



AS Board of Directors [Blue Resource Center]

Proposed Motion: Approve to create a Blue Resource Center, have an operational budget and two student paid positions. Approve a \$

Date: April 19, 2019

Sponsor: Camilla Mejia & Alberto Rodriguez-Escobedo

Persons of Contact: Alberto Rodriguez-Escobedo & Leti Romo

Guest Speaker: N/A

Background & Context

The AS Blue Group is a support group on campus that fosters the growth of undocumented & mixed status students. Blue Group has continuously engaged in community organizing to establish a center which focuses specifically on undocumented and mixed status students and their families. The Student Advocacy & Identity Resource Center has taken up the task to collaborate with Blue Group and develop an undocumented center which will address the historical and present concerns faced by undocumented & mixed status students on campus.

Summary of Proposal

The Blue Resource Center (BRC) will function like any of the other Student Advocacy & Identity Resource Centers (SAIRC). They will have an operational programming budget to engage in educational programming, services and resources like any other SAIRC programming office. The BRC will host two student employees, the Blue Resource Center Educational Program Coordinator and the Blue Resource Center Advocacy Coordinator. This proposal would be a trial period of three years, in which after three years work should be done to determine whether to operationalize the center and officially indoctrinate the BRC into the SAIRC umbrella.

Fiscal Impacts

Programming Operational Budget: Total \$12,300 spanned over three years.

- Academic Year Fall 2019-Spring 2020: \$4,100
- Academic Year Fall 2020-Spring 2021: \$4,100
- Academic Year Fall 2021-Spring 2022: \$4,100

AS Blue Resource Center Educational Program Coordinator: Total \$20,325 spanned over three years

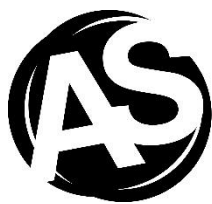
- Academic Year Fall 2019-Spring 2020 total: \$6,615
 - Fall Quarter 2019 (12 weeks at a rate of \$12.00): \$2,160
 - Winter Quarter 2020-Spring 2020 (22 weeks at rate of \$13.50): \$4,455
- Academic Year Fall 2020-Spring 2021 total of \$6,855, at a rate of \$13.50
- Academic Year Fall 2021-Spring 2022 total of \$6,855, at a rate of \$13.50

AS Blue Resource Center Advocacy Coordinator: Total \$20,325, spanned over three years.

- Academic Year Fall 2019-Spring 2020 total: \$6,615
 - Fall Quarter 2019 (12 weeks at a rate of \$12.00): \$2,160
 - Winter Quarter 2020-Spring 2020 (22 weeks at rate of \$13.50): \$4,455
- Academic Year Fall 2020-Spring 2021 total of \$6,855, at a rate of \$13.50
- Academic Year Fall 2021-Spring 2022 total of \$6,855, at a rate of \$13.50

Rationale

As the student population increases the resources on campus should reflect and support the needs of those students who are marginalized. The BRC will aim to engage in obtaining and distributing resources to undocumented and mixed status students on campus, as well as advocating for undocumented & mixed status students. Historically Blue Group has engage in community and university work to systematically put in place processes and systems that support undocumented and mixed status students. The BRC will directly support, collectively carry on and continue the work alongside Blue Group.



Associated Students of Western Washington University

Student Advocacy & Identity Resource Centers

Blue Resource Center

Blue Resource Center Advocacy Coordinator

Associated Students of Western Washington University

Student Advocacy & Identity Resource Centers

Blue Resource Center Advocacy Coordinator

About the Position

The Blue Resource Center Advocacy Coordinator is responsible for coordinating advocacy efforts for the queer community. The Advocacy Coordinator provides the student perspective and advocates for the student needs on university-wide and/or statewide committees/councils focused on undocumented issues, facilitates an on-going series of educational dialogues for students within the queer community, and is to stay abreast of issues facing the undocumented community on campus.

