UTD
Multicultural Services
Center

"Preparing Leaders for a Diverse World"

"We're making a WORLD of Difference"

Multicultural Services Center Proposal
Presented by: Arthur Gregg, Director of Special Services
Danny Cordova, Coordinator of Multicultural Services
UTD
Multicultural Services
Center

"It's a world of difference."

Multicultural Services Center Program
Presented by: Arturo Guizar, Director of Student Services
Patty Cervantes, Coordinator of Multicultural Services
University of Texas @ Dallas
Multicultural Center
Proposal

Purpose

To create a Multicultural Center on the UTD campus that provides programming, advising/counseling, recruitment, retention, leadership development, financial/career opportunities, cultural resources, academic support and diversity training for students of color and the campus as a whole.

Space

Convert the Jupiter Room into the Multicultural Center. Add some custom work stations and a TV/VCR. Also, add partitions to divide the room into a work section and a lounge area with a sofa and resource/video library. Also, add a telephone and computer for student use. The Director and Coordinator will remain in their current offices. Continue to seek a center-type location as space becomes available around campus.

Marketing Plan

Develop a departmental logo and slogan that will go out on all our promotional material as well as letterhead, flyers and web site. Also, have promotional items and give-aways (i.e., folders, pens, and other material with Multicultural Center info on them) Update the website to be user friendly and current.

Structure/Organizational Chart
(See Attachment)

Job Descriptions

Director
To provide leadership, support and administration in the development and implementation of programs and services for minority students. Primary responsibilities include, but are not limited to: Providing leadership in implementing multicultural programming and education for the entire University community. Collaborate with offices across campus in addressing issues of recruitment and retention of ethnic minority students, faculty and staff. Advise individual minority students and student organizations. Represent department on various campus-wide committees. Provide community outreach. Counsel and assist African American students and student organizations with problem solving and conflict mediation. Manage department budgets and supervise program budgets. Promote campus-wide diversity initiative. Supervise a team of professional, paraprofessional and support staff, promoting the multicultural team
concept. Perform related duties as assigned or required to meet the Student Life division and University goals and objectives. Reports to the Assistant Dean of Students.

Coordinator of Multicultural Services
To coordinate and plan multicultural programs for the college community around specific multicultural celebrations, holidays/months. Assist and advise student groups with multicultural programming endeavors. Represent department on various campus-wide committees (i.e., Family Day, Welcome Week, AOD). Serve as editor for departmental newsletter. Select, supervise, train and develop a team of paraprofessionals (Multicultural Peer Advocates). Primarily advise Hispanic/multicultural students and student organizations. Assist the Director in addressing issues of recruitment and retention of ethnic minority students, faculty and staff. Counsel and assist students and student organizations with problem, solving and conflict mediation. Work closely with other Student Affairs departments. Provide community outreach. Serve as liaison with International Student Services. Continue professional development by attending conferences and continued education programs. Assist the Director in promoting campus-wide diversity programs. Perform related duties as assigned or required to meet the Student Life division and University goals and objectives. Reports to the Director of Special Services. (Move towards upgrading this position to Assistant Director within one year).

Secretary
To provide secretarial and administrative support for the department. Assist other office staff in providing support for other program areas of Student Life. Coordinate and manage registration for special programs. Assist with departmental mail outs. Prepare university forms, contracts, and special reports. Maintain departmental budgets. Perform related duties as assigned or required to meet the student Life division and University goals and objectives. Reports to the Director of Special Services.

