



Student Fee Review Board Application Checklist

Cover Sheet

Executive Summary

Application Questions

Budget Form A

Budget Form B (**one-time requests**)

Budget Form C (**non-SFRB funding**)

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the ASUNM Office, Student Union Building suite 1016.

DEADLINE September 9, 2016, 5:00 PM.

***Late applications will not be accepted.**

**Student Fee Review Board
Funding Application for Fiscal Year 2017-2018**

African American Student Services

Name of Unit

William Scott Carreathers, Director

Dean/Director

Title

1130 Mesa Vista Hall MSC06 3820

Campus Address

505-277-5645

Campus Phone

wcarrea@unm.edu

E-mail Address

\$ 91,768.00

Total Amount Requested

Claytonj@unm.edu

Alternate Email Address

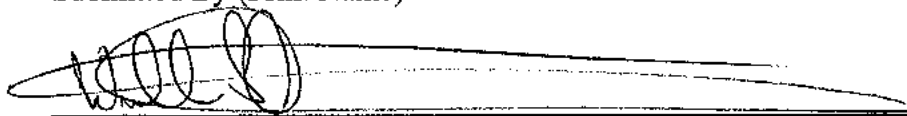
One-Time Funding Recurring Requesting Increase

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

William S. Carreathers

Submitted By (Print Name)



Department Head Signature

9-7-16

Date

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Executive Summary

African American Student Services strives to increase and retain its student population as it continues to provide academic, social/cultural relevant programs and services designed to assist primarily African American Students here at the University of New Mexico.

African American Student Services at the University of New Mexico (a PWI), saw a great need to recruit, expose, assist, encourage, and help navigate African American students. SFRB funding supports our student organizations, programs, work-study students, student ambassadors, and scholarships i.e., Divas Mentorship Program, The Voices of Inspiration choir, Powerful Movement of Educated Sisters, and our Awards and Recognition Ceremony. These past two summers African American Student Services created a four-week summer bridge program for incoming freshmen with a STEM focus, with assistance from UNM STEM/Gateway, STEM/UP, The Division of Student Affairs, Africana Studies and University College. With SFRB funding, our ability to provide more services, programming and resources has increased the number of students we are able to assist.

Utilizing SFRB funding allowed us to strengthen and enhance all of our student leadership programs, with a strong focus on first year student success and engagement. We also introduced a Professional Enrichment Program through a collaboration with Career Services, Graduate Resource Center, and student organizations in order to provide students with professional development and life skills. In addition, we use SFRB funding to create a student leadership retreat in both the fall and spring semesters. Students who participate in the retreat have the opportunity to attend various leadership conferences across the country. We also provide conference funding to students who participate in research symposiums and wish to attend academic conferences at both the undergraduate and graduate level.

With the success of our Bridge program and the primary targeted recruitment coming out of our office, we were able to implement an 8th grade peer mentorship program in which our incoming freshmen from our Summer Scholars Academy served as mentors and will continue to mentor these students throughout high school. This will then ultimately serve as a pipeline for participants to become future cohorts of our Annual Summer Scholars Academy, as well as become active participants of African American Student Services and will assist in recruitment initiatives of African American students to UNM.

With the SFRB funding we received we were able to accomplish all these initiatives successfully. African American Student Services has continued to seek outside funding for our services, but SFRB has and will continue to be used for current & prospective students who attend this university.

Application Questions

- 1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.**

African American Student Services strives to increase its student population, and to provide culturally relevant programs and services designed to assist primarily African American students in making a confident transition and successful adjustment to the University of New Mexico. Our student's benefit from a holistic approach toward academic support and a concerted effort is made to deliver it.

We take pride in asserting that the operation of African American Student Services is consistently applied and coincide with the academic mission of the University. Through our commitment, we contribute to the development of students who possess high values, an applicable body of knowledge and the attributes necessary to function as enlightened citizens contributing to the state and national economies. Through the collected efforts of faculty, staff and graduate students, we provide a vast array of resources that promote a high level of goal orientation and achievement.

Our program endeavors to provide an environment that is sensitive to the culture and history of African Americans; and assist students in achieving their educational goals. Services we provide include, but are not limited to:

- **Advocacy** – Provide support for students who are experiencing personal or academic difficulties
- **Community Networking** – Collaborate with organizations in the Albuquerque Black community
- **Crisis Intervention** – Deliver immediate help and referrals for students, faculty and staff
- **Cultural Events** – Coordinate events that educate and promote cultural awareness
- **Listserv** – Provides pertinent academic information, scholarships, employment and research opportunities and; African American Student Services' programs and events
- **Mentoring** – Provide faculty, staff and community mentors for students based on their interests and intended major. Mentorship programs include: ZEAL, DIVAS, Peer Mentoring, and collaboration of mentorship through our pipeline programs.
- **Recruitment** – Provide a pre-orientation program for newly-admitted students and participate in college fairs and campus visits for prospective students.

