

**Student Fee Review Board  
Funding Application for Fiscal Year  
2020-2021**

African American Student Services

Name of Unit

Brandi Stone

Interim Director

Dean/Director

Title

1130 Mesa Vista Hall MSC06 3820

Campus Address

5052772490

Campus Phone

bcw29@unm.edu

E-mail Address

\$ 73,870

Total Amount Requested

afro@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.

Brandi Stone

Submitted By (Print Name)

Brandi Stone

Department Head Signature

9/16/19

Date

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the GPSA Office, Student Union Building suite 1021.

**DEADLINE September 6, 2019, 5:00 PM.**

**\*Late applications will not be accepted**



## 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](mailto:SFRB@unm.edu) and 13 hard copies of this application to the **GPSA Office**, Student Union Building suite 1021.

**DEADLINE September 6, 2019, 5:00 PM.**

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## Application Guidelines

A completed application includes the SFRB-provided cover sheet, signed by your unit's chair/director/head; an executive summary; answers to all questions; and all required budget forms. **Your application will be considered incomplete if it is missing any of these components.**

1. Include the provided SFRB Cover sheet
2. Type your executive summary, **no longer than 1 page**, and include the required information.
3. Answer the application questions. Your answers to these questions can be **no longer than 10 pages**, single-spaced with 1-inch margins, left-aligned, in size 12 Times New Roman. Any graphics or tables or supplemental information will be accepted electronically or physically brought to the hearings.
4. Fill out Budget Form A (**required**) paying attention to the new format and required information.
5. Fill out Budget Form B **only if your unit is requesting one-time funding**.
6. Fill out Budget Form C **only if your unit also relies on outside funding** (any funding other than student fees).

**DEADLINE:** 5:00 p.m., Friday, September 6, 2019

**Email completed application to:** [SFRB@unm.edu](mailto:SFRB@unm.edu)

**Deliver thirteen (13) printed-hole punched without staples or paperclips--copies to:** GPSA Office – Student Union Building, Suite 1021.

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### *Notes*

- Chartered student organizations are **NOT** eligible for SFRB funding.
- Applicants that did not receive SFRB funding last year do not need to complete questions 2, 3, 4, and 10.

## Executive Summary

Please provide an executive summary, **no longer than 1 page**, to introduce your application. This document will repeat, in a condensed form, the most important information in your answers to the application questions. This serves two purposes: providing SFRB members with a guide to reading your full-length application, and improving transparency to students and other constituents who may review SFRB materials for their own purposes.

- Briefly describe your unit's role in supporting student success, particularly those services not available elsewhere within UNM.
- Briefly describe how you have used and/or would in the future use student fee funding to benefit UNM.
- Explain why your unit is seeking SFRB funding as opposed to other funding sources.
- Briefly describe your unit's partnerships and collaborations both within and outside UNM.
- If you are requesting a funding increase, briefly describe the reasons for, and intended uses of, the increase.

## Executive Summary

The vision of African American Student Services (AASS) is to cultivate Black Excellence on the University Campus through educational discourse, leadership development, holistic health and wellness practices, and community engagement. AASS provides culturally relevant programs designed to assist primarily Black students in making a confident transition and successful adjustment to the University of New Mexico. This is unique to our campus as we are one of the three ethnic centers charged with the task to increase and retain Black students through a variety of culturally relevant programming, services, and resources.

SFRB currently supports a majority of our student programming, work-study student salaries including peer mentors and office assistants, as well as a graduate student ambassador. Over the past three years, we have used SFRB funding to support our annual Black Cultural Conference. The Black Cultural Conference provides sessions as they pertain to leadership & professional development, social justice, mental health/wellness, and education through the lens of Africana Studies and exposure to graduate & professional school opportunities at UNM.

Utilizing SFRB funding has also allowed us to strengthen and enhance all of our student leadership programs with a strong focus on first year success and engagement. Over the past year our Student Success Specialist, Sr., piloted a freshmen mentorship program formally known as PHENOM and now known as BOSS (Black Overt Student Success). This year-long program has collaboration with departments including Student Health and Counseling (SHAC), Career Services, Graduate Resource Center, Johnson Center, Black staff and faculty across UNM, as well as various student organizations to provide students with professional development and leadership skills. In addition, students are exposed to elements of the research process and required to participate in our research symposium.

SFRB Funding is also used to support student leadership retreats in both the Fall and Spring semesters. Students who participate in the retreat have the opportunity to attend various academic and professional development conferences across the country. We also provide conference funding to students who participate in some capacity of our office's programming offered and who wish to attend an academic conference (both undergraduates and graduate students).

The SFRB funding we receive has allowed us to accomplish all of our initiatives successfully. AASS has continued to seek external funding for our programs and services but SFR has and will continue to be used to support the recruitment and retention of current and prospective Black students at the University of New Mexico.

AASS understands that holistic model is the best way to support a student's matriculation at UNM. As such, we ensure that we are collaborating with both academic units and student affairs departments to support each student. We also work very closely with our Black community organizations and entities to ensure our students are both supported and have opportunities to connect, grow, learn and serve.



## 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.
  - a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?
  - b. How does your unit serve the University's commitment to diversity?
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?
3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.
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. If requesting increases for multiple programs/projects, which program/project is your top priority? If requesting an increase, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.
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?
  - a. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?
  - 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.
  - a. How are students involved in the governance/decision-making of your unit?
  - b. How many students do you employ (including graduate assistants, interns, etc.)?
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.
8. How does your unit collaborate with other campus units and/or off-campus entities?
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.
10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?
11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

## SFRB Hearing Presentation Guidelines

Your presentation may cover much of the same ground as your application, but in an oral and/or visual format that allows you more flexibility to emphasize what you think is most important.

**Your hearing presentation should not focus on student testimonials, but on your unit's capabilities, goals, and finances.**

- Time limits:
  - **Presentation:** 15 minutes
  - **Questions from SFRB:**
    - 15 minutes for organizations requesting under \$350,000
    - 30 minutes for organizations requesting \$350,000 or more
  
- Strong presentations will address most or all of the following elements:
  - **Background**
    - Mission statement
    - Standing/long-term goals
    - Services, with an emphasis on projects/programs funded by student fees
    - Plans for the upcoming academic year (e.g. pilot programs, special events)
    - Training and professional development opportunities available to students
    - Student organizations that partner with or are supported by your unit
    - Impact/contact metrics
    - Responses to SFRB recommendations
  - **Finances**
    - Breakdown of funding sources
    - Breakdown of spending/allocations
    - Funding trends (e.g. increases and decreases in I&G funding relative to student fees and other sources)
    - Details of request for new funding
    - Details of SFRB balance forward (if applicable)
  
- As many (or as few) personnel and constituents as you like may attend your hearing, but their involvement should be limited to providing the information listed above. A large audience can convey support for your unit, but should not distract from your presentation.
  
- Creativity is encouraged, but concision and clarity should be your priorities.

If your unit has typically included other presentation elements not provided for in these guidelines, you will still have the opportunity to elaborate on your application at the student forums (see timeline). The board strongly encourages students served by your unit to attend these forums and relate their own stories about your unit's contribution to their academic, professional, and personal success.

Sample presentations will be available on the SFRB website at [sfrb.unm.edu](http://sfrb.unm.edu).



## Application Questions

### **1. Describe the history and mission of your unit, and how its services support the mission of the University.**

African American Student Services was created in the late 60s under as a result of Black student activism demanding a safe space for Black students on this campus. Today, AASS strives to provide culturally relevant programs and services designed to assist Black students in making a confident transition and successful adjustment to the University of New Mexico. We take pride in asserting that the operation of AASS via our recruitment and retention programming, initiatives, and support services coincide with the academic mission of the University.

Our program endeavors to provide an environment that is sensitive to the culture of African American/Black students, and assists students in achieving their educational, professional, and personal goals. Services that we provide, but are not limited to include:

- Advocacy – Provide support for students who are experiencing personal or academic difficulties
- Academic Advising – provide guidance as it pertains to degree exploration, degree planning, and course drop/switch/grade changes.
- Brave Space – AASS recognizes that Black students carry a unique experience while matriculating at UNM and provide a space through our center to have discourse as it pertains to this journey and overall climate.
- 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
- 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 student and Greek 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
- Workshops – We provide a variety of workshops to serve the student through a holistic approach.
- Learning Environment – The AASS provides students a safe space to conduct research and do homework in a computer lab with full service printing.