Multicultural Peer Advocates
- Participate in planning, coordinating, implementation of major programs.
- Provide 8-10 hours of scheduled office hours per week (4-5 hours set time) (5 hours flex programming, events, research, organizations). And at least 20 or more hours of training for the summer.
- Will be certified in peer mediation and diversity training.
- Provide diversity training and peer advising/mediation for minority students, student organizations (i.e., SGA, PA’s, PHED’s, OTM’s) and classes each semester or as needed.
- Assist in the recruitment of minority students with the Office of Enrollment Services (attend at least 2-3 recruitment activities per semester i.e., High School college nights/days, Fiesta Nights and Transfer Expos).
- Attend weekly staff meetings and bi weekly individual meetings with Supervisor.
- Liaison to minority student organizations (must be an active member in respective organization as it relates to their specific culture.)
• Provide diversity programming for programs such as: Freshmen Orientations, Comet Camp, Academic Bridge Program student move in and other programs sponsored by other departments.
• Newsletter (provide articles and information for all newsletters and distribution)
• Research cultural resources (i.e., scholarships, speakers, programs, entertainers, etc.)
• Attend 2 week summer training and certification program in Multicultural Center.
• Maintain and update information resources (i.e., library, video tapes, scholarship information weekly)
• Must maintain a 3.0 GPA
• Must be knowledgeable of University policies, rules and regulations.
• Must be knowledgeable of minority student issues and concerns
• Reports to the Coordinator of Multicultural Services.

**Graduate Assistant**

• To participate in the development and implementation of campus-wide ethnic programming (i.e., cultural awareness months, special programs and retreats)
• Responsible for all initial program set ups (i.e., room reservations, catering, publicity and physical set up)
• Monthly maintenance and update of departmental web site
• Develop and maintain all inventory of departmental supplies (i.e., programming equipment, cultural artifacts, decorations, and program supplies)
• Development, implementation and compilation of results of a campus-wide survey on programs and services of the Multicultural Center
• Provide assistance to the Director & Coordinator of Multicultural Services where assigned.
• Maintain the Resource Center (updating and tracking all information within the Center weekly) (updating the data base on current materials)
• Working with MPA’s to maintain office and resource materials
• Reports to the Director of Special Services.

**Budget**

(See Attachment)

**Campus Resources**

We will meet with the following individuals to discuss how we can better serve one another and the minority students on the UTD campus. These meetings will be conducted during the Fall 2002/Spring 2003 semesters.

Mr. Barry Samsula, Director, Enrollment Services  
Dr. Laura Gonzales, Professor  
Mrs. Kim Holmes, Assistant Dean Engineering  
Mr. Rodolfo Hernandez-Guerrero, Associate Director, Center for US and Mexico Studies  
Ms. Lauren DeCillis, Director, Women’s Center  
Dr. Bobby Alexander, Assistant Dean and College Master, School of Social Sciences
Dr. Walter Sutton, Special Assistant to the President
Mr. Carlos Pena, Vice President University Advancement and Governmental Relations
Dr. George Fair, Dean, School of General Studies (Academic Bridge Program)
Mr. David Gleason, Human Resources, Group Manager
Mrs. Sue Sherbet, Director, Career Center
Dr. Mamie McKnight, Project Supervisor, Dallas Tex-prep
Ms. Elva Caballero, National Hispanic Scholarship Fund

Programs/Services

- African American/Hispanic Student Retention Program
- African American/Hispanic Student Retreat
- Hispanic, African American, Asian American Faculty & Staff Networking Luncheons
- Hispanic/African American List serve
- Diversity Initiative
- Ethnic Organizations
- Scholars Weekend
- Minority Student Leadership Symposium
- Connections
- Multicultural Center Open House
- Community Outreach
- Academic Bridge Program/Texas Grant Program/ TexPrep Program
- Multicultural Newsletter

African-American/Hispanic Student Retention Program

Objectives- this program provides support for the success of African-American and Hispanic students as they persist through the University.

Program Description- This program is an on-going effort to reach those African-American and Hispanic students who have a GPA below 2.3. The staff of the Multicultural Center will provide outreach to these students through direct mail, personal phone calls, one on one meetings and e-mail. Staff will develop relationships and provide information on services and programs campus wide. Students have the opportunity to attend seminars and study sessions to assist them in their studies.

African-American/Hispanic Student Retreat

Objectives- The primary goal of this retreat is to increase the retention of entering and currently enrolled African-American/Hispanic students. The secondary goal is to provide African-American/Hispanic students with information about resources offered through the University and the surrounding community.
Program Description- This program provides opportunities for African-American/Hispanic students to learn team-building skills, leadership skills, and campus/college survival skills. The retreat assists the students in dealing with issues specifically related to their issues on campus and officer training/development. Also, the retreat is an opportunity for students to interact with other African American/Hispanic students, faculty, staff and administrators as well as alumni.

