

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19400353		Submission date: 1/16/2020 3:37 PM
		Total time: 24 minutes, 55 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Diveristy Center	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Student Diversity Center	
<p><i>Question:</i> 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.</p>	Miguel Macias	
<p><i>Question:</i> 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.</p>	maciasm@uw.edu	
<p><i>Question:</i> 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.</p>	425.352.5173	
<p><i>Question:</i> 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. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes.</p>	Miguel Macias	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	maciasm@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>The Student Diversity Center (DC) within the newly formed Office of Diversity and Equity serves as a place to coordinate diversity and equity initiatives across campus and bring together students, faculty, and staff. First and foremost, the Student Diversity Center mission states that it is by students for students. The center has its roots connected to student activism at UWB and is a direct result of students creating an intersectional movement to bring the DC to UWB. The Student Diversity Center will be celebrating three years this coming April of 2020. The DC has seen a steady increase in the students using departmental resources, which include the staff, space, and services with a</p>	

notable surge of users this past fall quarter. As the DC grows, the priorities continue to shift according to the need of the UWB student community. A growing aspiration for the Diversity Center is to continue to create opportunities for solidarity building that foster an increased sense of belonging. As the DC grows, it will be challenged to continue to keep pace with the needs of our community. With current and additional staff and financial resources, the Diversity Center will continue to grow its presence at UWB and provide more profound ways for students to create connections, meaning, and belonging. We have four areas that we want to focus on in this SAF cycle; they include:

Capacity: Funding wages and benefits for the professional staff, the new proposed Assistant Director, Peer Navigators, and Intercultural Coordinators will allow the diversity Center to create a tangible network of support for our students and community at UWB not found anywhere else on campus. The professional staff and student staff will work together to create intersectional programming that will foster a sense of community and belongingness for students.

Engagement: When the Diversity Center builds up their capacity via staffing, the DC will have the opportunity to create experiences for students that will allow them to connect and find opportunities to build meaningful experiences at UWB. Funding the programming request will enable the staff to develop programming that will bridge communities and provide experiences that will build knowledge, skills, awareness, and belonging.

Tradition: When the Diversity Center engages students consistently, the DC will begin to build a strong culture of empowerment and belonging. The DC is aiming to create traditions through programming that happens on an annual basis. These experiential touchpoints will begin to cement the programming structure for the Diversity Center.

Transformation: The Student Diversity Center aims to transform the experiences of historically marginalized students on campus. The desired goal is to provide students a place of belonging and build lines of solidarity across identities and experiences. A cultural transformation will begin only when all the pieces in the DC are aligned.

Question:

Need for this Program/Service (500 word limit)
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

The Student Diversity Center was established on the UWB campus for the benefit of all students. It is part of the mission of the Diversity Center to bring together the UWB community and enhance the ways minoritized populations create a community on campus. The Diversity Center is designed to be a hub of activity for the university and has been strategically placed in a visible location, located in UW1. Every program and initiative that is developed in the Diversity Center keeps students at the core of the experience. In the fall of 2019, the Diversity Center conducted an Impact Survey that received 118

responses. This impact survey was designed to measure the benefit of the Diversity Center to the campus community. Below are some of the results that we gathered from our impact survey that demonstrate the benefit and need of the services and space the Diversity Center offers.

Quantitative Data:

61 % of the respondents agree the Diversity Center had positively impacted their success as a student at UWB.

65 % of the respondents agree that the Diversity Center had a positive impact on their sense of belonging at UWB.

77 % of the respondents agree that the Diversity Center is fulfilling the mission statement they were founded on.

Qualitative Data:

Question asked: What does the Diversity Center mean to you:

Student Responses:

"The diversity center is a place where I can come to and feel welcomed. It not only provides a sense of belonging but also allows me to be myself and express myself with no judgements. It has allowed me to meet new friends and have a community within school"

"It creates a home for those who are seeking similarity in one's culture and identity. It's a supportive and safe place where I know people are always there to help."

"The DC is a space for me to reflect and connect with students on UWB. It's a unique space where students can not only hang out but collaborate and help one another in school. I always meet new people whenever I go to the DC!"

"The Diversity Center is a place of gathering with students, peers and supporters that all have similar stories and experiences or at least have new ones to offer to you. The Diversity Center is how and where I met some of the kindest souls and made friends that I have so much love for til this day. It's a place of community for me and safety. It means a space that I know I can be accepted and welcomed to reflect and reveal myself to without judgement or pressure of other university spaces."

"This is my second home on campus. I feel loved and supported by the dc staff and the vibes are always great."

