

UCSD

Women's Center

Proposal

Report to Chancellor Richard Atkinson  
on  
Developing a Women's Center at UCSD

June, 1995

Prepared by  
Chandra Mukerji  
Nancy Wahlig  
Kim Kelso  
Co-Chairs

and the  
Women's Center Planning Committee Members

## TABLE OF CONTENTS

### I. Executive Summary

A. History .....	1
B. Mission Statement .....	2
C. Distinctive Character .....	3

### II. Plans for Development

A. Objective 1 .....	6
B. Objective 2 .....	9
C. Objective 3 .....	11
D. Objective 4 .....	14
E. Objective 5 .....	16
F. Objective 6 .....	18

### III. Resource Requirements and Administration

A. Staffing .....	19
B. Space .....	21
C. Reporting Structure .....	21
D. Budget .....	22
E. Long-Term Growth .....	22

### IV. Appendices

## I. History.

Since 1990 both the Chancellor's Advisory Committee on the Status of Women (CSW) and the Women's Resource Center (WRC) have jointly advocated the development of a Women's Center at UCSD. An early proposal for such a center was submitted to the Chancellor in 1991, documenting the need for a Women's Center at UCSD (see Appendix A). However, the decision about developing a UCSD Women's Center was tabled at that time. When the Cross-Cultural Center was approved this academic year, Vice Chancellor Caserio once again raised the question of a Women's Center. Her research on comparable centers in the UC system produced the rationale for approval of a Women's Center by the Chancellor (see Appendix B). The plan for the UCSD Women's Center presented in this document is not intended to argue the need for such a Center, since that work has already been done by the VCAA, but only to show how to design the Center to best serve the campus community.

The campus has made concerted efforts over the last ten years to bring in more qualified women faculty and graduate students to join the already substantial numbers of talented women staff and undergraduates. To make the most of all these members of our community, a UCSD Women's Center should complement existing academic programs and consolidate services available on campus for women. Such a Center would be an important tool for recruiting and retaining first-class women at all levels, and for making UCSD a work and learning environment in which women can thrive. It is obviously in UCSD's interest to provide a supportive environment for women, and promote and celebrate their efforts to develop their careers, their intellectual powers, and their strengths as individuals. If the women at UCSD can work at the top of their abilities, it will make this campus a better place for all of us. The Women's Center should be designed to help them do this.

## II. Mission Statement for the UCSD Women's Center.

The Women's Center is to provide a supportive and learning environment for students, faculty, staff and community women. The Center is committed to advancing the intellectual, professional and personal goals of women. It is dedicated to increasing campus awareness of and sensitivity to the needs of women of all backgrounds, ideologies and experiences. Programs and services for women and men at the Center will focus on promoting opportunity, education, equity, justice and advocacy for women at UCSD and in surrounding communities.

To accomplish this mission, the UCSD Women's Center must be dedicated to being as inclusive as possible of women and men in its activities, and must focus on achieving six primary objectives:

- 1) providing programming to help women maximize intellectual, professional, and personal achievement.
- 2) furthering campus goals of pursuing equity for women through programming on gender and problems of inequality.
- 3) serving as liaison for existing campus services for women to make them more available to women and hence more cost effective.
- 4) making a Center that is intellectually stimulating so that it adds to the educational atmosphere of the campus.
- 5) providing networking opportunities for women for personal and professional development.
- 6) making the Center a site for outreach to the surrounding San Diego community.

### III. The Distinctive Character of the UCSD Women's Center.

One virtue of building a Women's Center at UCSD so long after the other UC campuses is that we can study their successes and failures, and find a structure for the UCSD Women's Center that is particularly appropriate for this campus and productive for women. Many of the other UC campuses have built Women's Centers devoted to undergraduate students and focused on designing and delivering services for women. There is not a good model for UCSD where many services already exist for women students. The majority of campuses have built centers that inadvertently discouraged the participation of many women by narrowly focusing their programming. This strategy has tended to divide women rather than integrate them, and has kept men and women from working more closely together to improve the welfare of women.