Hispanic, African American Faculty & Staff Networking Luncheons

Objectives- The primary goal of these programs is to increase the retention of Hispanic/African American students by bringing faculty, staff and student leaders together to form a network and open lines of communications between each group. Also, to build a network between minority faculty and staff as a support to the Multicultural Center.

Program Description- This program will be individual networking luncheons sponsored by the Multicultural Center for African American and Hispanic faculty and staff. We will also invite the student leaders of the various ethnic groups to meet the individual faculty and staff. These organized efforts will give the faculty/staff opportunities to develop personal relationships with students and serve as mentors for them as well.

Hispanic/African American List serve

Objective- To develop a communication tool between the Multicultural Center and Hispanic and African American students as well as among themselves.

Program Description- An e-mail listserv will provide a communication link to the Hispanic and African American students. Students can sign on to the listserv with a simple e-mail request. The listserv will be a medium to provide information on individual minority group issues, programs and events and will be inclusive to the UTD minority student organizations.

Diversity Initiative

Objective-To create a culturally inclusive and sensitive educational environment for students, faculty and staff on the UTD campus.

Program Description- To offer several workshops and training sessions lead by MPA's and professional staff for individuals, organizations, classes (i.e. Rhet. 1101) on diversity and the need to have a culturally inclusive and sensitive educational environment. We will also work with the HR department to address campus wide issues as well. We would like to assist in the training of student leadership teams (i.e. SGA, SUAAB, The Mercury, PHED's, OTM's, and PA's) to address diversity.
Ethnic Organizations

Objective- To advise ethnic organizations and to help establish and promote self-development and self-determination of the individual groups, as well as to develop, enhance and identify future leaders. The goals are to support the cultural awareness of each group at UTD; their educational, social and recreational needs; and the endeavors of those attempting to gain acceptance into UTD.

Program Description- Advising the main cultural organizations such as: Black Student Alliance, NSBE, NPHC, Gospel Choir, CHiSPA, LULAC, FSA, VSA, IPSA and FACSS, providing support to their programs. Also, assisting them with programs, projects, and conflict resolution within their organizations. Also, supporting these organizations financially, attending their programs, and program development. Also, to assist with other ethnic organizations which are also a part of the larger groups.

Scholars Weekend

Objective- To introduce prospective high school students to the UTD campus for recruitment purposes. Scholars Weekend is sponsored by the Office of Enrollment Services, and the Multicultural Center will sponsor a night activity for Hispanic and African American students to meet and greet currently enrolled students.

Program Description- The night activity would be a program/social activity with Hispanic and African American student leaders and Multicultural Center staff. It would be a time for students to meet one another and learn about specific programs for their success on the UTD campus.

Minority Student Leadership Symposium

Objectives-The goals of the Symposium are to develop and enhance leadership skills; identify and motivate potential leaders; encourage students to pursue advanced degrees and career goals; establish lines of communication to help minority students network among each other on the UTD campus; develop, enhance, and share leadership skills; create business, student, and community alliances to build self-reliant economic growth; and combine the strengths of ethnic minority groups.

Program Description- The planning committee will consist of the Multicultural Center staff, Multicultural Peer Advocates and student volunteers (focus group). The symposium will consist of guest speakers, workshops and an etiquette luncheon. Issues pertinent to leadership, community service, scholarship and careers will be covered in this one-day event specifically targeting minority students.
Connections

Objectives- The primary goal of this leadership program is to increase the retention of minority students while identifying and nurturing potential leaders. A secondary goal is to promote the pursuit of higher educational goals.

Program Description- This program provides opportunities for minority students to attend leadership conferences to develop their leadership skills and consequently encourages minority students to become involved in campus activities as well as in their communities. Students have the opportunity to attend community activities and conferences and interact with minority student leaders at other campuses on the local, state, and national levels, as well as with local business and community leaders.

Multicultural Service Center Open House(s)

The concept of having the open houses is to be able to educate the prospective students, families and university about the services that the Center provides for minority students on campus. It would give us an opportunity to answer any questions and continue to develop relationships with other departments on campus as well.

