

SAF Annual Proposal Form for the 2017-2018 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 10, 2016 until 5:00pm on January 12, 2017. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean “fees, other than tuition fees, charged to all students registering at the . . . state universities The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs” of their particular institution. These funds will be available for the 2017 to 2018 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 3, 2017 and February 10, 2017. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentaffairs/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 14, 2017. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

Student Diversity Center

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Student Affairs

Question 3. *

Contact Person

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Rosemary Simmons and Dominick Juarez

Question 4. *

Contact Email

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

Res2014@uw.edu

Question 5. *

Contact Phone

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

425-352-3582

Question 6. *

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. **IMPORTANT: This person will also be listed as the budget owner.**

George Theo, Dean of Student Affairs

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

gtheo@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

The University of Washington Bothell Student Diversity Center* will be a department of Student Affairs and is scheduled to open Spring Quarter, 2017. The Student Diversity Center has been a long-time request of UWB students, starting with the student walk out in February of 2015 to the most recent student walk out on November 14, 2016. The need for a Student Diversity Center was identified as separate from and complementary of existing resources, offices, and personnel whose work supports students on campus. There was *“significant agreement that existing resources, offices, and personnel whose work support diversity and provide diversity education and advocacy (including race and ethnicity, sexuality, gender identity) not be substituted or reduced for the establishment of a*

Student Diversity Center. Instead, participants across groups overwhelmingly asserted a desire for a new partner in coordinated, collaborative, and intentional efforts to support students from minoritized groups, as well as provide education for greater diversity and cultural competency to the campus, including faculty, staff, and students” (Dr. Dafina-Lazarus (D-L) Stewart Consultant’s Report of UWB Focus Group Conversations on June 27, 2016, page 5).

The mission of the Student Diversity Center 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. The Diversity Center is by students and for students.

The Diversity Center will serve three primary roles:

- Provide support and resources for minoritized students. The Diversity Center will provide support, resources, and programs that focus on the intersections of students within and across minoritized student groups. The support and resources provided to minoritized students will build on their current knowledge, bolster resilience, and provide spaces in which minoritized students can develop counter-narratives about their personal identities and resilience. The Diversity Center will provide meeting space for minoritized student organizations and clubs and generally serve as a “hub” for coordinating diversity and inclusion efforts across campus.
- Offer educational opportunities to the broader campus about minoritized identities and social justice issues both independently and through partnerships. The Diversity Center professional and student staff will seek and welcome active partnerships across campus. The Diversity Center is dedicated to being “a resource that activates, develops, and enhances diversity consciousness and intercultural competence making the campus climate more inclusive for everyone” (*Student walk out mission and demand, 2015, page 2*). This will be done through trainings offered to students, faculty, and staff. Ideas for such training include, yet are not limited to, multicultural competency for administrators, faculty, staff, and students; undocumented student support and advocacy; sexual assault and intimate partner violence prevention; expanding representation of diversity in the curriculum; etc.
- Advocate and support institutional transformation in policy and practice toward greater diversity, equity, and liberation. The Diversity Center, UWB Diversity Council, UWB Student Diversity Council, Director of Diversity, and School/Division/Department Diversity Committees such as those in the School of IAS and the Library need to work with the Council of Academic Deans, Chancellor and Vice Chancellor’s Office to collaboratively address policy and practice that will forward the work of equity and inclusion. The Diversity Center Director, Director of Diversity, and Senior Advisor to the VCAA for Faculty Diversity and Initiatives, and other personnel who have been specifically charged with diversity, equity, and social justice must define, prioritize and carry out this work in collaboration with the campus community.

The Student Diversity Center clearly address four of the seven 21st Initiative priorities; Diversity, Student Centered, Community, and Innovation.

- Diversity: The presence, activity, and resources provided by the Student Diversity Center will enhance recruitment, support, and retention for underrepresented student groups, staff,

and faculty. The Student Diversity Center's primary role will be to offer targeted services to support inclusion and success for a student population of increasing diversity in ethnicity, race, gender, age, sexual orientation, social class and disability.

- Student Centered: The Student Diversity Center will provide mentoring, advising, support services, and advocacy for students. The Center will provide enhanced services and programming for the entire student body in terms of education regarding power, privilege, oppression, and social justice.
- Community: Deepen and broaden community engagement. The Student Diversity Center will actively partner across campus to build a supportive, safe and inclusive campus community.
- Innovation: Encourage and support collaborative, interdisciplinary and cross-program initiatives. The Diversity Center staff will actively collaborate with other departments and student groups to create new and innovative programs to address diversity, equity, and social justice.

