

## Request for 2014-2015 Budget

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# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

## Provost & Dean of the Faculty

Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
<b>Total for all pages</b>			<b>188,630</b>	<b>185,924</b>		
<b>REALLOCATIONS</b>						
Reallocate to cover costs associated with additional staffing	Provost/DOF	1-50-20-20001		5,000	TKO	<b>A</b>
Reallocate to PDOF budget to cover costs associated with additional staffing	Immigration Fees	1-50-29-20573		(5,000)	TKO	<b>A</b>
Increased costs in copyright fees	Copyright fees	1-50-19-20100		1,000	TKO	<b>A</b>
Reallocate to copyright budget	Off Campus Programs	1-50-29-20010		(1,000)	TKO	<b>A</b>
Costs of filters for deionized water that are purchased every two years.	Div III - SEM	1-55-19-20079		2,000	Mark Beck	<b>A</b>
Reallocate to Div III - SEM for filters	Div III - Office	1-55-19-20094		(2,000)	Mark Beck	<b>A</b>
Reallocate to Geology - Keck to cover costs of membership	Div III - Geology	1-55-19-20078		(5,000)	Mark Beck	<b>A</b>
Costs of membership	Geology - Keck	1-55-29-20023		5,000	Mark Beck	<b>A</b>
Reallocate to WCTS to offset the costs and maintain the software for Matlab	Division II(I) - Mathematics	1-54-19-20080		(350)	Mark Beck	<b>A</b>
Transition from club sports to a varsity team.	Women's Lacross (new name)	1-58-41-20499		7,000	Bruce Magnusson	<b>A</b>
Transition from club sports to a varsity team (move the CS-Women's Lacross to a regular varsity sport)	Club Sports	1-58-41-20124		(7,000)	Bruce Magnusson	<b>A</b>

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Transition from club sports to a varsity team.	Women's Lacross (new name)	1-58-41-20499		20,000	Bruce Magnusson	A
Savings produced by a transition of skiing (CS-Alpine Skiing/CS-Nordic Skiing) from varsity to club sports, each reduced by \$10,000	Club Sports	1-58-41-20124		(20,000)	Bruce Magnusson	A
<b>STAFF WAGES/SALARIES</b>						
Permanent half-time Administrative Assistant position (20-hours a week)	Writing Center	1-56-19-20091	7,680		TKO	A
Permanent funding to support the debate director as a staff position	Debate	1-56-25-20012	66,950		TKO	A
<b>FACULTY SALARIES</b>						
Women's LaCrosse Head Coach/Instructor of Sports Studies	Women's LaCross	1-58-41-20499	50,000		Bruce Magnusson	A
Tenure track faculty position in Math (STATS)	Mathematics	1-54-19-20080	64,000		TKO	A
<b>ACADEMIC DEPARTMENTS</b>						
Increased expenses for everyday teaching operations; photocopying, film rentals and supplies.	Anthropology	1-53-19-20084		500	Bruce Magnusson	A
Increase in costs associated with addition of .5 FTE new faculty.	Sociology	1-53-19-20058		1,100	Bruce Magnusson	A
Costs associated with new Mellon tenure-track position in Printmaking and Book Arts	Art-Pietrantoni	1-54-18-20065		2,500	Rebecca Hanrahan	A



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Funding for guest artists	Dance	1-59-29-20103		4,000	Rebecca Hanrahan	A
Costs associated with a new tenure-track position	Film Studies	1-56-19-20386		3,500	Rebecca Hanrahan	A
Increase in piano tuning and maintenance, student wages/minimum wage increase and costs to make regular upgrades and licensing for composition software.	Music	1-57-19-20071		12,100	Rebecca Hanrahan	A
Increased costs associated with the closing of BFC guest housing, advertising and mileage reimbursements.	Music Travel	1-57-19-20045		3,500	Rebecca Hanrahan	A
Student wages because of 1.4% increase to minimum wage.	Theatre Production	1-59-26-20003		880	Rebecca Hanrahan	A
Increase in student/minimum wages and van costs	Div III - Astronomy	1-55-19-20083		275	Mark Beck	A
Increased number of labs and cost of supplies due to enrollment increases and inflation and increase in student/minimum wage.	Div III - Biology	1-55-19-20075		2,400	Mark Beck	A
Supply costs due to increased enrollments in chemistry, inflationary costs, and increase in minimum wages/student wages.	Div III - Chemistry	1-55-19-20076		5,680	Mark Beck	A
Expected cost of 4-sections of ES120 and typical expenses for copies and communications	DIV III - Environmental Studies	1-55-19-20077		971	Mark Beck	A



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Cost of student wages and regional geology field trips.	Div III - Geology	1-55-19-20078		1,500	Mark Beck	<b>A</b>
Increased costs associated with new internal sabbatical leave tenure-track position; increase for student/minimum wages.	Div III - Physics	1-55-19-20081		3,650	Mark Beck	<b>A</b>
Costs of confocal microscope service contract (warranty will expire), upgrade preventative maintenance contract for x-ray diffraction apparatus to full service	Div III - SEM	1-55-19-20079		25,000	Mark Beck	<b>A</b>
<b>ATHLETICS</b>						
Increased costs associated with an increase in the number of students participating	Swimming	1-58-41-20117		5,000	Bruce Magnusson	<b>A</b>
Transition from club sports to a varsity team.	Women's Lacross (new name)	1-58-41-20499		10,000	Bruce Magnusson	<b>A</b>

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<b>PENROSE LIBRARY</b>						
Increase contractual and inflationary adjustments for student wages, databases, supplies/materials and services; New York Times full campus license.	Penrose Library	1-60-21-20002		64,533	TKO	<b>A</b>
<b>OFF CAMPUS STUDIES</b>						
3-week overseas field course tied to on-campus prep course.	Off-Campus Studies	1-62-29-20032		14,560	TKO	<b>A</b>
<b>ACADEMIC PROGRAMS</b>						
Increased departmental costs associated with new Mellon tenure-track position.	Race and Ethnic Studies	1-50-19-20527		1,750	TKO	<b>A</b>
Increased costs to provide additional tutors and ongoing training for all tutors, cost of publicity for new location and a budget for books	Writing Center	1-56-19-20091		3,700	TKO	<b>A</b>
<b>PDOF OFFICE</b>						
Significant increase in the number of faculty reviews; we have increased the number of outside letters required and also the amount we pay said reviewers	Personnel Reviews	1-50-29-20574		5,000	TKO	<b>A</b>
Funds to continue a pre-education advising program that began with an ITL grant	Pre-Education Advising	NEW		1,000	TKO	<b>A</b>

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Costs associated with taking over the president's lunch program for faculty/student dining	Provost/DOF	1-50-20-20001		10,000	TKO	<b>A</b>
NEW: Create a budget to cover costs of supplies, services, dues and travel to meetings (some of which are required).	Sponsored Program Coordinator	1-50-20-xxxxx		375	TKO	<b>A</b>
Increase funding for academic staff professional travel.	Non-disciplinary Professional Development	1-52-29-20577		2,800	TKO	<b>A</b>



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<b>STAFF SALARIES</b>						
Increase hours for Division I Assistant to 100% FTE because of increased faculty in Maxey and, as a result the increased number JP Morgan credit cards to manage.	DIVISION I	1-53-19-20092	7,300		Bruce Magnusson	<b>B/C</b>
Increase hours for part-time administrative assistant to provide some coverage in the science office in the summer.	DIVISION III	1-55-19-20094	640		Mark Beck	<b>B</b>
<b>ACADEMIC DEPARTMENTS</b>						
Costs associated with new Mellon tenure-track position; guest artists	Dance	1-59-29-20103		3,690	Rebecca Hanrahan	<b>C</b>
Costs for travel and expenses for staff to attend conferences and training.	Div III - Biology	1-55-19-20075		2,000	Mark Beck	<b>C</b>
Cost increases for maintaining equipment and contracts for items such as biological cabinets (hoods), pipettes and autoclave.	Div III - Biology	1-55-19-20075		200	Mark Beck	<b>C</b>
Support research lab costs (chemicals) due to increased enrollments in chemistry and inflationary costs	Div III - Chemistry	1-55-19-20076		3,500	Mark Beck	<b>B</b>
Licensing for Maple, Mathematical and Matlab.	Div III - Physics	1-55-19-20081		2,500	Mark Beck	<b>C</b>

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## Chief Information Officer

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	<b>Total for all pages</b>			<b>70,000</b>	<b>151,276</b>		
1	Student Wages - Minimum Wage Increase	Academic Technology Consulting	1-00-24-60004		3,000	Sprunger	A
2	Services (i.e. Maint. agrmts, software licenses, professional memberships)	Academic Technology Consulting	1-00-24-60004		3,450	Sprunger	A
3	SAS Software License for professor Sanning	Academic Technology Consulting	1-00-24-60004		10,600	Sprunger	A
4	Qualtrics survey tool site license (IR, Psychology, Sociology)	Academic Technology Consulting	1-00-24-60004		5,000	Sprunger	A
5	Instructional Technology Lifecycle (Replacement) increase	Instructional Technology Repl	1-00-24-60020		5,000	Chavre	A
6	Administrative Technology Lifecycle (Replacement) increase	Administrative Technology Rpl	1-00-54-60021		5,000	Chavre	A
7	Expected increase to license agreements for enterprise systems	Enterprise Technology	1-00-54-60003		12,827	Quiner	A
8	Consulting	Enterprise Technology	1-00-54-60003		5,000	Quiner	B
9	Maint. increases to Cisco Smartnet contract and Blackboard system	Technology Infrastructure	1-00-54-60002		18,304	Kelly	A
10	Increase to Network Lifecycle to accommodate new AP's	Network Replacement	1-00-24-60022		16,295	Kelly	A
11	Security initiatives	Technology Services	1-00-54-60001		15,000	Osterman	A

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**Chief Information Officer**

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12	Full-time Inform. Sec. Officer and Full-time Project Manager (net 1FTE)	Technology Services	1-00-54-60001	70,000		Terrio	A
13	Blackboard system lifecycle (incl. door cntrls, POS registers, and ID printers)	New Budget	New		26,000	Kelly	A
14	Website Hosting	Enterprise Technology	1-00-54-60003		25,800	Quiner	C



November 1, 2013

To: Peter Harvey  
Budget Advisory Committee  
From: Dan Terrio  
Subject: FY 2014-2015 WCTS Budget Request Justification Memo

Thank you for the opportunity to present this budget request. Below is an explanation of each line item of the budget request. If there are any questions, please don't hesitate to contact me.