We on the Women's Center planning committee want UCSD to follow the alternate strategy of building a Women's Center that is as inclusive as possible, serving undergraduates, graduates, post-docs, staff, and faculty. We also want the Center to provide not special services as much as information about where to go for existing services and support for the women at UCSD who want to make themselves even more productive and vital members of the university community. It must be a space in which all women at UCSD feel welcome, and in which the men on campus interested in attending programs or contributing to discussions of issues of gender are comfortable. Equity for women should be a goal for all members of the campus community, women and men, and the Women's Center must promote this goal.

This emphasis on inclusiveness does not mean that the Center should avoid feminist thinking and programming. Women's Centers elsewhere in the UC system were originally developed to promote women because of feminist concerns about women's careers and lives. We may be working after the backlash to feminism, but

this tradition of thinking about women's problems should not be rejected as a result. There is no reason to exclude reading groups and workshops on feminist issues and feminist theory any more than there is reason to exclude workshops on, for example, the career strategies of women in business. Both need to be a part of the work of the Center for those who are interested.

Properly serving the whole community will entail meeting the needs of various subgroups among the women on campus. Providing support groups for single parents, women in science, graduating seniors about to go on the job market, incoming graduate students looking for mentors, women coming to school to change their careers, women newly returned to the work force, women retirees, minority women, or women in administration will serve smaller constituencies, but will still benefit the community as a whole.

Inclusiveness in the Women's Center must necessarily entail inclusion of women of different ethnicities, races, sexual orientations, and socioeconomic backgrounds. There are particular problems faced by women of color and by lesbian and bisexual women that have to be of central concern at the Center. These are the women who face significant discrimination in the US. The campus will not be making the best use of their talents if the barriers that squelch their development are not identified and changed. Economical disadvantaged women also face particular challenges when they try to come to school and work many hours outside as well. Workshops and programs looking at these problems and the range of policies that could be used to address them must be part of the Center. Some programs can and should be developed in conjunction with the Cross-Cultural Center to address problems faced by women as a result of racism and cultural prejudices, but the Women's Center must also make this a major independent concern as well.

In order to assure that the UCSD Women's Center is inclusive, we propose to invite all women's organizations on campus to affiliate themselves with the center --

from the WRC collective to Associated Students groups, from the minority Staff Associations to Oceanids, from the sororities to the Gay, Lesbian, Bisexual Association, from the Feminist Theory Reading Group of faculty and graduate students to the women in science groups meeting at SIO, Engineering, and SOM, from the Women's Caucus to the Committee on the Status of Women. Affiliated groups will be able to ask to hold programs in the Women's Center, and can help bring to the Center a broad range of women and men. While using these groups to develop and encourage broad participation in the Center, we do not want to restrict use of the Center only to groups. That is why programming in the Center must be organized by the Director to make sure that the Center will serve the entire community as fairly as possible, and not just the needs of organized groups of women.

#### IV. Six Fundamental Objectives of the Women's Center:

- 1) Providing programming to help women maximize intellectual, professional, and personal achievement.
- 2) Furthering campus goals of pursuing equity for women through programming on gender and problems of inequality.
- 3) Serving as liaison for existing campus services for women to make them more available to women and hence more cost effective.
- 4) Making a Center that is intellectually stimulating so that it adds to the educational atmosphere of the campus.
- 5) Providing networking opportunities for women for personal and professional development.
- 6) Making the Center a site for outreach to the surrounding San Diego community.

These objectives will be presented below with suggestions of how to reach them, a description of the different campus constituencies they will serve, and the budget implications of these programs.

**Objective 1: Maximizing Professional, Intellectual and Personal Development of Women at UCSD**

The major reason to try to reach out to as many women as possible is to make the campus more fully supportive of women and help them reach their personal potential in their various forms of work. Academic and administrative goals for the campus can be reached more efficiently if the women at UCSD have the requisite skills, knowledge, resources, and opportunities to improve their careers, promote their professional development, and develop their intellectual potential. Most of the Center's programming will serve this purpose.

**Meeting Objective # 1 at the Women's Center.**

The Women's Center can begin to realize this goal by taking over many of the programs initiated by the Committee on the Status of Women, which have looked at patterns of discrimination against women nationwide and strategies used to overcome them. This includes public lectures on topics such as discrimination in education, the careers of women in science, or changing definitions of gender in the law. Programs should be more easily organized and publicized through the Women's Center than they have been through the CSW with its volunteer labor. They should, therefore, have a greater resulting impact on the campus.

