

UCSD WOMEN'S CENTER PROPOSAL

I. INTRODUCTION

In June of 1991, the Chancellor's Advisory Committee on the Status of Women (CSW) presented a proposal to the Chancellor for the establishment of a Women's Center at UCSD (Appendix A). The development of the proposal was the first phase in ameliorating a long-standing inconsistency at UCSD, a campus with a strong commitment to affirmative action as reflected in its recruitment and hiring policies, but also a campus whose climate reflects too often an indifference to women as an influential campus constituency. In the process of developing the proposal, the CSW sought and received the endorsement from Vice Chancellors Caserio, Relyea and Watson of the concept of a University-wide, cross-funded Women's Center. With the Women's Center conceptual framework formed, administrative support garnered, and the foundation of a faculty, staff and student women's coalition begun, the work of the CSW has moved from ideas to action.

The CSW has developed a Four-Year Implementation Plan which includes detailed descriptions of and estimated budgets for the Women's Center. The CSW is acutely aware of the University's current fiscal constraints, and therefore advocates a collaborative effort between the administration and the CSW to begin "building" our Women's Center. This proposal is designed to give us a starting point for building this collaborative effort.

**II. FOUR-YEAR PLAN
(Summary Table)**

YEAR	DEVELOPMENT	SPACE	PERSONNEL	BUDGET (Approx)
92-93	Appointment of Advisory Board Three (3) Major Symposia New Faculty Reception Brown-Bag Lunches Development of Information Line Grant Proposals for Speaker Series on Women & Science Liason with Women's Groups	Two (2) Offices	Appointment of Director Set-Up of Information Line	\$ 85,000-105,000
93-94	Continuation of 1st Year Programs Add Short-Term Visiting Scholar In-Residence Information Line Hours Expanded from 4:30 p.m.-Midnight Professional Development Series for Graduates & Post-Doctorates Professional Development Seminars for Staff Development Funding for Permanent Space	Two (2) Offices One (1) Seminar Room	Director Expand Information Line Student Workers on Staff	\$100,000-120,000
94-95	Continuation of Previous Programs Fund-Raising for Library and Research Center Facilities Design for Permanent Space	Three (3) Offices One (1) Seminar Room	Director Expand Information Line Student Workers on Staff	\$100,000-120,000
94-95	Continuation of All of the Above Set-Up the Opening of Art Gallery Set-Up the Opening of Library International Women's Week Celebration of the Opening of UCSD Women's Center	Permanent Space	Director Expand Information Line Student Workers on Staff	\$110,000-130,000

II. FOUR-YEAR PLAN

A. DEVELOPMENT PLAN

1992-93:

By next fall, the CSW proposes three major steps in developing a Women's Center at UCSD. The first is that CSW would appoint a Supervisory Board to oversee the Center (see Proposal, Appendix A). The second is that this board would then be charged with hiring a full-time Director and Administrative Assistant II to begin developing programs. We had toyed with the idea earlier this year of postponing these appointments, and making the first priority of the Center to develop a 24-hr. Hot-Line. The latter was such an expensive proposition, we thought we could serve the campus better by getting an Administrative Assistant who could run an Information Line from 8:30-4:30, Monday through Friday (with Voice Mail for off-hours) and hire a Director. The justification for hiring a full-time Director came in part from the apparent decision by the administration not to hire a full-time Coordinator for the Sexual Harassment policies. While we still believe a full-time Coordinator would be preferable, it might be more practical to make the Director of the Women's Center the Coordinator for the Sexual Harassment Policy and hire the Director in the fall, when she could coordinate with Tom Hull to implement these policies. The third step is to implement an Information Line. Fragmentation of programs and services for women on campus is a problem for both providers and potential recipients. Although the centralization of services themselves is not a goal of the Women's Center, centralizing information about existing offerings is. One cost-effective and efficient method of disseminating a wide range of information is through an Information and Referral Telephone Line. This service would serve a three-fold function: the development and maintenance of a women's information and service data base; dissemination of activity information; and referral to campus and community resources. This would increase the use of existing services, enable increased accessibility to planned activities, and provide an informal mechanism to assess the need for future program development. Implementation of the Information Line would require one full-time staff person, a telephone with Voice Mail and a computerized data base program.

