



To Tom Richardson

From Jean Hill *Jean*

Subject Minority Programs

Date May 2, 1974

When we met yesterday Tom, (May 1, 1974) we discussed the minority student programs area and the redistribution of resources currently in the 02-013, Intercultural Programs budget. The following is my understanding of this discussion and the points that I have covered with Corky Bush regarding her position in Intercultural Programs.

MINORITY STUDENT PROGRAMS

You indicated that you had discussed the minority student programs area with Dr. Hartung and Dr. Coonrod; it was the consensus of this group that there should be a minority student program person hired and that this person should report directly to Dr. Coonrod. This was primarily based on the fact that faculty have endorsed an academically based program and there would probably be some resistance to the idea of creating a new position in the student services/administration area. I indicated to you that this seemed quite logical to me. Once again, I told you that my concern was not where the program would be situated, but that it be in an area where it will best serve the students. You indicated that in addition to reporting to Dr. Coonrod we were talking about a salary of approximately \$10,000 - \$12,000 on a ten or twelve month basis, which would be negotiable. You further indicated that Dr. Coonrod (or the President's Office) would be assuming the responsibility for putting the job description together, heading up the selection committee and placing the announcements for the position in the appropriate media sources. You also indicated that, depending upon the person's educational background and experience, we might be able to "sweeten" the position by adding academic rank and possibly some financial assistance in the Education Department or appropriate department, depending upon the person's academic preparation. One other point here, you indicated that this person would have two Graduate Interns or Graduate Assistants working with him or her. The title for the position has not yet been determined.

We both agreed that it is extremely important to define the relationship between this new person and the office of Student Advisory Services. It would appear that at the present time it will be very helpful and necessary for Santiago and Corky to assist with the transition into this new position.

I indicated to you that I felt it would be necessary to include Santiago on the selection committee for the new person. His relationship to this new person has yet to be defined. I would suggest that at some future date you and I and Santiago sit down and discuss the various alternatives in this area.

I think this pretty well summarizes my understanding of our discussion about the minority student programs area. I have apprised Corky and Santiago of the direction this position is currently taking.

INTERCULTURAL PROGRAMS

The remainder of the time we spent discussing the reassignment of Corky Bush and the dismantling of the 02-013 budget. Our primary concern was one of redefining the job description which is currently assigned to Corky. You indicated that her title, Director of Intercultural Programs, would change since it appears that this would present less confusion on the part of people when they look at the new minority academic advisory program. The following areas have been suggested to Corky as possibilities for a job description for her for next year. A title has not yet been agreed upon.

(Continued)

Dr. Richardson
May 2, 1974
Page #2

Corky would have major responsibilities in two areas. One would be the Women's Center and the other would be National Student Exchange. Two other possible areas would be working with the alternative school currently being administered by the Talisman Project, and/or working with the development of Student Advisory Services in the academic advising area. Renee', Corky's secretary would continue to work with Corky next year. Corky would be located in the Women's Center and would operate the National Student Exchange Program and the Women's Center Program out of this facility.

One of the problems we discussed with regard to the Women's Center was the fact that the position has been advertised and that there have been applicants interviewed for this position. It was my understanding, and you concurred, that although this is not the best of situations we would be permitted, based on the fact that we are reallocating job responsibilities, and not opening up a new position, to advertise that due to budgetary restrictions, we will not be filling the Women's Center position with a new person. It would also require that I contact each person who has applied for the position and inform them of the change. I will check this out with Sandi Gallagher to make sure that I proceed in the correct manner if this is what we decide to do with the Women's Center position.

To summarize them, we would have Corky and Renee operating out of what currently is the Women's Center in the Administration Building. Corky would have responsibility for the Women's Center and its various programs, the National Student Exchange Program and the possibility of some responsibility in the areas of the alternative school and academic advising in the Student Advisory Services area.