These educational programs should be developed in partnership with Women's Studies, student groups, and other constituencies to make sure that they are as broadly attended as possible. They should be designed to bring to campus information on gender and gender policy that is not being already provided through academic

programs. We cannot require that academic programs cover all the issues that women on campus want to learn about, so the Center will make up some of the difference.

The Women's Center also needs to pick up the programs on Women in Science started by the CSW. If this is to remain a great science campus in the future, UCSD needs to be on the cutting edge of training, recruitment and support of women in science. Programming for graduates and post-docs started by the CSW needs to be maintained, and new programs for undergraduates and faculty need to be developed.

Activities from the Women's Resource Center need to be transferred to the Women's Center so that the campus can benefit from the programs without students having to do all the work of setting them up. The film series that the WRC has been running should be continued, and so should the reading/discussion groups run by undergraduates for their own education. The Center cannot and should not run all these activities, but an effective Women's Center should make it easier for undergraduate interest groups to emerge, find meeting times, and follow their intellectual trajectories.

The Center should also help facilitate activities by other units on campus that have been trying to help women. Students want more mentoring, and the Center could help provide opportunities for students and faculty to meet. OGSR has already made an effort in this direction with an annual reception for women graduates and faculty that the Center should now help organize and house. Staff women trying to develop their careers would also like mentoring from women higher in the administration, and the Center can similarly work in partnership with Business Affairs to expand the mentoring programs already available to minority women and structure the kinds of opportunities that other women on campus need.

The Women's Center should also provide practical workshops for women at turning points in their careers. Pre-tenure workshops for academic women, job-market interview training for advanced graduate students, career mentoring for staff women,

and career planning discussions for undergraduate women all would be extremely useful activities at the Center.

### **Constituencies Served with these Programs:**

The implementation of career programs would maximize professional, intellectual, and personal development for faculty, graduate, undergraduates, postdocs, and staff. The women in science workshops would support students, postdocs, and faculty in SIO, SOM, and Engineering.

### **Resources Needed to Realize Objective 1:**

#### Space:

- 1) A meeting room for running workshops, and a larger space for receptions.
- 2) Some dedicated parking spaces to increase access for groups including women from SIO and SOM.

#### Personnel:

- 1) A full-time program coordinator/intern manager to organize these programs. Part of the job of such a program coordinator would have to involve working with women's organizations on campus to determine what the career and professional problems are most pressing to women, and what intellectual resources on campus and elsewhere could be called upon for programming.
- 2) Paid interns to help with programming.

Budget: \$7,000 for programming costs.

**Objective 2:** The Women's Center should be devoted to the pursuit of equity for women both at UCSD and beyond.

The Women's Center can and should help this campus in its efforts at achieving equity. This means working to recruit women in even greater numbers, and promoting the advancement of all women through the ranks. Trying to achieve equity for women also means considering how economic, racial, cultural, sexual and physical differences among women have divided all of us, and made commonalities more difficult to locate. How best to achieve equity for all women must be a matter of discussion in the Women's Center. Any attempt to build equity for women will be of little long-term consequence if women cannot rise together in spite of their differences. Racism, ethnic prejudice, income inequalities, and homophobia get in the way of achieving excellence on campus, and the Women's Center ought to do its part to challenge them at UCSD and in the community.

**Means for Achieving Objective # 2:**

The Women's Center Director should make sure that the programs at the Center keep up with the latest research on discrimination against women and on policy development for effectively promoting equity. Students from Women's Studies should be encouraged to become interns at the Women's Center to work on this kind of programming, where they can enhance their intellectual development by looking at recent research while also helping to make the Center a powerful tool for achieving equity.

The Director of UCSD's Women's Center should also be invited to sit on campus committees that are concerned with the welfare of women so she can assess the needs of the campus for programming on women and gender. She should certainly be asked to attend meetings of the CSW, CAAC, Women's Caucus and Staff

Association. She ought to serve as well on the boards for the Office of Sexual Harassment Prevention and Policy, and for the Child Care Center.

The Women's Center should take an active part in campus efforts to recruit new women faculty, providing a meeting spot for prospective faculty, and hosting the annual reception for new women faculty. Many women choose to work on campuses that they view as friendly to women, and the Women's Center could convey UCSD's interest in being such a campus.