- Student Organizations – Work closely with and advise Black student organizations.
- Tutoring – In addition to CAPS, African American Student Services provides supplemental tutoring on an as-needed basis which is beyond the scope of CAPS.

Through these services and all our efforts, we continue to support and enhance the mission, core values, and the vision of the University of New Mexico.

a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?

We provide a community for Black students; we also address black history and culture, as well as creating pipeline programs for Black students.

b. How does your unit serve the University’s commitment to diversity?

We have a targeted student recruiter to assist with increasing the Black student population. We have created a Summer Bridge Program as a commitment to diversity; the African American Student Services Center also provides cultural awareness and sensitivity. We have also worked closely with our Black Student Alliance to help advocate social justice and cultural sensitivity as it pertains to diversity at the University of New Mexico.

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project?

The current SFRB funding has allowed us to provide more scholarship opportunities for our students, to increase the count of current book scholarships and/or student awards, to update necessary software on all computers, to provide more working computers in a larger, more comfortable and accessible lab, all which helps our programs better serve our students. This funding helps us provide a place on campus where our students can have access to unique educational resources, cultural experiences that cannot be found anywhere else on campus as well as provide resources that enhance their cultural their educational and professional development. Funds also allow us to increase our efforts to recruit new students and retain those who choose to make UNM their home.

- **American Student Services Summer Scholars Academy** - This is a four-week, rigorous residential summer program that supports the transition of recently graduated African American high school students from around the state of New Mexico and nationwide, to the University of New Mexico. The Academy is designed to challenge the students academically and introduce them to the Science, Technology, Engineering, & Math (STEM) programs at the university. The students completed credit bearing courses in college algebra or higher, Africana Studies, college transition workshops, and Black student leadership workshops during the four weeks. The second cohort of students successfully passed both courses and also completed the program requirements.

- **BGPSA** – Black Graduate and Professional Student Association is a graduate organization. These students focus much time mentoring undergrad students, providing professional and academic workshops in African American Student Services. We support their efforts by alleviating some of the costs associated with these events and conferences they attend.
- **BSU** – The Black Student Union was formed to provide an intellectual, cultural, and social environment for students as well as community members. The Black Student Union exists to encourage a positive image of African Americans and to support its members in achieving their educational goals. We assist them with these initiatives.
- **DIVAS** - Stands for Developing Intellectual Vigilant Ambitious Students. This is a student org primarily for African American women. With the help of African American Student Services and various African American staff and faculty, they provide mentoring programs and workshops, which focus on the academic, professional and cultural success of young black women.
- **Recruitment Seminars** – With our Student Recruiter, we have been able to present recruitment seminars, which disseminate admissions and financial aid information to prospective students and their parents. Along with other recruiting efforts, this will become a major focus for us. SFRB funding will assist with this initiative.
- **Student Retreats** – We hold retreats a minimum of twice a year to meet with student leaders, to assess where we are with programming, to listen to the students’ needs, to program plan for the upcoming semesters and to discuss all the challenges students face and how we can assist them.
- **NAACP** – We are working closely with the local, regional and national chapters of the NAACP to establish a college chapter here at UNM. For over 100 years, the NAACP has played a key role in eliminating discriminatory practices and/or laws. We also advocate for educational, economic, social political equality and opportunity for all citizens.
- **Black Greek Organizations** – Black Greek Organizations are deeply rooted in the uplifting and betterment of the African American community. Through academic achievement, social and cultural awareness and community service, these organizations have long been the cornerstone of black life on most all campuses across the country.
- **Workshops** – We work diligently to provide monthly workshops on various topics for our students. These workshops are presented by graduate students, staff, faculty, and prominent professionals from the community whose knowledge and experience can enhance the overall development of our students.

- **Student Organizations** – All of our student orgs are essential to the recruitment and retention of African American students. We believe that participation in these orgs can help develop a stronger sense of self, a sense of pride and even ownership in the work we do in African American Student Services. Our primary source of funding for our organizations comes from SFRB funding.
- **Scholarships/Awards** – African American Student Services was able to assist over 17 students with individual scholarships and emergency funds. Community service and GPA's in good standing were requirements to attain the funds. For our students in particular, this assistance goes a long way toward their retention and success.
- **Conference Fees and Travel** – African American Student Services was able to send both undergraduate and graduate students to conferences by covering fees and/or travel expenses. Without our assistance, undergraduate students have limited resources.

3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.