"The Diversity Center means comfort to me, knowing that my school values something like diversity enough to dedicate a Center for it."

Question:

New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.

This coming SAF cycle, the Diversity Center will be requesting two additional items for consideration. The DC will be asking for SAF to fund half the salary for a new Assistant Director (AD) for the Student Diversity Center along with facility upkeep funds. Existing funds will fund the other half of the AD salary in the Office of Diversity and Equity. The Assistant Director will fill a leadership role that will create capacity for the Diversity Center to operationalize the day-to-day operations more effectively. The primary responsibilities of the Assistant Director are as described:

Assessment Plan: The AD will be tasked

to design, implement, and grow the assessment tools for the Diversity Center. Assessment data is critical to continue to be responsive to the student community and better understand what the Diversity Center is doing well and what it needs to improve on. Robust assessment tools serve as a mechanism to tell the story of the Diversity Center, the AD will assist by bringing the story of the DC to the public so that the community is aware of the impact the Diversity Center is having at UWB. Operationalizing the Diversity Center: The Diversity Center is only two and a half years old; many of the operational logistics of the department are in their infancy stages. The Assistant Director would have an inward-facing role with the department. The AD will support the team by providing structure as the DC moves towards creating a more solid infrastructure that supports the day-to-day operations.

Curriculum Design: As the Student Diversity Center grows, so will its approach to student learning and engagement. The aim is to have a comprehensive scaffolded framework for student development. The objective would be for every program, workshop, training that the Diversity Center hosts, it would have learning goals and outcomes that map upwards to an overarching set of learning domains. By integrating a curricular framework, each experience will build on each other for the students who engage with the Diversity Center.

With the addition of the Assistant Director, the Diversity Center will be operationalized in a way that will expand the capacity significantly for the current staff. This anticipated gain in capacity will allow the opportunity to deepen how the Diversity Center reaches more students in more profound, more impactful ways.

Requested: 34,500, / 45,575 With Benefits load

Question:

Strategic Plan/5 Year Goals (500 word limit)
Please describe your strategic plan or description of your key strategic goals over the next five years.

The Student Diversity Center will work towards three primary objectives, as outlined in the original implementation documents. These three objectives will be used as an overarching guide to take the Diversity Center into the next five years.

The Diversity Center will provide support, resources, and programs that focus on the intersections of students within and across minoritized student groups.

The Diversity Center will continue to enhance the role of the Peer Navigators (previously Student Assistants) in the next five years. This restructure will provide more flexibility to connect students to resources on campus and in the community. This role is critical to the Diversity Center; as the DC grows, so will the impact and reach of the Peer Navigator. In the future, the Peer Navigator will be involved in more programmatic efforts for the department. The Diversity Center is committed to continuing the support of undocumented

students in the next five years. The Undocumented Program Manager is developing a programming model that will support undocumented students via student-led groups, advocacy trainings for faculty, staff, and students. For that reason, the funding for our professional staff is critical to support the growth of the Diversity Center and provide strategic leadership for the services and programs of the Diversity Center. Enhance mentorship opportunities within the Diversity Center by creating a mentorship program that will connect students to faculty and staff. The mentorship program will support the retention of UWB students and build social and navigational capacity so that students can thrive on campus. The professional staff, along with the Peer Navigators, will be supporting this mentorship program.

The Diversity Center professional and student staff will seek and welcome active partnerships across campus.

Establish strong connections to faculty at UWB and partner with academic departments. The aim is to build a successful network for students in the Diversity Center; having faculty be part of this network will be critical to building a sense of belonging and empowerment for students.

Bring on an Assistant Director and additional Program Manager to expand the capacity of the office to meet the demand of the student body. With additional staff, the Diversity Center would be able to continue on an upward trend for growth and impact at UWB.
Graduate Student/ internship - Miguel

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

Integrating into the new home of the Diversity Center, the Office of Diversity and Equity (ODE), this transition will allow the department to map up to larger diversity goals and outcomes for the university. The Diversity Center will be a significant player when discussing systemic change that will move the university towards a more just and accessible institution of higher education.

Question:

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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.

It is relevant to contextualize the student demographics at UWB to best understand the need for a Student Diversity Center for the UW Bothell campus. UWB undergraduate student demographic numbers indicate 49% of students are racial/ethnic minorities, 10% international, 50% first-generation college students, and 40% are Pell-eligible. These identities have historically been pushed out of the margins in the context of higher education, and it is the DC's mission to support and empower this group of students. The DC has a mission grounded in supporting historically marginalized students, a mission informed by the lived realities of minoritized students at UWB. It is important to note; the Diversity Center is a home for all UWB students to thrive in;

it provides a space that will bridge students to one another and foster critical thinking and engagement. The Diversity Center provides a physical space to belong, resources to connect, and staffing to empower students in their success at UWB.