Line 1: Student Wages - \$3,000

This request is to account for the expected increase to the State of Washington minimum wage rate.

Line 2: Services (Academic Technology Consulting) - \$3,450

Each year we expect regular increases to the fixed costs for software licenses, maintenance agreements and professional organizations' membership fees. Examples of the licenses where we expect to see cost increases include: the Microsoft Campus Agreement (includes the Office suite of software), SPSS (statistical analysis software), Endnote (bibliographic software) etc. We maintain professional memberships with EDUCAUSE, The EDUCAUSE Learning Initiative, and NWACC (Northwest Academic Computing Consortium). This year we hope to rejoin NITLE (National Institute for Technology in Liberal Education), but it should be noted that we are proposing reallocating other budget funds in the Academic Technology Consulting budget to cover that membership fee (\$3,000) to minimize the overall request to cover fixed cost increases and this new professional organization membership.

Line 3: SAS Software License - \$10,600

In WCTS' efforts to manage/administer most software licenses/agreements through our office, this request is to renew a license that was purchased with startup funds three years ago when Lee Sanning (Assistant Professor of Economics) arrived at Whitman. Dr. Sanning uses this statistical analysis tool in his research and teaching.

Line 4: Qualtrics survey tool site license - \$5,000

Following a successful pilot of Qualtrics survey software, which was funded ad-hoc and shared by WCTS, Institutional Research, Provost and Dean of Faculty, Sociology, and Psychology, we now seek to normalize and centralize the funding via the annual budget request process.

Line 5: Instructional Technology Lifecycle Increase - \$5,000

The requested increase to the instructional technology lifecycle (computer replacement) budget reflects an increase to the inventory, projected new tenure track positions, and a trend where academic faculty and/or staff are

discontinuing their office-bound use of desktop computers in favor of laptops in accordance with the scheduled equipment replacement cycle. The shift to more laptops makes for an accelerated replacement schedule (e.g. desktops are replaced on a five year cycle, laptops on a four year cycle).

**Line 6: Administrative Technology Lifecycle Increase - \$5,000**

The requested increase to the administrative lifecycle (computer replacement) budget reflects an increase to the inventory (i.e. phonathon laptops, additional student employee workstations, etc.) and an estimate of new staff positions this next year to accommodate those positions receiving new computers as part of the onboarding process.

**Line 7: Software License increase to Enterprise Software Systems - \$12,827**

The increase reflects the expected rise (5-6%) to the Ellucian Colleague software license (ESSA) as well as other smaller increases to software licenses in the Enterprise Technology budget.

**Line 8: Consulting - \$5,000**

Consulting funds were requested but not approved in the last budget cycle, so the CIO budget has been used to cover any consulting needed. A line item to cover unexpected costs, such as outside consulting, has been part of the budget in the past and we would like to return to that model. As an example, human resources and other departments have requested help in bringing in process analysis and technical consultants to audit and improve their office processes and utilization of the Colleague system and it would be valuable for WCTS to partner with and help the administrative offices in their efforts.

**Line 9: Maintenance Contract Increases - \$18,304**

Last summer, we completed a major upgrade of the Blackboard Card Access and Point of Sale System. With that upgrade, we had a significant increase in the annual maintenance agreement (approximately \$12,000). We also expect an increase to our Cisco SmartNet Maintenance (network hubs, switches, routers, wireless access points, etc.) this coming year (approximately \$6,000).

**Line 10: Network Lifecycle Increase - \$16,295**

Over the past two years, WCTS has been undergoing a phased (three phases total) upgrade of the campus wireless network to the latest wireless standard (802.11n), providing more connections per access point and faster connection speeds. The second phase of the upgrade replaced approximately 70 wireless access points. This budget increase reflects the increased replacement cost for these new access points so that we can continue to upgrade the wireless network into the future.



Line 11: Security Initiatives - \$15,000

As cyber security threats continue to expand, we are looking for technological solutions to protect our most sensitive data. An internal WCTS security team has identified the highest priorities for the next 18 – 24 months. The priorities in this budget request are to implement an Intrusion Detection and Prevention System on the edge of our network that will provide a level of protection from Malware and other viruses being able to infect computers on our campus. The second major priority is to implement a secure configuration on computers that have access to the most confidential information (e.g. personally identifying information - SSN, driver's license number, bank account, etc.). A secure configuration would minimize the risk that a computer could have malicious code (malware/viruses) installed on the computer without the operator's knowledge, potentially providing access to such confidential information.

Line 12: Make the Information Security Officer position full time - \$70,000

Currently the IT Security Officer position is half time, a position that is split between Information Security and Enterprise Technology. I am proposing that the IT Security Officer Position be full time and the other associated half time position also be full time and focused on IT project management. The net is one new FTE. A full time IT Security Officer would allow us to be more proactive with technological solutions that protect our information assets, focus more energy on regulatory compliance, and provide an ongoing educational component to our end-users. A full time person to focus on technology related projects would help us implement projects across the campus more timely, consistently, effectively and on budget.

Line 13: Blackboard System Lifecycle - \$26,000

This is a request to create a new lifecycle budget specifically for the Blackboard system. This system is made up approximately 57 door controllers (card swipes) that have replacement costs of about \$2,100 per unit, another eight door controllers that have a replacement cost of about \$1,300 per unit, thirteen point of sale registers (for food service, wellness center, etc.) with a replacement cost of approximately \$4,600 per unit, and two ID card printing stations with the replacement cost of approximately \$8,800 per unit. The equipment has been assigned various "life expectancies" from between 5-10 years in the development and modeling of this lifecycle budget request. We know that as the software is upgraded, at sometime, a number of door controllers will become obsolete and have to be replaced, as the software will not support these older controllers. This request would provide a budget for those "unfunded mandates" that come from software updates as well as to continually refresh/replace aging equipment before it fails and has to be replaced to continue operations. Currently we fund such hardware failures through limited operating budget, but a wholesale "end of life" on a large number of door controllers would not be able to be covered by the existing operating budget.



Line 14: Website Hosting - \$25,800

Funding would allow for the hosting of the colleges main website (whitman.edu) off site. Hosting would shift maintenance of the website server hardware (patching the operating system, upgrading the software and databases, etc.) from WCTS staff to the hosting site. It would also provide redundancy in infrastructure that we do not have, allowing for upgrades to happen without interruption in service (e.g. taking the website down to apply patches or software updates). Finally the hosting service would provide geographical redundancy (e.g. website would be mirrored to a secondary geographically different site) so that if one hosting location were experiencing problems (i.e. power outage), the website would continue to be up and available until the problem(s) could be resolved at the primary or secondary hosting site.

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## Dean of Students

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1	New Position - Internship Coordinator	SEC	1-88-42-30007	35,000	2,000	Clare Carson	<b>A</b>
2	Internship Funds	SEC	1-88-43-30030		50,000	Clare Carson	<b>A</b>
3	iEngage upgrade	SEC	1-88-42-30007		8,500	Clare Carson	<b>A</b>
4	New Position - Therapist	Counseling Center	1-89-42-30008	55,000	5,000	Thacher Carter	<b>A</b>
5	Additional hours for Nurse Practitioner	Counseling Center	1-89-42-30008		6,270	Thacher Carter	<b>A</b>
6	Software - Titanium license fees plus additional office needs	Counseling Center	1-89-42-30008		2,300	Thacher Carter	<b>A</b>
7	Additional Security officer	Security	1-00-59-30032	33,000		Nancy Tavelli	<b>A</b>
8	Additional funds for International Students Program	International Student Program	1-81-43-30010		4,000	Matt Ozuna	<b>A</b>
9	Education required by Campus SaVE Act including Green Dot	Student Group Support	1-97-43-30022		10,000	Barbara Maxwell	<b>A</b>
10	Climbing Wall Safety	Outdoor Program- climbing Wall	1-97-43-30217		12,000	Barbara Maxwell	<b>A</b>
11	Software, Symplicity	Dean of Students Office	1-90-42-30001		15,000	Chuck Cleveland	<b>A</b>

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12	Program Funds for Teaches the Movement	SEC	1-88-42-30007		5,000	Clare Carson	A-
13	Continuing Education for Title IX	New Budget	New		12,000	Chuck Cleveland	B+
14	Legal support for Title IX and other Higher Ed issues	New Budget	New		32,000	Chuck Cleveland	B+
15	Continuing Education for Nursing Staff	Health Center	1-89-42-30006		6,000	Thacher Carter	B+
16	Travel/Education	Counseling Center	1-89-42-30008		5,000	Thacher Carter	B+
17	Additional student workers (7)	SEC	1-88-42-30007		14,000	Clare Carson	B
18	New Position Research Specialist	SEC	1-88-42-30007			Clare Carson	Defer
19	Technology Support Person	Student Affairs	1-90-42-30001			Chuck Cleveland	Defer
20	Physical Therapy and Athletic Training Service					Thacher Carter	Defer
21	Increase in Coordinator hours	Academic Resource Center	1-87-29-30004			Clare Carson	Defer
22	New position - Climbing Wall manager	Outdoor Program-climbing Wall				Barbara Maxwell	Defer



## Budget Requests 2014-2015 for Chuck Cleveland, Dean of Students

**Line 1. New Position - Internship Coordinator.** Internships are the most significant outside-of-class experiences that students can have to influence their ability to be successful securing meaningful professional roles upon graduation. The Center is currently overseeing a large increase in US-based internships in both summer as well as the academic year. They are also moving toward developing opportunities for international internships. In addition, there is a growing donor interest to support further expansion of internships. In order to support future growth of internship offerings and to main the high quality of the experiences currently offered through these programs we need to have someone who can oversee and support this effort. The support is for any conferences or other travel or training required. **(Requested - \$35,000 salary plus \$2,000 support)**

**Line 2. Budget for Internships.** With the increasing demand for internships and the addition of the international internships, we would like to request an additional budget amount.