The Women's Center should actively try to include men in programs designed to increase equity for women on campus. These are issues of importance to men as well as women. They are part of a general campus commitment to diversity and the end of discrimination against any social group.

The Women's Center --in assuming CSW events --should also continue the programs on the "glass ceiling." Women faculty and staff in particular need to recognize, point out, and break down glass ceilings. Supervisors need to be aware of what constitutes a glass ceiling, so they do not unconsciously build them at UCSD. Women faculty and staff have already shown a deep interest in glass ceiling research. Recent studies reported in the press indicate that glass ceilings are as powerful as ever in the US. The Women's Center can facilitate debate and inform policy decisions on campus through lectures and workshops.

It is important to note, however, that the Center should not attempt to do research on equity issues for the campus. The staff would not be adequate for such a job, and the charge of the Women's Center would not cover such activity. But the Women's Center could and should provide a place where groups concerned about campus practices could articulate and evaluate their concerns, and pass them on to CAAC, the CSW, or another relevant committee.

### Constituencies Served by these Efforts:

The whole UCSD community would be served if the campus goals of achieving equity and diversity at UC were furthered by the Women's Center.

In particular, women faculty and students looking for women mentors would be served by successful efforts to recruit more academic women to campus. Staff women would certainly benefit from work to break down glass ceilings.

Undergraduates in Women's Studies would particularly benefit from internships at the Women's Center as well as programs in the Center, and graduate women doing research on women's issues would benefit from programming on equity and gender.

### Resources Needed to Realize Objective #2:

Space: Part of the library in the Center. This section would be devoted to books on equity and gender.

Personnel:

- 1) Full-time Director
- 2) Program coordinator/intern manager
- 3) Interns getting credit from AIP

Budget: \$5,000 for receptions and workshops

**Objective #3:** The Women's Center should serve as liaison for already existing Campus Services.

Unlike most of the UC campuses, which only developed programs for women after they had a Women's Center, UCSD is already rich in programs for women both from the administration and from the myriad women volunteers in the WRC and CSW who have worked for women on campus over many years. The point of the programming in the Center ought to be to expand the campus repertoire of services

for women, but more importantly to regularize, organize, and help to publicize already existing ones. This will in the end provide more efficient use of resources rather than costing additional money.

### Means for Achieving Objective #3:

The Women's Center should take as one of its primary responsibilities to make visible to women the programs and services available to them on campus. The primary means for doing this would be two-fold: a telephone information service and a monthly calendar/newsletter. Groups in any part of the campus offering a special program or service for women could post notices of it in the calendar and make it part of the information available through the telephone. The receptionist for the Women's Center would have primary responsibility for keeping the information and making it available to the campus. The receptionist would also be able to make referrals for callers to the appropriate units on campus providing services to women.

When women are not sure where to go for services, they may well think of the Women's Center, so it benefits the Women's Center to teach them about existing services on campus. Special programs at the Center could introduce campus women to the units on the campus designed to serve women. The Women's Center can, for example, run workshops on personal safety, rape prevention, and sexual harassment in conjunction with the Student Safety Awareness Program, the Office of Sexual Harassment Policy and Prevention, and the Police Department, not to duplicate their efforts but to make their work better understood by women on campus. Career Services could also set up programs at the Women's Center about job hunting for graduating seniors from UCSD. They might in addition help businesses trying to find qualified women for jobs by setting up interviews or presentations in conjunction with the Women's Center. The Director would have to assess what services were being most underutilized by women and try to reverse that pattern.

The peer counseling programs for women students now in place at the WRC will also be a vital part of the new Center, trained and supervised by Psychological and Counseling Services. Similar programs should be developed at the Women's Center as well to meet the needs of faculty and staff women, set up with the help of the Faculty, Staff Assistance Program.

Right now it is almost impossible to provide a good written guide to the services on campus because they are so numerous. The Women's Center personnel can provide guidance for women who need access to services by referring them to the appropriate ones to meet their needs. An adequate and stable staff at the Women's Center can build up the knowledge of the campus to make all its offices work more efficiently for women.

#### Constituencies Served.

All women who find use for campus services.

