



March 3, 2017

Diversity Center Implementation Committee

Co-chairs

Dominick Juarez, Senior; Mechanical Engineering; Co-chair
Rosemary Simmons, Counseling Center Director; Co-chair

Undergraduate Students

Aretha Basu, Senior, Society, Ethics, and Human Behavior
Micaela Coronel, Junior, American and Ethnic Studies
Kimberley Cross, Sophomore, Community Psychology
Umar Shah, Senior; Engineering

Graduate Students

Huda Sarhan, Graduate Student, Cultural Studies
Meshell Sturgis, Graduate Student, Cultural Studies; IAS Graduate Staff Assistant
Jennifer Treado, Graduate Student, Creative Writing and Poetics; Academic Achievement
Assistant, FYPP

Faculty

José Fusté, Assistant Professor, IAS
Janelle Silva, Assistant Professor, IAS

Staff

Missy Dominquez, Program Manager, Student Engagement and Activities
Kate Osmond, Assistant Director of Graduate Programs, IAS

Dear Colleagues:

Thank you for agreeing to serve on the Implementation Committee for a student diversity center, co-chaired by past ASUWB President Dominick Juarez and Counseling Center Director Rosemary Simmons. The goal is to have the Center open on March 27, 2017. The Diversity Center site is the northwest corner of the first floor of UW1, including the IDEA project room.

The Implementation Committee is asked to focus its work on making some initial decisions to guide the opening of the center using student demand documents for guidance in decision making to ensure students' voices are being heard and honored and to advise the hiring manager regarding hiring of permanent staff as outlined in this charge.

The center's mission is to advocate for minoritized students and collaborate with others to support a safe and inclusive campus community where resources will promote equity and social justice for all students, advocate and support students through education, and foster student success to marginalized and underrepresented communities at the University.

We ask that you undertake the following actions:

The center will provide meeting space for student organizations and clubs whose mission, purpose, or goals is consistent with the center's mission and goals, as well as the student demands; and generally serve as a "hub" for coordinating student diversity, equity and inclusion efforts across campus.

Space Utilization:

- The committee will propose temporary usage guidelines regarding the center space to the Chancellor's office. Possible questions to consider may include
 - What criteria will guide decision making in terms of who uses the space and for what purpose or function?
 - Any limits to the number of times or hours a student group/club/organization can reserve meeting rooms?
 - Will faculty or staff be able to reserve meeting room space in the center if they are offering workshops, programs, trainings or services for minoritized students or on topics of social justice, equity, inclusiveness, diversity, etc.?
 - What spaces can't be reserved to allow for gathering and community space to foster the center becoming the "hub" for coordinating student diversity, equity, and inclusion efforts across campus?

Hiring of Permanent Staff:

- Provide the hiring manager for the center director position with names of students, faculty, and staff to be considered for a role in the search process.
- Provide the hiring manager input and feedback on the on-campus interview day structure; should there be a student forum, open session, presentation, or other venues for students to provide feedback?
- Provide the hiring manager for the Undocumented Program Manager position with names of students, faculty, and staff to be considered for a role in the search process.

Naming of the Center:

- Solicit input from the campus community regarding the naming of the center.
- Provide the results of this input to the Chancellor's Office.

We ask that the proposed temporary usage guidelines be provided to us by March 24, 2017. The feedback and input regarding hiring of staff and naming of center needs to be provided by April 28, 2017. The estimated time commitment is 1 or 2, 60 minute meetings in the month of March and April with some possible email correspondence or contributions to Google documents.

Sincerely,



Bjong Wolf Yeigh, Ph.D., F.ASME
Chancellor and Professor of Engineering



Susan E. Jeffords, Ph.D.
Vice Chancellor for Academic Affairs