- Summer 2013. 109 interns funded (up from 76 in summer 2012 and 31 in summer of 2011)
- Fall semester 2012. 5 interns funded (up from three in Fall 2011)
- Spring semester 2013. 13 interns funded (up from two in Spring 2012)
- Fall semester 2013. 4 interns funded

The goal is that Whitman will be able to provide all students the opportunity to receive College funding for a significant professional experience / internship at some point in their four years. One way to think about that goal is that Whitman would be supporting approximately 400 students per year in some type of professional experience, which could include internships at professional organizations, student-faculty research, and other high impact experiential learning modalities. The requested amount would help further that goal. **(Requested - \$50,000)**

**Line 3. iEngage upgrade and fees.** Last year, we acquired a product to better understand students' professional interests, and to make decisions based on this. We acquired the basic package and have spent significant time developing, utilizing and experimenting with it. iEngage has proven to be an enormously successful investment, with over 2/3 of the entire student body active in it with very favorable student responses. Yet, there are many limitations, and much room for expansion, which can be realized with an upgrade to our contract. We are currently paying \$3,600 per year (unbudgeted); we need \$8,500 per year for the full package. This is an annual expense and will require a new line item in the SEC budget to support this. **(Requested - \$8,500)**

**Line 4. New Position – Therapist.** The goal is to hire a counselor with the experience and background to better support our students from diverse communities. Many students from diverse communities are reluctant to go to the Counseling Center because they worry that there is no one there who will be able to identify with their issues. This issue has been raised more and more the last two years. The support is for conference and training. **(Requested - \$55,000 plus \$5,000 support)**

**Line 5. Additional Hours for Psychiatric Nurse Practitioner.** The requested funds are for an additional two hours per week during the academic year. The Counseling Center has seen a tremendous increase in the severity of mental health issues and the Nurse Practitioner is a vital part of the help that we provide to our students. **(Requested - \$6,270)**

**Line 6. Software and License Fees and other office needs.** The Counseling Center uses management software designed for university and college counseling centers called Titanium. It is an electronic medical records (EMR) system. This budget increase will cover the yearly license fees. The discretionary budget has not increase in the Counseling Center for a number of years. **(Requested - \$1,300 for Titanium and \$1,000 for office needs)**

**Line 7. Additional Security Officer.** The demands and expectations of security have increased in the past several years, including mandated policy changes that require more officers to be on duty. Given the current number of officers, there is usually only one officer on duty at some critical times. If one officer is either sick or injured, or if an officer is required for a specific task for an extended period of time, such as keeping watch at a particular building or locking doors, then this requires us to find additional officers to be available to respond to campus needs as they arise. This is currently done by hiring on-call positions or requiring our officers to work overtime, both of which are costly in terms of management hours and budget funds. In order to maintain a secure campus, we must have at least one available officer at all times, 365 days a year/24 hours a day. Hiring an additional security officer will help alleviate pressure from the department, save management time spent solving scheduling problems, comply with recommendations from our external review, and send a positive message to our community that we take campus security seriously. **(Requested - \$33,000)**

**Line 8. Add'l funds for International Student Program.** The International Student and Scholar Program has had considerable growth in recent years From 18 participants in the Class of '14, the new class of '17, includes 21 students, plus two students with dual citizenship and five language assistants, for a total of 28 foreign national as participants in the 2013-2014 International Orientation camp. Including the classes '14, '15, and '16, the International Program includes 62 participants this academic year. Because of this, the need for resources



has also grown. The Friendship Family Program has increased in size as well to meet the needs of a larger number of international students. The total cost of the International Student Program is estimated to be about \$10,000 this year. **(Requested - \$4,000.)**

**Line 9. Education required by Campus SaVE Act, including Green Dot.** A budget increase of **\$10,000** is requested to support efforts to come into full compliance with the Campus Sexual Violence Elimination Act (Campus SaVE Act). This act requires campuses to provide comprehensive violence prevention programming in the areas of domestic violence, dating violence, stalking and sexual assault—as well as provide bystander intervention training.

Currently, we operate the Green Dot Program on a budget of \$2,350 per year—which barely covers the fall and spring 6-hour bystander trainings. Requests have been made from the athletics department to offer their students a separate training each semester, raising the total number of trainings from 2 per academic year to 4 per academic year. In addition, programming money is needed to meet the other requirement. This money will be used for outreach (posters and table toppers), programming materials and the occasional speaker. For example, in November, ASWC is bringing Jackson Katz to campus. Jackson Katz is a leader in the men against violence campaign. While ASWC is paying for his speaking fee, we would like to offer a ½ day men’s only workshop facilitated by Jackson, as this is where we think he has the greatest ability to make a difference on the campus. It will cost \$2000 to add this to Jackson’s contract.

By providing a budget, we have the opportunity to do creative and sometimes provocative outreaches such as our recent “Asking for It” campaign that garnered public recognition for Whitman College. We have an abundant resource in bright, passionate students who want to make a difference—we just need a budget to allow them to do these outreaches in a creative manner. **(Requested - \$10,000)**

**Line 10. Climbing Wall Safety.** The climbing Center Budget continues to require attention. Funds from last year have helped allow double staffing of key time slots to improve risk management. The climbing center does not generate as much money as needed to meet all the funding needs. Opening the guest policy has made many students, staff and faculty happier but that access requires additional insurance to be purchased for \$3800 per year and the center is working hard to generate that. Management, deposits, staffing, safety inspections and replacement of safety equipment need attention. [Inspection - \$2820; Safety Equipment replacement - \$8800; fixed draw replacement - \$1370; Autobelay inspection - \$1680; Ropes \$5800]. By staggering the required safety equipment and inspections, this amount will cover needed safety requirements. **(Requested - \$12,000)**

**Line 11: Software license and fees; Symplicity .** The Dean of Students office and the Leadership Development Group use different modules of the Symplicity software. The Advocate module is used for tracking student conduct, automated letter generation and is used by the on campus Intervention Team to document students with problems. This system is used for online incident



reporting and works with required Clery reporting. The Reflection module is being beta tested and will be used as an e-Portfolio to showcase co-curricular activities. Students can use it for reflection, evaluation and personal goals which integrate with their career goals. **(Requested - \$15,000)**

**Line 12. Program funds for Teach the Movement.** Teach the Movement is about to reach a national scale which will give Whitman high-level recognition for this innovative project. First, in November, last year's WTTM student intern will present the project to the national annual meeting of school social studies teachers in St. Louis. Then, in January, in conjunction with the kick-off for this year's project, Whitman will host a conference for higher education institutions in WA, OR and ID to learn about the project. This project has come into being almost wholly using funds within the SEC's discretionary budget. However, at this point, we would like to request permanent funding for this project in order to pay for SPLC trainers coming to Walla Walla, materials, and a student intern positions. **(Requested - \$5,000)**

**Line 13. Continuing Education for Title IX.** During the past year and continuing this year, the Dean of Students has funded staff from Student Affairs, the Title IX Administrator, the Provost Office and Human Resources to receive training in Title IX. This training is not a one-time training, but must be ongoing in order to keep abreast of the changing field and to keep up to date with both skills and the legal world. **(Requested - \$12,000)**

**Line 14. Legal support for the College for Title IX and other Higher Ed issues.** When working with difficult Title IX issues we have retained legal counsel in order to provide outcomes that are effective and legal. The legal counsel is used by various departments including Student Affairs, the Title IX Administrator, the office of the Provost and Human Resources. **(Requested - \$32,000)**

**Line 15. Continuing Education budget for Welty Health Center.** The Registered Nurse license requirement is for fifteen (15) hours of continuing education annually (new requirement in 2011). Currently the Health Center budget does not have funds to accommodate this. To promote professional development the request is for a continuing education allotment of \$1000 per nurse to cover the expense of maintaining a state license. **(Requested - \$6,000)**

**Line 16. Travel/Education funds for Counseling Center.** This will be used for professional development and travel for Conferences for current counselors. **(Requested - \$5,000)**

**Line 17. Additional Student Workers.** This year, the SEC has hired five high-level year-long student workers in the Center to focus skills and capacity in key areas of the Center's growth: data analytics, social media and technology, business engagement, student-alumni interaction, and civic engagement. We were able to do this with a unique one-time infusion of \$10,000 to the

Center's 2012-13 discretionary budget. The value that these five interns have already added to the Center in just their first month has been fantastic and we would like to retain the ability to have student workers in these areas in the future.