Yes, AASS does have a balance forward. While being fiscally responsible, we have not determined as of yet how much is needed for our pipeline and mentorship programs for the summer of 2017. We do plan on sending our cohort from last year's Student Leadership Retreat to the conferences such as NASPA, Association of Black Cultural Centers, Black Male Leadership Conference, Black Student Union Conference, and Southwest Black Leadership Conference. We are also looking to enhance our current Black Student Leadership Retreat. All of these initiatives are to ensure that we stay up to date with best practices for our student body.

4. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population.

African American Student Services at this time is not requesting any increase or one time funding.

a. Please complete Budget Form B for funding increases and one-time requests.

5. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?

African American Student Services in partnership with the UNM Development Office has continued to seek funding/large gifts from Albuquerque Native- Arian Foster and the Arian Foster Foundation. We have also been working with our Black Alumni Chapter on

the creation of an “A” list of potential donors. African American Student Services has continued to receive funding via the State of NM. An increase of \$50,000 was granted. No funds per UNM departments have been requested at this time. State appropriation funding has remained stable.

a. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?

African American Student Services has not received an increase or a decrease from non- SFRB funding sources.

b. Please complete Budget Form C for non-SFRB income.

6. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.

We have redesigned our conference room and an office to accommodate more tutoring, studying, and meeting space for students to utilize.

With SFRB funding, our ability to provide more services, programming and resources has increased the number of students we are able to assist. We will continue to increase student participation through increased visibility with events and promotions that will provide awareness and raise the profile of African American students on campus, as well as African American Student Services. We continue to utilize all social networks and electronic means of communication to promote our students, our center, our programs and events. We also maintain a website that announces our events and activities each month.

African American Student Services strives to provide a holistic approach to meet the needs of our students. We provide information for Black business networks to social, cultural and academic support on campus and throughout the city of Albuquerque.

a. How are students involved in the governance/decision-making of your unit?

Our students are highly involved in the decision making process for African American Student Services programs and direction. We host various meetings and retreats throughout the year to discuss how African American Student Services can better serve its population, what can affect them as Black students and how they would like us to better meet their needs. These meetings are transparent and candid and have helped us build a unique and close relationship with our student base. We also have a group called the Black Student Alliance (BSA), which consists of the student leaders from each Greek and student organization sponsored out of African American Student Services. The purpose of the group is to encourage student participation, build leadership and to serve as ambassadors of African American

Student Services and UNM.

b. How many students do you employ (including graduate assistants, interns, etc.)?

We currently employ four undergraduate work-study students and four STEM ambassadors. We also employ an additional graduate student to assist in tutoring and mentorship.

7. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

We have redesigned our conference room and additional office space to create more student-oriented accessibility. In addition, we are constantly ensuring our computer lab remains up to date. We have also added an IPAD with Campus Labs for when students enter the center and it allows us to better track the number of students that visit the center daily.

We feel strongly that the renovations are a better usage of the facility and it benefits all the students who utilize our center. To this end, it allows us to better provide programming, personal and private academic advising, tutoring, mentoring and counseling.

We have also worked to ensure that we have increased visibility by hosting tabling days, collaborating with Athletics, and having our work-study students flyer throughout the campus. We have also increased our social media presence through Facebook, Instagram, Twitter, and revamping our website.

8. How does your unit collaborate with other campus units and/or off-campus entities?

We collaborate with each ethnic center by sharing facilities that all our students frequently use. We continue to support each other's efforts and events. We collaborate with Africana Studies, LGBTQ Resource Center, Graduate Resource Center, Student Activities, Career Services, Accessibility Services, CAPS, Women's Resource Center, Student Health and Counseling, Athletics, Office of Equity & Inclusion, University Advisement Center, Engineering Department, UNM Black Alumni Association, African American student and Black Greek organizations by creating a connection of mentorship, by holding workshops on various subjects, film presentations, study groups, as well as organizing various cultural events throughout the year.

9. What methods have been used in evaluating your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been?

We sent out a survey in the fall and conducted focus groups with students who regularly participated in African American Student Services. Student responses allowed us to develop programming that continues to meet the needs of students' semester to semester. We also worked to include Campus Labs as our means of assessment for the academic year. Based on our analysis, several factors emerged which directly impact the programming out of African American Student Services (e.g., educational, social/cultural).

In addition to academic success, African American Student Services is committed to enhancing the cultural experience and social awareness of all students, faculty and staff by providing culturally relevant programming and workshops aimed at professional development, life skills, mentorship and community engagement which adds to the whole success of our students. Our services are not duplicated anywhere on campus as we understand that students often require a holistic approach to academic support. We strive to provide an environment that is sensitive to the culture and history of African Americans.

