

SAC REASOURCE ALLOCATION REQUEST FORM FY 2025/26 (Student Services)

Unit	Fiscal Year	Request Type	Item Description	Facilities Improvement Request?	Has this request been submitted to other funding sources?	Is this an annual on-going expense?	Estimated Cost	ITEM FUNDED? YES/NO	GL Account will be added during the funding period	Funded Amount
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Marketing & Application Development	Student Leadership Academy: Marketing materials (Tablecloth, Retractable Banner, Printing Costs)	No	No	No	\$500	Yes	13-0003-649000-19705-4610	\$500
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Other	SLA:Leadership Challenge for Student Services Coordinator to be a trained facilitator in order to provide leadership foundation training to students entering Student Leadership Academy. This leadership model will be incorporated through the program.	No	No	No	\$4,050	Yes	13-0003-675000-19705-5210	\$4,050
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Other	Student Leadership Academy: Networking mixer at the end of each semester where students completing the semester program can be recognized for completion, connect with industry professionals, and practice key leadership techniques.	No	No	Yes	\$4,550	Yes	11-0000-649000-19705-4610	\$4,550
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Personnel (Non-Instructional)	Peer Mediator Program: Hire student peer mediators to serve time meeting with students needing assistance to navigate difficult conversations with other students, provide resources to manage conflict and campus guidance.	No	No	Yes	\$15,500	Yes	11-0000-649000-19705-2340	\$15,500
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Personnel (Leadership)	Student Leadership Academy: Presenter Fees / Honorariums (estimated costs)	No	No	Yes	\$6,000	Yes	11-0000-649000-19705-5100	\$6,000
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Personnel (Non-Instructional)	Student Accountability Interim Clerk: in the interim of approving and hiring a permanent admin clerk, this interim would provide support during the hiring phase.	No	No	No	\$40,000	Yes	13-0003-649000-19705-2320	\$40,000
Student Services - Student Affairs - Manager Division	2025 - 2026	Equipment (Non-Instructional) > \$1,000 per item	Purchase laptops or I-pads, security cord, and stands (10) for Starfish check-in/kiosks to track students utilizing services and events in Student Affairs programs (Affinity Centers/Programs and Outreach)	No	No	No	\$10,000	Yes	13-0003-649000-19620-6410	\$10,000
Student Services - Student Advocacy & Accountability	2025 - 2026	Marketing & Application Development	Accessible Materials	No	No	No	\$1,500	Yes	13-0003-649000-19705-4610	\$1,500
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Personnel (Non-Instructional)	Short-Term: Title IX Specialist-Student Program Spec.	No	No	No	\$40,000	Yes	13-0003-649000-19705-2320	\$40,000
Student Services - Disabled Student Programs & Services	2025 - 2026	Equipment (Instructional) > \$1,000 per item	Android & iOS Devices - laptops and/or tablets with Android and iOS operating systems to allow opportunity to evaluate, train, and support students' utilization of assistive technology on these widely-used platforms.	No	No	No	\$5,000	Yes	13-0003-493031-19525-6410	\$5,000
Student Services - Disabled Student Programs & Services	2025 - 2026	Other	Assistive Listening Devices (ALDs)	No	No	No	\$20,000	Yes	13-0003-642000-19525-4610	\$20,000
Student Services - Center for Teacher Education	2025 - 2026	Conferences	Student Travel Expenses	No	No	Yes	\$500	Yes	11-0000-649000-15330-5905	\$500
Student Services - Center for Teacher Education	2025 - 2026	Conferences	Institutional Dues and Organizational Memberships	No	No		\$712	Yes	11-0000-649000-15330-5300	\$712
Student Services - Center for Teacher Education	2025 - 2026	Conferences	Transportation - Students	No	No	Yes	\$2,200	Yes	11-0000-649000-15330-5966	\$2,200

Student Services - Center for Teacher Education	2025 - 2026	Conferences	Conference Expenses / Staff and Student Pre-Professional Development	No	No	Yes	\$8,500	Yes	11-0000-675000-15330-5210	\$8,500
Student Services - Center for Teacher Education	2025 - 2026	Contracted Services (Non-Instructional)	RTTC Keynote Speaker: Stipend + Travel	No	No	Yes	\$1,500	Yes	11-0000-649000-15330-5100	\$1,500
Student Services - Center for Teacher Education	2025 - 2026	Personnel (Non-Instructional)	Classified Overtime Costs for Road to Teaching Conference (M&O and ITS)	No	No	Yes	\$2,000	Yes	11-0000-649000-15330-2350	\$2,000
Student Services - Center for Teacher Education	2025 - 2026	Personnel (Non-Instructional)	Student Assistant	No	No	Yes	\$12,517	Yes	11-0000-649000-15330-2340	\$12,517
Student Services - International Students Program - Manager Division	2025 - 2026	Other	J-1 Visa Program Sponsorship Application Fee	No	No	No	\$3,982	Yes	13-0003-732000-19535-7620	\$3,982
Student Services - Academic Talent Search - Manager Division	2025 - 2026	Personnel (Non-Instructional)	(2) Student Services Specialist (ADDITIONAL SHORT-TERM HOURS/+6hrs/week/35 weeks)-Century High School, Saddleback High School, Santa Ana High School, Valley High School (Copied on 10/25/2024, 12:24:09)	No	No	Yes	\$16,838	Yes	11-0000-649000-19565-2320	\$16,838
Student Services - Academic Talent Search - Manager Division	2025 - 2026	Personnel (Non-Instructional)	Student Services Coordinator (ADDITIONAL SHORT-TERM HOURS/+6hrs/week/35 weeks) (Copied on 10/25/2024, 12:09:55)	No	No	Yes	\$10,844	Yes	11-0000-649000-19565-2320	\$10,844
Student Services - TRIO SSS & UB - Manager Division	2025 - 2026	Supplies (Non-Instructional)	Requesting funds for (100) TRIO sashes for graduating and/or transferring students, as these are not an allowable expense under grant funds.	No	No	Yes	\$3,500	Yes	11-0000-649000-19560-4610	\$3,500
Fainbarg Chase Thrive Center - Student Development	2024 - 2025	Other	Basic Needs: Food Assistance,	No	No	Yes	\$200,000	Yes	12-2390-732000-19705-7671	\$200,000

Requested Totals **\$410,193**

Approved Totals **\$410,193**

Student Services - Student Services VP Office	2025 - 2026	Software/Licenses/ Fees (Non-Instructional)	CRM Student Engagement Platform	No	No	No	\$190,000	No		
Student Services - International Students	2025 - 2026	Marketing & Application Development	Study in the USA online marketing profile	No	No	No	\$11,000	No		
Student Services - Center for Teacher Education	2025 - 2026	Supplies (Instructional)	Textbooks for CFTE Loan Library	No	No	Yes	\$5,600	No		
Student Services - Center for Teacher Education	2025 - 2026	Supplies (Non-Instructional)	Reproduction and Printing Expenses	No	No	Yes	\$600	No		
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Supplies (Non-Instructional)	Peer Mediator Program: Polo shirts for students in program (order minimum of 25)	No	No	Yes	\$650	No		
Student Services - Center for Teacher Education	2025 - 2026	Supplies (Non-Instructional)	Food for Events	No	No	Yes	\$1,000	No		
Student Services - Student Advocacy & Accountability	2025 - 2026	Supplies (Non-Instructional)	Educational Campaigns	No	No	Yes	\$1,500	No		
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Supplies (Non-Instructional)	Educational Campaigns	No	No	No	\$1,500	No		
Student Services - Center for Teacher Education	2025 - 2026	Supplies (Non-Instructional)	Supplies for CFTE and Road to Teaching Conference Materials	No	No	Yes	\$2,465	No		

Student Services - TRIO SSS & UB - Manager Division	2025 - 2026	Supplies (Non-Instructional)	Requesting funds for (100) TRIO sashes for graduating and/or transferring students, as these are not an allowable expense under grant funds.	No	No	Yes	\$3,500	No		
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Supplies (Non-Instructional)	Student Leadership Academy: Swag items for participants to program. Items include shirts, enamel pins, certificates, and workshop materials for workshop lunch, snacks and administrative tools for workshops.	No	No	Yes	\$5,500	No		
Student Services - Student Advocacy & Accountability - Manager Division	2025 - 2026	Supplies (Non-Instructional)	SLA: Student Leadership Academy workshop materials (Student Leadership Challenge) for each student to obtain training materials on student leadership. We anticipate 30 students for each semester (total of 60)	No	No	Yes	\$6,500	No		
Student Services - Disabled Student Programs & Services	2025 - 2026	Supplies (Non-Instructional)	Assistive Technologies [such as, but not limited to, Closed Circuit TVs (CCTVs), large print keyboards, trackball mouse, other assistive technologies and items to support access]	No	No	No	\$30,000	No		
Student Services - Student Success - Manager Division	2025 - 2026	Supplies (Non-Instructional)	The Student Success department will distribute CAP/GP branded items (e.g., t-shirts, hats, stickers, lanyards) to incoming students at the Discovery Fest in Fall 2024. Success Teams will also distribute t-shirts to continuing students at events.	No	No	No	\$30,000	No		

"No" Totals \$289,815

Grand Total (requests) **\$700,008**