



Student Fee Review Board Application Checklist

- X Cover Sheet

- X Executive Summary

- X Application Questions

- X Budget Form A

- N/A Budget Form B (one-time requests)

- X 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**

Women's Resource Center
Name of Unit

Caitlin Henke Interim Director
Dean/Director Title

Mesa Vista Hall 1160, MSC06 3910
Campus Address

(505) 277-3714 women@unm.edu
Campus Phone E-mail Address

\$ 108,908.00 crhenke@unm.edu
Total Amount Requested 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.

Caitlin Henke
Submitted By (Print Name)

Caitlin Henke 9/9/16
Department Head Signature Date

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Executive Summary *SFRB Executive Summary 2017-2018*
Women's Resource Center

The Women's Resource Center (WRC) has been a place of advocacy, support, and safety for all members of the University of New Mexico and greater community for over 44 years. We value our diverse student population and try to meet our students' needs by providing a variety of services, programs, resources and opportunities. We have been and will continue to serve as a safe haven to students and their families while they are on campus and after they leave campus to pursue their careers. The resource center is a safe place to study, network, gain support from staff and peers and participate in programs and educational activities that provide education and professional skills. The students are the heart of the center.

SFRB Funding allows The WRC to provide the following services and programs:

Advocacy	
Blogs	Leadership Development
Community Resources and Networking	Library (book and video with over 500 video titles)
Community Service and Learning Opportunities	Listervs
Crisis Intervention	Mentorship
Cultural Competency Programs	Safer Sex information including condoms
Education	Scholarships
Family friendly computer pod	Study and Lounge area, kitchen, lockers
Healthy Relationship info and resources	Universal Accessible restroom
Health information	Volunteer/ internship programs
Lactation support including 23 lactation stations	

Collaboration: WRC continually partners with numerous organizations both within UNM and outside with key community partners. Some of our most frequent collaborations are with Dean of Students, LGBTQ Resource Center, Student Health and Counseling, Career Services, The Office of Student Affairs, The Graduate and Professional Student Association, The Graduate Resource Center, Project for New Mexico Graduates of Color, Global Education Office, American Indian Student Services, El Centro de la Raza, The Rape Crisis Center of Central New Mexico, The Feminist Research Institute, The Women's Studies Department, The SANE Nurse Collaborative, Young Women United, Young Women's Health Clinic and many more.

Funding: By supporting the WRC with student fees, we are able to be an advocate, an access point and a clear support for students. SFRB is our primary funding for student programs, events and salaries. We will continue to collaborate with other UNM organizations to co-sponsor events and join forces to serve our students and be mindful of costs as well as pursue grants and other funding opportunities as they arise.

Funding Changes:

At this time, The Women's Resource Center is NOT requesting a funding increase.

Women's Resource Center SFRB Application 2017-2018

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.

The Women's Resource Center (WRC) was founded in 1972 by a group of students, staff, faculty, and community women. The goal was to provide a safe space where women could find and share information and resources as they made their way through higher education and beyond. Early projects included the rape crisis hotline, which is now the Rape Crisis Center of Central New Mexico; services for women in abusive relationships, which are now domestic violence agencies in Albuquerque; child care, which developed into the UNM Children's Campus; women studies classes and more.

The mission of the WRC is simple; we are a place of safety, support, and advocacy for all members of the UNM community. We are here to help, to provide resources and information, and to provide programming and services that increase a) awareness about issues affecting women and b) acceptance, inclusion, and equity.

Our work supports UNM's mission through providing access to information and experiences that enhance student learning; support to students and others to reach their goals; space within which our students can practice what they are learning; and opportunities to serve our community through our multifaceted programming.

1a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?

Our unique programming includes:

Advocacy/Crisis Intervention for victims/survivors of sexual violence and many other issues. While, there are other sites on campus that offer advocacy and counseling to students the WRC continues to serve as a safe haven for students. We offer advocacy help, campus navigation support and resource referrals. With the creation of the Advocacy Center last fall we thought we may see a decline in participation but we have not.

Impact Project: A Woman's Mentoring Program pairs first year women students with upper-class women students to provide connection and enhance persistence. Although there are other mentoring opportunities on campus, this one is created to specifically serve women. The program spends months developing a strong leadership cohort and then collectively this leader team works together to create mentor relationships with incoming students that are based on shared interests and experiences. They focus on leadership, professionalism, university navigation and retention.