#### Resources Needed to Reach Objective #3:

##### Space:

- 1) Two dedicated rooms for peer counseling.
- 2) A comfortable and attractive lounge where informal information sessions can be held.
- 3) A kiddy corner with toys and books where mothers can be with their children while asking about referrals for services

##### Personnel:

- 1) A receptionist/bookkeeper to answer the phones, keep up with announcements, and put out the calendar/newsletter.
- 2) Peer counselors.

Budget: \$3,000 for the publication costs of the calendar/newsletter.

The services themselves should not incur additional costs, since they would be provided by personnel already on campus. This should provide a saving to the campus, not add new costs.

**Objective #4: Making the Women's Center an intellectually stimulating place.**

UCSD is a research and teaching institution, which ought to be intellectually stimulating in all its manifestations. While the Women's Center should not be providing academic programs, it should encourage and complement them.

**Means for Reaching this Objective.**

The Women's Center should have close ties with Women's Studies. Women's Studies should provide interns to the Center, and the Center should help coordinate lectures and workshops for Women's Studies that are meant for the campus community.

Scholars studying gender who are speaking on campus should be invited to spend time at the Center, where they can meet with graduate students and undergraduates.

The Center should make visiting faculty women more visible on campus so students can take advantage of their residence, even if it is temporary. Women faculty who are being recruited to any department should be brought to the Center, and should find lists of intellectually lively activities available at UCSD that would make them want to come to the campus.

The Women's Faculty lunches that the VCAA has sponsored this year should be located in the Center. Their lunches have brought women faculty together, and have exposed them to the work of women on campus outside of their own departments.

Women faculty have generally found the lunches very beneficial. Women faculty, who are very busy and might not wander into the Center without an explicit purpose, could come to the lunches and find other activities that they would want to pursue there.

Women often say they want role models, and lectures and symposia sponsored by the Center and accompanied by a reception could provide both some intellectual stimulation and some contact for students with other professionals in their fields. In the sciences and engineering, where the number of women campus role models is small, having such visitors would be of particular value.

To help make the Women's Center a lively site for intellectual pursuits, the Center also needs a library of non-circulating books on women and gender issues. The University Library would still have to house the major collection in Women's Studies, but the Women's Center could supplement its collection with books on women's health, legal issues and other practical issues. Obviously the UCSD library has a limited budget and already suffers from a lack of second copies of important books, so the Center would provide a useful addition to the existing collection.

It is also important to note that library has also been a vital element of the UCSD Women's Center plan to women faculty. (That is why, we think, the library was part of VCAA Caserio's recommendation for UCSD's Women's Center.) Women faculty want an intellectual site at the Center where they or their students can reflect on gender issues. Faculty in Women's Studies do not need this as much as women faculty who are interested in gender issues personally but do research on other subjects. Women intellectuals who do other kinds of research for their careers still often want to use their minds to make sense of their lives as women, and to make themselves more productive by understanding how gender impacts their lives. The Women's Center, particularly if it invites in first-class speakers and has a core collection of books, will provide what they need. The library can also be useful place for junior faculty to come to give informal talks or circulate papers not yet entirely ready for publication.

The Women's Center Library could also be an important resource for men as well as women on campus. It can help make clear that the Center is not just a site for

services for women, but also is a place for intellectual investigation of issues of gender.

#### **Constituencies Served.**

These facilities and activities would primarily serve academic women and students, both graduate and undergraduate. Nonetheless, the visitors and library would provide important and congenial resources as well to staff women who are interested in gender issues and to men who are concerned with issues of gender. The library should in particular make visible the resources of the Women's Center that might be interesting to men.

#### **Resources Needed to Meet Objective #4:**

##### Space:

- 1) The library
- 2) Lounge and meeting room for informal and formal meetings

Personnel: Interns to provide help finding books in the library or to shelve items for the collection.

Budget: \$40,000 to set up the library, and \$10,000 a year to maintain it in subsequent years.

#### **Objective #5: Facilitating networking among women.**

Women on campus need more opportunities to interact with one another than they do currently -- both in person and through computers. Networking is a central part of what the Center ought to encourage among women because of its role in making them more effective members of the community. In disciplines in the sciences and engineering, where the number of women is small, networking may be essential for providing an environment that does not seem only for men.

