

UNIVERSITY of WISCONSIN  
**GREEN BAY**

May 12, 2017

TO: Mai Lo Lee and Jemma Lund, co-chairs

FROM: Amy Henniges, Interim Dean of Students

RE: 2017-18 Student Affairs Diversity Task Force

Thank you for your willingness to serve as the Diversity Task Force Chair. Over the past several years students, faculty and staff have worked to educate and inform students on very important topics related to diversity/inclusive excellence initiatives. The topics continue to be a very important and often challenging. I hope you and the other committee members can continue to build on your progress from last year's efforts.

**2017-18 Charge to Student Affairs Diversity Task Force**

1. **Programming**-Work on a marketing and programming plan that focuses on getting important facts out to students about diversity related topics. This programming should target as many students as possible by utilizing different programming methods and venues (Displays, Music, Comedy, Social Media, Small Groups, etc.) The Task Force should plan or collaborate with other campus stakeholders to implement at least one program each semester related to LGBTQ issues. The Task Force should also work to coordinate with the Common Theme for 2017-2018 "Dramatic Dialogs" and the Inclusive Excellence Committee. The Task Force should plan for programming sometime in the first six weeks of fall semester. The Task Force should identify target markets and spend time and money accordingly.
2. **Resources and Evaluation**-The Task Force should gather data and review survey and assessment material related to this topic. The task force should continue to evaluate the programs. The facilitator for each group should prepare an annual summary of the programs and evaluations throughout the year. The Campus Life shared drive can be utilized to share meeting minutes, program calendars and evaluation. I would also encourage Task Force members to find out what works on other campuses via e-mail, website research or phone calls. Take into consideration the unique qualities of UW-Green Bay and the students we are targeting. Be creative and take risks with some new ideas as well.
3. **Collaboration**-The foundation of this plan is collaboration. I would encourage you to work with students, RA's, Student Organizations/leaders, AIC, Office of International Education, Mauthe Center, faculty and academic departments and staff to facilitate your ideas and maximize your resources. The Committee is ultimately responsible for program planning and implementation, but I would encourage building campus support and involvement. Think of creative ways to market your important message at visible programs like GB Week, Orientation, Org Smorg, etc. The committee members should work with RA's, student leaders and Student Ambassadors on getting the maximum number of students to attend programs. If the RA's or CA's want to create their own program, they can work with their direct supervisor (Area Coordinator) for final approval. The Task Force can serve as a resource for staff and students wanting to do additional programming beyond the Task Force created events.
4. Membership-TBD
5. **Financial Resources**-This is a collaborative model utilizing financial and human resources across Student Affairs. The Task Force can plan to utilize the allocated budget for the 2017-2018 budget year starting July 1, 2017. Most of the expenses will be charged to 128-180700-0-CLPROG. This is a project

account, and it is critical to include the CLPROG in all business transactions. Lore will chargeback the appropriate departments. Lore Slattery in the Dean of Students will update the budget for the Campus Life shared drive on a regular basis. The Chairs should provide Lore with their budget plans and supporting financial paperwork throughout the year.

**2017-18 Resources:**

AIC-\$1,500, charged directly to 402 budget

Counseling and Health-\$3,500

Residence Life-\$5,000

Student Life-\$5,000

\*FOCUS \$5,000 will pay for Sex Signals and related program during Orientation (Charged directly to the FOCUS budget)

**Final Budget Plan**

- **Healthy Choices** -\$9,000
- **Diversity**-\$6,000 (\$1,500 must be charged directly to the AIC 402 account)

**\*If you have ideas related to leadership programs talk to Student Life or Residence Life directly regarding funding.**

---