Sabrina Single Mothers Scholarship provides a \$500 award to UNM single mothers to help them persist in their programs. Since the scholarship's inception in 2004, we have raised more than \$55,000 in our endowment and as of this spring we have awarded 51 scholarships totaling \$25,500.00. Many of the scholarship recipients have stayed connected to the center through volunteering and even employment here at the WRC.

Women's Health Education Program, including our Breastfeeding Support Program and its 23 lactation stations around campus. All of the stations on campus are managed and supported by us. These stations can be found on main campus, medical campus and Law campus. We offer breastfeeding support, education, FREE pumping kits and other supplies, access to lactation consultation through our work with community partners and support groups. Although SHAC has a women's health program, we offer discussions on health disparities among women of color, information on alternative feminine hygiene products, discussions body image and media literacy.

Gendered Violence Prevention Program offers direct services, primary prevention and bystander intervention trainings on sexual violence prevention. This program may change with the Creation of the Lobo Respect Advocacy Center, as the GA in this position is moving over to the center to help with this same endeavor. We are planning to collaborate and work together to educate, empower and give a voice to our students around these critical issues. *Position is currently vacant.

Peer Support Groups offers students the opportunity to gain support and/or learn how to facilitate a peer support group on topics that are important to them.

Family Friendly Computer Pod, we have 6 Mac computers with free printing. The uniqueness of ours is that it is family-friendly with toys and activities for children and a toddler gate so that mom, dad, grandma, or whomever can focus on their work without feeling like they are inconveniencing others.

Men's Program offers workshops on healthy sexuality and healthy relationships as well as assisting in the sexual violence prevention trainings. *Position is currently vacant.

Video Library boasts more than 500 titles of films by and about women and gender that are used in classrooms and other presentations.

What sets us apart is how our programs and services are created to serve the particular needs of women students; although everyone is welcome at the WRC!

1b. How does your unit serve the University's commitment to diversity?

Women are half the UNM population and a part of every single community. To serve women is to serve in the cause of equity, inclusion, and diversity. The WRC is open to all, works from an anti-racist, anti-oppression, feminist social justice foundation; and is diligent in its efforts to increase understanding and awareness of all women's experiences.

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? What, if any, changes do you plan to make to these programs/projects?

Student fees fund all of the programs and services offered by the WRC:

- Advocacy/Advisement/Counseling/Crisis Intervention— serve an average 20 clients per week, all services are free, victim centered and in demand.
- Breastfeeding Support Program—established 23 lactation stations (we had 14 stations in 2014, this is an increase of 64%) and has had over 30,000 uses since July 2009, and over

7,000 in the last year. Since 2015 we have had a steady increase from 20,000 to about 30,000 logins-150% increase in a year and half. We provide lactation attachment kits for free and we aim to get hospital grade pumps and refrigerators in more of the stations to better accommodate users.

- Computer Pod—average 4,000 visitors per year, free printing. People often remark that this one of the only places on campus they feel comfortable bringing their children while they work and study. We have had a 33% increase since last year (with an average of 3,000 visits).
- Impact Mentoring Program—The Impact: Women's Leadership and Mentorship Program is a year-long facilitated leadership program that pairs first year women with upper-class students. The focus of this program is on developing and implementing new-found leadership skills and building networks that support student goals as well as the empowerment, retention, educational and holistic success of first year women on campus through the strength of a mentoring relationship. Last year it was mentioned that this year would be a make or break for the program. We have increased participation by 1400% from 2014 to 2015 and have had another 16% increase just since last year! We have 14 leaders and 14 mentees. We also sent two mentors to a leadership conference in Washington DC.
- Peer Support Groups—average 5 groups per year with 8-10 students each. This is a consistent pattern for us. Every year we serve approximately 50 students with unique needs and create a safe space for them to create community, gain skills and receive support. We have free mediation, body positive yoga, and host AA and NA meetings, and hold late-night study/creativity weekly sessions.
- Gendered Violence Prevention Program—trainings and presentations impacted approximately 7,000 students in the last year. We had been the primary source of education and prevention until the opening of the Lobo Respect Advocacy Center. We have continued to be engaged in education and prevention and collaborate often with LRAC.
- Special events- Last we sponsored Elect Her, a collaboration between AAUW and Running Start, which encourages and trains college women to run for student government on their campuses. We also led two Start Smart Salary Negotiations sessions for students and community. More than 800 students showed up for special guest Laci Green last fall. We had great success with our Women's Herstory Events, including screening 2 movies, an interactive timeline, and Herstory Trivia night. This year we expect at least 1000 participants for our upcoming 45th Anniversary this spring. We also developed and co-sponsored the first annual Safety Week this year.
- Women's Health Education—target 1 presentation per month, plus awareness activities. Through this program we have been able to provide free feminine hygiene products as well as information and access to alternative feminine hygiene products, information and education on safe sex practices, statistics regarding sexually transmitted diseases/infections, birth control information and statistics, positive body image presentations, mindfulness and general health workshops geared towards student's needs.
- Women in STEM—We had two great events for Women in STEM last spring, they were both really well attended and we received great feedback. One was a panel discussion