Community Outreach

Continue to work in the community to promote diversity and the importance of higher education and to assist in the retention of students. Continue to network with outside professional ethnic organizations. To provide resources to the community about higher education and the University in working to close the gaps for 2015.

Academic Bridge Program/Texas Grant Program/TexPrep Program

Multicultural Center staff will offer more direct contact and programming with students already associated with existing UTD programs-ABP, Texas Grant and TexPrep. Staff will work closely with coordinators of these programs.

Multicultural Newsletter

The Multicultural Center will produce a newsletter two times a long semester and once in the summer. This newsletter will highlight individuals on campus, provide resources for minority students, faculty and staff. We will also include information on student success, financial and campus resources as well as upcoming programs. In the near future the newsletter will move to three times a semester and once in the summer months.

Aug/Sept Jan/Feb
Nov/Dec April/May
Summer
Cultural Awareness Programs

- Hispanic Heritage Month
- Black History Month
- Cinco De Mayo Celebration
- Juneteenth Program
- Asian Pacific American Awareness Week
- Native American Heritage Week

Timeline of Events

September

- Hispanic Heritage Month (Begins 9/15)
  - Publicity should be out no later than the first week of the month.
  - Everything should be finalized for October programs
- Black Student Retreat (1st full Saturday in September after Labor Day)
- Multicultural Newsletter hits the stands (should be out by the 1st week of the month)
- Multicultural Center Open House (Family Day) (All publicity, food and planning done by (1st week of the month)
- Participate in Fiesta Nights (Enrollment Services) Recruitment
- Participate in TACRAO (Enrollment Services) Recruitment
- Order list of minority students with below a 2.3 GPA from the previous semester (the day after Census Day)
- Mail letters to those students with below 2.3 GPA’s (by mid Sept.)
- Begin planning Scholars Week program (reserve rooms and discuss program with Enrollment services)
- Ethnic Networking luncheon
- Departmental Budgets & new request Due
- Website updated (checked monthly)

October

- Hispanic Month (through October 15)
- Campus wide Open House for Multicultural Center
- Attend Academic Advisors meeting to discuss our Center and how we can work together in our retention efforts
- Planning begins for Native American Heritage Week
  (Decide on programs, reserve rooms, begin contracts and publicity) (1st week of the month)
(By 2\textsuperscript{nd} week determine week of celebration and programs)(3\textsuperscript{rd} week everything should be confirmed)

- Begin Newsletter preparation (start collecting information, have rough draft by 3\textsuperscript{rd} week of the month)
- Begin planning for Big XII & SCOLA Conferences (Have all information in make room reservations and have transportation contracts in)
- Start planing for MLK Jr. Breakfast (meet with rep from Presidents Office) Reserve rooms for program. Begin to look at speakers and working on publicity and caterer.
- Finalize Scholars Weekend program (have program/activity planned and all involved contacted and confirmed)
- Meet with Presidents Council (presidents of the ethnic organizations)
- UNT Hispanic friends conference
- Website updated

\textbf{November}

- Newsletter should be ready to go to the printer no later than the 2\textsuperscript{nd} week of November and disbursed before Thanksgiving break. (should talk to preparing for finals etc)
- Native American Heritage Week (programs should be 2\textsuperscript{nd} or 3\textsuperscript{rd} week in the month) (Publicity should be out, all contracts, speakers, classes, entertainment confirmed)
- Send a midterm postcard to all students preparing them for midterms
- Continue to meet with students with GPA’s below 2.3
- MLK Jr. Breakfast (speakers, administrators should be confirmed) publicity out by 2\textsuperscript{nd} week of the month.
- Begin planning for Black History Month (have agenda/outline of the month, speakers and programs identified, entertainment, reserve rooms)
- Travel for TACHE Conference should be completed
- Travel for Big XII and SCOLA should be in progress (students should be paying monies toward the conference) (Hotel reservation, transportation as well as conference info should be confirmed)
- Website updated