**Two Office Workers:** Our student office workers are a tremendous asset to Marisol Becerra, the Center's administrative assistant. Over the past year, we have centralized nearly all of the Center's many administrative, financial and logistic responsibilities through Marisol. With that centralization there has been an enormous demand on her time. We have also added components of the management of iEngage in her position. Two student workers this year have been a huge source of support for Marisol and we would like to create permanent positions for two students to help in in this way. **(Requested - \$14,000)**

**Line 18. New Position – Research Specialist.** Currently there is a limited ability to utilize data to talk about what the Whitman experience offers, particularly as it relates to professional life after graduation. The College needs someone who can bring together all of the data, and create new relevant data showcasing the amazing opportunities for our graduates. A new position, based in the SEC, will combine responsibilities in data analytics and storytelling to celebrate the outcomes, results and possibilities related to a Whitman education. There is a growing demand to see outcomes of programs, professional opportunities, academic choices and other aspects of a student's complete Whitman experience. The entire College will benefit from how this person will tell the Whitman story using metrics, data analytics and high-level communications skills. This will be helpful for students, parents, alumni, potential employers and other constituents. **(Deferred \$35,000 plus \$2,000 support)**

**Line 19. Technology Support Person.** This position would support Student Affairs in general with technology. This would include technical support for current software as well as support for web pages in the department. **(Deferred request of \$33,000)**

**Line 20. Physical Therapy and Athletic Training Service.** Increase the service budget \$6,000 to provide an Athletic Trainer for the Club and IM sports teams. **(Deferred request of \$6,000)**

**Line 21. Increase in Coordinator Hours.** The Academic Resource Center requests that the ARC Program Coordinator position be increased from 37.5 hours per week to 40 hours per week. Increased responsibilities related to supervision of the Student Academic Advisers and in increased number of exams being processed in the ARC supports such an increase. **(Deferred Request - \$2,000)**

**Line 22. New Position – Climbing Wall manager.** The Climbing Center is extremely popular. It is open 7 days a week and is heavily used by Whitman students. The SSRA classes, climbing club and recreational open climb times are well used. The OP Director has been stretched very thin over the past few years to manage this facility but it is challenging to give it adequate attention.

A rotating student climbing center manager has been employed to help deal with the need but this facility really would benefit from a 15hr-20hr regular non student position to focus on staffing, deposits, scheduling and programming. The OP director can still handle policies, procedures, training and risk management but there is a limit to what one position can do.  
**(Deferred Request)**



**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

**VP for Development and College Relations**

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
	<b>Total for all pages</b>			<b>1,700</b>	<b>111,695</b>		
1	Reunion Weekend Equipment (one-time expense)	Reunions	1-86-56-70014		4,780	Nancy Mitchell	<b>A</b>
2	Reunion Event Enhancements (one-time expense)	Reunions	1-86-56-70014		10,000	Nancy Mitchell	<b>A</b>
3	Zero Reunion	Reunions	1-86-56-70014		4,500	Nancy Mitchell	<b>A</b>
4	Reunion Printing	Reunions	1-86-56-70014		1,375	Nancy Mitchell	<b>A</b>
5	Reunion Staffing	Reunions	1-86-56-70014	1,700		Nancy Mitchell	<b>A</b>
6	Online Community Annual Fee	Alumni Office	1-86-56-70009		12,500	Nancy Mitchell	<b>A</b>
7	Young Alumni Council Programming	Alumni Office	1-86-56-70009		8,430	Nancy Mitchell	<b>A</b>
8	Senior Committee Funding	Senior Committee	2-86-56-70192		2,600	Nancy Mitchell	<b>A</b>
9	Campaign Closing Video; One-time request	Dev Capital Campaign	91-55-70187		50,000	John Bogley	<b>A</b>
10	Student Wages	Annual Giving	93-56-700014		1,000	Brian Dohe	<b>A</b>
11	Mailing Costs	Annual Giving	93-56-700014		5,000	Brian Dohe	<b>A</b>

**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

**VP for Development and College Relations**

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
12	Millennium--software costs and licenses	Development Services	92-55-70004		6,000	Becky Kennedy	<b>A</b>
13	Faculty Involvement/Reunions	Reunions	1-86-56-70014		1,500	Nancy Mitchell	<b>B</b>
14	Alumni Board Expansion	Alumni Office	1-86-56-70009		1,560	Nancy Mitchell	<b>C</b>
15	Signage (one-time expense, from surplus)	Reunions	1-86-56-70014		2,000	Nancy Mitchell	<b>C</b>
16	Table Sign Holders (one-time expense, from surplus)	Reunions	1-86-56-70014		450	Nancy Mitchell	<b>C</b>

# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

VP for Development and College Relations

Memo or justification

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|----|--|
|    |  |
| 1  | Larger tent to accommodate cluster reunion classes and zero reunion; ballast anchoring required, plus tables and chairs to supplement campus inventory for Zero Reunion luncheon.  |
| 2  | Event enhancements: Piping and draping, posters, class identity items for all alumni attendee marching in the parade, parade paraphernalia (balloons, helium, pom-poms, marching band, etc.)   |
| 3  | Zero reunion luncheon fee for Senior Class with alumni board; first step toward integration into alumni association.   |
| 4  | Additional printing expenses for reunion registration form mailer, reunion convocation program, posters and name badge ribbons.  |
| 5  | Staffing to support Reunion Weekend: Security Officers, SAAC students, photographers   |
| 6  | Estimated annual increase of Online Community provider.  |
| 7  | Young Alumni Council programming.  |
| 8  | Replacement dollars for Senior Class party from loss of graduation announcements sales.  |
| 9  | As we close the Now Is the Time Campaign, we will want to promote the many accomplishments of the campaign gifts to our campus and to our donors. Video provides just the right vehicle for thanking donors for their generosity. We began the campaign process with a video, used one at the launch. This is the right conclusion.  |
| 10 | As we expand our phonathon and as minimum wage increases, we have to increase our budget to afford the hours our students spend making phonathon calls that produce a quarter of our alumni gifts annually, as measured by number of gifts rather than by dollar value.  |
| 11 | We have not increased our mailing budget in more than five years. The cost of postage increases almost annually. The Annual Fund is reliant on direct mail as much as it is electronic communication and phonathon calling. With correspondence going to alumni 4-6 times a year for annual fund, costs outstrip our budget already. |



**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

VP for Development and College Relations

Memo or justification

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|----|---|
| 12 | The number of users of our Millennium Software has increased and we need to buy additional licenses to add the users who need to use the product. This will allow us to add the licenses we need. |
| 13 | Faculty and emeritus faculty lunch fee for Saturday to encourage interaction between faculty and alumni.  |
| 14 | Addition of two members to the Alumni Association Board of Directors. Two young alumni consonant with the creation of the Young Alumni Councils.  |
| 15 | Signage for Saturday parade, parking, registration.   |
| 16 | Table number sign holders for all alumni meals in multipurpose gym in Sherwood Center.  |

# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

## Dean of Admission and Financial Aid

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
	<b>Total for all pages</b>			<b>74,400</b>	<b>200,350</b>		
1	Continued funding for Slate CRM	Admission			50,000		A
2	Promotion of Southern California Regional Officer	Admission		5,000			A
3	UWC Travel Assistance	Admission			12,500		A
4	Income Reduction from Application Fee Waiver	Admission			40,000		A
5	Addition of Regional Admission Officer in Northern California	Admission		60,000			B
6	Upgrade Executive Assistant position to 40 hours	Admission		6,400			B
7	Continued funding to maintain Travel Stipend Program				30,000		B
8	Student Wage Increase	Financial Aid			2,400		A
9	Upgrade Financial Aid Staff position	Financial Aid		3,000			A
10	Financial Aid Software - Partial one- time cost	Financial Aid			65,450		B

# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

Dean of Admission and Financial Aid

Memo or justification

1	Included in the 2013-14 Strategic Plan as Tactic 3.3.1 for the strategy of enhancing enrollment operations.
2	Jee Won Lee, Whitman's California Regional Admission Officer, is a valuable member of the staff. Promoting her would increase our likelihood of retaining Jee Won in the future.
3	In 2012-13, the President's Office provided \$2,500 in travel assistance to three incoming United World College (UWC) students, with the goal of having the Admission Office provide this assistance to all high-need UWC students in the future.
4	Included in the 2013-14 Strategic Plan as Tactic 3.2.6 for the strategy of increasing applications.
5	Included in the 2013-14 Strategic Plan as Tactic 3.2.3 for the strategy of increasing applications.
6	See Budget Memo
7	Included in the 2013-14 Strategic Plan as Tactic 3.2.5 for the strategy of increasing applications.
8	See Budget Memo
9	See Budget Memo
10	Note: \$53,000 is one-time cost; in subsequent years the license fee is \$12,050. See Budget Memo



# MEMORANDUM

Whitman College  
Offices of Admission

TO: Budget Advisory Committee

FROM: Tony Cabasco, Dean of Admission & Financial Aid

DATE: November 1, 2013

SUBJECT: 2014-2015 Budget Requests

## Admission Budget Requests

Continued funding for Slate CRM Amount Requested: \$50,000

In 2013, in the culmination of a length and thorough evaluation process, the Admission Office purchased Technolutions Slate, a CRM designed for college admission offices to improve operational efficiency and enhance outreach efforts. Implementation of Slate began over the summer and many of the core functions are already in use. The cost for Slate is \$50,000 per year and needs to be added to the Admission Office annual budget.

Promotion of Southern California Regional Officer Amount Requested: \$5,000

Whitman's current Regional Officer in Southern California, Jee Won Lee, is a highly valuable member of the staff. She brings maturity and experience to the position and is looked up to by younger staff members. She is deserving of a promotion to Associate Director and such a promotion would increase our likelihood of retaining Jee Won. In light of 2013-14 Strategic Plan Tactic 3.2.3 to add a second California Regional Officer, it is important to maintain the strength we already have in our regional position in California.

