

Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Student Diversity Center

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Diversity Center (office of Diversity & Equity)

Q3. 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

Q4. 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

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** 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, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Miguel Macias

Q6. Budget owner email

- Please provide the email of the faculty or staff member you discussed your request with.

Q14. Proposal Information

Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

2020 brought upon many significant challenges to our communities at UWB. The Student Diversity Center (DC) aims to be a critical resource for students to navigate this new lived reality. The DC will continue to center marginalized communities who experience the cumulative impact of COVID-19 and systemic violence and marginalization. The continued funding from SAF will ensure the DC provides a home for students to connect to social justice centric programming. Access support from the DC Program Managers and student employees (ICC's & Peer Navigators) to navigate and succeed in their personal, professional, and academic lives. The DC, established in April 2017, is a story of student activism and empowerment. The DC within the newly formed Office of Diversity and Equity serves 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. This year, we ask for funds to provide identity-conscious, social justice-centered programming for the campus. The Diversity Center put on 35 programs this last Fall Quarter; these programs aimed to enhance students' success in all facets of their experience at UWB. In addition, we ask for the continued support of salary dollars to staff our team. The salaries include our peer navigators, ICC's, and Program Managers. The DC professional staff and student leaders are the heart of the DC; they support student success and drive equity-based transformation on campus.

Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

Fall quarter of 2020, the Diversity Center hosted 35 virtual programs that benefited and were open to all students at UWB. The 35 programs centered on civic engagement, student empowerment, community connection, professional development, and social justice themes. The DC programs were developed and facilitated by the Diversity Center professional staff and our student employees (ICC's and Peer Navigators). The need for professional staff support and student success programming from the Diversity Center was accentuated by the compounding impacts of systemic violence and COVID-19 on marginalized communities at UWB. The Student Diversity Center has a rich history of student activism dating back ten years. Students galvanized efforts across different identities to create a physical space on campus that would serve as a location they could call home. There had been nothing similar to the Diversity Center before its opening in April 2017. The Diversity Center opening created a space for students to experience a more profound sense of belonging and community on campus. It is part of the Diversity Center's mission to bring together and empower the UWB community and enhance the ways minoritized populations create pathways to opportunity and graduation. The Diversity Center staff and student leaders make it a priority to elevate student participation and voices, as stated in our mission statement. If SAF were not to fund parts of our proposal, we would face the reality of not having the capacity or resources to provide direct support to our students through our programming and

Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

The DC will work towards three primary goals. The success of our strategic plan will hinge on consistent access to SAF funding in the next few years. 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. 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. 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.

Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

It is relevant to contextualize the student demographics at UWB to answer the need of the DC. 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 DC has had several ways to assess the impact of the programming that we provide. We will continue to administer surveys at the end of each program to gather insight on what worked and what did not. In addition, these surveys also help us understand the learning that is happening at our programs. We also take this opportunity to ask our community what they would like to see in the future. Each year, we have put out an impact survey to better understand how we are doing. We plan to administer yearly impact surveys to drive our initiatives and SAF proposals.

Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

Intercultural Coordinators The Intercultural Coordinators serve as a programmatic group for the Diversity Center. The ICCs organize events that center the experiences of our international students while creating spaces where they can build community with local students. Additionally, the ICCs use both a social justice and cultural lens and framework to plan events open to our entire campus community. Requesting: \$27,600 includes benefit load Peer Navigators The Peer Navigators are the first contact that our communities have when coming to the DC. Their roles were originally conceived as front desk staff and since their creation a few years ago, the responsibilities have expanded. In this past year, the Peer Navigator role has expanded and not limited to being event planners, content producers, and members of various campus committees. Using a lens of social justice, they carry out their roles adapting to the needs of the campus community. As the DC continues to grow and the needs of the communities we serve continue to vary, the Peer Navigator role will continue to evolve as well. Requesting: \$111,096 includes benefit load Professional Staff Undocumented Focused Program Manager: (Requesting .5 FTE) The Undocumented Program Manager oversees all operations of our Undocumented Program at UW Bothell. Along with the responsibilities of building out the Undocumented Program at UWB, this Program Manager works directly with students to support them navigate their legal status. This requires partnership and collaboration with a host of folks across the country, state, city and university. The Program Manager also has expanded duties of supervising the Intercultural Coordinators, the Program Manager supervises three Intercultural Coordinators. Finally, this Program Manager has also taken on the responsibility of piloting and building our Be the Boss Program, an initiative geared to career readiness for Womxn of Color. Both Program Managers in the department take a big role in strategic planning for the department along with assessment efforts. Requesting: 39,838 with benefits Load Diversity Center Program Manager: (Requesting 1.0 FTE) The Diversity Center Program Manager has a critical role in the Diversity Center. This role supervises all of our Peer Navigators along with our Social Media and Marketing Intern. The Program Manager also supports broader Tri-campus partnerships and UWB collaborations. In addition, the DC Program Manager is the point for any training that is requested from the Diversity Center, they coordinate and facilitate many of the Diversity & Equity training that the DC provides. Lastly, the DC Program Manager has a role in supporting the social media and marketing of the department along with our social media intern. Both Program Managers in the department take a big role in strategic planning for the department along with assessment efforts. Requesting: 78,992 with benefits load

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

The Diversity Center hosted 35 virtual programs in Fall of 2020. Some examples of the programs that the Diversity Center hosted can be seen below. These are examples of programs we will continue to host this coming academic year. We will utilize the funds to pay for speaker honorariums, set up, food, and facility costs. We are planning for both virtual and in person settings. Example of a sample of Fall 2020 Fall Programs hosted by the Diversity Center: Affinity Spaces for UWB Community First-Generation LGBTQIA Black Diaspora Black Indigenous and People of Color Tri-Campus Diversity and Inclusion Welcome Event (UW Bothell, UWS, UWT) Dr. Andrew Jolievette Social Justice Open House Sponsor for CCT Club ODE/Diversity Center Black Lives Matter panel Zooming to Burnout Collaboration with Residence life Election Caucus Spaces Undocumented Men of Color QTPOC BIPOC African Diaspora Asian Diaspora Womxn of Color Latinx Movie Night with the Intercultural Coordinators Husky Dream Team Social UndocuCare Program with Carolina Husky Dream Team World Indigenous Representation- Intercultural Coordinators La Espiritista Performance (Transgender Day of Remembrance) 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- Disability Justice Indigenous/Native support programming Mental health and wellness Undocumented student experience Black diaspora Asian diaspora Intercultural Coordinator Programming (DC Student Leader Programmers) Focus on the international student experience financial health mental health lunar new year Global Student Welcome Night Market Request: 17,000 For Diversity Center Programming 5,000 for Intercultural Coordinators

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

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. Painting walls, they are not in the best shape at the current moment. Replace carpet in the computer lab Enhanced cleaning schedule to promote a cleaner space for the community. Office updates Keeping up with usage Funds Requested: 5,000

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

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. Amount Requested: 2010.00

Q20.

Office Supplies

- Note office supply expenses

Office supplies to support office operations and administrative work, business cards, name tags, promotional items for the Diversity Center. We are anticipating being in person in Fall of 2021. Amount Requested: 2550.00

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- 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 health and safety and per diem rates for meals. The per diem rates are available at the following link: <http://finance.uw.edu/travel/meals#perdiem>

Food and refreshments are part of the programming funds that have been requested.

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e 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.
- Note: Include professional development related travel in the professional development category.

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. Requested amount: 500.00

Q26.

Professional Development

(note items that are for certification, note if required for position)

■ Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.

- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

No funds requested

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

No funds requested

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

We will need funds to pay for phones in the Diversity Center, a total of 5. In addition, we will need money for future business cards. requesting: 500.00

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

no funds requested

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

None

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$ 289,955

Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.

This question was not displayed to the respondent.