about women working in Engineering and the other one was panel aimed at alternative pathways to medical school. The student that put on these two great events has joined our teams planning on 1 social and/or presentation per month, plus online community building.

- Men's Program—target 1 presentation per month, plus multiple prevention trainings, workshops and outreach.

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

The two vacant GA positions (Gendered Violence Prevention Program GA and the Assessment and Marketing GA) account for most of last year's balance forward. Since these important positions require a unique skill set we've not yet found suitable applicants. We are actively seeking to fill these positions. However, we would like to use these funds to install a ADA-compliant entrance door and update our rapidly aging computer lab. These expenses would greatly help to increase our accessibility to all students.

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.

The WRC is not requesting an increase in funding for this year.

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?

I&G funds our professional staff and some operational expenses. The bulk of our programming is funded through SFRB support. At this point in time, we do not know with any certainty the level of I&G funding we will receive next fiscal year 2018. We are planning on the same amount as FY16 until we receive final notice in the spring. Our I&G funds cover our staff salaries and a modest amount of operational costs. Our SFRB funding covers the entirety of our programming and services that we offer to the campus community. The WRC regularly reaches out for financial support for our programs to other entities on and off campus. We are planning for the submission of a grant application from the Office of Violence Against Women in the Department of Justice if the right RFP does open in the spring.

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

Students and students' needs drive the programming and services of the WRC. We learn through ongoing conversations and collaborations, keep current on national trends, and encourage students to bring their ideas to the table. The students are the voice of the center; it is primarily run by students- they run the programs- participate in outreach- plan assessments and customize their plans based on what they know their peers are asking for.

6a. How are students involved in the governance/decision-making of your unit?

The WRC utilizes a collaborative model where everyone has input and ideas are valued. At least one student is the lead in each of our programming areas. Those students work closely in collaboration with the program specialist, one another, and other collaborative partners to develop and implement programming and service ideas. The program specialist acts as guide, mentor, and carries the ultimate responsibility while providing students the freedom to explore, create, and reach their peers with important information and activities. A new aspect this year is that each student/program lead is more involved in the budgeting aspect of their program. This will not only help them understand how to manage their programs efficiently, but will provide an excellent point of experience on their resumes.

6b. How many students do you employ (including graduate assistants, interns, etc.)?

The WRC currently has 5 undergraduates, 1 vacant undergraduate position, 2 graduate assistant and 1 vacant graduate assistant position (our previous GAs took a staff positions and we are seeking to refill these GAships). Our staffing fluctuates between 4 and 15 between and during semesters. We often have students doing internships in the center; we have had students from Women's Studies, Sociology, the English department, and American Studies. This year we have a student from Amy Biehl High School doing a yearlong service project in the center.

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 increased our visibility by revamping both our newsletter and blogs, utilizing the LCD screen in the Student Union Building; increasing our Facebook likes to 2,181, and our Twitter followers to 670; as well as creating Instagram and Pinterest accounts. We also updated our entire women.unm.edu site. In addition, the WRC also handles the website for the Sexual Misconduct Response Team and contributes to the LoboRESPECT site. Additionally, we created new WRC marketing tools to include brochures and information cards. We have increased our classroom presentations and tabling efforts to further expand our outreach.

We have increased our outreach to specifically seek out populations that had not been as active within in the center. For example, we collaborated with students, faculty and women leaders in academia as well as resources and issues relevant to their future experience at UNM.