Position Classification

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, advocates on behalf of students, actively promotes community building, maintains specific office functions, performs administrative work, promotes office resources and events, and updates programming resources for the department.

About the Department

The AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The seven centers within the SAIRC strive to support and empower all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience.

The Blue Resource Center provides non-judgmental and unbiased programs, safe[r] space, and resources to queer students. The Blue Resource Center does this by building community among Western students of diverse backgrounds, advocating for and educating about queer identities through events and resources, creating and affirming positive self-identities, networking with undocumented & mixed status focused clubs, providing peer advising services, and addressing current issues relevant to undocumented community.

Term of Position

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of issues and/or concern pertaining to the Undocumented Community
- Ability to work independently and responsibly
- Knowledge and passion about advocating for undocumented issues and identities
- Ability to facilitate small group discussion/interaction
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Prior experience facilitating committee meetings
- Ability to work flexible hours.

AS Employment Responsibilities

- **Serve the diverse membership of the Associated Students in a professional and ethical manner by:**
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - Being knowledgeable of the AS organization and its general operations,
 - Serving on search committees as designated by the AS Personnel Director.
- **Ensure the legacy of this position by:**
 - Working with supervisor and Personnel Director to revise and update position job description.

- Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
- Developing and maintaining a legacy document as required by the AS Employment Policy.
- **Empower and support the Associated Students membership with information, activities, and peer education by:**
 - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
 - Providing unbiased, nonjudgmental, and accurate information and services to students, o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
 - Providing a confidential, safe(r), and inclusive space for students,
 - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
 - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- **Ensure the smooth, effective operations of the Student Advocacy Resource Center by:**
 - Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities,
 - Promoting teamwork and collaboration throughout all the SAIRC offices,
 - Assisting with the coordination of activities, materials, and tabling schedules for SAIRC involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
 - Establishing and maintaining active working relationships with other SAIRC team members

Blue Resource Center Responsibilities

- **Develop and enhance the teamwork, communication, and effectiveness of the BRC by:**
 - Attending all office meetings as scheduled.
 - Establishing and maintaining an effective working relationship with all BRC staff
 - Planning short and long-term goals for the BRC with office staff and the SAIRC Coordinator
 - Continually gathering feedback from participants of events and services
 - Maintaining continual communication with BRC staff and interns outside of meetings.
- **Promote Undocumented & Mixed Statuses centric events and services to the campus community by:**
 - Being aware of and posting undocumented & mixed status related events to appropriate calendars

- Fostering and enhancing working relationships and communications with all undocumented & mixed status related clubs and organizations on campus
- **Foster working relationships with related campus & Community resources by:**
 - Connecting with all undocumented & mixed status-related clubs and organizations on campus and offering them guidance on accessing resources to strengthen their impact and development of community on campus,
 - Regularly communicating and/or co-sponsoring with appropriate organizations including, but not limited to, the Equal Opportunity Office, University Residences, Washington State Dream Coalition-Students, United We Dream, Northwest Immigrant Rights Project, Law Advocates, Colectiva Legal de Puebla, and Community to Community.
- **Create an atmosphere of inclusivity for undocumented and mixed status students within the offices and programs by:**
 - Portraying, a diverse representation of undocumented and mixed status identities.
 - Strive to include all undocumented and mixed status identities and expressions within the office.
 - Outreaching specifically to marginalized identities within the Undocumented community.
- **Provide educational, social & community building opportunities to the campus community in relation to the BRC mission by:**
 - Coordinating at least one community building event per quarter (usually within the first two weeks of fall quarter, mid-winter, and near the end of spring)
 - This can be the Blue Group retreat hosted every spring quarter.