During fall quarter the CSW Subcommittee on the Women's Center would have to continue the current programming schedule, setting up a reception for new women faculty and organizing a major symposium -- perhaps on "Women & Health". By winter quarter, the quarterly symposia would be set-up by the Director, and monthly brown-bag lunches would be added to the Women's Center activities.

The Director would also spend a good portion of this first year looking for extramural support of Women's Center programs, particularly those serving women in the sciences. There is money both for science education and speaker series which we might be able to attract. The board will also be asked to look for private donors for the Center.

1993-94:

In the second year, the service on the Women's Center Information Line is proposed to be expanded (on a trial basis for two quarters) until midnight. If there are few calls during the later hours, this experiment will end spring quarter.

The annual reception for new women faculty, the three major symposia per year, and the brown-bag lunches will be continued. Professional development seminars will be organized for graduates and post-doctorates (where the rate of mobility into professional jobs is too low) and for staff members (to try to eliminate whatever "glass ceiling" might exist at UCSD).

The Women's Center's academic leadership role could be expanded this year by bringing in a Visiting Scholar for a period from one week to one quarter to help arrange special programs at the Center. This is common practice at research centers and could help to define the research component of the Center.

The Director of the Women's Center in the second year would be expected to devote more time to fund-raising to prepare for securing permanent space. She would also need to spend time defining and facilitating new programs. This would require liaisons with women's groups on campus -- from the Women's Resources Center and Women's Caucus to Oceanids and the Panhellenic Association.

1994-95:

In the third year, the same programs would be continued. Fund-raising efforts would need to be turned toward the development of the Library. A room would be used to catalog and house books as they are acquired. In this year, the Director and Board would also have to begin designing the permanent space for the Center. This could be the focus of another fund-raising drive as well.

1995-96:

The Women's Center would move to its permanent space. All previous programs would be continued, but three major events would be added. There should be an opening for the Art Gallery with a special exhibit developed for that purpose. The Library should be opened with some ceremony -- perhaps a signing by an important author. The opening of the Center itself could be celebrated during International Women's Week in March, when the new facility should be up and fully running. The Board should make this a San Diego event and not just one for the campus community.

Beyond 1996:

The Library should be developed as a serious, staffed research facility open to the whole campus (and helping to alleviate the lack of library space on campus). The Visiting Scholar activity should be enhanced by providing residential space for short-term women visitors (on the model of the Berkeley Women's Faculty Club). With these services set, the Women's Center will reach its maturity.

B. SPACE PLAN

As part of the CSW Subcommittee for the Women's Center Four-Year Plan for developing the Women's Center, we request the following space allocations during the period of our growth:

- | | |
|-----------------------|--|
| 1992-93 Space: | Justification: |
| - Two (2) Offices | - One office for the Director, one office for the Administrative Assistant. |
| 1993-94 Space: | Justification: |
| - Two (2) Offices | - One office for the Director, one office for the Administrative Assistant; and one seminar room for programs and meetings. |
| - Seminar Room | |
| 1994-95 Space: | Justification: |
| - Three (3) Offices | - One office for the Director, one office for the Administrative Assistant; one office for collecting books for the library; and one seminar room for programs and meetings. |
| - Seminar Room | |
| 1995-96 Space: | Justification: |
| - Permanent Space | - Defined Below. |

Permanent Space 1995-96:

We request that the Women's Center be allocated up to 10,000 square feet in the administrative buildings which will be vacated after completion of the new Student Services Complex at the center of campus. This space will give us the central location we need and provide the kind of space necessary for a full-scale Women's Center.

There are a variety of models of Women's Centers in the UC System that we have based our plan upon. The ones at Davis, Santa Barbara and Santa Cruz are closest to what we envision because they have centralized women's programs into a common Women's Center.