We have also created a WRC Advisory board that consists of students, faculty, staff and key community partners in order to provide the center with strategic vision, long term planning, outreach and inclusion. This offers a forum for students, center stakeholders, community partners, to communicate their opinions and share their expertise to continue to the Women's Resource Center's legacy.

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

The WRC values collaborative partners on and off campus. We regularly work with the Office of Student Affairs, Student Health and Counseling, Dean of Students, LGBTQ Resource Center, the ethnic centers, University Communications and Marketing, Athletics, Greek Life, Residence Life, the Rape Crisis Center of Central New Mexico, Sexual Assault Nurse Examiners Collaborative, UNM's Sexual Misconduct and Assault Team, the Bernalillo County Sexual

Assault Response Team, Young Women United, Albuquerque Birth Network, WIC-Women, Infants, and Children, and many, many others. We share information and resources, provide crisis intervention and support students in difficult situations. Although each organization, department, or agency has its own population focus, we all believe that we can accomplish much more together through leveraging than alone.

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?

Please provide any data collected if it pertains to the application.

Over the years, the WRC has used multiple tools to evaluate programming and usage:

- Voluntary sign-in at the front desk includes visitor demographics and what services they are using
- Voluntary sign in sheets in each lactation station
- Activity satisfaction evaluations have been used for events, films and presentations
- Comment box is available for people to leave feedback
- Focus groups have been conducted on various topics, including graduate students

Assessment and evaluation have been a challenge for many in student affairs and is an area the WRC has worked to increase this year. We have been utilizing an online tool, provided by Dr. Cheo Torres, called Campus Labs, for our sign-ins and surveys, creating sign in sheets that provide more information about the students that are participating in student's events and gathering evaluations at the end of programming events. In 2014 the center used SFRB funding to hire a graduate assistant to focus solely on developing an organizational assessment and evaluation plan. Sadly, the GA moved on to another position more closely related to her field. We plan re-hire this position and the plan will include:

- Working with each program assistant to develop pre and post evaluations for every activity
- Developing long term plans and assessment goals
- Create and implement student and graduate student focus groups to hear what the students need and how the WRC can assist
- Participate in the WRC advisory board (which will consist of students, faculty, community members and staff)
- Work on targeted and strategic marketing for or services, programs and events

We look forward to sharing our new data and results with next year's SFRB.

10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?

Last year we unfortunately missed the then mandatory meeting prior to the application deadline and we had to attend a make up presentation session. The recommendation we received was "Recommend that all steps be followed next year or stricter measures will be taken". The WRC of course is following this recommendation and attended the SFRB presentation this year. We appreciate the consistent confidence and support given by the Board for our work; thank you!

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

The Women's Resource Center has gone through a tremendous number of transitions within the past year and half and we are continuing to strive for student success, support, and excellence. Despite all the transitions, the role of the Women's Resource Center is growing on our campus. We have continued to be at the forefront of the efforts around sexual violence prevention. The program specialist is serving on the Lobo Respect Steering Committee, is the Co-Chair of the Sexual Misconduct and Assault Response Team (SMART), serves as an advocate for students who have been victimized, and has served as spokesperson on these topics in the media. We are proud of the growth made in the IMPACT Women's Leadership project; these leaders have gained valuable skills in leading professional workshops and presentations, building and strengthening networking skills, as well as leadership and mentorship skills through fostering a yearlong relationship with their mentees. The incoming freshmen women are receiving support towards their academic success, navigation geared toward the unique experience of being a first year student, leadership skills, and a strong network of dedicated students.

We are not asking for an increase in funding from SFRB to further this work. We are so grateful for our past funding as it critical to our stability, progress and survival. This funding provides student staff salaries and day-to-day functioning. Without this vital support system one of the oldest Women's Resource Centers in the country would die. We are primarily run by talented, engaged and innovative students who are funded 100% by SFRB. Our students are all pursuing not only their academic passions but also, gaining professional skills and experiences through their work at the WRC. The support the WRC has historically provided student employees has been instrumental in their future endeavors and career success.

I graciously thank you for allowing the Women's Resource Center to participate in SFRB funding application for the 2017-2018 academic year. We have created new programs and improved our existing programming to incorporate a greater student population and have a greater emphasis on student success and achievement. We are excited to continue to show you our impact and we look forward to working with both ASUNM and GPSA!

