SAF Annual Proposal Form for the 2018-2019 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 13, 2017 until 5:00pm on January 11, 2018. 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 2018 to 2019 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 2, 2018 and February 9, 2018. 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 13, 2018. 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.

The submission window will be open on Monday, November 13, 2017.

Questions? Please contact the SAF Committee, at SAFuwb@gmail.com.

Information to Know Before Submitting Proposals
1. Read Guidelines for Funding/General Criteria for Evaluating Funding Requests before you decide to submit a request (http://www.uwb.edu/studentaffairs/safc/safbylaws).

2. Services and Activities Fees may not be used in support of credit-bearing courses.

3. If you plan on requesting food in your application, please familiarize yourself with the University Food Policy.

4. Please note that the committee cannot fund more than you request (with the exception of benefits associated with salaries or wages, which are set annually by the state and university). If there is a submission error, the committee cannot make any changes and will base their decision on the initial request only. Additional forms/attachments will not be accepted.
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.

Miguel Macias

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.

maciasm@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.

425.352.5030

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.

Miguel Macias

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.

Maciasm@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 Campus 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 has been in operation since May of 2017 with 10 student workers, and has had a Director in place as of August 2017. The last addition to the DC staff came in October, 2017 as a program manager to support student centered support services and programs. The Diversity Center had a successful Fall 2017 quarter as it hosted four
events with over 200 participants combined and averaging roughly 75 student visitors per day based on our tracking records. We are still in the process of hiring our Undocumented Program manager and hope to have them in place as early as this April of 2018. We an initial search for a temporary position and after the process we decided to make this a permanent position. A priority for the Diversity Center in the Fall Quarter 2017 was to build strong relationships with the student body, including clubs and originations, and establishing strategic partnerships with faculty and staff across the UWB campus. From conversations with students we have developed an affiliate club designation to clubs that fit the mission of the Diversity Center. This is a collaboration between SEA and the Diversity Center, the DC will provide leadership development and skill building in areas on communicating across difference for the clubs affiliated to the Diversity Center. In addition, the affiliated clubs will have the opportunity to collaborate in cultural and educational programing with the Diversity Center. One of the priorities for the Diversity Center will be engaging Faculty at UWB in the coming year along with establishing an intergroup dialogue program (modeled from the University of Michigan [https://igr.umich.edu/](https://igr.umich.edu/)) that will facilitate conversation among the various groups of students at UWB with the goal of creating a more inclusive space for students. While our programing was not as extensive this past quarter given the bandwidth of the DC staffing, the strategic plan for the future of the DC will include a great depth of programing on dialogue and educational opportunities for the UWB campus. Our most ambitious priority for the following year will be fully furnishing our Diversity Center so that it feels like an active space in which students feel comfortable. We have plans to furnish the Diversity Center and purchase accessible furniture that will allow students to create community and bond with one another in the various spaces within the Diversity Center. Creating a space that feels more like a “home” has been the strongest feedback that we have received this last quarter from various students and clubs via our suggestion box. The priority is to create Diversity Center that is representative of all of the individuals on our campus; we hope to do this by decorating our walls with art both from our community and from UWB students so that we are as representative as our diverse student body.

**Connection to the 21 Century initiative:**

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.

- 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.
• Advocate and support institutional transformation in policy and practice toward greater diversity, equity, and liberation.

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.

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 Diversity Center came out of student’s demands for a more representative and inclusive UWB while providing a transformative space for marginalized students to find success and
belonging. The students demanded for UWB to represent them and provide resources, space, and uplift the voices of those most impacted by systems of privilege and oppression as stated in the Demand Letter addressed to Chancellor Wolf on February 25th, 2015. In a university where a large segment of our population is comprised of first-generation and other historically marginalized groups, it is vital that the institution provide a safe space for students to build community and access to a hub of resources to enhance the persistence and success. 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.

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.

We are using a tracker to look at how many people are utilizing our space during the quarter. We are averaging about 75 students per day who are utilizing our food pantry, community spaces, study rooms and are in meetings with the program manager and the Director of the Diversity center.

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.

Yes, this proposal has been through the SAF cycle first the first time last year. We are asking for additional funds for furniture, artwork and furnishings for the Diversity Center out of the long term SAF. In addition, we are looking to increase our programing from the Diversity Center and the best way we can do that without adding additional pro staff would be to hire four student programming assistants. We will be asking for funds to hire 4 programing assistants at 14 hours each for the academic year.

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.**

Sense of belonging is a critical element to students feeling empowered on college campuses including UWB. The Diversity Center will operate as a cultural home to many of our students and be a place where community is formed and transformed through the various programs and services that will be provided by the Center and staff. The Diversity Center will promote and enhance Student Success by providing services that will enhance their ability to better navigate the university resources and systems such as financial aid, career and academic advising.

Estimate how many currently enrolled students will likely benefit from your proposed service or program.

In 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 Diversity Center. As stated in the Mission statement of the Diversity Center, the DC is a place for everyone on campus and will serve the entire community of UWB through the educational programming offered.

• Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

**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?**

As the Director of the Diversity Center, I consider it imperative that we better understand the narrative of our students and the ways they learn and relate to the Diversity Center. Thus, assessment will be a part of the way we measure success and impact. Our assessment plan for the Diversity Center includes utilizing both qualitative and quantitative assessment tools to analyze the effectiveness of our programs and services. We will look to develop a quarterly assessment survey that will measure learning and impact along with a smaller assessment surveys at the end of each program that allow the qualitative data to be captured. These smaller assessments will assist the DC in better understanding the needs of the students and the direction of future programming. Along with this date, focus groups will be conducted on a quarterly basis to get real-time feedback in person as
to how students are engaging with the DC and the level of satisfaction they have with our programs and services.