The kind of space we need would be approximately the following:

- 1) Six (6) Program Offices - for the Women's Center Director, Administrative Assistant II, Oceanids, Women's Resource Center, Women's Caucus and Committee on the Status of Women. (UC Santa Barbara has four private offices and one very large office which is shared by two people. This would also be an acceptable arrangement).

(Space Plan Cont'd.)

- 2) Information Line & Counselling Office - an Information line for both emergencies (rape, sexual harassment or other problems) and less immediately urgent needs for information (about maternity leave policies, avenues of complaint against discriminatory practices, or simply when and where speakers on gender issues will be talking). This feature would be unique to UC campuses and could become the model for other Centers.
- 3) Seminar Room - large for holding meetings of up to 55 people, for Women's Center lunches and group meetings. Each campus has at least one large meeting room and smaller conference rooms as well for more private gatherings. Each campus has a calendar of special events, including discussions, lectures and workshops which take place in these rooms.
- 4) Overnight Accommodations for Visitors (6 rooms with bath) - based on the model of the Berkeley Women's Faculty Club, we would like to offer rooms to women, Colloquium speakers, and visiting scholars staying briefly on campus. Empty rooms could be used on an emergency basis for students who have survived attempted rapes or similar traumas who need protected shelter for one night, unless this is deemed a problem by campus police. (This might have to wait until we raise money specifically for a building of our own).
- 5) Library - staffed library with books and journals on women's issues. Open to all of the campus and easing library space during this budget crunch, if we can endow it. The best model for this would be the library at UC Davis which houses a definitive collection of materials on women's issues. We would like a staffed library on the model of the library at IR/PS.
- 6) Lounge, Art Gallery, Reception Area - useful for commuting student women who need some freedom from sexual advances between classes. This space would also be appropriate for events, like the reception for new faculty. Also used as Art Gallery. Approximately 600 square feet. UC Santa Barbara has permanent and rotating art exhibits of international acclaim. They also sponsor art competitions which attract great numbers of people to their Center.
- 7) Kitchen - for preparation of foods for receptions, lunches, and the like. For teaching foreign visiting faculty or their spouses how to cook with American ingredients. UC Santa Cruz has a model kitchen/dining area which also functions as a discussion area.
- 8) Utilities Room - for copier, computer printers and other essential storage.

II. FOUR-YEAR PLAN (Cont'd.)

C. Personnel

The inception of a program the magnitude of a University-wide Women's Center requires leadership, creativity, and the administrative expertise to build campus, community and national networks for the development and funding of this multi-dimensional Center. The request for both a full-time Director and Administrative Assistant ensures operationalizing the four-year plan.

This team is essential in the formative years of the Center. In reviewing the Director's job description, this role includes short and long range planning, staffing, funding, and programming which is all contingent upon the Director's securing a solid base of administrative, faculty, staff, student and community support.

1. Women's Center Director (Academic Administrator II) (Yearly Salary Range: \$41,112-57,156)

As Director of the UCSD Women's Center, the Academic Administrator is responsible for planning, directing, organizing and controlling the activities and development of a campus Women's Center. The Women's Center will be the umbrella organization for all campus units involved with women's issues, some of which are: Committee on the Status of Women (CSW), Oceanids, Panhellenic Association, Women's Caucus, and Women's Resource Center (WRC).

This position is in large part supervised by the Women's Center Board structurally accountable to the Vice Chancellor of Academic Affairs (like the Head of the Media Center). This person must be a pivotal player in the campus community, responsible for conceptualizing and implementing, in conjunction with the Board, a wide range of program offerings pertaining to women's issues. The Director coordinates program activities and resources, interacting campus-wide, system-wide and community-wide with academicians, executive and middle management, staff employees, students and community members to achieve the goals established by the Women's Center. She must develop local and national networks to meet programming requirements. In conjunction with University Communications, she is responsible for press releases to the media promoting Women's Center programs and services to the public, and acts as the Center's spokesperson on gender-related issues. The Director develops and oversees the production of all WC literature (brochures, quarterly newsletters, program publications, etc.). She also appoints and chairs meetings of the WC Advisory Board and serves as an ex-officio member of CSW.

