

Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18483768		Submission date: 1/17/2019 3:49 PM
		Total time: 1 day, 7 hours, 57 minutes, 16 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 has been in full operation since early April of 2017. The Diversity Center is a project that has a history at UW Bothell that stems back several years to our students advocating for a space that would serve as a resource hub for all students, with an emphasis for minoritized students on our campus. The Diversity Center would serve as a place to coordinate diversity initiatives across campus and bring together faculty, staff and students to discuss and engage with one another on important social justice topics facing our country, region and our university. After several years of organizing, our Diversity Center opened its doors April of 2017, creating a new resource to all of our UW Bothell students and a new home to call theirs. The Diversity Center has always been student centered in design and implementation, for that reason our proposal for</p>	

SAF heavily considers how the funds we receive will have a direct impact on students on our campus and their collegiate experience. We have employed thirteen students since the start of the Diversity Center and we believe our student assistants are the engine that keeps our Diversity Center running and thriving. Along with providing employment to UW Bothell students, our diversity center has created the opportunity for our students, staff and faculty to build community and belongingness on our heavily commuter campus. We achieved this by creating programs and initiatives that center dialogue, connection and action. This 2019-2020 SAF cycle the Diversity Center wanted to prioritize three top things: 1) Student employment opportunities for 13 students 2) Maintain and build pro-staff capacity 3) Enhanced programing opportunities. We have requested 85 weekly paid hours for student assistants. These hours will help cover the front desk of the Diversity Center from 9:00-6:00 p.m. M-F, in addition have extra hours for professional development for the student assistants. This professional development will build their capacity to learn all the resources on campus so they are able to have two hours each of time in the Diversity Center where they will be assisting students connect to critical resources. We are asking for funds to support the Intercultural Coordinators who will be transitioning from Student Engagement and Activities to The Diversity Center. These students will help support the vision of the Diversity Center by having a student programing body that will continue to support the connection of our international students with our domestic students and host programs that will build community and belongingness with all of our student body. Along with our student staff, it is critical we include funding for our program managers as part of our proposal to help plan, coordinate, and implement our resources and programing for our Diversity Center.

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)

It is important to contextualize the student demographics at UWB to best understand the need for a Student Diversity Center at UW Bothell. UWB student demographic numbers indicate 49% of students are racial/ethnic minorities, 10% international, 49% first generation college students, and 35% are Pell eligible. All of these students along with the rest of the campus population 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 programing offered.

The Diversity Center came out of students' demands for a more representative and inclusive UWB while providing a transformative space for marginalized students to find success and belonging on their campus. Several years back, student leaders 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. Link to the demand letter that states the need for a Diversity Center on the UWB campus:

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

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 safer space for students to build community and have 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.

One of the key goals of the Diversity Center is create a community that assists our students feel a sense of belongingness on campus. This past year we have heard from many of our students for the need to have a central space for students to meet and gather to create connections. 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. This will be done primarily through our programs that we will offer and through the direct support of our professional staff (two program managers) and our student assistants who will transition into Student Navigators.

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.

Yes, all of the requests in our proposal have been SAF funded in the past.

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 Diversity Center will serve three primary goal objectives as outlined in the original founding documents and will be used as a guide to take us into the next five years. These three objects are then punctuated below with plans for the next five years of the Diversity Center.

- 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.

5 Year goal:

1. The Diversity Center hopes to develop and enhance the role of the student assistants in the next five years. We hope to transition the student assistant into a student navigator role. We often find that our student assistants are the front line to assisting students navigate the university. We want to equip our student assistants with all the information they need to provide our students with resources that will be critical to their educational success.

2. The Diversity Center is committed to supporting undocumented students in the next five years. Our Undocumented Program Manager is developing a programing model that will support undocumented students via student led groups, advocacy trainings for faculty, staff and students.

3. Enhance our mentorship ability within the Diversity Center, create a mentorship program that will connect students to faculty and staff. This will aid in the retention of our students and build social and navigational capacity so that our students thrive on campus and leave with opportunities after they get there degree. This would be led by our pro-staff within the Diversity center.

- 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.

5 Year goal:

1. Establish strong connections to faculty at UWB and partner with academic departments.

2. Develop social justice capacity trainings for UWB community. Start a "Don't Cancel Class" workshop series that allows faculty to instead bring in Diversity Center staff and student leaders to lead diversity related workshops rather than cancel their class.
 3. Bring on an Assistant Director and additional Program Manger to expand the bandwidth of our capacity to meet the demand of the student body. With more additional staff, we would be able to hold more in person meetings with students and establish more partnerships on campus and in the community.
 - Advocate and support institutional transformation in policy and practice toward greater diversity, equity, and liberation.
- 5 Year goal:
1. Align the Diversity Center to broader Institutional Diversity goals. This alignment would allow for a more seamless feel to diversity initiatives across campus.

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.

The Student Diversity Center has been established on the UWB campus for the benefit of all students at the university. It is part of the mission of the Diversity Center to bring together the UWB community and enhance the ways minoritized populations create community on campus and are connected to university and community resources. The Diversity Center is meant to be a center of activity for the campus and is located in UW1, in a space that is open to every student. Every program and initiative that is developed in the Diversity Center keeps students at the core of the learning goals and outcomes. The Diversity Center is a reflection of what our students needed when they demanded the center and now serves as an anchor that brings them closer together to one another. Along with all the benefits stated in other responses, one of the greatest benefits of the Diversity Center is that it now serves as a major hub for student activity and engagement. The Diversity Center sees around 140 students per day and has already eclipsed over 500 students in program participation. This academic year, the Diversity Center hired an Undocumented Focused Program Manager (Diana Betancourt Macias) who will be building our services for undocumented students at UWB. We do not have the numbers for how many undocumented students are at UWB but know there are many students who are in need of specialized support from Diana and our office. In addition, our general program Manager (Ariana Chini) has been working diligently with faculty and student groups to partner with this academic year. We have been able to bring several affinity based community gatherings to UWB along with faculty led programs to the campus thanks to the work of Ariana and our student assistants. Our greatest resource in the Diversity Center will be our student assistants and our professional staff. This resource is important in that it offers direct support to our students who are looking to find resources on campus. Our staff and student employees are a critical component of the retention efforts we place as a university to ensure our minoritized students are excelling and graduating at high rates. Along with supporting retention efforts, our professional staff assist students identify pathways beyond UWB that will lead them to make connections to opportunities that will make a positive impact on their lives.