### Means for Achieving Objective #5:

Work groups of women from different divisions ought to be encouraged to grow at the Center. Providing some dedicated parking so women in SIO and SOM can reasonably attend activities on campus will be vital to this effort. The Calendar should help in setting up opportunities for networking through the Center.

Mentoring/interest groups in different parts of the campus community should be encouraged to develop and meet at the Women's Center. They can provide more sensitive support and mentoring for women.

Programs for academic men should be provided at the Women's Center to help them to teach and mentor women students more effectively. This is particularly important for supervision of graduate students, but it would also benefit undergraduates. This kind of program would be particularly useful in the sciences where networks of women are hard to construct, and women mentors are hard to find.

Networking must begin with face-to-face contacts, but it can't end there. We need to provide some computer facilities to enhance contacts, particularly to the more remote sites at UCSD like SOM and SIO. The WRC has already made computers available to students, and set up informal lessons in their use. In addition, women at the Center can learn how to use the university library facilities and World Wide Web. All this will help women be competitive, and will be particularly useful for undergraduates about to go on the job market. For graduate students, staff and faculty already hooked into the computer system, this facility would allow them means of networking with women at the Center when they cannot be there in person. A Web page for the Women's Center could also provide a supplement to the calendar.

### Constituencies Served:

Women staff members who are already equipped with advanced computer skills may in fact benefit the most from making Center activities available on line. But

undergraduates learning about the computer at the Center will also receive enormous benefits from their efforts, and the women in SIO and SOM (both graduates and faculty) can participate more fully in the Center if the computer networks are used to help set up face-to-face contacts. Right now, many women faculty and grads at remote sites do not know much about what is happening on the main campus. The Women's Center can help draw them in.

#### **Resources Necessary to Meet Objective #5:**

##### Space:

- 1) A room for computing facilities
- 2) Lounge and meeting space

Personnel: The Director would have to oversee these programs, and keep up with the concerns of women on the campus to know what kinds of groups the Women's Center ought to be making available to women on campus. The Director will also have to oversee the computing facilities and eventually train either paid or AIP interns to act as computer consultants to visitors to the Center.

Budget: \$17,500 for computers

#### **Objective #6: Reaching out to the broader community.**

The Women's Center needs to provide programming that will benefit women of San Diego County and not just UCSD.

#### **Means for Reaching this Objective:**

The Center can easily create ties to the community through University Extension and UCSD TV. Programs of general interest on gender could easily become part of the existing public outreach efforts of the university.

Women students at many Women's Centers also developed their own programs of outreach. The Women's Center at UCSD should encourage such activities wherever possible.

The computers may also provide ties to the community, if women at UCSD could become mentors and tutors to younger students in settings where they have access to computers. What kinds of community ties can be forged depends a great deal on the entrepreneurialism of the Center staff and students.

#### **Constituencies Served.**

Properly organized, these outreach activities would benefit the whole campus as well as the people of San Diego.

#### **Resources Needed to Meet Objective #6:**

Space: None.

Personnel:

- 1) Time from the Director
- 2) Students Interns

Budget: No separate funds

#### **The Objectives for the Women's Center:**

If these six objectives are met, the UCSD Women's Center could be a model for the UC system, and a great boon to the campus and surrounding communities.

#### **V. Staffing Requirements of a Workable Women's Center.**

To do all the work proposed for the Center, the Women's Center ought to begin with a strong support staff. The budget that we have prepared for the Center's first year of operation reflects our belief that the Center will not be able to do its job

without a Director, a Receptionist/Bookkeeper, and a Program Coordinator/ Intern Coordinator. The needs of women at UCSD were not able to be met with the WRC, relying so much on student labor. We cannot expect a Women's Center to be successful relying too much on student interns, and not enough on professional staff. Undergraduates have an education to pursue, and the university should carry the responsibility of supplying the necessary staff for the Center. To make an effective Women's Center we recommend the following staff:

A full-time director,

Admin Coord for 12 months at @ \$42,000

A program coordinator and intern manager,

Prog. Rep. I, 9 mo. @ \$24,912 base salary

A full-time receptionist, bookkeeper, typist

AA II, 12 mo. @ \$23,952.