*Please note the department title is a working name for this document. The department will be officially named after additional input from UWB students in the next few months.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

- **Describe the need for this program or service. Explicitly describe, how does this program directly and indirectly benefit our community campus?**

The programs and services provided by the Student Diversity Center will serve minoritized students and provide educational programming for all students.

The Program Managers will be dedicated, full-time staff whose expertise and passion will be the provision of resources, support, education, and programming for minoritized students such as racial/ethnic minorities, gender & gender identity, undocumented, sexual/affectional/romantic orientation, disabilities, social class and disability. Additionally, educational programming will be offered to all students regarding social justice, power, privilege, oppression, advocacy, etc.

Student employees will work closely with professional staff in providing quality services, resources, support, and education.

- **If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).** Student documents demanding a Student Diversity Center are available for your review, Student walk out mission and demand

<http://www.uwb.edu/getattachment/asuwb/student-diversity-council/uwb-walkout-mission->

[statement-and-demands.pdf](#); Student Diversity Council recommendation about proposed temporary Student Diversity Center campus space
<http://www.uwb.edu/getattachment/asuwb/student-diversity-council/lettertoadministrationstudentdiversitycouncilsrecommendationsaboutproposedtemporarydiversitycenterspaces.pdf>;

- **If you have tracked the success of this program or service in the past, please provide that information here.** No data is available since the department does not currently exist.

Question 10. *

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

No. This is a new request with the exception of the partial funding of the Program Manager for Undocumented Students. That partial salary was funded by SAF for 2015-2016.

Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

- **Indicate the benefits of your proposed program for students.** The number one reason students leave a University is feeling they don't belong. The Center will provide a safe and inclusive space for minoritized students. The programs and services offered by the Center is integral in continued efforts which promotes student success. The work force that UWB graduates enter will be diverse and globalized. US Census projections state 2044 will be the crossover year when the US becomes a "majority minority" nation. Educational programming regarding cultural competence will be crucial for graduates.
- **Estimate how many currently enrolled students will likely benefit from your proposed service or program.** The 2016-2017 student demographics indicate 49% of students are racial/ethnic minorities, 10% international, 49% first generation college students, and 35% are Pell eligible. All of these students will benefit from the services and programs offered by the Center. As stated elsewhere, the Center will offer programs that benefit all UWB students.
- **Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.** The Student Diversity Center will serve as an attractive service delivery department for future students (high school and transfer students).

Question 12. *

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

How do you plan to assess the program or service?

Multiple methods of data will be tracked for the Student Diversity Center services and programs. The number of students who seek services such as mentoring and advocacy as well as the number who attend programs and events will be collected on an annual basis. Learning objectives will be generated for services and programs and an assessment tool will be developed to track the benefits of the program and services offered. Satisfaction data will also be collected on an annual basis.

How do you plan to track the effects of this program or service?

Learning objectives will be generated for services and programs and an assessment tool will be developed to track the benefits of the program and services offered. Satisfaction data will also be collected on an annual basis.

Question 13.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

No additional information at this time. However, I would be happy to answer any questions or make needed clarifications for this request.

Question 14.

Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

.5 FTE Program Manager, Undocumented Students Focus (the other .5 salary will be from GOF), Salary \$27,503
1.0 FTE Program Manager, Minoritized Students (People of Color, LGBTQIA+, Disability), Salary \$55,000
5 student employees, 19 hours/week = 95 hours /week at \$15.00/ hour = \$1425.00; 48 weeks at \$1425.00 per week = \$68,400

Question 15.

Programming/Events

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

\$30,000

Question 16.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

None

Question 17.

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

\$20,000

Question 18.

Office Supplies

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

\$5000

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

\$5000

Question 20.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

None

Question 21.

Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

\$500

Question 22.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

None

Question 23.

Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at \$10 per line per month.

<https://itconnect.uw.edu/service/campus-telephone-services/>

None

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

Professional Development for Pro Staff: $\$1,500 \times 2 = \3000 .
Training for Student Employees: $\$1,500 \times 5 = \7500 .

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

\$260,878.00

Question 26. *

Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/safc/safbylaws>
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.