UWC Travel Assistance Amount Requested: \$12,500

In 2012-13, the President's Office agreed to provide \$2,500 in travel assistance to each incoming United World College student who demonstrated significant financial need. This funding from the President's Office was intended to serve for one year, until the Admission Office could request permanent funding in the budget process. Travel assistance for United World College students, who bring with them \$10,000 in scholarship funding per students, is an important step in yielding these students, especially given that many competitor schools offer similar benefits. Four UWC students enrolled for fall 2013, and three were offered the travel grant. The Admission Office believes it can increase the pool of admitted UWC students and hope to be able to offer travel stipends to as many as five such students per year.

Fund Application Fee Waiver Program Amount Requested: \$40,000

The Admission Office is implementing an initiative to waive the \$50 application fee for Regular Decision students who complete their application by December 1. This tactic is part of a number of tactics being implement to help Whitman increase the number of applications. Waiving the application fee is intended to assist those students for whom an application fee is a barrier to applying to Whitman and to provide an incentive for high school students who may opt not to apply to Whitman because they have chosen to apply under Early Action programs. The application fee waiver program is included in the 2013-14 Strategic Plan as Tactic 3.2.6 for the strategy of increasing applications. For 2013-14, the application fee waiver program is being funded with surplus funds, but the loss of application fees will need to be added for subsequent years.

Addition of Regional Admission Officer in Northern California Amount Requested: \$60,000

California is a critical market for prospective students for Whitman. In recent years California has become Whitman's top source of applicants, and this trend is likely to continue given current demographic trends. The population of college-going students in California is also highly diverse, furthering the appeal of California as a recruitment focus for Whitman. The addition of a regional Admission Officer in Northern California is included in the 2013-14 Strategic Plan as Tactic 3.2.3 for the strategy of increasing applications. This position would likely need to be filled by an Assistant or Associate Director, and the salary would need to be higher than a similarly experienced Assistant or Associate Director based in Walla Walla, due to differences in cost of living.

Upgrade Executive Assistant position to 40 hours Amount Requested: \$6,400

The Executive Assistant to the Dean in the admission office has responsibilities for supporting the Dean of Admission & Financial Aid in addition to a number of other responsibilities including managing expense reports and budget, reporting needs, and serving as a "super user" in the offices technology and software tools. Upgrading the position from 34 hours to 40 hours a week brings this position in line with other similar roles on campus and will provide additional support for the Dean and the office.

Continued funding to maintain Travel Stipend Program Amount Requested: \$30,000

In 2013-14, the Admission Office launched a trial program to offer a travel stipend up to \$500 for 60 promising prospective students who were not able to visit campus. These students, identified by Admission Officers, are likely "on the fence" about applying to Whitman, and the admission staff believes that facilitating the student's visit to Whitman will encourage an application. This is included in the 2013-14 Strategic Plan as Tactic 3.2.5 for the strategy of increasing applications. While the program is ongoing and final results are not yet available, the Admission staff expects that this will be a successful program to help us recruit students. The Travel Stipend Program is being funded by one-time surpluses in 2013-14, but will need to be funded in future years.

### **Financial Aid Budget Requests**

Student Wage Increase Amount Requested: \$2,400

In 2013, the Financial Aid Services needed more student help during the school year and the summer. The staff hired a student to work  $\frac{3}{4}$  time and really could have used this student full time. For 2014-15, the financial aid staff will need a full-time student during the summer and more



student hours during the school year to help with clerical tasks associated with more applications for financial aid and more processing of forms that come into the office. An additional \$2,400 in student wages to the Financial Aid budget will help cover the shortfall and allow staff to hire a student full-time during the summer.

Upgrade Financial Aid Staff Position

Amount Requested: \$3,000

With the changing needs in Financial Aid and the need to retain staff, it is important to keep pace with the processes that are changing, to maintain efficiency, and to ensure excellent customer service for students and parents. With the budget I have about half of it is spent on training and if I lose staff that means I will need to use more of my budget to get a new employee up to speed.

It is important to restructure jobs in Financial Aid to meet the increasing demands required by implementing a need-aware approach in financial aid and the use of technology and data. In addition to the Director of Financial Aid Services and the Assistant Director of Financial Aid Services, the other two staff members are a Financial Aid Counselor and a Financial Aid Clerk. The financial aid office needs a Financial Aid Counselor and a staff member who can deal with data and reporting needs. The financial aid staff proposes upgrading the Financial Aid Clerk position to a new Data Technician position, which would be equivalent to the current Financial Aid Counselor position.

Our current Financial Aid Clerk would be assigned to the Financial Aid Counselor position, and our current Financial Aid Counselor position would take on the Data Technician position. Our new Financial Aid counselor will learn financial aid needs analysis and work with students and parents in addition to keeping her current responsibilities as a Financial Aid Clerk. In our current need-aware financial aid environment where we must conduct needs analysis for nearly all applicants (instead of just those likely to be admitted in the old need-blind system), we need more staff trained in needs analysis. This staff member is an excellent employee who has excelled in our office and learned much of the process. The department would love to keep her long-term.

Our current Financial Aid Counselor would take on the new Data Technician role. She would continue to do her current administrative work, cut back on working directly with students and parents, and add responsibilities for all data retrieval and reports in the department. This move would not present a change in salary but a change in processing and procedures in the office.

Financial Aid Software

Amount Requested:

The financial aid staff is spending more time working with prospective students and calculating financial need. With the current need-aware financial aid policy, financial aid staff is required to complete financial aid needs analysis on nearly all applicants. For 2013, the staff process about 2,279 CSS Profile forms, or about 760 per person. The total number of CSS Profiles submitted has not decreased even though the number of applications for admission has decreased. The reality is more people feel like they will qualify for need-based aid, especially in current economic conditions of stagnant family incomes and growing college costs. Currently, it takes an average of 10-15 minutes to calculate each file, so three financial aid staff members are spending nearly 600 hours calculating financial need over 6-8 weeks on top of other responsibilities including working with current students and parents. In addition, the three staff members who calculate need are also responsible for working with international students and conduct other "special" calculations.



The financial aid staff believes that a software solution is the best approach to increase efficiency and productivity by allowing the automation of financial aid needs analysis and awarding. The College Board's PowerFaid's software is currently the best-in-class solution. It will help the financial aid staff calculate financial need faster and in a more efficient time. In addition to improving needs analysis, PowerFaid's will enable access to other College Board products that will make it possible to automate and customize financial aid awards. Also, financial aid data will be imported directly to our student system (Datatel's Colleague) without additional work that the Whitman College's Technology Services IT staff has been doing for years. This process will help reduce the number of hours spent calculating need and allow staff time to complete their other jobs without getting behind.

Finally, as the Admission office looks to grow applications there will be an increasing need and expectation to calculate financial need for more students. The financial aid staff does not have any extra time now and being able to allocate more hours to calculating need without PowerFaid's would be close to impossible.

The financial aid staff is working to full capacity and cannot devote more hours on top of what they are currently doing. Staff estimates that a software solution will reduce time spent on all files by more than 25%. If the software solution were not possible, the financial aid staff would recommend adding another full-time person in the near future to help with processing forms.

A few other colleges in our Panel of 19 that use PowerFaid's have shared that the time saved for their staff is huge. They felt that their staff is able to handle many more files and be more efficient with their jobs.

Cost for the software includes one-time cost for an Initial Software License Fee is \$43,000, and a one-time implementation cost of \$10,000. In addition, an annual subscription fee of about 12,050 is required.

<u>Summary of costs:</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Initial Software License Fee	\$43,000		
Implementation	\$10,000		
Initial & Annual License Fees	\$12,450	\$12,050	\$12,050
<b>Total</b>	<b>\$65,450</b>	<b>\$12,050</b>	<b>\$12,050</b>

**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

**President**

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
	<b>Total for all pages</b>			<b>0</b>	<b>12,000</b>		
<b>1</b>	Increase in Trustee & Overseer budget	Presidents Office	1-00-59-10011		10,000	George Bridges	<b>A</b>
<b>2</b>	Increase annual dues/fees for professional organizations	Presidents Office	1-00-59-10001		2,000	George Bridges	<b>A</b>

# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

President

Memo or justification



1 For the past 2 years the Trustee & Overseer budget has shown deficits of \$8K & \$11K due to increased engagements with the Governing Boards.