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

Generating learning outcomes for each service and program that the Diversity Center delivers and creating rubrics to indicate levels of success for each program. We can then conduct a longitudinal study on the impact of the programs by using a consistent assessment tool to measure the success. In addition to doing a longitudinal study, the DC would create assessment tools at each program and event for the purposes of having immediate data to look at to see the satisfaction of the group and measure learning attained at the events.

**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.)

You will notice that this SAF budget request will be a bit smaller than the previous year with decreases in most areas. We aim to be mindful of the capacity of our staff and we want to request funds that are within our programmatic bandwidth this upcoming year. Our strategy is to build up our programing (i.e. intergroup dialogues, trainings, and cultural programing) over the next few years as we increase our presence on campus and expand our staff. Our biggest request this year will be funds to purchase furnishings, art and furniture for our DC space to make it more accessible and welcoming to those who utilize our services and programs.

**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).

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours/Week</th>
<th>Rate/Week</th>
<th>Total Weeks</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 FTE Program Manager, Undocumented Student Focus (the other .5 will be from GOF), Salary</td>
<td>100</td>
<td>15.45</td>
<td>24</td>
<td>37,080 (July 2018-Dec 31st 2018)</td>
</tr>
<tr>
<td>1.0 FTE Program Manager (People of Color, LGBTQIA+, Disability), Salary</td>
<td>100</td>
<td>16.00</td>
<td>24</td>
<td>38,400 (January 1 2019-June 30th 2019)</td>
</tr>
<tr>
<td>10 student employees, 10 hours/week=100 hours/week at 15.45/hour=1,545; 24 week at 1,467 per week</td>
<td>100</td>
<td>15.45</td>
<td>24</td>
<td>37,080 (July 2018-Dec 31st 2018)</td>
</tr>
<tr>
<td>10 student employees, 10 hours/week=100 hours/week at 16.00/hour=1,600; 24 week at 1,520 per week</td>
<td>100</td>
<td>16.00</td>
<td>24</td>
<td>38,400 (January 1 2019-June 30th 2019)</td>
</tr>
<tr>
<td>4 program assistants, 14 hours/week= 56 hours/week at 16.00/hour=896; 41 weeks at 896.00 per week</td>
<td>56</td>
<td>16.00</td>
<td>41</td>
<td>36,736</td>
</tr>
</tbody>
</table>
Benefits: 50,579

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.

We will be needing programing dollars for Inter Group Dialogues and Retreat, Faculty-Student engagement programing, Black Lives Matter Summit, Social Justice Film Series, Educational Programing (i.e safe space, undocumented,social justice 101) Affiliated Org Programing.)

28,000

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.

Copies for programs, events, and administrative work

3000

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.

| Office supplies, business cards, name tags, promotional items | 5,000 |

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: [https://www.uwb.edu/finance/food-approvals](https://www.uwb.edu/finance/food-approvals)

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable per diem rates for meals. The per diem rates are available at the following link: [http://finance.uw.edu/travel/meals#perdiem](http://finance.uw.edu/travel/meals#perdiem)

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

| We request this be included in programing dollars, as these are part of planning and implementing programs and events. |

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.

| We request this be included in programing dollars, as these are part of planning and implementing programs and events. |

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.

<table>
<thead>
<tr>
<th>This number is based on motor pool needs for travel to off-site events, meetings, programs, etc, staff members often have required travel to meetings at UW Seattle, UW Tacoma and other local colleges and universities. Additionally, this includes ground travel to sites for programs such as student trainings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional staff &amp; student travel to meetings: $1,000</td>
</tr>
</tbody>
</table>

**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 the following link: [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877)

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/](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.

Furnishings and Furniture:

We strive to make the Diversity Center feel like a home for our students who utilize our center and services. It is important that our students come into the Diversity Center and feel empowered and represented by the physical space. We are aiming for the space to build community and the best way to do that is to have a space that inspires students to gather in our Diversity Center. In all of the meetings that we have had with clubs and individual members of the community, they have all expressed concern that the Diversity Center does not feel like a welcoming space because of the physical characteristics. Purchasing furniture artwork for the Diversity Center will allow the space to come alive and truly be the Diversity Center that our students are wanting. The budget is based on furniture and furnishings that are commercial quality and will include insurance for the upkeep. This will be a onetime ask out of the SAF long term. We have consulted KI and Stealpoint, both UWB contracted vendors, to provide quotes for the furniture, furnishings and looked at other vendors for the artwork. We have taken both of the quotes and averaged them to give us the $ 80,000 number

Budget: 85,000

Professional Development Funds for Staff:

For the Diversity Center staff to be best equipped to serve our students, we would like to request professional development funds for the two program managers and Director of the Diversity Center. These trainings will help our staff be up to date on current best professional practices and allow the staff to have strong networks across the country who are doing diversity work.

Professional Staff Development (Shared among staff members (3 x 1500) =4,500

Program Assistants for the DC:

We are hoping to add a Programing body to the Diversity Center to support our Intergroup Dialogue program that will start Fall of 2018. This group of students will be supervised by the Program Manager and will work with this group to design programs through a curricular lens centered on inclusion and equity work. The Diversity Center wants to create programs that focus on community building through dialogue and educational opportunities and these program assistants will allow us to include student voices in the design and implementation.

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.

373,447

**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](http://www.uwb.edu/studentaffairs/safc/safbylaws)
- I understand that **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.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 2, 2018 and Friday, February 9, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.