

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	<p>Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?</p>	<p>The Euphrat Museum of Art produces one-of-a-kind art exhibitions, events, and educational materials that cross borders of cultures and disciplines and address issues of the day. Major exhibitions include one or more projects by De Anza students displayed alongside works by renowned professional artists. Each Spring we present the De Anza Student Art Show.</p> <p>The Euphrat is the only art museum space at De Anza, in the District, and in Cupertino. The mission is to provide a venue and resource for visual ideas and communication that stimulate creativity and an interest in art among audiences of all ages.</p> <p>A unique gathering for students, virtual and in-person, are the museum's 1st Thursday open mic events. Faculty from Language Arts, Humanities, Intercultural Studies, and other divisions invite their students to attend and share. Having a platform for expression like this for De Anza students is so important for social and emotional well-being. We just held our first in-person open mic night in over two years and it was very well attended and received. A faculty member sent a student's response to participating, here is an excerpt:</p> <p>"I got up and performed. It was the first time I had ever shared my work with people I didn't know. I know I share in class but this was a totally different ball game. I got to the mic and gave a small preface to myself. I spoke my opening line and began to cry. It was like being able to share those emotions just opened the flood gates. Everyone was so understanding and so supportive. It was one of the most incredible things I've ever done."</p> <p>The museum's Arts & Schools Program reaches younger students on track to attend De Anza. At six of Sunnyvale's Title 1 low income schools we offer free-of-charge after school art classes as well as field trips to De Anza when possible. The program also offers tuition-based arts classes, and camps plus grant-funded collaborative public art projects involving children and youth.</p>

	Question / Inquiry	Program Response
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>The annual <i>De Anza Student Art Show</i> is an opportunity for students to present their best work, experience the exhibition process, and view the selected artwork installed professionally in the museum (or virtually on our website). The students receive community recognition, feedback from peers, and insight into the profession. The exhibition reception allows the public to meet the artists and talk to them about their work. Students who view the exhibition also benefit through exposure to the creative talents of De Anza students.</p> <p>Exhibitions also serve as real life labs and De Anza students learn about different aspects of art museum work from the curatorial process to installation, marketing, and community outreach. Student employees and volunteers also work as museum and Arts & Schools assistants and learn about contemporary art, multicultural art education, and art history. This experience gives students the opportunity to see if museum studies, community-based arts, or art education is a career path they might want to pursue. They learn how art and creativity relates to every subject area and can be used as a tool for communication, self-expression, and leadership development in any field.</p>
3.	Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	<p>The museum's mission revolves around inclusion and equity, every exhibition includes diverse professional artists with special projects by De Anza students, faculty, and/or K-12 students on track to attend De Anza. The Euphrat invites participation across borders and disciplines and gives students opportunities to succeed and achieve academic and personal goals like exhibiting in a professional art show and gaining a deeper understanding of the art world and career paths.</p> <p>The museum is a place where students can empower other students and share what they have learned. Events and exhibitions bring together groups and students whose paths might not otherwise cross, a key element to campus community development and civic engagement.</p> <p>Exhibitions and programming address environmental sustainability and equity issues in unique and creative ways. For example, in an exhibition about environmental issues, <i>Burning Ice</i>, students enrolled in Internship in Art with the museum director created an installation featuring a 16' tall 'waterfall' of recycled plastic bottles and plastic wrap. Another museum-initiated student project, <i>Toxic Networks</i>, won a Stanford Human Rights Educational Initiative Outstanding Project Award. Opportunities like this for students are unique and improve the quality of education at De Anza.</p>