2 Professional organizations continue to raise annual membership dues/fees.



**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

**Chief Communications Officer**

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
	<b>Total for all pages</b>			<b>53,000</b>	<b>31,800</b>		
<b>1</b>	Operating budget increase	Mailing Services	1-95-59-80003		6,000	Amber Dobbs	<b>A</b>
<b>2</b>	Yearly subscription to news service/journalist database	Communications	1-95-59-80001	0	6,000	Michelle Ma	<b>A</b>
<b>3</b>	Administrative Assistant in Communications	Communications	1-95-59-80001	25,000	0	Michelle Ma	<b>A</b>
<b>4</b>	Entry fees - yearly	Communications	1-95-59-80001	0	2,000	Michelle Ma	<b>B</b>
<b>5</b>	Updated camera equipment	Communications	1-95-59-80001		16,000	Michelle Ma	<b>B</b>
<b>6</b>	Social Media Specialist	Communications	1-95-59-80001	28,000	0	Michelle Ma	<b>B</b>
<b>7</b>	Three iPads with keyboards	Communications	1-95-59-80001	0	1,800	Michelle Ma	<b>C</b>

# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

Chief Communications Officer

Memo or justification

- |   |   |
|---|---|
|   |   |
| 1 | Actual fixed costs for mailing services increase each year and now exceed allocated budget. Previous year's deficit covered by one-time surplus in an allied department that cannot be counted upon to produce that surplus each year.  |
| 2 | This is a resource that will be key to connecting the unique stories and people of the Whitman community to broader audiences.  |
| 3 | The new CCO position will need administrative support. The former assistant vice president for communications worked without the benefit of administrative support and it hampered effectiveness.   |
| 4 | To raise the profile of Communications, demonstrate that we are experts in our fields, and draw increased attention to Whitman College, we should be competing with our peers in CASE contests and the like.  |
| 5 | The equipment is due to be replaced this coming fiscal year. (Just wanted to keep it on the radar.)   |
| 6 | A position dedicated to advancing Whitman's visibility among alumni, prospective students, their families, and the media.   |
| 7 | Staff members would be able to file photos and stories remotely. They would also be able to take photos and videos and share on social media. Interns can use these to write stories, as well. They are a cheaper and more versatile alternative to desktop computers or laptops. |

**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

**Treasurer & Chief Financial Officer**

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
	<b>Total for all pages</b>			<b>0</b>	<b>93,500</b>		
1	Savings - renegotiated contracts on bond issue	2004 WHEFA Bonds	1-00-60-40169		(34,000)		
2	Savings - renegotiated contracts on bond issue	2008 WHEFA Bonds	1-00-60-40784		(41,000)		
3	Utility increases	Various plant budgets	Various		93,000	Dan Park	<b>A</b>
4	Rising service contracts and other annual costs	Maintenance	1-94-60-40089		16,000	Randy Coleman	<b>A</b>
5	Rising operational costs for all three owners	Borleske stadium operations	1-00-29-40074		5,000	Peter Harvey	<b>A</b>
6	Increased premiums	Property Insurance	1-00-60-40096		10,000	Peter Harvey	<b>A</b>
7	Additional professional development	Business Office	1-00-59-40002		5,000	Walter Froese	<b>A</b>
8	Increase advertising to recruit diverse candidates	Administrative recruiting	1-98-59-40015		5,000	Dennis Hopwood	<b>A</b>
9	Increased costs and scheduling software	College vehicles	1-94-59-40006		10,000	Bob Biles	<b>A</b>
10	Rising cost of supplies	Custodial Services	1-94-60-40090		7,000	Kevin Wright	<b>A</b>
11	Rising cost of supplies	Whitman Playing Fields	1-94-60-40085		4,000	Bob Biles	<b>A</b>



**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C**Treasurer & Chief Financial Officer**

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
12	Additional professional development	Business Office	1-00-59-40002		2,500	Walter Froese	B
13	Centralize the budget for background checks	Administrative recruiting	1-98-59-40015		6,000	Dennis Hopwood	B
14	Web access for W-2s	Business Office	1-00-59-40002		5,000	Walter Froese	C

**Whitman College**

Request form for 2014/2015 budget

Treasurer & Chief Financial Officer

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

Memo or justification

1	
2	
3	Utility rates are increasing; natural gas 13% and electricity 7% and new lighting fixtures in Bratton Tennis Center have increased costs
4	Elevator chair lift (5 chairs) maintenance, emergency egress system battery replacement, electrical permit, gymnasium maintenance (electronic controls and bleacher safety) and increased excavation safety regulations
5	This is Whitman's share of the increased operating costs of the Borleske sports complex
6	Rates are increasing and are also pushed up by rising property values
7	The Business Office has three professional accountants two of which are CPAs. The addition of a second CPA without an attendant budget increase has limited access to good quality professional development opportunities.
8	The College is not satisfied with the level of diversity in the applicant pools for staff positions and would like to increase targeted advertising.
9	Increased costs due to both more trip activity and maintaining larger vehicles. This request also includes scheduling software to help track vehicle rental activity.
10	
11	

**Whitman College**

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

Treasurer & Chief Financial Officer

Memo or justification

12 This amount represents lower priority professional development opportunities for Business Office staff

13 Typically the cost of a background check is borne by the hiring department. Additionally over half of such checks are conducted for summer/seasonal hires. Centralizing this budget would reduce both the tracking and charging of costs to the individual departments.

14 Provide a convenient and secure way for employees to access their own Whitman W-2s via the internet



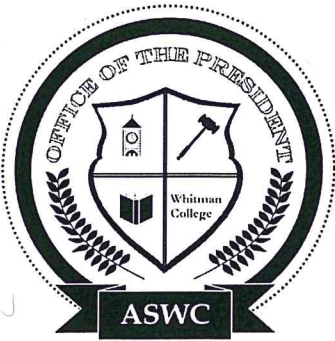
# Whitman College

Request form for 2014/2015 budget

Prioritize;  
Highest - A  
Medium - B  
Lowest - C

## Associated Students of Whitman College

	Description of budget request (note here if one-time expense)	Department or budget name	Department Datatel number	Personnel costs without OPE	Non- personnel costs	Responsible staff person or position	Priority
	<b>Total for all pages</b>			<b>0</b>	<b>7,000</b>		
1	Power & Privilege Symposium	New	New		2,000		<b>A</b>
2	Additional Sustainability Coordinator budget	Campus Sustainability	1-00-60-40780		5,000	Tristan Sewell	<b>B</b>
Note the ASWC memo expresses support for certain requests made in the Dean of Students' area							



November 11<sup>th</sup>, 2013

## The Associated Students of Whitman College

From the Office of the President

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To: The President's Budget Advisory Committee

Thank you for taking the time to take into consideration the Student Body's budget priorities for the upcoming fiscal year. I have divided the following requests into two categories: the "A" category is for requests that we believe should be supported immediately in this budgetary cycle, and the "B" category is for requests that should be addressed by the College, but given budgetary constraints, most likely not in this cycle.

In summary, the three requests we believe should be immediately addressed are:

1. **An additional Counseling Center position.**
2. **Budget Line Item for the Power & Privilege Symposium.**
3. **Associate Dean of Diversity/ Director of the Intercultural Center.**

These are ASWC's top priorities, and are directed at addressing forms of oppression and marginalization here on campus. The recent rally has strongly indicated a need to consider and address issues relating to race, ethnicity, privilege, gender, sexual orientation, and many others. These are three tangible ways the administration can support students from underrepresented groups here on campus, and continue to further the goal of diversity here at the College.

Two additional requests include:

1. **A Internship Coordinator for the Student Engagement Center**
2. **Increase in Sustainability Coordinator's Budget.**

These are both important steps that the College will have to take in the coming years, if we are to seriously continue our goals in regards to both experiential learning and sustainability.

Below I have summarized the reasoning for each item we are advocating for. I have included pertinent supplementary documentation for each relevant item, which will provide useful context in each case.

Whitman has always been known for our supportive community and spirit of collaboration. The budget requests put forth by ASWC this year are specifically focused on ensuring that our community remains one of empathy and respect, and each one will have noticeable benefits to campus. I strongly encourage this committee to keep in mind that the goal of Whitman College is not simply to have graduates with profound intellectual acumen, but also a healthy and lively character. Our support outside of the classroom is as important as the support within it.

On behalf of the Student Body, thank you for your consideration.

Tim Reed '15

The Associated Students of Whitman College | President

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Attached:

- **Copy of ASWC Resolution SRS 13.2, Supporting the Creation of a New Position in the Counseling Center.**
- **Position Description (identical to the Counseling Center request).**
- **Student Accounts.**
- **ASWC SAS 13.2, Power and Privilege Act.**

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A.

**Counseling Center Position**

The Associated Students of Whitman College wholeheartedly supports the counseling center's request for an additional counseling position, effective for the 2014-2015 academic year. Specifically, as articulated in the attached documents, ASWC supports the hiring of a counselor who has expertise and training in issues relating to *race, gender identity, and sexual orientation*. A resolution advocating for this position passed through the Senate with no dissenting votes. Mental health is a critical component of success at Whitman, and currently 27.5% of Whitman students use the resources of the counseling center, compared with a national average of 9-12%. This demand means that access to counselors is significantly limited for students, resulting in increased wait times, reduced time actually spent in counseling, and an inability to see most students in their most pressing times of need. Moreover, the counseling center—self-admittedly—cannot meet the particular needs for students of color on campus. The problem is, then, two-fold: the counseling center lacks capacity to efficiently meet student needs, and an inability to meet the specific needs of marginalized groups on campus.

Adding a counselor with expertise in these issue will alleviate both of these problems. First, the position would add much-needed capacity to the counseling center, allowing student wait times to decrease from the shocking level they are at now (up to six weeks before seeing a counselor). Second, this added counselor would fill the gap when it comes to dealing with issues of race, gender identity, and sexual orientation. These are issues that necessitate professional advice and care that we currently cannot provide. The added position will immediately benefit the student population, and is a necessary step towards maintaining a happy and flourishing student body.

**Attached:**

- **Copy of ASWC Resolution SRS 13.2, Supporting the Creation of a New Position in the Counseling Center.**
- **Position Description (identical to the Counseling Center request).**
- **Student Accounts.**

**Request: \$45,000-\$60,000 for a full-time staff therapist.**

**Budget Line Item for the Power & Privilege Symposium**

The Associated Students of Whitman College is wholly in support of adding a budget line item to annually support the Power & Privilege Symposium. The Power & Privilege Symposium is a multi-day event occurring in the spring, incorporating students, faculty, and staff, with the intention of creating dialogue around race, ethnicity, gender, sexual orientation, political ideology, socioeconomic status, nationality, among others.

