# Student Fee Review Board Funding Application for Fiscal Year 2021-2022

African American Student Ser	vices	
Name of Unit		
Brandi Stone	Director	
Dean/Director	Title	
1130 Mesa Vista Hall MSC06 Campus Address	3820	
5052775645 Campus Phone	bcw29@unm,edu E-mail Address	
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\$_57,294 Total Amount Requested	plott26@unm.edu Alternate Email Address	
One-Time Funding Recurr	ing Requesting Increase	
	<b>CERTIFICATION</b>	
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Brandi Stone		
Submitted By (Print Name)		
Brandi Stone		Sep 11, 2020
Department Head Signature		Date

Please submit an electronic version of this application via email to SFRB@unm.edu.

# **DEADLINE September 11, 2020, 5:00 PM.**

\*Late applications will not be accepted

## **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:** Friday, September 11, 2020 at 5:00 PM **Email completed application to:** SFRB@unm.edu

### 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.

## **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:
  - o **Presentation:** 15 minutes
  - **Ouestions 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
  - o 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.

## **Executive Summary**

The vision of African American Student Services (AASS) is to cultivate Black Excellence on the University campus through the following initiatives: academic discourse, leadership development, community engagement, and holistic health health/wellness practices. AASS provides culturally relevant programs designed to assist primarily Black student in making a confident transition and successful adjustment to the University of New Mexico. This is unique to our campus as our office is specifically charged with the responsibility to increase and retain Black students through a variety of culturally relevant programming, services, and resources. We are excited to share that last year we were recognized as one of the most active Black Culture Centers in the national Association of Black Culture Centers (ABCC)!

SFRB currently supports a majority of our student programming, work study student salaries, as well as a graduate student ambassador. SFRB funding continues to fund all of our signature student retention programs in the office from our Welcome Back BBQ to our Black Graduation & Awards Ceremony. Over the past four years, we have used SFRB funding to support our annual Black Cultural Conference which provides culturally relevant sessions that pertain to leadership & professional development, social justice, mental health/wellness, and education. As a research 1 institution, we are excited to provide our student scholars an opportunity to present their research and participate in community capacity building.

SFRB funding has also allowed us to continue to enhance our first-year student success programming through our BOSS mentoring program, our signature programs, as well as our Black Grad student meet ups. Both are important initiatives that positively reinforce identity and belonging in a higher education setting. We ensure that we are collaborating with both academics and student affairs departments to provide holistic support and resources to students.

Utilizing SFRB funding has also allowed us to support student's scholarship, leadership and professional development by providing mini conference scholarships to support students who were presenting research at conferences across the country. With collaboration from ASUNM and GPSA, we were also able to provide some emergency funding to support student's ability to stay in school during the onset of the COVID pandemic.

The SFRB funding we receive has allowed us to accomplish all of our initiatives successfully. AASS will continue to seek external funding opportunities but SFRB funding has and will continue to be used to support the recruitment and retention of current and prospective Black student scholars at the University of New Mexico. We thank you for your continued support of our office and the opportunities you provided via emergency funding in the Spring 2020 semester.

# Form A

# **SFRB Funding Request Form**

**DEPARTMENT** African American Student Services

STUDENT FEE REVIEW BOARD

FISCAL YEAR 2021-2022

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# Form A

# **SFRB Funding Request Form**

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## **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 developed as a result of Black student activism demanding a safe space for Black students on this campus. It was originally housed under Afro-American studies and was split as its own student service unit in the early 1980's. 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 and centers 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 holistic 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 Engagement & Networking Collaborate with organizations and leaders 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, student and community mentors for students based on their interests and intended major via BOSS and ZEAL
- Recruitment Provide a pre-orientation program for newly admitted students and participate in college fairs and campus visits for prospective students
- Restorative Justice Provide students an opportunity to work with each other to reconcile and heal the community at large
- Student Organizations Work closely with and advise student and Greek organizations

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 both gain new experiences as well as 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 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.

We know that students who connect with our office are more likely to be retained and graduate. Due to COVID, we have had to change the way we offer programs to our students. Given the demands of online learning in addition to online programming, we are incentivizing students participation through a tiered system of raffles and drawings with the use of SFRB funding to directly give back to these students.

- Black Cultural Conference AASS will host our 4<sup>th</sup> annual Black Cultural Conference with the theme *Revisioning Blackness*. This conference is planned by our student body for our student body and for our surrounding institutions Black student bodies to attend. This year students have decided to make Afro Futurism the focus of the conference. 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. Due to COVID19, the conference is postponed to the Spring semester.
- Lobo Agents- this is a new initiative in collaboration with UNM LGBTQ Resource Center. Lobo agents is an rigorous cohort program where students receive tools to be

agents of change through gaining fundamental knowledge of faculty/staff and community on dissent, organizing, and movements. Throughout the program students are expected to facilitate conversations with peers based on the learning objective for that module. At the end of the program, students will receive a box of organizing resources to continue their development.