\textit{Thanksgiving Holidays}

\textbf{December}
\textit{(Finals & Christmas Break)}

- TACHE Conference
- End of the semester programs for various ethnic organizations
- Sponsor study sessions with student organizations
- Black History Month (publicity should be in rough draft form ready to go to Roberta by 2\textsuperscript{nd} week of the month). (All contracts, speakers and entertainment should be confirmed and back to secretary)
- Paper work for TABPHE Conference should begin (Travel, registration etc)
• Big XII & SCOLA information (All monies should be collected for this travel, transportation and hotel info should be submitted to VP of Finance’s office for approval for payment.)
• MLK Jr. Breakfast (Everything should be confirmed and publicity out by the 2nd week of the month) (Decorations and caterer confirmed)
• Diversity Program around the King Holiday (work with HR to maybe put on this program)
• Newsletter for Spring Semester should be prepared by the (1st week of the month and ready to go to the printer before Christmas break)
• Planning for networking luncheons (e-mails, caterer, rsvp’s)
• Website updated

**January**

• MLK Jr. Breakfast (the Thursday before the Holiday)
• Newsletter (Welcoming students back should be ready to disburse by the 3rd week of the month.)
• Big XII & SCOLA Conferences (students and advisors traveling) End of the month
• Diversity program with HR (Campus wide)
• Travel for TABPHE conference should be done
• Black History Month (all plans finalized. Publicity campaign)
• Request grades from IR for students below a 2.3 GPA and begin sending them letters (should happen the day after Census Day)
• GPA letters should be mailed by end of the month
• Begin Planning MSLS (pull together planning team, focus group, reserve rooms) (talk over theme, speakers contacted, publicity etc).
• Ethnic Faculty Staff network luncheons
• Meet with Presidents of Ethnic organizations (Presidents council, i.e., AA groups, Hispanic organizations)
• Website updated

**February**

• Black History Month Programs
• Begin to meet with students with GPA’s below 2.3 (2nd & 3rd week of the month)
• Planning MSLS (Rooms reserved, agenda planned, speakers confirmed, rough draft of publicity) (2nd week of the month)
• Begin planning for MPA recruitment and selection (place ads, contact departments for recommendations, look at interview and selection process).
• Plan training for MPA’s (location, program, etc.)
• Begin search for Graduate Assistant (end of the month) (For Fall 2003/ Spring 2004)
• Multicultural Services Open House
• Begin planning Asian American Heritage week (reserve rooms, start program planning)
• Plan Scholars Weekend for March
• Website updated
• UNT Conference on Equity and Diversity

March

• MPA selection and training planning begins (diversity peer training, working with Enrollment Services recruitment, skits and interest sessions for NSP)
• Scholars Weekend (finalize all plans by 1st week of the month)
• TABPHE
• MSLS (publicity begins, all handouts should and conference material should be in rough draft form by the 2nd week of the month this includes bio’s and other handouts from speakers). (Agenda is finalized) (Organizations contacted)(contracts finalized)
• Prepare for Transfer Expos (first week of the month, collect all materials from various areas and plan training session at least a week before the 1st Transfer Expo.)
• Newsletter should be in rough draft form (2nd week of the month)
• Continue to meet with those students with gpa’s below 2.3
• Asian American Heritage Week (publicity should be in rough draft form to Roberta, programs should be in final planning stages, contracts should be out for entertainment and speakers by 3rd week of the month) Publicity should be out by the 4th week of the month.
• Begin planning for Cinco De Mayo (reserve space, initial planning)
• Travel for NCORE should begin
• Travel for LULAC conference should begin
• Website updated

April

• MSLS (third Saturday in the month) (Registrations should begin 1st week of the month) (Publicity up and around campus) (all conference material copied and ready by 2nd week of the month) (all checks received and gifts purchased by the 2nd week of the month)
• Diversity Staff development during large staff meeting (International Week is during this time)
• Asian American Heritage week celebration (could conclude International Week?) (publicity should be out at least the 1st and the 2nd week of the month) Maybe the programs should be the 3rd week of the month.
• Newsletter should be printed by the 1st week of the month, distributed by the 2nd week (wishing students well on finals etc.)
• Planning for Cinco De Mayo (everything should be finalized by the 2nd week of the month, publicity should start the 3rd week of the month)
• Select Graduate Assistant to start in May
• Transfer Expos
• Prepare for end of the year programs with student organizations (officer elections, etc.)
• Travel for LULAC (should be finalized hotel, transportation etc.)
• Travel for NCORE (should be finalized)
• Website updated