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.

It is 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

(E.g. student- student employee ratios, student-to-staff ratios, in-process measures).

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 data, 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.

Question:

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

Below are in depth descriptions of our student workers and the benefit they add to the Diversity Center:

The Intercultural Coordinators (ICCs) are a programming body currently historically housed under Student Engagement and Activities (SEA). This group of four student programmers put on events and conversations centering the international student experience, providing opportunities for international and domestic students to connect. During this 2018-2019 academic year, the DC and SEA Program Managers co-advise the ICCs in order to ease the transition of the ICCs being fully moved to DC supervision. We are planning for the ICCs to become a DC programming body in the 2018-2019 year. The Diversity Center currently has two Program Managers, but no student assistants to put on programming. We hope to change that with the addition of the ICCs. Under the new supervision of the DC, the ICCs will have a different structure. Instead of having four ICCs, we want to have three. Instead of focusing on large scale programming that we see as a specialty of SEA, we want to focus on small scale programs and conversations, as well as creating more creative spaces such as regular open mic nights. Additionally, their focus will expand from solely an international lens to that of a more broad diversity lens including students of color, LGBTQIA identities, disability, and more. If this vision comes to fruition, it will have a great impact on our students. We see and hear the need of having smaller scale programming where more intimate conversations can happen, as well as the need of having more creative spaces and outlets on campus. The ICCs under the new supervision of the Diversity Center can make these opportunities happen.

Our student assistants are the beating pulse of our Diversity Center. They are the core unit responsible for the smooth operation of our center, and have an immensely positive impact on the student patrons of the center. After all, the Student Diversity Center is founded on the principal of being by students, for students. The student assistants are responsible for operational tasks such as opening and closing the space in the morning and the evening, welcoming students into the space, helping students feel at home, key front desk operations like monitoring the Diversity Center email and setting up appointments, as well as connecting students to campus and community resources. In reality their role is more that of peer navigators for other students, so much so that we want to rename their position from "Student Assistant" to "Student Navigator." With additional training, this will position our student assistants to even better serve the student body and fulfill the need the Diversity Center was formed for, which is being a resource hub for students.

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

Student Assistant and ICC descriptions can be found in the Additional Information box. Below you will find the calculations for the wages we are requesting for the student assistants and the ICCs.

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 28,325
 1.0 FTE Program Manager (General Program Manager), Salary 56,650

Student Assistants:

Hourly Breakdown:
 45 hours per week of desk coverage: 9:00-6:00 P.M. M-F
 8 hours per week for staff meeting (1 hour per student assistant)
 16 hours per week of Office hours (intended to support students connect to resources) (2 hours per student assistant)
 16 hours for program support of the Diversity Center and special projects (Each student will have 2 hours allotted per week)
 85 hours total

8 student employees, 10.6 hours/week=85 hours/week at 16.00/hour=1,360; 24 week at 1,360 per week = 32,640 (July 2019-Dec 31st 2010) with benefits load of 20.9%= 39,462
 8 student employees, 10.6 hours/week=85 hours/week at 16.60/hour=1,411.00; 24 week at 1,520 per week = 36,480 (January 1, 2020-June 30th 2020) with benefits load of 20.9%= 40,942

ICC Salaries:
 3ICCs, 10 hours/week=30 hours at 16.00/hour=480 at 13 weeks =6,240 (All of Sept/oct, 3 weeks in November, 2 weeks in December) with benefits load of 20.9%= 7,544
 3ICCs, 10 hours/week=30 hours at 16.60/hour=498 at 24 weeks =11,952 (January to June of 2020) with benefits load of 20.9%= 14,450

Total For all Salaries in the Diversity Center:
 187,373

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.

Programing in the Diversity Center will focus on student led programing along with partnerships with clubs and faculty led initiatives. We will use this programing money to have community gatherings, social-justice movie nights, intergroup dialogue sessions, educational programing. This budget number will also include all costs associated with the programs (i.e food, supplies, and speaker fees)
 17,000

ICC Programing Budget:

The ICC Programing budget would be used to support one large scale event per year along with several smaller programs that would focus on creating community through conversation. The goal with the ICCs is to focus on small scale programs and conversations, as well as creating more creative spaces such as regular open mic nights. Additionally, their focus will expand from solely an international lens to that of a more broad diversity lens including students of color, LGBTQIA identities, disability, and more. This budget number will also include all costs associated with the programs (i.e food, supplies, and speaker fees)
 5,000
 Total: 23,000

Question:

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.

NONE

<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>Copies made for programing and DC initiatives along with any DC related signage and administrative work. 2,000</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 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 refreshments in the bottom of this box and on the spreadsheet.</p>	<p>We have included food as part of the programing dollars.</p>
<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. 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>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 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 (3 x 1500) =4,500</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>NONE</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</p>	<p>248349</p>

are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

Question:

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, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

I Agree

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