- Black Graduate Student 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. We also have provided monthly social hours for grad students to meet each other.
- Student Leadership Retreats & Focus Groups 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. This year, we are creating "packages of items" students can pick up for some of our workshops and programming which would allow them to be interactive while on zoom.
- Student Orgs All of our student orgs are essential to the recruitment and retention of African American/Black 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 larger collaborative programs to our AASS student body. For example, the Black Student Union cosponsors our Afro Homecoming programming. AASS covers most of the cost.
- Scholarships African American Student Services in collaboration with GPSA and ASUNM was able to assist several students with individual scholarships and emergency funds. Participation in the UNM community and AASS as well as discussion of how funding supports their educational attainment were requirements to attain the funds.
- Conference Fees and Travel African American Student Services was able to support several undergraduate and graduate students with conference funding to support their research presentations at their academic national conferences as well as

regional/national leadership conferences.

- 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 degree major of study and Black history. Last year's cohort went on to be leaders in various student groups and participants in other UNM sponsored research programs/activities.
- 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?

Yes, we do have an SFRB balance forward due to a staff member leaving in December and the inability to re-post for the position until the summer. We were also unable to host some of our signature programs for the spring and summer which we had cut costs to save for in the fall anticipating to host our pilot "Roots" research program in June.

The SFRB balance forward is \$17, 835.

We have dedicated our balance in the following way:

\$3500 Out of State Travel (3820): Summer Research Trip (cancelled last year)

\$1000 In State Travel (3800): Annual Black by Southwest College Conference

\$2500 Conference(63A0): student participation in ABCC conference and support for various conferences and webinars for students

\$4000 Professional Services (69Z0): Restorative Justice Training for all students (for FY21/22)

\$1500 Promotional Services (6350): Black History Month Shirts and Supplies

\$2500 Other Supply Costs (37Z0): program supplies for remote and in person programming and Black Cultural Conference

\$1500 Food (40C0): to support Spring programming

\$2000 Honorarium (4000): Keynote Speaker for Black Cultural Conference

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 a list of potential donors to support scholarships for Black students. This year, we were gracious to have an alum, Mr. Trajuan Briggs, collaborate with our office to support an inaugural IMPACT Scholarship.

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

We have received a decrease in all of our other funding sources from I&G and RPSP.

I&G Decrease: \$16,081 RPSP Decrease: \$7,100

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 and virtually, 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 were the first to pilot Instagram Live student programs and workshops and will continue to find new ways to engage students virtually and in COVID safe in person programs.

Over the past academic year, we served 448 students and graduated 57 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. This year due to COVID, we expanded our calling campaigns to include questions focusing on how can we provide better services for students during this new remote learning environment.

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

For the 2020-2021 school year, we will employ 4 students as office assistants and peer mentors, and one graduate assistant. 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 focus groups at the end of each semester to evaluate our student outreach and services that we provide to our students. This year, we participated in training to expand our understanding of branding and social media engagement. This has significantly impacted our ability to outreach our programming to Black students with different passions but all Lobos. In addition, we continue to engage with students 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?

This year we have been intentional about collaborating with the other ethnic centers through a new "EC Connect" Ethnic Center Connect. Programming will occur 2-3 times a semester in collaboration. We continue to support each other's efforts and events and share common CAPS tutoring hours.

We also 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 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 and allowing them to connect and grow.

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, Formstack, etc). We evaluate the impact of our office provides to 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. This year, we have also developed a pre/post assessment for our identity development and professional development/leadership programming.

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

(Decrease -\$3,694)African American Student Services (AASS) requested the same amount of funding which they requested last year which was \$73,870. This funding will be used for the resources that AASS provides to students on a day-to-day basis as well as student employment opportunities. The funding will also go to the expenses of operation of the resource center that gives back to a large population of undergraduates on campus. This decrease was due to an across-the-board cut to all ethnic centers to stay equitable (5%).

We are addressing these plans through the use of our current reserves to supplement travel, conference assistance, supplies, and BHM/Black Cultural Conference programming.

# 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 and more connected Lobos to our institution as we understand navigating campus as a Black student is

unique.

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. We take great pride in being community leaders and advocates and we believe it is our responsibility to serve our student community.

# Form C

# **External Funding Sources**

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

DEPARTMENT	African American	Student Services
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VICE PRESIDENT Dr. Cheo Torres

**INDEX(es)** # 946000946014946000

STUDENT FEE REVIEW BOARD FISCAL YEAR 2021-2022

FUNDING SOURCE	2020-2021 BUDGET	2021-2022 FORECASTED BUDGET	Funding Increase Request for 2021-2022
Student Fee Review Board (SFRB)	57,294	57,294	
UNM Instruction & General	203,004	203,004	-
Private Donations			-
Fundraising/Foundation/Development	12,875	12,875	-
State Funding	109,900	109,900	-
Federal Funding			-
Grants (including federal and private)			-
Self-Generated Revenue			
			-
If Other(s), please list below:			-
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FOTAL OPERATING INCOME/REVENUE	\$ 383,073.00	\$ 383,073.00	\$ -

<sup>\*</sup>The narrative response to question #5 must reflect this information