May

• Cinco De Mayo (May 5th)
• MPA’s & Graduate Assistant begins (training begins)
• Develop training sessions for new officers in organizations that we sponsor or advise
• Juneteenth planning begins (room/space reserved, program planning-committee meeting 1st week of the month) (contracts and final agendas should be done no later than the 3rd week of the month) publicity should begin last week of the month.
• LULAC trip
• NCORE trip
• Planning for programs in the Fall semester
• Requesting information on incoming Hispanic and African American Students (labels)
• Begin to plan mail outs and phone calls to new students
• Begin planning for orientations
• Departmental retreat

June

• Juneteenth Program (everything finalized and publicity should be done by 1st week of the month).
• Orientations & Comet Camp (MPA’s and diversity) (maybe Open House during lunch time)
• Continue to contact new students
• Assist with the Academic Bridge Student program (i.e. move in, diversity/conflict resolution) Host a reception for them in the Multicultural Center to get to know them.
• Begin planning for Welcome Week program
• LeaderShape
• Website updated
• Update Multicultural Center Resource area

July

• Begin Planning for Hispanic Heritage Month (reserve rooms, begin planning agenda and meeting with planning committee)
• Orientations (Open House during lunch time)
• Assist with diversity training for departmental groups (ie OTM’s, PA’s, PHED’s)
• Continue to contact incoming Hispanic and African American students
• Diversity initiative for Student Life Staff Retreat
• Finalize planning for Welcome Week program
• Begin planning Open House for Family Day Program
- Begin planning Black Student Retreat (reserve rooms, contracts, speakers begin planning and contacting administration for calendar purposes)
- Newsletter should be in rough draft form (3rd week of the month)
- Order departmental shirts
- Web site update

August

- Planning for Hispanic Heritage Month (1st week should be finalizing agenda, confirming speakers and contracts out) (3rd week everything should be finalized and publicity should be out) (last week should be preparation and continued publicity).
- Planning for Black Student Retreat should be finalized by the (2nd week of the month). Request labels and information for mail outs and welcome calls. Publicity should be out and student registrations should begin by the (3rd week of the month)
- Request labels for Hispanic Students to send Welcome letters (1st week of the month), letters should be sent by the beginning of classes.
- Open House(s) should be planned for Family Day and campus wide.
- Prepare MPA’s for recruitment sessions with Admissions Counselors
- Newsletters should be ready for first week of classes.
- Sponsor Welcome Week program
- Website updated
UTD
Multicultural Services Center
Organizational Chart

Arthur Gregg
Director of Special Services

Denny Cordova
Coordinator of Multicultural Services

Amanda Ingram
Secretary

Graduate Assistant

Hispanic MPA's

African American MPA's

Asian American MPA's
## UTD Multicultural Services Center (proposed)
### Budget

1. **Salaries**  
   - $106,691.00

2. **Wages**  
   - 22,338.00
   - 6 MPA’s @ $1200 x 2 semesters
   - and $500 (per summer)
   - 1 Graduate Assistant @ $1500 (stipend)

3. **Staff Benefits**  
   - 28,000.00

4. **Longevity**  
   - 1440
   - 1440.00

5. **Maintenance & Operation**  
   - 59,413.00
   - Programs and Activities
     - CONNECTIONS 8,500
     - Hispanic Programs 6,350
     - Afr-Am Programs 6,350
     - Asian-Am Programs 6,350
     - Gay/Lesbian Programs 2,500
     - MSLI (UTD Min. Leadership) 2,950
     - Co-Sponsor Event 1,350
     - MPA training/Staff development 1,000
     - Outreach Programs 1,000
   - Registrations/Memberships 1,400
   - Office Supplies 2,200
   - Books, Periodicals 1,000
   - Center Promotions/Publicity 2,000
   - Printing 4,000
   - Postage 6,000
   - Telephone Service 3,200
   - Machine Rental 1,700
   - Miscellaneous(moving expenses, etc.) 1,563

6. **Travel**  
   - 2,500.00
   - Director 1,250
   - SDS III 1,250

**Total**  
$220,382.00