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

AASS specializes in providing a community and programs/resources that target the specific need of Black students. We aim to ensure all of our programs and initiatives have an afro-centric approach and that we are honoring and celebrating Black history.

**b) How does your unit serve the University's commitment to diversity?**

We serve the University's commitment to diversity in several ways. Through our office, we assist enrollment management through targeted recruitment of African Americans/Black students in efforts to increase our student population and overall enrollment numbers. We have worked closely with our Black Student Alliance to help advocate for social justice and cultural sensitivity as it pertains to our University and its diversity efforts. Moreover, we are constantly encouraging Black students to find their leadership skillset on this campus to assist diversify areas of student life such as ASUNM, GPSA, Residence Life, Greek Life, Student Organizations, etc.

**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?**

The current SFRB funding has allowed us to provide more scholarship opportunities for our students, to increase the count of current books in certain subjects for our students to utilize, to update necessary software on all computers, to expand our student lounge to accommodate workshops, student meetings, and socializing. 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 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.

- **Black Cultural Conference** – AASS will host our 3<sup>rd</sup> annual Black Cultural Conference this fall with the theme *Blackness Unchained*. This conference is planned by our student body and for our student body. Our outreach is inclusive of state colleges and universities that have Black student populations. This year students have decided to make Black mental health the priority of the conference and are bringing in a Black Panther to discuss what Radical Self Care looks like in the Black community. Outcomes of this conference include professional development/leadership skillsets, research exposure, and community capacity building for our students. Most sessions are ran by UNM students and student organizations. This year we will be adding a component for high school students to attend and will use this as pre-college exposure to both UNM and AASS services.
- **BEST** – BEST (Black Excellence in Science and Technology) Summer Academy is a STEM program for rising 8<sup>th</sup> graders lead by UNM AASS students. This program gives our collegiate students experience in lesson planning, mentorship and STEM

education. This year our first cohort will be graduating from high school and we expect to receive a strong yield from the cohort applying to UNM.

- **BGPSA Initiatives**– Black Graduate and Professional Student Association is a graduate organization. In the past few years, there has not been a chartered BGPSA chapter, however there are several Black Grad & Professional students who focus much of their 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.
- **Recruitment Seminars** – With the assistance of our student leaders, 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 has become a major focus for us as enrollment numbers have decreased over the past 5 years for Black students. This year, we are expanding our outreach to also include the southeastern part of the state.
- **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.
- **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 Orgs** – 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. In addition to funding they might receive as a chartered student organization, we assist them in supporting their larger programs to our AASS student body via the retreats they provide for first year freshmen and excursions focusing on holistic health during high stress times of the semester.
- **Scholarships** – African American Student Services was able to assist over 15 students with individual scholarships and emergency funds. Participation in the UNM community and AASS as well as 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 several undergraduate students to conferences by covering fees and/or travel

expenses. We also supported 2 graduate students with conference funding to assist them in attending their academic field's national conference. Without our assistance, students have limited resources.

- **BOSS** – AASS has created a freshmen mentorship program which students participate in throughout their first year (either as a first year freshmen or first year transfer student). Throughout the course of the program, students are expected to complete a research project connected with their respective peers of study and Black history. In addition, students participate in an alternative spring break exposing them to service learning and National Student Exchange opportunities to HBCUs. This past year, we had 12 students complete the program and expect the participation to increase for the second cohort this year.
- **ZEAL**- AASS has a mentorship program specific to the needs of Black student athletes at UNM. This is a yearlong program in which student athletes are paired with a mentor who was a former UNM student athlete and/or professional in their career field. While mentorship is largely centered around the at-risk needs of the students, we believe it also assists in acclimating Black students who are not from New Mexico to our community. Last year we had 17 student athletes participate from both men's and women's athletic teams including: Football, Track, Basketball, and Softball.

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

The SFRB balance forward is \$6,500. We have dedicated our balance in the following way:

\$2,000: To support Black Cultural Conference

\$3,500: To support Food expenses for student programming and signature programming

\$1,000: To support out of state travel for students attending professional development and academic conference opportunities.