This multi-lateral engagement harkens back to 2006, when there was a campus-wide controversy after two students wore blackface to a party. The controversy surrounding the incident ignited discussion about racial issues throughout the student body, motivating students and faculty to provide a channel for these discussions to take place. To respond, the college cancelled classes for a day and put on Whitman's first Race Symposium in 2006. This first symposium was largely successful: it garnered popular attendance, fostered discussion among individual students, and reduced some of the risk of alienation that comes with diversity. In the spring of 2011, after a very heated ASWC Town Hall, the idea of a race symposium

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resurged. As a result, an ASWC act was drafted to recreate a Symposium on Race. In Fall 2012, the ASWC student affairs committee formed a committee who took charge of organizing the event. The committee decided to re-name the event the Power and Privilege Symposium, to leave room for future years to cover different topics relating to identity, power and oppression.

The 2013 Symposium: Why Race Matters focused on race and ethnicity, and brought the issue of race marginalization here at Whitman to the forefront.

Some key highlights include:

- Rigoberta Menchú, the 1992 Nobel Peace Prize Laureate, was the keynote speaker.
- Over 11 different workshops were held over a three-day period.
- Exit surveys indicated that over 51% of the student body attended the Symposium—not counting faculty, staff, and community members.

In light of this successful event, ASWC passed an act (attached) mandating that \$2000 be allocated to the Power & Privilege Symposium for this year, and this support will be annualized. The organizational leadership for this is primarily student-run, and consists of the ASWC Special Initiatives Directors Shireen Nori, ASWC Vice-President Jack Percival, and WEB Chair Genevieve Jones. Additionally, there are three sub-committees responsible for various facets of the Symposium. ASWC is committed to having this be an annual event.

ASWC requests that the College match the mandated allocation provided by ASWC for the Power & Privilege Symposium: \$2000. Last year, the Symposium cost over \$22,000 to put on, and required enormous budgetary sacrifices from many different sources, including ASWC. The process required for the amalgamation of funds is unpredictable and unsustainable, and threatens the continuity of the Power & Privilege Symposium. A budget line item will alleviate this problem immensely. Based off the figure from last year, ASWC will continue to need funds from across campus despite the mandated allocation, and certainly utilize all \$2,000 from the College's budget. Most importantly, this is a valuable opportunity for Whitman's leadership to demonstrate tangible, meaningful support for marginalized and oppressed voices on campus. The amount requested is intentionally small: should the Power & Privilege Symposium continue to grow (as expected by ASWC and the student body), the College can, in light of clear, continuous student support, increase its fiscal support in the years to come. If the Symposium fails to demonstrate its efficacy, the amount of money locked up for a single year is minimal. ASWC calls upon the Budget Advisory Committee to show proactive support for addressing critical issues in our community.

**Attached:**

- **ASWC SAS 13.2, Power and Privilege Act.**
- **Symposium Website: <http://aswcpps.wordpress.com/>**

**Request: \$2,000 as a budget line item for the annual Power & Privilege Symposium.**

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### **Associate Dean of Diversity/ Director of the Intercultural Center**

The Associated Students of Whitman College fully endorses the priority Dean Cleveland has indicated for the Associate Dean of Diversity/ Director of the Intercultural Center. This would demonstrate Whitman's commitment to diversity and the support of underrepresented groups throughout our community. Having an advocate for students of color at the highest levels of the College would ensure effective communication between students and administration regarding issues of race, ethnicity, and marginalization of minorities. Additionally, this would help alleviate some of the enrollment pressures we currently face.

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ASWC recognizes that the majority of the funds for this position are already allocated, and we wish to express our support for this position in light of future budget requests that could require additional funding to bolster the Intercultural Center and diversity initiatives on campus. Additional staffing will most likely be required in the coming years, and ASWC stands in full support of these added positions.

**Request: Continued support for the Associate Dean of Diversity/ Director of the Intercultural Center.**

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**B.**

**Student Engagement Center-Internship Coordinator Position**

The Associated Students of Whitman College supports the creation of an Internship Coordinator position in the Student Engagement Center. As interest in experiential opportunities expands, the SEC will need a designated position to manage and sustain the explosive growth in internships seen recently. During the 2012-2013 year alone, 127 internship grants were awarded—and those were provided only after a competitive selection process. Additionally, this position will have the ability to not only aid students in applying and obtaining internships domestically and abroad, but also oversee the application process for students wishing to receive the College’s support for traveling abroad to participate in an internship. The Internship Coordinator would provide logistical support in organizing these myriad internships, but also serve as an instrumental resource in pairing students with their internships that best fit their interests. Of the students who received internships this past year, 94% said they were either “extremely satisfied” or “moderately satisfied” with their internships. Critically, 88% said their internships related to their academic interests. With the current rise in natural science enrollment, academic departments stand to gain immensely from students doing research off-campus with the support of a SEC internship grant. An Internship Coordinator will support our rise in experiential learning, and allow students to have the resumes necessary to immediately enter their chosen fields.

**Request: \$35,000-\$40,000 for an Internship Coordinator in the SEC.**

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**Increase in Sustainability Coordinator Budget**

The Associated Students of Whitman College urges for the continual support of the Sustainability Coordinator via an increased in budget. As the Coordinator continues to develop and lead sustainability initiatives on campus, funding will be necessary to support this growth. Specifically, the Coordinator has indicated a need for increased funds to address recycling investments on campus. Additionally, the Association for the Advancement of Sustainability in Higher Education’s reporting program is a necessary step for Whitman to accurately measure our sustainability. The Sustainability Tracking, Assessment & Rating System (STARS) is a transparent, self-reporting framework that would allow us to measure our sustainability performance. With increased funding, the Coordinator will be able to pursue this and other initiatives on campus, such as engaging students in sustainability internships, emission competitions, and other climate awareness events.

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**Attached:**

- AASHE Website: <http://www.aashe.org/>
- STARS: <https://stars.aashe.org/>

**Request: A \$5,000 increase in budget for the Sustainability Coordinator.**

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ASSOCIATED STUDENTS OF  
WHITMAN COLLEGE

ASWC\_President@Whitman.edu



STUDENT SENATE  
SESSION 2013 FALL TERM

IN THE SENATE  
RESOLUTION SRS13.2

WRITTEN BY: Sayda Morales, '15; Jane Carmody, '14; Katy Wills, '16; Jon Miranda, '16; Kangqiao Liao, '15; Arthur Shemitz, '17; Dana Casterella, '17; and Jack Percival, '16

*A Resolution Supporting the Creation of a New Position in the Counseling Center*

WHEREAS the Associated Students of Whitman College (ASWC) firmly believes that the College is committed to creating a community-oriented environment that is conducive to academic and personal growth; and

WHEREAS ASWC is very aware of the increase of students, both nationally and locally, who seek out the help of counseling, as evidenced by an increase of 1,000 visits to the Whitman Counseling Center per year in the past 6 years; and

WHEREAS during the 2011-2012 academic year, 27.5% of Whitman students use the resources of the Counseling Center as compared to the national average of 9-12% of all students at small colleges seeking counseling services;<sup>1</sup> and

WHEREAS the number of counselors is significantly limited for students; and

WHEREAS the amount of time spent on each student is severely limited due to increased volume; and

WHEREAS ASWC is alarmed that the waiting time for appointments can be up to six weeks; and

WHEREAS this increase in wait time for appointments is discouraging to Whitman students seeking the help of the Counseling Center; and

WHEREAS ASWC is deeply concerned about the lack of appropriate resources for students dealing with race-sensitive issues; and

WHEREAS, ASWC is deeply concerned with the lack of institutional resources for students experiencing issues regarding sexual-orientation and gender identity; and

WHEREAS the students of Whitman College value diversity in the Whitman population; and

WHEREAS students of color on Whitman's campus experience marginalization in many facets of their Whitman experience; and

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<sup>1</sup> Mistler, Brian, David Reetz, Brian Krylowicz, and Victor Barr. The Association for University and College Counseling Center Directors, "Counseling Center Directors Annual Survey September 2011 Through August 2012." Last modified August 2012. Accessed November 1, 2013. [http://www.aucccd.org/support/Monograph\\_2012\\_AUCCCD\\_Public.pdf](http://www.aucccd.org/support/Monograph_2012_AUCCCD_Public.pdf).

**November 11<sup>th</sup>, 2013**

WHEREAS, the professional counselors available to students are limited in their ability to relate directly to students experiencing issues regarding sexual orientation and gender identity; and

WHEREAS despite Whitman's efforts to promote diversity and inclusivity, issues related to race, sexual orientation, and gender identity remain neglected in Whitman's culture; and

WHEREAS race, sexuality, and gender identities are areas in which Whitman as an institution has the potential to affect incredibly positive change; and

WHEREAS the Whitman College Board of Trustees released a statement stating that Whitman "strive[s] to ensure that all individuals are valued and respected and that intellectual and personal growth are enriched because of our differences;" and

WHEREAS the existing staff in the Counseling Center experiences difficulty in dealing with some specific issues pertaining to students of color; and

WHEREAS during 2006-2007 academic year, 17% of visits to the Counseling Center were students of color, and 21% of the student body was comprised of students of color.

THEREFORE BE IT RESOLVED that in response to the increased demand on the Counseling Center, especially among students of color and students struggling with their sexual orientation and/or gender identity, the Associated Students of Whitman College calls upon the Whitman College Board of Trustees to create a position in the Counseling Center, to be filled by a counselor with experience providing services to a diverse client population; and be it further

RESOLVED, The Associated Students of Whitman College calls upon the Whitman College Counseling Center and Board of Trustees to place greater focus and pursue the addition of counselors who are able to address the issues of race, gender identity and sexual orientation for the student body; and be it further

RESOLVED that the Associated Students of Whitman College strongly urges that Whitman College increase its support for the Counseling Center in order to promote the mental health of all students and to accommodate the needs of the student body.