	Question / Inquiry	Program Response
4.	<p>Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.</p>	<p>We advertise our exhibitions and events to the general student population via postcard announcements, flyers, and posters as well as online and print calendar listings, articles in La Voz and more. Exhibitions and events are listed on the college and museum websites as well as in community publications like the Mercury News, the Metro, and the Cupertino Courier and Sunnyvale Sun.</p> <p>Exhibition themes, projects, and events are planned with equity and outreach to underserved students at the center. The current in-person show, Hamsters, Hedgehogs, and Hummingbirds, explores how humans relate to, imagine and interact with the animal world. Included is a site-specific installation by De Anza alumni Joseph Rodriguez who recently earned a Masters in Fine Arts degree. At the center of his installation is a traditional Huichol jaguar sculpture that symbolizes the strength and perseverance he needed to earn and fund his degrees. He serves as a role model for De Anza students and reflects our diverse student population.</p> <p>We also get creative and work with students to spread the word. One collaborative student project involved making a couple hundred ceramic fortune cookies that we fill with a fortune that invites one to find the museum and collect a prize. We'll be placing these around campus so new students can discover De Anza's art museum in a fun way.</p>
5.	<p>Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.</p>	<p>Museum exhibitions and events promote equity and inclusion on campus and in the community. For example, a 2022 museum collaborative public art project, <i>Picturing the World We Want to See</i>, involved a team of Creative Arts students painting a mural next to the campus center to welcome students and the De Anza community back to campus after the pandemic and acknowledge the isolation we all experienced. A visit to any Euphrat exhibition is an opportunity to see and discuss artworks and ideas by diverse artists from a variety of underrepresented communities.</p>
6.	<p>How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.</p>	<p>We pivoted to online exhibitions and events including the De Anza Student Art Show during the pandemic. We are back to in-person exhibitions and events though we can present virtual programming again as needed.</p>
7.	<p>Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.</p>	<p>Student Payroll (2310), Technical/Professional (5214)</p>

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly. Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<p>The museum serves the whole De Anza population with specific outreach and collaborations with the Office of Equity, Creative Arts, Multicultural Center, HEFAS, and across divisions and subject areas.</p> <p>For example, last week De Anza ceramics classes visited the current exhibition which features two renowned ceramic artists including the head of San Jose State’s ceramics program. On Thursday students from poetry and creative writing classes and the Pride Center participated in the museum’s 1st Thursday open mic event and on Tuesday we collaborated with the De Anza Latinx Association and the Office of Equity on Día de los Muertos Altar Visits. We presented one honoring pets who have passed in alignment with the show about animals.</p> <p>We anticipate a total of 2,400 student visits this year, to increase as more classes are held in person. Another 250 reached through virtual programming.</p>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<p>We often receive feedback from students through faculty/class visits and related assignments.</p> <p>Students expressed a strong interest in returning to in-person 1st Thursday open mic nights and exhibitions and we responded. The 2022 De Anza Student Art Show was held in the museum and featured 35 visual art, design, and animation student works. For the spring 2023 show we anticipate receiving over 75 student artworks.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding 	<p>The museum receives <u>no funding from the college</u> so the one staff person raises the funds to cover that salary and benefits, student and casual staff, and all other museum and program expenses. This is in addition to curating and producing exhibitions, events, and special projects and directing the campus and community-based Arts & Schools Program.</p> <p>A majority of the funding that supports the museum comes through a revenue stream from in-person after school art classes and summer camps for children and youth. The pandemic has greatly impacted this.</p>

	Question / Inquiry	Document Name / Additional Response
		<p>Funds currently in the foundation account must be used for this year's salary and benefits for the director. The Fund 15 account has to cover Arts & Schools program instructors and project expenses. The endowment cannot be used.</p> <p>Fund 115286, General Euphrat Museum – -\$9,763.49* Fund 844475, General Euphrat Museum – \$62,890.92 Fund 845401, Euphrat Museum Endowment – \$73,981.84</p> <p>*fund is currently negative \$9,763.49</p>

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is 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.**

Budgeter and Administrator Information

Budgeter’s Name:	<u>Diana Argabrite</u>
Phone Number:	<u>408-864-5464</u>
Email:	<u>argabritediana@fhda.edu</u>
Relationship to Project:	<u>Director of the Euphrat Museum of Art</u>
Position on Campus:	<u>Museum Programs Coordinator</u>
Administrator’s Name:	<u>Sam Bliss</u>
Phone Number:	<u>408-864-8275</u>
Email:	<u>blissam@fhda.edu</u>
Relationship to Project:	<u>Euphrat Museum of Art’s division Dean</u>
Position on Campus:	<u>Dean, Community Education</u>

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 8/23/2022)