The Director is responsible for the financial and facilities management of the Women's Center. She is responsible for financial development, analysis, and control of all Women's Center fiscal affairs. She will develop

1. Women's Center Director (Cont'd.)

programs designed to raise funds for the center as well as write grant proposals (coordinate investigators). She will plan, prepare and justify major and/or minor capital construction as requested. She is also responsible for developing and overseeing the WC Library and Art Gallery; she will develop and implement an Information Line.

As Director of a Center that is a research center, the Director must be a knowledgeable part of the academic community and would preferably be a visible scholar in the world of Women's Studies.

In the absence of the appointment of a full-time Sexual Harassment Coordinator, the Women's Center Director may assume responsibility, on an interim basis, for the implementation of the revised Sexual Harassment Policy Implementation Guidelines.

The successful candidate should have a Ph.D. [advanced degree in Women's Studies or a related field] and be a dynamic, innovative leader experienced in women's issues. Service on Boards of women's organizations, e.g. Planned Parenthood or Women's Center is desired. Management and supervisory skills, knowledge of academia, education and research program and experience with grant writing as well as fund-raising are all required.

2. Administrative Assistant II (Yearly Salary Range: \$23,952-28,452)

The Administrative Assistant II is responsible for the effective administrative of the Women's Center. This includes supporting the development and implementation of goals, objectives, policies and procedures in accordance with recommendations of the WC Director.

Supervises the daily operation of the Center. Recruits, selects and trains as necessary accessory staff and personnel. Responsible for in-service training and allocating on-site work assignments for WC volunteers and student workers. Also supports the development of the WC Library and Art Gallery; assumes responsibility for the maintenance of these facilities once completed.

Responsible for Information Line telephone inquiry referrals. Problem-solves and makes referrals to walk-in inquiries. Coordinates with Counselling Services and Personnel Offices to organize referrals.

Writes reports and correspondence as needed and requested. Oversees the publication of WC publications including a WC newsletter, brochures, program publications, literature and fact sheets. This includes preparation of copy, overseeing layout and design, and coordination with appropriate units. In conjunction with University Communications, facilitates publicity and press releases intended to promote programs and services sponsored by the WC.

2. Administrative Assistant II (Cont'd.)

Responsible for equipment maintenance and inventory. Assists with other administrative projects/duties as needed.

Supports the implementation of academic/research program ideas. Works with the Director in arranging such programs. Supervises the coordination of events among designated liaisons.

Monitors, coordinates and supervises budget. Makes requests for purchase of major/minor equipment and physical alterations to the Center in accordance with the recommendations of the Director. Prepares annual budget request.

II. FOUR-YEAR PLAN (Cont'd.)

D. OPERATING BUDGET

<u>YEAR</u>	<u>REQUEST</u>	<u>(Approx.) BUDGET</u>
1992-93	PERSONNEL: Full-Time Director (Acad. Admin. II) Full-Time Admin. Asst. II	\$ 41,112 - 57,156 \$ 23,952 - 28,452
	OPERATING EXPENSES: Development Office Start-Up Office Maintenance	\$10,000 \$ 7,454 \$ 3,417
		<u>\$ 85,935 - 106,479</u>
1993-94	PERSONNEL: Full-Time Director (Acad. Admin. II) Full-Time Admin. Asst. II 2 Student Workers (15 hrs. week/\$8 hr./50 weeks)	\$ 41,112 - 57,156 \$ 23,952 - 28,452 \$12,240
	OPERATING EXPENSES: Development Office Maintenance	\$20,000 \$ 4,000
		<u>\$101,304 - 121,848</u>
1994-95	PERSONNEL: Full-Time Director (Acad. Admin. II) Full-Time Admin. Asst. II 2 Student Workers (15 hrs. week/\$8 hr./50 weeks)	\$ 41,112 - 57,156 \$ 23,952 - 28,452 \$12,240
	OPERATING EXPENSES: Development Office Maintenance	\$20,000 \$ 4,000
		<u>\$101,304 - 121,848</u>
1995-96	PERSONNEL: Full-Time Director (Acad. Admin. II) Full-Time Admin. Asst. II 2 Student Workers (15 hrs. week/\$8 hr./50 weeks)	\$ 41,112 - 57,156 \$ 23,952 - 28,452 \$12,240
	* OPERATING EXPENSES: Development Office Maintenance	\$20,000 \$ 4,000
		<u>\$101,304 - 121,848</u>