Distributed to:

President George Bridges  
Peter Harvey, Treasurer and CFO of Whitman College  
Dr. Thatcher Carter, Director of Counseling  
Dean of Students Chuck Cleveland  
Whitman College Board of Trustees  
Whitman College Board of Overseers  
Whitman College Pioneer  
Whitman College Archives

**Position Title**  
Staff Therapist

ASWC\_President@Whitman.edu

**College**

Whitman College

**Department**

Counseling Center

**Salary Range**

Commensurate with experience

**Position Description**

Whitman College Counseling Center is seeking 1 full-time, 10 month staff therapist. This position will provide mental health and wellness services for the student population at Whitman College. Position responsibilities include provision of short-term therapy, group therapy, crisis intervention, consultation, participation in after-hours on-call rotation, and educational/preventative outreach programming. While all Counseling Center therapists are generalists, we are specifically seeking candidates with experience and/or interest in providing therapy and outreach to underrepresented/underserved student populations.

- **Minimum Qualifications**

- Ph.D. ( ABD acceptable) or Master's in clinical or counseling psychology or related field (e.g., MSW, LPC, etc).

- Must be licensed or licensed eligible in the state of WA.
- Experience working one year or more within a college/university counseling center preferred.
- Experience providing services to culturally diverse client population required.
- Experience with crisis intervention required.
- Experience providing group therapy preferred.

**Desired Qualifications**

- Experience supervising masters trainees in a college counseling center.
- Experience providing outreach and consultation.
- Clinical and outreach expertise in working with students having a diverse range of cultural identities.

**Whitman College Description**

**Whitman College is renowned for combining academic excellence, an unpretentious Northwest culture, and an engaging community.**

We are honored to attract students who represent the Whitman mosaic – down-to-earth, high achievers with diverse interests. We are proud of our campus and the diversity and accomplishments of our students, staff, and faculty.

A Whitman education liberates minds, inspires spirit and unleashes imagination. It fosters relationships that last a lifetime. We value community – on campus and off.



November 11<sup>th</sup>, 2013

Whitman holds dear the traditions and value of a liberal arts education, yet the college continually evolves itself to ensure that graduates are prepared for futures that offer limitless possibilities.

**Enrollment:** 1,475 students from 45 states and 30 nations. Approximately 70 percent of Whitman students live on campus.

**Region Description**

Location: Historic Walla Walla in the scenic southeastern corner of Washington, two-and-a-half hours from Spokane, four hours from Portland, and 4.5 hours from Seattle

**Required Application Materials**

Cover letter, resume and three professional references must be included.

Select Student Statements:

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November 11<sup>th</sup>, 2013

The main reason why I would like for there to be a counselor who can adequately deal with issues of race is because as a minority student on campus, I don't feel that the counselors here can do so. Due to the recent events that have taken place on campus around race, I have felt bullied and deeply saddened by the fact that my "community" felt unsafe for me because I am a student of color. Two Wednesdays ago, I needed to go to the counseling center. I spent hours crying in my friend's bed because of the things that have been said about me and my friends. I should've gone to the counseling center but did not feel comfortable doing so because I didn't think they would be able to help me. I needed someone who understood what it's like to feel ostracized because of their race and no one at the counseling center could. I didn't want to walk over there for help knowing I would not get the help that I needed.

I'm a product of good mental health therapy. I wouldn't be here today if it weren't for kind therapists that guided me to the ways that were best. It makes a world of difference to have someone who truly does have experience with what you are going through or at least knows how to talk about it. When I came to Whitman, I saw a counselor that I didn't quite connect with. There were a few good generations between us, and he didn't understand many of the deep 'n dark intricacies of being a woman and depressed on top of that. I took time off to make therapy a number one priority. When I came back to Whitman, I realized I needed a female therapist that was more readily available. I'm lucky enough to be on a health coverage that covers this. But not everyone has that luxury. Now it's time for the counseling center to provide these students who need a support, an ally, someone who they can feel comfortable talking to, someone who can offer their own insight and understands the struggle. My friends need a counselor to not give up on them and just understand.

STUDENT SENATE  
SPRING SEMESTER 2013

**IN THE SENATE**  
**ACT SAS13.2**  
**POWER AND PRIVILEGE SYMPOSIUM ACT**  
**Written by Marcial Diaz Mejía '13, Mcebo Maziya '15, James Lavery '16**  
**Sponsored by Marcial Díaz Mejía '13**

**SECTION I TITLE**

This act shall be referred to as the Power and Privilege Symposium Act

**SECTION II JUSTIFICATION**

- a. The mission statement of Whitman College explicitly states an intent "to foster intellectual vitality, confidence, leadership, and the flexibility to succeed in a changing technological, multicultural world"; and
- b. Both the students and administration of Whitman College strive to make our campus a place of diverse cultures, perspectives, and experiences; and
- c. Encounters, a mandatory class for first years, through its multi-disciplinary approach to learning, seeks to examine "encounters between peoples and cultures, and the formation and transformation of dominant and competing worldviews; and
- d. The importance of race and ethnicity, specifically, has failed to be an emphasized component of diversity at Whitman College; and
- e. Diversity creates the potential for further alienation amongst various groups which are continually introduced into the Whitman community; and
- f. In 2006 controversy concerning racial issues ignited discussion throughout the student body, motivating students and faculty to provide a channel for these discussions to take place; and
- g. In dealing with incidents of alienation the execution of a Symposium on Race in 2006 was largely successful in that it garnered popular attendance, fostered discussion among individual students, and reduced some of the risk of alienation that comes with diversity; and
- h. The Whitman College administration, in creating the Race Symposium in the fall of 2006, pledged that the symposium would merely be the first step in a long line of steps addressing the issue of diversity and racial conflict in the Whitman College community; and
- i. The Town Hall held on the 24th of October, 2011 provided students and faculty with an opportunity to voice their perspectives on the issue of diversity; and
- j. The conversation held in the Town Hall meeting revealed student's interest in further discussion on the issue of racial diversity; and

**SECTION III PURPOSE**

- I. The Power and Privilege Symposium Act aims to:
  - a) ensure the coordination and implementation of the Power and Privilege Symposium that will take place annually on the Whitman College campus and receive the appropriate financial support from ASWC.
- II. The Power and Privilege Symposium Act hereby proposes the formation of an ad hoc committee which will be charged with:
  - a) the responsibility for the execution of a symposium on campus that will deal with issues of power and social intersectionality.
- III. The Power and Privilege Symposium Act was created to support the discussion on diversity on the Whitman campus and seeks to spark dialogue about the ways in which social hierarchies and identities manifest themselves on the Whitman College campus.

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#### SECTION IV FORMAT

The committee shall consist of a chairperson and three sub committees each with a sub-committee leader:

a) Chairperson

The chairperson shall be lead organizer of the committee who is selected by the Nominations committee. The chairperson will be an excellent communicator, detail-oriented, meticulous, and organized. The duties of this position will be as followed:

- i) Manage committee and subcommittee leaders.
- ii) Responsible for fundraising
- iii) Responsible for coordinating with different offices on campus
- iv) Reports to the Vice-President and the Executive Council

b) Logistics Sub-Committee

The Logistics Committee section leader position is for an individual who is detail-oriented, meticulous, and organized. The duties for this committee will be as followed::

- i) Location reserving
- ii) Catering organization
- iii) Post-symposium feedback
- iv) Technological set up for workshops and panel discussions
- v) Scheduling
- vi) Fundraising and Fund-sourcing

c) Communications Sub-Committee

The Communications Committee section leader position is for an individual who is creative, outgoing, strategic and an excellent communicator. The duties for this committee will be as followed:

- i) Outreach through legitimate means; both at Whitman and in the greater Walla Walla area.
- ii) Media advertising including but not limited to Facebook, Twitter, Blogging and etc.
- iii) Brand creation
- iv) Creating an effective campaign for the Power and Privilege Symposium

d) Content Sub-Committee

The content Committee is for an individual who is highly organized, possess exemplary researching skills and is familiar with educational *know-how* and learning techniques. The duties for this committee will be as follows:

- i) Workshop and panel designing
- ii) Workshop and panel content building
- iii) Speaker contact and coordination
- iv) Panel and workshop recruitment and moderation
- v) Theme discussion determination

#### SECTION V APPLICATION PROCESS

- i) The Associated Students of Whitman College shall solicit applications for the chaiperson of the Power and Privilege committee. Interested candidates in chairing the committee will be reviewed and selected by the ASWC Nominations committee.
- ii) Leaders for the three subcommittees shall be selected by the chairperson.

#### SECTION VI FINANCES

i)ASWC shall be charged with the partial support and funding of this event. For the school year 2013-2014, the committee will be allotted two-thousands dollars from Contingency, and Travel and Student Development.

ii) Along with support and funding through ASWC, the Logistics Committee shall be charged with seeking out funding from other academic departments who would benefit from the symposium.

**SECTION VII REPORT**

The Power and Privilege committee leader shall give an evaluative presentation at the senate floor after the symposium has taken place. This presentation must happen post-symposium at any time during the semester the ASWC senate congregates.

**SECTION VIII OTHER CONSIDERATIONS**

This act must be reviewed and reauthorized every year for it to continue taking effect.

**SECTION IX EXCEPTIONS**

Any of the responsibilities proposed under the three sub-committees may be swapped and shuffled by discretion of the appointed committee chair.

**SECTION X NOTWITHSTANDING**

Should any provision of this act come into contradiction with the ASWC Constitution or bylaws; or should any provision of this act come into contradiction with Whitman College policy; or should any provision of this act come into contradiction with state or federal law, that specific provision shall be considered null and void, while leaving intact all other complying provisions of this act.