The Diversity Center came out of a broader intersectional student movement that then later produced a document of student demands that asked for the implementation of a Diversity Center to foster a more just and inclusive UWB.

One of the many outcomes of the proposed Diversity Center was to provide a transformative space for marginalized students to find connections and a sense of belonging on the UWB campus. The student activism activated students to dream of a space that they could call home, a place where they could build solidarity with one another and honor the rich diversity that exists on the UWB campus. Please click the link to see the demand letter produced by student leader activists on campus.

<https://www.uwb.edu/diversity/diversity-center/steering-committee/student-demands>

In a university where a large segment of the population is comprised of first-generation and historically marginalized groups, UWB must provide space for students to build community and have access to a hub of resources to enhance their personal and academic success. The mission of the Student Diversity Center calls the department to advocate for minoritized students and collaborate with others to support a just and inclusive campus community.

The Diversity Center will be celebrating three years at UWB this coming April of 2020; in these three years, the Diversity Center has grown by leaps and bounds. Much of the success can be attributed to the tremendous student staff in the Diversity Center and the passionate professional staff that care deeply about the success of the students they engage with. Equally, the UWB community has rallied to support the Diversity Center, and the students have begun to utilize the space at an all-time high this past year and a notable surge this prior fall quarter 2019. The Diversity Center has become a home to many students on campus; it has become a space for community and empowerment.

Question:

Financial and Operational Health (500 word limit)
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).

As part of our ongoing development as a campus department, our assessment and metrics plan will be as follows to evaluate the various aspects of the center.

Diversity Center Assessment and Metrics
Operations and Resources
People in the space/foot traffic
Room reservations
Tech checkout
Library Usage
Food pantry info (Dean)
Budget - Quarterly Check-ins/Workday
Professional Staff
Collaborations (on/off campus)
Weekly tracking of meetings/services
Internal Performance Evaluations
Events, Services, and Department
Climate

DC Yearly Impact Survey
Peer navigator Evaluation (Mid-Year/End of the Year)
ICCs (Mid-Year/End of the Year)
Campus community (End of the Year)
Programs

Question:

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

Intercultural Coordinators (ICCs)
Context

In the past, the ICCs were supported by both the Diversity Center and Student Engagement and Activities. This academic year, the Intercultural Coordinators were inherited by the Diversity Center to serve as our programmatic group. The ICCs organize events year-round that support our diverse student body, with a focus on international students.

Impact

The goal of the ICCs is to plan and execute programs that are inclusive to the students we serve while intentionally centering the experiences of international students. Below is a list of programs the ICCs have been involved with in the past and will continue to organize this upcoming year.

Programming
Lunar New Year
Global Gathering
Workshops for International Students
Community Dialogues
Intercultural Night Market
MLK Committee
Diversity Center Awards and Grad Banquet
Assist with all Diversity Center open houses
Block Party (Fall)
Winter Warm Up (Winter)
Pack the Plaza (Spring)

Question:

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).

Full Time Staff:

.5 FTE Program Manager, Undocumented Student Focus (the other .5 will be from GOF), Salary 28,302 / with benefit load 37,387

1.0 FTE Program Manager, Salary 57,736.08 / With benefit load 76,289

.5 FTE Assistant Director (the other .5 will be from Office of Diversity & Equity), salary, 34,500 / with benefit load 45,575

(these salary amounts include a projected 2% increase for the Program Managers)

Total for Professional Staff: 120,538 / with benefit load 159,251

ICCs:

July – December = 11 weeks worked x 12hrs/week = 132 hours x 3 ICCs = 396hrs + 72hrs (8hrs for training x 3 days of training x 3 ICCs = 72) = 468 hours x \$16.60/hr = \$7,768.80 with benefit load 9,392

January – June = 22 weeks worked x 12hrs/week = 264 hours x 3 ICCs = 792 hrs x \$17/hr = \$13,464 with benefit load with benefit load 16,278

Total for ICC's = \$21,232.80 w/o

benefits load / With benefit load 25,670

Peer Navigators:

Last year, the Peer Navigator was position was formerly titled as "Student Assistant." With a new branding of the role, the Peer Navigator will assist with getting the campus community connected to resources as well as serve on different campus committees and host programs as part of the evolving role.

The wages anticipate the evolution of the role with the ask for our Peer Navigators to be more involved with the campus.