* Permanent Space Maintenance Fees Not Included

III. I&R REQUEST for UCSD WOMEN'S CENTER

A. I&R SUPPORT REQUEST 1992-93

STAFFING: (Yearly Salary Range) \$65,064-85,608*

1. ACADEMIC ADMINISTRATOR II (p) \$41,112 - 57,156

See Attached Job Description.

2. ADMINISTRATIVE ASSISTANT II (p) \$23,952 - 28,452

See Attached Job Description.

BUDGET SUMMARY: (I&R Support Request)

Permanent: \$65,064-85,608* (Yearly Salary Range)

1. Academic Administrator II \$41,112 - 57,156

2. Administrative Assistant II \$23,953 - 28,452

Continuing Temporary: \$0

None. \$0

One-Time Temporary: \$0

None. \$0

TOTAL I&R SUPPORT REQUEST: \$65,064-85,608

* Yearly Salary Range as of 01/01/91

III. I&R REQUEST for UCSD WOMEN'S CENTER (Cont'd.)

B. I&R SUPPLIES & EQUIPMENT REQUEST 1992-93

1. Office Supplies & Equipment	\$7,015.00
MacIntosh Classic w/40 mb hard drive (2) (\$1,100.00 each)	\$2,200.00
Hewlett Packard DeskWriter Printer	\$455.00
Facsimile Machine	\$1,400.00
Typewriter (used from UCSD Surplus)	\$200.00
Calculator	\$40.00
Desks (2) (\$250.00 each)	\$500.00
Chairs (2) (\$200.00 each)	\$400.00
File Cabinets & File Dividers (2) (\$400.00 each)	\$800.00
Bookcase (1)	\$150.00
Typing Table (1)	\$110.00
Computer Table (2) (\$140.00 each)	\$280.00
Supply Cabinet	\$130.00
Office Supplies - Initial Start-Up (file folders, pens, paper, etc.)	\$350.00
2. Installation	\$439.50
Two (2) 12-Burton Telephones & Facsimile Machine (Installation per phone - \$96.50)	\$289.50
LAN Line Installation	\$100.00
Copier Installation and Initial Fee (through Graphics & Reproduction)	\$50.00
3. Monthly Charges (\$284.75/month x 12 months)	\$3,417.00
Two (2) 12-Burton Phone Equipment & Facsimile Machine (Charges/month - \$26.75 each)	\$80.25
Voice Mail (x 2 phones) (\$6.75 per phone/per month)	\$13.50
Long Distance (x 3 phone lines) (\$20.00 per phone/per month)	\$60.00
LAN Line Monthly Charges (x 3 phones) (\$12.00 per phone/per month)	\$36.00
Office Supplies Per Month (including copier and facsimile supplies)	\$60.00
Copier Charges	<u>\$35.00</u>
	SUBTOTAL (One Month) \$284.75
	(\$284.75/month x 12 months) <u>x 12</u>
	TOTAL (One Year) \$3,417.00

III. I&R REQUEST for UCSD WOMEN'S CENTER (Cont'd.)

B. I&R SUPPLIES & EQUIPMENT REQUEST 1992-93

SUPPLIES & EQUIPMENT SUMMARY

<u>Description</u>	<u>Category</u>	<u>Amount</u>	<u>Y/E/Funding?</u>
Supplies & Equipment	Office Start-Up	\$7,015.00	No
Installation	Office Start-Up	\$439.50	No
Monthly Charges	Office Maint.	\$3,417.00	No

TOTAL EQUIPMENT REQUEST: \$10,871.50

IV. APPENDICES

- APPENDIX A: Women's Center Proposal
- APPENDIX B: Volunteer Hours for Women's Center
Programs - 1991-92
- APPENDIX C: Petitions Supporting The Women's Center