Three paid student interns

@ \$3,000 each

Three unpaid interns from AIP for credit

After consulting with staff at Women's Center elsewhere, we are convinced that there must be three staff people in the office, even if one of them is only on a 9-month appointment. If the Director has to go to a meeting, there must be someone there to make sure the activities planned at the Center are actually achieved. Much of the work of setting up programs can be done by student interns under the guidance of the Program Coordinator. The receptionist will be busy with the phones, calendar, and bookkeeping, and hence cannot leave at will to go help the student interns. We think that while hiring someone as a Program Coordinator for nine months is not the ideal

solution, it will keep budget low enough and still allow the Center to function as it should.

## VI. Space Requirements of the Women's Center.

To meet the complex needs of women on the campus, the Women's Center at UCSD ought to contain the following:

- An office for the director
- Space for the program coordinator
- a large meeting/seminar room
- two small offices for peer counseling
- a shared office for affiliated organizations to use
- a large room for the library
- a lounge space
- a reception area
- a utility work room
- rest rooms
- computer space

Building 409 would be ideal, since it is large enough and it is also close to the Cross-Cultural Center. That would help both centers do joint programs. If this space is not available, our second choice is to find something with comparable square footage as near to the CCC as possible. The other possibility mentioned by VCAA Caserio was the Social Science Dean's current space. We could use this smaller space as a temporary site for the Center, but it would not meet the long-term needs of the women on campus.

## VII. Reporting Structure.

The Director of the Women's Center should report to someone in the office of the VCAA, but not the Vice Chancellor. This is the same structure recommended for the Cross-Cultural Center. It seems appropriate that both centers report to the same office.

### VIII. Budget.

#### Operating Expenses:

Director/FT	\$42,000
Prog. Coord/9 mo.	18,684
Admin. Assist II/FT	<u>23,952</u>
Subtotal	84,636
Benefits (24.5% of salaries)	<u>20,736</u>
3 Student Interns @3,000	9,000
Total Staff Salaries	114,372
Programming Expenses	\$15,000
Office Supplies/Telephones	<u>3,000</u>
<b>Total Operating (95-96)</b>	<b>132,372</b>

#### Estimated Start-Up Costs:

Computers	\$17,500
Fax and TDD	1,200
Furniture/lounge & office	3,000
Library, basic collection	40,000
Renovation	<u>180,000</u>
<b>Total Start-Up (est.)</b>	<b><u>241,700</u></b>
<b>TOTAL</b>	<b>374,072</b>

### IX. Long-Term Growth.

The budget presented here is based on an annual operating expense below the \$200,000 recommended by the VCAA in her report to the Chancellor. We have tried to keep our operating budget low for the first year, but we want to make clear that we think that the Center's operating budget should be moving in the direction of \$200,000 a year. To show how this might be accomplished, here is a growth plan for the Women's Center's budget.

**1996-97:**

1. Additional \$10,000 a year for maintaining the library and providing subscriptions to journals.
2. Pay Peer Counselors. Cost: \$6,000.
3. Increase of programming money by \$2,000 to add expenses of women's faculty lunches, reception for new women faculty, and other activities such as additional speakers for women in science program.
4. Any additional renovation expenses. (no way to estimate without knowing the space.)

**Approximate budget, 1996-97:            \$149,000 + renovation costs**

**1997-98:**

1. Increase the Student Interns to 5 per year. Increase of \$6,000.
2. Expand computer facilities, perhaps setting up remote sites at SIO and SOM.  
Approximate Cost: \$10,000.
3. Continue \$10,000 for library expenses.
4. Add one Peer Counselors. Cost: \$3,000.

**Approximate budget, 1997-98:            \$168,000**

**1998-99:**

1. Increase Program Coordinator appointment to 12 mos.
2. Increase student interns to 6 per year.
3. Increase programming budget to a total of \$20,000
4. Continue \$10,000 in library expenses.
5. Provide possible reclassification for staff.

**Approximate budget, 1998-99:            \$181,000-\$189,000**

**X. Appendices.**

- A. VCAA recommendation for a Women's Center at UCSD
- B. CSW proposal for a Women's Center at UCSD
- C. Mission statements of other Women's Centers
- D. E-mail staff comments on the Women's Center