The next point we discussed was that of budget. You requested that I give you an indication of how much money we will need to use out of the 1974-75 Intercultural Programs support budget and out of the Student Advisory Services support budget and the salary budget. Corky's and Renee's salary lines would be transferred to the Student Advisory Services budget. Corky's salary for 1974-75 will be \$12,716. The following are the recommendations I am making for redistribution of the 02-013 budget and for I.H. funds from 02-003. I hasten to add that these figures are tentative, since much will depend upon Corky's reaction to this entire plan.

Also being transferred will be \$1,000 from Women's Programs into Salary line in Student Advisory Services and \$3,000 from I.H. in SAS to Salaries in SAS.

(Continued)

INTERCULTURAL PROGRAMS

02-013

	<u>TO SAS BUDGET</u>	<u>TOTAL TRANSFERRED (To SAS)</u>	<u>TOTAL TO RICHARDSON</u>
<u>TRAVEL - \$1,320.00</u>			
NSEP	\$650.00		
NWCPA	100.00		
IPGA	50.00		
Recruitment	<u>520.00</u>		520
		\$1,320.00	-0-
<u>I.H. - \$2,400.00</u>		2,400.00	2,000
<u>C.O. - \$1,365.00</u>		400.00	
Typewriter	\$200.00		
Desk	250.00		
Chair	<u>100.00</u>		
		\$550.00	\$815.00
<u>O.E. - \$2,508.00</u>			
Open requ. & maint	\$125.00		
Duplicating	125.00		
Postage	200.00		
NSEP Dues	450.00		
Misc. Office Supplies	<u>200.00</u>		
		\$1,100.00	\$953.00
*Telephone (Telephone will be transferred to Women's Center Budget.)	455.00		

SUMMARY

To: Student Advisory Services	\$5,370.00	
Dr. Richardson	1,768.00	
Women's Center	<u>455.00</u>	
Total from 02-013		<u>\$7,593.00</u>

1768
2520
4288

Tom, if I have been incorrect in any of my assumptions and my summarization of our meeting, please let me know as soon as possible. I am hopeful that we can get this resolved as quickly as possible so that the minority student program area can begin to come into focus.

May 3, 1974

Addendum to May 2, 1974 Memorandum on Minority Programs:

Tom, I have spoken with Corky, May 3, 1974, and received her reactions to the May 2nd proposal.

1. There will be real problems in combining National Student Exchange and Women's Programs into the present Women's Center facility. There is a need for students to drop in and browse through materials for both programs and a need for space for privacy for both programs. Corky is presently attempting to increase the number of men participating in the National Student Exchange Program. She feels, and I concur, that having National Student Exchange operating out of the present Women's Center would be detrimental to achieving this goal. We both agree that these programs can be administered by the same person, but not in the same room.
2. Renee' does not wish to work out of the Women's Center. She would have little privacy and/or opportunity to do much more than serve as an "information giver."
3. Corky feels it would be very hard on the National Student Exchange program to move it twice; to the Women's Center and then again to the Journalism Building.
4. She and I discussed several space alternatives:
 - a. That the move for Student Advisory Services take place over the summer and Corky and Renee join Student Advisory Services in its new location. This would then free the current Intercultural Programs space for the new person.
 - b. That Corky remain where she is and the new person move into a new facility; i.e., the top floor of the building being vacated by the AKL's or into the Administration Building.
 - c. The new person move into the present Intercultural Programs space with Corky. This would be helpful in facilitating the transition of the Minority Student Programs, but in my mind, would make for intolerable space problems.

AREAS OF RESPONSIBILITY

The area which looks most desirable is combining :

National Student Exchange

Women's Center (Maintaining \$2,000 I.H. for a ten hour per week coordinator; this eliminates the problem I mention in paragraph 2, page #2 of the May 2 memorandum.)

Academic Advising as it may relate to Student Advisory Services, particularly with non-matriculating students

Tom, this is where Corky and I are with this. I would appreciate your reactions and comments.

Thank you.