**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. If requesting increases for multiple programs/projects, which program/project is your top priority? If requesting an increase, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.**

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

**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?**

AASS currently receives I&G funding and funding via the State of NM. In addition, AASS in partnership with our Black Alumni Chapter continues to work on the creation of an "A" list of potential donors to support scholarships for Black students.

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

AASS does not anticipate any changes as we are asking for the same funding amount to sustain our current programs.

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

Budget form C attached.

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

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. This year we have also rolled out specific marketing for Black graduate and professional students through a separate email list served catered to their needs (inclusive of workshops, programming, socials, mentorship, etc.) Over the past academic year, we served 453 students and graduated 35 students.

**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, initiatives, and overall 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 call 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, cultivate 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.)?**

For the 2019-2020 school year, we will employ 8 students as office assistants and peer mentors, and one professional intern. We are also exploring opportunities to support an additional graduate student in our office through a potential summer GA position to support our bridge programming.

**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 consistently host retreats at the end of each semester to evaluate our student outreach and services that we provide to our students. This year, students requested that we re-organize our center make multifunctional access for our lounge and student organization office. This included enhancing our lounge with more charging ports and laptop stations. In our student organization office, we added tables and a couch to further encourage use of the space for both studying and meeting. In addition, we have worked on increasing our social media presence through weekly polls, shout outs, and adding Instagram tv videos so that students can get to know more about the staff and student orgs, leaders, and community initiatives.

**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 frequent. We continue to support each other's efforts and events and share common CAPS tutoring hours. We collaborate with various academic departments and student affairs departments including: , LGBTQ Resource Center, Graduate Resource Center, Student Activities, Career Services, Accessibility Services, CAPS, Women's Resource Center, Athletics, Division 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. In addition, we also work closely with the NM State office of African American Affairs, The Perspective, the NM Black History Organizing Committee, the local ABQ chapter of NAACP and various other community organizations. We believe that these collaborations truly contribute to acclimating our students.

**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.**

Our staff are trained to capture data through the UNM data systems (i.e. Opinio, My Reports, etc). We evaluate the impact of our office on students through a variety of means including focus groups during retreats and student reflections after each signature program. In addition, we also utilize student input via daily sign ins that track services being used, graduating exit surveys, non-returning survey call campaigns, and retreats. The data has been instrumental in ensuring we are providing the most relevant services for our students and have helped us to continually increase the number of students we serve year to year.

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

*The SFRB board recommended funding African American Student Services at exactly what they requested, minus \$5,000 from the "food" line item. The board recommends that if necessary, this be covered by reserves.*

We are currently seeking sponsorship from other UNM departments and community organizations to offset this decrease as well as utilizing our reserves. The cut in this line will impact food provided for our Black Cultural Conference.

**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 assure our students that we have done everything possible to meet their 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 and extends to the Black student population across the state. We take great pride in being community leaders and advocates and we believe it is our responsibility to serve our student community.







36	Long Distance	150	150			150						
37	Event Fees	250										
38	Equipment Moving	100	320		220		320	220				
39	Honorarium	5,000	4,000			4,000						
40	Facility Rental	983	750			750						
41	Auto Insurance	200	200			200						
42	Other Operating Costs	653	100			100						
43	Banner Tax	392	392			392						
44	Printing		50			50						
45	Sets/Scenery		500		500	500		500				
46	Other Supply Costs		12,200		200	12,200		200				
47	Plant Repairs Maintenance				113	113		113				
48	Contingency Budget		600		600	600		600				
49	TOTAL GENERAL EXPENSES (Line 3-48)	\$ 90,745.00	\$ 90,256.00	\$ 35,223.00	\$ 90,256.00	\$ 35,223.00	\$ 90,256.00	\$ 35,223.00	\$ 90,256.00	\$ 35,223.00	\$ -	\$ -
50	GRAND TOTAL EXPENSES (Line 7-52)	\$ 332,406.00	\$ 376,965.00	\$ 73,870.00	\$ 376,965.00	\$ 73,870.00	\$ 376,965.00	\$ 73,870.00	\$ 376,965.00	\$ 73,870.00	\$ -	\$ -