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2017-2018

DEPARTMENT Women's Resource Center
VICE PRESIDENT Dr. Eliseo Torres

INDEX # 306604

	A	B	C	D	E	F
DESCRIPTION	ORGANIZATION OPERATING BUDGET 2015-2016	TOTAL BUDGET 2016-2017	SFRB BUDGET 2016-2017	TOTAL BUDGET 2017-2018	SFRB BUDGET REQUESTED 2017-2018	SFRB FUNDING INCREASE/DECREASE REQUEST 2017-2018
1 Faculty salaries						
2 Staff salaries						
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 97,573.00	\$ 157,910.00		\$ 157,910.00		
4 Student (student employment & workstudy)	\$ 97,573.00	\$ 157,910.00		\$ 157,910.00		\$ -
5 GA, TA, RA - Pay and Benefits	\$ 215.22		\$ 26,200.00	\$ 26,200.00	\$ 26,200.00	\$ -
6 Fringe Benefits on Staff & Faculty salaries			\$ 51,420.00	\$ 51,420.00	\$ 51,420.00	\$ -
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ 97,788.22	\$ 157,910.00	\$ 77,620.00	\$ 235,530.00	\$ 77,620.00	\$ -
GENERAL EXPENSES						
8 3100 Office Supplies, books	\$ 1,813.56	\$ 1,115.00	\$ 3,000.00	\$ 4,115.00	\$ 3,000.00	\$ -
9 3131 Video Tapes	\$ 741.96					
10 3140 Computer Software	\$ 25.00	\$ 100.00		\$ 100.00		
11 3150 Computer Supplies	\$ 244.00					
12 3189 Computers	\$ 2,279.49		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
13 31B0, 31A0 Food	\$ 2,241.97	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
14 31C0 Dues Membership	\$ 1,438.00	\$ 1,250.00		\$ 1,250.00		
15 31P1 Instructional Materials			\$ 2,000.00	\$ 2,000.00	\$ 1,454.00	
16 3720 Other Supplies Cost Gen	\$ 547.87	\$ 500.00	\$ 6,500.00	\$ 7,000.00		
17 3820 Out of State Travel	\$ 226.45					
18 4080 Student Travel			\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	
19 6000 Telecom, Long Dis, Voice, Cell	\$ 5,335.13	\$ 2,844.00		\$ 2,844.00		
20 6350 Promotional Exp F&A	\$ 3,759.14	\$ 1,200.00	\$ 3,000.00	\$ 4,200.00	\$ 3,000.00	
21 6370 Printing/Copying/Binding	\$ 232.31					
22 63A0 Conference Fees	\$ 721.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
23 63A1 Event Fees	\$ 1,000.00					
24 63A2 Seminar/Training Fees	\$ 188.54					
25 63B0 Rental Fees	\$ 780.00					
26 69Z0 Other Professional Services	\$ 197.74					
27 7000 Plant Repairs, lock shop	\$ 401.41					
28 63E0 Honoraria						
29 70F0 Equipment Rental			\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
30 8060 Other operating costs			\$ 4,500.00	\$ 4,500.00		
80K0 Banner Tax	\$ 224.79	\$ 100.00		\$ 100.00		
80K2 Foundation Surcharge	\$ 598.64	\$ 840.00	\$ 635.00	\$ 1,475.00	\$ 635.00	
TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 23,197.00	\$ 9,949.00	\$ 42,835.00	\$ 52,784.00	\$ 31,289.00	
GRAND TOTAL EXPENSES (Line 7+31)	\$ 120,985.22	\$ 167,859.00	\$ 120,455.00	\$ 288,314.00	\$ 108,909.00	

Form C

External Funding Sources

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

DEPARTMENT Women's Resource Center

VICE PRESIDENT Dr. Eliseo Torres

INDEX(es) # 306000, 306004, 306007

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)	108,908	108,908	
2 UNM Instruction & General	167,859	167,859	
3 Private Donations	-		#VALUE!
4 Fundraising/Foundation/Development	2,733	3,000	
5 State Funding	-		#VALUE!
6 Federal Funding	-		#VALUE!
7 Grants (including federal and private)	-		#VALUE!
8 Self-Generated Revenue	-		#VALUE!
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	\$ 279,500.00	\$ 279,767.00	#VALUE!

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