Position Responsibilities

- **Ensure that undocumented and mixed status students are represented and advocated for through the efforts of the AS Undocumented & Mixed Status Student Council Charge & Charter by:**
 - Serving as a voting member for the committee and conducting the committee's business in a timely and orderly manner that leads to effective and productive use of all committee members' time and energy.
 - Participating in the development of both a short-and long-term agenda that lays out priorities for what kinds of improvements to campus programming, academics and infrastructure would be most positively impactful for students.
 - Utilizing connections both local and at the University to ensure that the concerns and recommendations of the BRS are considered and added to future planning and implemented.
 - Working with the committee chair for student recruitment efforts.
- **Ensure that the Blue Resource Center serves the diverse needs of the student body by:**
 - Serving as the BRC primary liaison to the Western community through campus wide/state wide committees/councils. This person will keep the university body

informed about new laws and updates on DACA & WASFA that affect undocumented students.

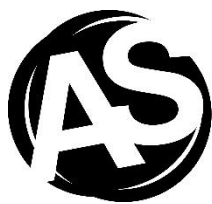
- Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics, materials, resources, etc.)
- Ensuring the main Western website is continuously updated with accurate information, via a collaboration with the website admins.
- **Foster a safe(r) and inclusive campus by:**
 - Reaching out to the Residence Hall Association and National Residence Hall Honorary to promote BRC events and resource information about the campus's undocumented and mixed status community, such as clubs and committees.
 - Developing workshops, trainings, and information guides addressing how faculty/staff can better accommodate and support undocumented & mixed status students on by need basis.
 - Planning informational tables to increase student outreach in Red Square, Viking Union Lobby, vendors Row, etc.

Wage

Starting hourly rate of \$13.36

Reportage

The Blue Resource Center (BRC) Advocacy Coordinator reports directly to the Coordinator for Students Advocacy & Identity Resource Centers.



Associated Students of Western Washington University

Student Advocacy & Identity Resource Center

Blue Resource Center

Blue Resource Center Educational Program Coordinator

About the Position

The Blue Resource Center Educational Program Coordinator is responsible for coordinating advocacy efforts for the queer community. The Educational Program Coordinator provides the student perspective and advocates for the student needs on university-wide and/or statewide committees/councils focused on undocumented issues, facilitates an on-going series of educational dialogues for students within the queer community, and is to stay abreast of issues facing the undocumented community on campus.

Position Classification

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, advocates on behalf of students, actively promotes community building, maintains specific office functions, performs administrative work, promotes office resources and events, and updates programming resources for the department.

About the Department

The AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The seven centers within the SAIRC strive to support and empower all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience.

The AS Student Advocacy & Identity Resource Center provides non-judgmental and unbiased programs, safe[r] space, and resources to queer students. The AS Student Advocacy & Identity Resource Centers does this by building community among Western students of diverse backgrounds, advocating for and educating about queer identities through events and resources, creating and affirming positive self-identities, networking with undocumented & mixed status focused clubs, providing peer advising services, and addressing current issues relevant to undocumented community.

Term of Position

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and

less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of issues and/or concern pertaining to the Undocumented Community
- Ability to work independently and responsibly
- Knowledge and passion about advocating for undocumented issues and identities
- Ability to facilitate small group discussion/interaction
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Prior experience facilitating committee meetings
- Ability to work flexible hours.

AS Employment Responsibilities

- **Serve the diverse membership of the Associated Students in a professional and ethical manner by:**
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - Being knowledgeable of the AS organization and its general operations,
 - Serving on search committees as designated by the AS Personnel Director.
- **Ensure the legacy of this position by:**
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

- **Empower and support the Associated Students membership with information, activities, and peer education by:**
 - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
 - Providing unbiased, nonjudgmental, and accurate information and services to students,
 - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
 - Providing a confidential, safe(r), and inclusive space for students,
 - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
 - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- **Ensure the smooth, effective operations of the Student Advocacy Resource Center by:**
 - Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities,
 - Promoting teamwork and collaboration throughout all the SAIRC offices,
 - Assisting with the coordination of activities, materials, and tabling schedules for SAIRC involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
 - Establishing and maintaining active working relationships with other SAIRC team members