July 2020-December 2020 = \$33,402.82.
w/o benefits load (w/ Benefits load \$40,384)

8.152hrs/wk for 1 peer navigator x \$16.39/hr = \$133.61128/wk

\$133.61128/wk x 10 Peer Navigators = \$1,336.1128/wk

\$1,336.1128/wk x 25 weeks =

\$33,402.82 w/o benefits load

Jan 2021-Jun 2021 = \$39,780 w/o

benefits load (w/ Benefits load \$48,094)

9.75hrs/wk for 1 peer navigator x \$17/hr = \$165.75/wk

\$165.75/wk x 10 Peer Navigators = \$1,657.50/wk

\$1,657.50/wk x 24 weeks = \$39,780

w/o benefits load

Question:

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.

This coming year, the Student Diversity Center will be building on already successful events and adding programming that will be part of the new traditions for the Diversity Center. The programming that comes from the Diversity Center will continue to be student-driven and centered in approach. As the Diversity Center gains the capacity to create more programming for the campus, the programming will be more comprehensive in design and impact. Gaining knowledge, skills, and awareness in fundamental concepts of equity, inclusion, social justice, and belonging will be the core of the programming that the DC will offer.

Examples of programs that the DC will put on next academic year with SAF funding:

Community Building Events

Fall Welcome back Orientation program

DC Fall Open House

Winter Warm-up, DC Winter Open House

Pack the Plaza, Spring DC Open House

DC Alliance (Programming put on by DC affiliated clubs)

Collaborations and Partnerships

MLK Programming - Achieving

Community Transformation

Womxn of Color Career Series- Career Services

Men of Color Programming- UW Seattle,

Cascadia, Student Affairs

Sustainability Programming-

Sustainability office

Undocumented Programming- Cascadia

College, Student Affairs

Faculty speaker series- Multiple faculty from UWB

Programmatic Themes

LGBTQIA+

accessibility

Indigenous/Native support programming

Mental health and wellness

undocumented student experience

Black diaspora

	<p>Intercultural Coordinator Programing (DC Student Leader Programers) Focus on the international student experience financial health mental health lunar new year Global Student Welcome Night Market</p> <p>Diversity Center Programing: 17,000 Intercultural Coordinator Programming Budget: 5,000</p>
<p><i>Question:</i> Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	<p>The Student Diversity Center is a fully functioning space that takes up a large footprint of the first floor of UW1. To gain perspective of how large the Diversity Center, it has four professional staff offices, three study rooms, one conference room, community lounge, computer lab, reflection room, workspace/food pantry, and the main lobby area. We have not had money in the past to maintain the office, this year we are asking for money to maintain the physical space and allow for more daily cleaning from facilities to keep up with the high usage of the space.</p> <p>Painting walls, they are not in the best shape at the current moment. Replace carpet in the computer lab New equipment for new Assistant Director Enhanced cleaning schedule to promote a cleaner space for the community.</p> <p>requesting: 10,000</p>
<p><i>Question:</i> 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.</p>	<p>on the spreadsheet. Copies made for programming and DC initiatives along with any DC related signage and administrative work. This is an increase from last year, given that UWB does not have the capacity to print larger poster, the DC will need to outsource these posters. This will be an additional cost to the department.</p> <p>Requested Amount: 3,000</p>
<p><i>Question:</i> 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.</p>	<p>Office supplies to support office operations and administrative work, business cards, name tags, promotional items for the Diversity Center.</p> <p>Amount Requested: 3,000</p>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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 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 Please put total dollar amount of food</p>	<p>We have included food as part of the programing dollars.</p> <p>Amount Requested: 0</p>

refreshments in the bottom of this box and on the spreadsheet.	
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate in state/out of state, local travel, 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 and travel in the bottom of this box and on the spreadsheet.</p>	<p>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.</p> <p>Requested amount: 500.00</p>
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. 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 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	<p>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 professional development opportunities will help our staff be up to date on current best professional practices and allow the staff to have strong networks across the country with those who are doing diversity work. Professional Staff Development (Shared among staff members) Director Assistant Director Two Program Managers</p> <p>Amount Requested: (4 x 1500) =6,000</p>
<p><i>Question:</i> 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/</p>	<p>The purchase of business cards for the staff</p> <p>Amount requested: 500</p>
<p><i>Question:</i> Other Please include any other expenses that don't fall under any of the above categories in detail. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.</p>	<p>NONE</p>
<p><i>Question:</i> 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.</p>	<p>318379</p>
<p><i>Question:</i> 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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	<p>I Agree</p>

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu
