



**New Classified Staff and Administrator Request Justification**

**Complete One Per Program/Area**

**Date: April 30,2024**

**Division: Administrative Services**

**Program/Area: College Fiscal Services, Student Accounts**

**Number of Positions Requiring New Funding (does not apply to refilling existing positions): 2**

<b>Requested Position</b>	<b>Classified or Administrative Position</b>	<b>Salary Schedule or Position Grade</b>	<b>Area Ranking*</b>
Accounting Assistant II	Classified	ACE C1 – 43 Step 7 Requesting 100% funding	1
Accountant II	Classified	ACE C1 – 59 Step 7 Requesting 40% funding	2
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\* if requesting more than one position within the same area, please provide the area’s priority ranking for each position to help inform RAPP of the priority preferences as determined by the area.

**Guiding Principles**

De Anza College's [mission](#) and [Educational Master Plan](#) serve as guiding principles for programs to facilitate continuous development, implementation, assessment and evaluation of their program effectiveness as part of ongoing planning efforts.

De Anza identified the following areas within its educational master plan:

- *Outreach, Retention, Student-Centered Instruction and Services, Civic Capacity for Community and Social Change.*

Through its [Equity Plan Re-Imagined](#), it identified the following framework to work towards narrowing long-standing equity gaps:

- **Racial Equity:** Faculty members, classified professionals and administrators should: recognize the realities of race and ethnicity for students of color. Develop intersectional understanding of the ways in which institutional racism shapes educational access, opportunity and success for Black, Filipinx, Latinx, Native American, Pacific Islander and other disproportionately affected students.
- **Student Success Factors:** The College should ensure students: Feel connected to the

college; Have a goal and know what to do to achieve it; Actively participate in class and extracurricular activities; Stay on track – keeping their eyes on the prize; Feel somebody wants them to succeed and helps them succeed; Have opportunities to contribute on campus and feel their contributions are appreciated.

**Based upon these guiding principles, please provide information for each of the following areas:**

### **A. Program Information**

1. Provide a brief job description of the position in 3-4 sentences so the committee can better understand the scope and duties of the position.

We are requesting funding for 2 critical positions in the Student Accounts Office.

***Accounting Assistant II*** – Assist with the daily operation and the processing of all the financial transactions for the De Anza Student Government (DASG), Inter Club Council (ICC), Club accounts and the Flea Market. **100% funding request.**

***Accountant II*** - Oversee the daily financial operation of the Student Accounts Office, manages the annual budget and ensure the proper accounting, safeguarding, and reporting of all the assets and financial transactions for the De Anza Student Government (DASG), Inter Club Council (ICC), Club accounts and the Flea Market. **40% funding request.**

2. Provide a brief overview of the services the program provides and how they align with the mission of the college. How does the program facilitate continuous development, implementation, assessment, and evaluation of program effectiveness and goal attainment congruent with institutional [mission](#), the [Educational Master Plan](#), and the [Equity Plan ReImagined](#)?

The Student Accounts Office serves the De Anza Student Government (DASG), which is composed of students who have one goal in common – to advocate for students' needs and represent students on campus.

DASG is dedicated to promoting diversity, leadership, and student empowerment by advocating for programs, services and activities that serve to enrich the student experience at De Anza. The Student Accounts Office manages a budget of more than \$1 million, and hundreds of programs and events in the interests of the student body.

3. What are the historical staffing patterns within the program over the last few years?

For decades, the Student Accounts Office has served De Anza's student body with 2 permanent classified staff, which originally were fully funded by the college's unrestricted general fund.

In 1994, as the college experienced a budget reduction, DASG starting funding 25% of the Accounting Assistant II position. Then, between 1994 and 1999 the funding was increased to

50%. In 2003-2004, DASG funded another increase to 75% of the position. In 2012-2013, the college administration requested DASG to cover 100% of the Accounting Assistant II and 40% of the accountant II positions.

This has not been equitable for DASG as the past funding requests were considered temporary but with each budget crisis the college has shifted the financial responsibility to DASG, limiting the students from using their resources to fund many of the student focus activities and achieve their main objectives.

4. What types of disaggregated data are used to address the program's goals and objectives?

As student enrollment continues to decline, the students' fees, as the main source of revenue has been also impacted. The combination of decline in revenue and increase in costs of salaries, benefits and inflation in general, DASG had to scaled down the financial support to many of the student activities.