Blue Resource Center Responsibilities

- **Develop and enhance the teamwork, communication, and effectiveness of the BRC by:**
 - Attending all office meetings as scheduled.
 - Establishing and maintaining an effective working relationship with all BRC staff
 - Planning short and long-term goals for the BRC with office staff and the SAIRC Coordinator
 - Continually gathering feedback from participants of events and services
 - Maintaining continual communication with BRC staff and interns outside of meetings.
- **Promote Undocumented & Mixed Status centric events and services to the campus community by:**
 - Being aware of and posting undocumented & mixed status related events to appropriate calendars
 - Fostering and enhancing working relationships and communications with all undocumented & mixed status related clubs and organizations on campus
- **Foster working relationships with related campus & Community resources by:**
 - Connecting with all undocumented & mixed status-related clubs and organizations on campus and offering them guidance on accessing resources to strengthen their impact and development of community on campus,

- Regularly communicating and/or co-sponsoring with appropriate organizations including, but not limited to, the Equal Opportunity Office, University Residences, Washington State Dream Coalition-Students, United We Dream, Northwest Immigrant Rights Project, Law Advocates, Colectiva Legal de Pueblo, and Community to Community
- **Create an atmosphere of inclusivity for undocumented and mixed status students within the offices and programs by:**
 - Portraying, a diverse representation of undocumented and mixed status identities.
 - Strive to include all undocumented and mixed status identities and expressions within the office.
 - Outreaching specifically to marginalized identities within the Undocumented community.
- **Provide educational, social & community building opportunities to the campus community in relation to the BRC mission by:**
 - Coordinating at least one community building event per quarter (usually within the first two weeks of fall quarter, mid-winter, and near the end of spring)
 - This can be the Blue Group retreat hosted every spring quarter.

Position Responsibilities:

- **Deliver educational opportunities on Undocumented issues to the campus community by:**
 - Coordinating 1-2 educational events per quarter
 - Arranging for guest presenters, performers, and speakers
 - Presenting topics and/or facilitating discussions at some events
 - Coordinating one event per year geared toward an audience of more than 100 people
 - Ensuring all BRC educational resources are updated, well-organized, and accessible, including the Multicultural Center Library, print materials, and lists of campus and community resources.
 - Locating educational resources, articles, and/or videos for posting to the BRC website or social media.
 - maintaining a balanced representation in programming for/about multiple identities
 - Providing classroom or office presentations as requested by faculty or staff
 - By facilitating and finding conferences, the BRC Educational Programming Coordinator will help facilitate opportunities to attend conferences. Such as the HB1079 typically hosted by the University of Washington and the NASPA conference in the spring typically hosted by Washington Seattle University.
- **Ensure that the BRC provides quality programming to the campus community by:**
 - Assessing the needs and interests of the community
 - Making necessary facility reservations
 - Completing all programming paperwork on time

- Performing other duties as needed or assigned by the Coordinator for Students Advocacy & Identity Resource Centers
- Building effective lines of communication between the AS Publicity Center, AS Communications & Marketing Office, KUGS, and other promotional outlets.
- Maintaining and posting on any social media related to the BRC.
- **Ensure that the Blue Resource Center serves the diverse needs of the student body by:**
 - Reaching out to community organizations and constructing a compilation of resources that are available at Western, Bellingham and the greater Pacific Northwest.
 - Building lines of communication with student leaders of all undocumented & mixed status centric clubs and attending club meetings in person at least once per quarter as a means of fostering collaboration.
 - Collaborating with the scholarship center and financial aid office to put on WASFA workshops as well as scholarship workshops. This could also entail graduate school, internships and job help workshops.

Wage

Starting hourly rate of \$13.36

Reportage

The blue Resource Center (BRC) Educational Programming Coordinator reports directly to the Coordinator for Students Advocacy & Identity Resource Centers.