10. What are your unit's current plans to address the recommendations of last year's SFRB?

Last year's recommendation: African American Student Services [AASS] (\$91,768)

** One Time (\$0)*

o Reduced one-time to \$0, but we support the program

** Recurring (\$91,768)*

o Encourage them to use reserves to fund it, possibly at a smaller capacity

Last year, we used our reserves to fund and support our pipeline programs.

11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

We sincerely appreciate all the efforts that SFRB makes to ensure that our program has adequate funding. We want to ensure that we have done everything possible to meet our students needs in order for them to become more effective leaders within our program.

Our aim is to create a thriving academic environment accepting of all students who choose to participate. We have a significant amount of experience working with a large

population of diverse Black Students with different ethnic backgrounds, learning styles, communication styles and personalities. Our program reaches out to the city of Albuquerque and the UNM community. We take great pride in being community leaders and advocates and we believe it is our responsibility to serve our student community.

Form A

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2017-2018

DEPARTMENT African American Student Services
VICE PRESIDENT Dr. Eliseo Torres

INDEX # 946002

	A	B	C	D	E	F
	ORGANIZATION OPERATING BUDGET 2015-2016	TOTAL BUDGET 2017	SFRB BUDGET 2017	TOTAL BUDGET 2018	SFRB BUDGET REQUESTED 2018	SFRB FUNDING INCREASE/DECREASE REQUEST 2018
1 Faculty salaries						
2 Staff salaries	235,466	206,801	30,176	206,801	30,176	-
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 235,465.75	\$ 206,801.00	\$ 30,176.00	\$ 206,801.00	\$ 30,176.00	\$ -
4 Student (student employment & workstudy)	9,871	11,500		11,500		
5 GA, TA, RA - Pay and Benefits	2,500					
6 Fringe Benefits on Staff & Faculty salaries	25,169	25,966		25,966		
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ 273,005.54	\$ 244,267.00	\$ 30,176.00	\$ 244,267.00	\$ 30,176.00	\$ -
GENERAL EXPENSES						
8 Office Supplies, Books	14,990	9,405	6,500	9,405	6,500	(2,905)
9 Computers	3,089	800		800		(800)
10 Food	12,814	24,650	10,000	24,650	10,000	(14,650)
11 Dues, Parking, Postage, Supply Costs	1,868	2,200	500	2,200	500	(1,700)
12 Travel Costs and Intercept Support	12,526	25,562	6,356	25,562	6,356	(19,206)
13 Student Tuition/ Scholarships	24,990	26,299	15,000	26,299	15,000	(11,299)
14 Housing	10,700	12,300	12,300	12,300	12,300	-
15 Phone, Cable, Media	11,676	7,500		7,500		(7,500)
16 Conference	2,600	3,450	3,000	3,450	3,000	(450)
17 Rental, Copying, Other Prof Services	6,742	11,250	5,000	11,250	5,000	(6,250)
18 Equip, Rental, Repairs, Auto Insure	2,237	2,827		2,827		(2,827)
19 Promotional	1,456	1,200	2,400	1,200	2,400	1,200
20 Banner, Tax, fees, Surcharges	2,327	4,463	536	4,463	536	(3,927)
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32 TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 107,993.52	\$ 131,906.00	\$ 61,592.00	\$ 131,906.00	\$ 61,592.00	\$ -
33 GRAND TOTAL EXPENSES (Line 7+32)	\$ 380,999.06	\$ 376,173.00	\$ 91,768.00	\$ 376,173.00	\$ 91,768.00	\$ -

Form C

External Funding Sources

This form is used **ONLY** if you have EXTERNAL FUNDING SOURCES

DEPARTMENT African American Student Services
VICE PRESIDENT Dr. Elisco Torres
INDEX(es) # 946000, 946002, 946014

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2017-2018

	FUNDING SOURCE	2016-2017 BUDGET	2017-2018 FORECASTED BUDGET	Funding Increase Request for 2017-2018
1	Student Fee Review Board (SFRB)	91,768	91,768	
2	UNM Instruction & General	191,202	191,202	-
3	Private Donations			-
4	Fundraising/Foundation/Development			-
5	State Funding (RPSP)	70,900	70,900	-
6	Federal Funding			-
7	Grants (including federal and private)			-
8	Self-Generated Revenue			-
9				-
10	If Other(s), please list below:			-
11				-
12				-
13				-
14				-
15				-
16				-
17				-
18				-
19				-
20				-
21				-
22				-
23				-
24				-
25				-
26				-
27				-
28				-
29				-
30				-
TOTAL OPERATING INCOME/REVENUE		\$ 353,870.00	\$ 353,870.00	\$ -

*The narrative response to question #5 must reflect this information