5. What evidence does the program use to create strategies for improving student learning, development and success?

The Student Accounts participates and provides guidance to the DASG senate in the process of developing the annual budget. The accountants monitor and track the budget, produce monthly financial statements, and provide budget and financial guidance to DASG Senate.

6. What assessment plans and processes does the program use to document progress toward achievement of its mission, goals, outcomes and objectives?

The Student Accounts Office staff has maintained the same level of support to the student activities, either in person and remotely. The office documents the services provided to the students during the fiscal year as a method of measuring the services provided to the students. The 2 classified staff positions provide critical support to DASG, ICC, the Club accounts and the Flea Market in the process of achieving their goals, outcomes, and objectives.

7. How does the program respond to the needs of individuals, constituents, and populations with distinct needs to ensure equitable access for all students?

The student accounts office directly serves the entire student population on campus, faculty and staff. The office provides in person and remote services, guidance on the budget development process and fund allocation to various programs to support all students in an equitable manner.

8. How does the program develop, adapt and improve programs and services in response to the needs of changing environments, populations served and evolving institutional priorities?

The combination of declining revenues and the impact of COVID-19, has presented DASG with many financial challenges, however, DASG was fortunate to received federal support for lost revenue through the Higher Education Emergency Relief Fund (HEERF). The one-time funding received allowed DASG to adapt during difficult times and to continue supporting the students' goals, but the funding is not sustainable.

This is why we are requesting RAPP allocation to bring back the Accounting Assistant II and the Accountant II positions to their original funding source, the Unrestricted General Fund.

**B. Justification for EACH requested position, please respond in 300 words or less.**

The *Accounting Assistant II position* is currently being held by Jennifer Nguyen. This critical position directly supports the daily operations of the De Anza Student Government (DASG), Inter Club Council (ICC), Club accounts and the Flea Market.

Jennifer processes all financial and accounting transactions in an accurate and timely manner in accordance with the district and student body's accounting policies and procedures.

This position also provides guidance to the various student activities and financial responsibilities such as cash handling procedures for planned fundraises. Also, assists the Office of College Life with the preparation to various club event.

Jennifer reviews all requisitions, Independent Contractor Agreement, Line-Item Budget Transfers, and all other financial forms for accuracy – receipts/invoices, calculations, etc. She communicates with students, faculty, and staff regarding missing or incomplete submitted paperwork. She verifies if funds are available in the account before processing any disbursements.

If unrestricted general fund is not allocated for the Accounting Assistant II position, then DASG students will need to use revenue from their declining students' fees to fund this position, which will reduce their annual budget available and provide less support to their student activities, making it even more difficult to achieve their student goals.

The *Accountant II position* is currently being held by Lisa Kirk. This critical position directly supports the financial operations of the De Anza Student Government (DASG), Inter Club Council (ICC), Club accounts and the Flea Market.

This position oversees the daily financial operations of the Student Accounts Office and all aspects of

receiving and disbursing funds. Lisa verifies documentation submitted with financial requests. She reviews the data entry into the computerized accounting system for Cash Receipts and Accounts Payable to ensure correct accounts, amounts, and descriptions before posting to general ledger accounts. She prepares daily bank deposits and resolves any discrepancies. She verifies and summarizes all expenses that flow through the District bill back accounts and reconciles with the monthly District invoice for payment for Independent Contractors, payroll, and other charges paid by the District for DASG, ICC, and club accounts. Lisa creates Positive Pay electronic files and sends them to the bank for all checks processed through the Accounts Payable module in Financial Edge computerized accounting software.

Lisa attends a variety of meetings and provide financial guidance and other information to the students. Meetings include the DASG Finance and Budget Committee and the DASG Senate to serve as a financial advisor. She presents information to club officers at the Inter Club Council (ICC) financial orientations, including cash handling requirements. She also provided DASG revenue projections for the next fiscal year as well as work with DASG on their annual budget to ensure a balanced budget. Lisa assists with developing the DASG Budget Book for Board of Trustees review/approval of the DASG budget. Meetings with DASG Finance and DASG Senate require weekend and evening hours during annual budget deliberations.

If unrestricted general fund is not allocated for the Accountant II position, then DASG students will need to use revenue from their declining students' fees to fund this position, which will reduce their annual budget available and provide less support to their student activities, making it even more difficult to achieve their student goals.