

To Santiago Estrada, Corky Bush
From Jean Hill
Subject Discussion of Minority Student's Programs



University of Idaho

Inter-Office Memorandum

Date April 9, 1974

On Friday, April 5 we discussed the various alternatives available to us in the increased development of ethnic minority student programs and additional staff in this area. Our discussion was based on the following premises:

1. There is no new money available for the development of a new position designed to serve minority students.
2. There is a need to increase efforts in the area of retention of minority students.
3. There is a need to increase the visibility of minority students on campus through the addition of another minority person in a position of authority and responsibility.

Based on these premises, we discussed the possible ways in which we could juggle the various responsibilities presently handled by both of you and at the same time develop a new position out of salary savings and other monies that might be available. Therefore we came up with the following alternatives:

Intercultural Programs

In this area there would be three major responsibilities:

1. National Student Exchange Program. We would need to add an administrative intern in this area, the intern would be responsible for publicity, correspondence, student contacts and advising of the National Student Exchange Program. Also he/she might assist with the coordination of the National Student Exchange class which is proposed for the spring semester, 1974-75. I suggested that this administrative intern could be the person we are hiring as a Generalist to work with residence halls and Mrs. Dilley and Chuck for next year. What I would do here, is have the person continue to work with Mrs. Dilley while at the same time working with National Student Exchange rather than with Chuck. I would then supplement Chuck's particular staffing needs through Irregular Help or Work Study. I have not suggested or discussed this with him yet, but that is what I will propose to him.
2. Serving as a Resource/Clearing House Capacity. Focusing on the resource/clearing house function of the special programs area that you are working with this year Corky. The major functions here would be:
 - a. Serving as a resource and clearing house person in the area of Financial Aids and recruitment and this would mean continuing to develop a liaison with Admission, Financial Aids and the Registrar.
 - b. Assisting with the training and selection of students involved in recruitment.
 - c. Coordinating the orientation class which is offered for credit during the fall semester, 1974-75.

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Intercultural Programs (Continued)

3. Women's Center. Serving as the administrative liaison and resource person for the Women's Center. This would be similar to the way Santiago is working with the Center this year; primarily serving as a resource with budgeting and programming while the major responsibility for the Center rests with the Director of the Women's Center.

Assistant Dean for Student Advisory Services

In this area we agreed that there would actually be three major areas of responsibility:

1. Day Care Center. This seems to be of critical importance for next year since this is the first year the program will be going. Santiago, you will continue to work in this area and serve as a resource and as a liaison with Housing and the Education and Home Economics Departments. It is really your responsibility next year to make the program go.
2. Off-Campus. You will continue to work in this area doing more research and development of programs where possible. This would appear to have a good tie-in with the work in the Day Care Center since there is space available for meetings for married students and it offers an opportunity for developing programs in this area.
3. Development of the recruiting class. This would involve the selection and training of minority students who will be going out into the community to recruit ethnic minority students. I am defining the community here as Idaho and its adjacent states. You will focus on developing their skills and talents in the area of recruitment and also counseling. In addition, in the area of minority student development, you will be working as an Intern in the Counseling Center next semester and this will afford you the opportunity to develop some rapport with the Counseling Center and minority students. You will also, in connection with the development of the recruitment class, develop some rapport and liaison with the University Relations/Development Office. These people can serve as valuable resources with the development of this class.

New Position

The next area we discussed was the development of a new position designed to serve ethnic minority students. This person would have three major areas of responsibility:

1. The coordination and implementation of the academic advisory program.
2. Working with the Black Student Union if this is possible. This will be entirely dependent upon the person and his/her feeling as well as the acceptance of the Black Student Union of this particular person.
3. Serving as an Advisor and Counselor whenever possible to all ethnic minority students, not just the Black Students.

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We then discussed the possibilities of funding this position and it would appear that there are several possibilities.

1. From Bernard's position ^{there} ~~this~~ is \$3,071 available. That is sure money.
2. There is a possibility of \$2,500 salary savings from the Greek Advisor position in Student Advisory Services. This totals \$5,571.
3. It was our feeling that we needed to make this a ten month position and have it at the base instructor level which comes out to approximately \$8,400, that would mean that we would need to have approximately an additional \$2,829 to bring it up to the \$8,400 level. This might possibly come from an Assistantship allotted to us through the President's Office.

This is my recollection of our conversation. Please get me any feedback by next week when I return. I am anxious to move with this with Tom and the President as quickly as possible.

Job Description and qualifications can be worked by you two in conjunction with the Black Students, Chicano Students and Native American Students. Final approval would rest with you two and me.

AJH/dar