

## **AS Board Proposal - Carry-over of Project Funds from FXXROP**

**Motion:** To approve the carry-over of \$2,000 out of the FXXROP budget from fiscal year '16 to fiscal year '17 for the purpose of funding a temporary staff appointment to conduct assessment and programmatic development work for the AS Women's Center during a term of late spring quarter to early fall quarter.

The Women's Center and ROP Advisor are requesting the ability to fund a temporary position from unspent allocations from the current year. This position would continue moving forward the analysis and assessment of the mission and focus of the Women's Center that has begun earlier this year, in the hopes that momentum toward revisioning the office isn't lost over the summer break. The position would be engaged in projects such as these listed below.

**Position description:** Under general direction of the Coordinator of Student Activities, will conduct research and program assessment on the AS Women's Center, utilizing document analysis, interviewing, focus groups, open forums, visioning discussions, for the purpose of accelerating and adding context to the on-going process of revising the mission and offering of the Women's Center.

### **List of duties:**

- Analyze past program data (i.e. event and utilization reports)
- Interview current and former advisors and student staff to gather insights and qualitative data on strengths, challenges, and opportunities
- Gather input on the needs of students that could be met by the Women's Center
- Analyze data gathered & present findings
- Conduct focus groups and brainstorming sessions to generate ideas for the renewed purpose of the Women's Center
- Have regular meetings with the AS Resource and Outreach Programs Director and Coordinator of Student Activities
- Prepare final document summarizing findings and making recommendations

This position will be open to students and non-students and approved through the WWU Human Resources process for creating temporary classified staff positions. This approach will allow for maximum flexibility in placing either a student or recent graduate into the role.