

The background of the entire page is a complex, repeating geometric pattern of blue triangles and polygons in various shades of blue, from deep navy to light sky blue. The pattern is dense and creates a textured, crystalline effect.

**UtahStateUniversity**  
ACCESS & DIVERSITY CENTER

**Self-Study**

**Report**

2016-2017

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# MISSION & GOALS

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## Mission Statement

The mission of the Access & Diversity Center is to promote access, enhance students' educational experience, partner for retention, foster responsible citizenship, and develop diverse student leaders at Utah State University. This center serves as a catalyst for the creation of a campus and community environment where all people are free to affirm and celebrate their differences, including but not limited to differences of race, sex, religion, gender identity, sexual orientation, class, age, ability, and parental or veteran status.

## Goals

- Access:** The Access and Diversity Center works to remove barriers to higher education while enriching all students' educational experiences as they pursue their individual and collective goals. The Access and Diversity Center promotes student recruitment, retention, and leadership development.
- Diversity:** The Access and Diversity Center actively advocates for an environment that is free from prejudice, bigotry, harassment, and violence. The Access and Diversity Center partners with campus- and community-based groups that educate and raise awareness of cultural understanding and inclusion.
- Outreach:** The Access and Diversity Center fosters relationships and develops new partnerships across surrounding communities to serve the public through learning, discovery, and engagement.

**ADC Information:** Our office is located on the third floor of the Taggart Student Center and caters to students of diversity—multicultural, LGBTQ, and non-traditional students. The office has 1 director, 3 program coordinators, and 1 office manager. In addition, our office also hires student interns and work-study students.

**Address:** 0185 Old Main Hill | Logan, UT 84322

**Fax:** 435-797-7118

**Phone Number:** 435-797-1924

**Website:** <http://accesscenter.usu.edu/>

**Office Room Numbers:** TSC 313 & 315

**University Mailing Code:** 0185

# PROGRAMS & SERVICES

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Access and Diversity Center houses 8 student club organizations which are advised by the ADC Director and the 3 program coordinators. Our office seeks to promote an environment where students can develop into independent and strong leaders within their respected organizations. During the school year, our office provides events that are targeted to enrich a student's campus experience through diversity workshops, trainings, and events.

## ADC Sponsored Events & Programs

- ADC Opening and Closing Social
- Dia De Los Muertos
- Friendsgiving
- Sub for Santa
- Martin Luther King Jr. Vigil
- Native Aggie Day
- Pow Wow
- Specific Weeks: Non-Traditional, Transgender, etc....

## Community Outreach

- Student Panels
- Cultural Performances
- Cultural & Diversity Presentations
- Higher Education Presentations

## Student Clubs

All club officers receive leadership training from our office on how to create a thriving and successful club organization. Club officers are mentored by ADC staff in regards to planning events, staying within club budget, abiding by university policies, and creating an inclusive environment. These clubs provide a safe haven for students—it is place where student can feel supported, accepted, and understood. Each club holds a signature event during the school year and invites all to participate.

1. Asian Student Association (ASA)
2. Black Student Union (BSU)
3. Interfaith Student Association (IFSA)
4. Latino Student Union (LSU)
5. Love Is For Everyone (L.I.F.E.)
6. Native American Student Council (NASC)
7. Non-Traditional Student Association (NTSA)
8. Polynesian Student Union (PSU)

## Student Professional Development Opportunity

Our office provides 4-5 student internships during the Fall/Spring semesters. Each student intern is assigned to work closely with the ADC Director or one of the program coordinators. Student Interns are given the opportunity to make learning goals and complete a diversity project before the end of the school year. Student interns obtain a hands-on experience as they learn the logistics of diversity programing, event planning, and budgets. Furthermore student interns are given the chance to mentor club officers, to learn the purpose of becoming an advocate, and how to network with other professionals.

# STAFFING & TRAINING DEVELOPMENT

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Access & Diversity considers professional development an integral component of student success. ADC staff are encouraged to participate in the professional development that is most closely aligned with their roles and responsibilities within the ADC. Our staff attend local and national conferences sponsored by NASPA. Our student leaders participate in ongoing ADC training activities. In addition, we are able to sponsor some club officers to attend local and national conferences. For example, the LGBTQA Coordinator and the President of L.I.F.E. attend an annual conference known as Campus PRIDE. All club officers are invited to participate in the Utah Leadership Academy and the ADC sponsors their attendance. Administration and staff at Access & Diversity continually work to build cultural competence by increasing their knowledge, awareness, and skills in working with individuals from a variety of backgrounds.

# BUDGET NARRATIVE

Goals for the 2014/2015 fiscal year involved increasing our visibility on and off campus. We purchased cinch sacks to distribute at events and donated several hundred to the GEAR UP program to extend our reach. We developed brochures that highlighted all of the groups we serve. In addition, we purchased table top screens designed by PDP. We re-visited our branding and made some changes to our visual identity. The ADC sponsored activities and events that promoted social justice, cultural education and for this particular fiscal year, mental health awareness. "Mental Health is No Joke" was the result of collaboration with several departments to educate students about mental health issues. We also invited Arnold Thomas to visit our campus to raise awareness of mental health and the cultural implications specific to Native peoples.

For additional information please refer to Supplemental detailed expenses at end of report.

## July 2014-August 2015 Budget Summary

<b>A Programs and Events</b>	
Arnold Thomas Speaker	\$3,840.59
Mental Health Awareness	\$2,662.50
MLK Jr. Vigil	\$586.02
Educational Opportunity	\$431.35
Pow Wow	\$1250.00
Sub For Santa	\$376.14
<b>Total</b>	<b>\$9146.60</b>

<b>B Event Contributions</b>	
GEAR UP	\$9,618.65
ADC Club Events	\$8,695.62
Miscellaneous Receptions & Events	\$4,575.66
<b>Total</b>	<b>\$22,889.93</b>

<b>C Marketing &amp; PR</b>	
Printing/Copying Costs	\$1,311.52
Promotional Items	\$1,653.63
<b>Total</b>	<b>\$2,965.15</b>

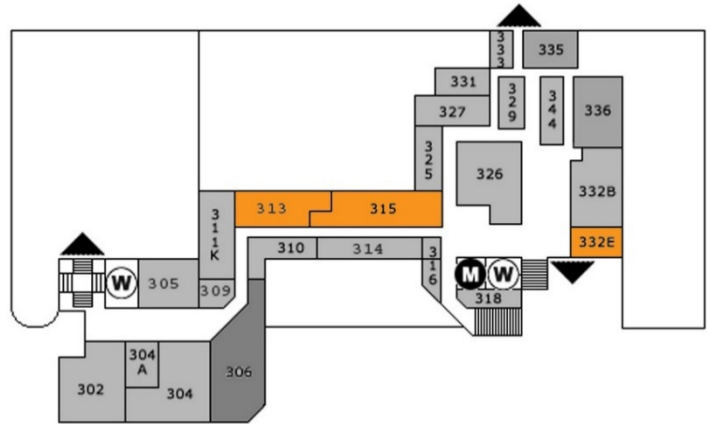
<b>D Professional &amp; Student Development</b>	
Leadership Development	\$11,632.38
Recruiting	\$2,051.00
Professional Development & Memberships	\$7,551.00
Travel	\$7,327.87
<b>Total</b>	<b>\$27,080.94</b>

<b>E Salaries &amp; Wages</b>	
Staff Salaries	\$204,274.35
Student Interns	\$26,902.40
Work-Study	\$ 3,194.00
<b>Total</b>	<b>\$234,370.75</b>

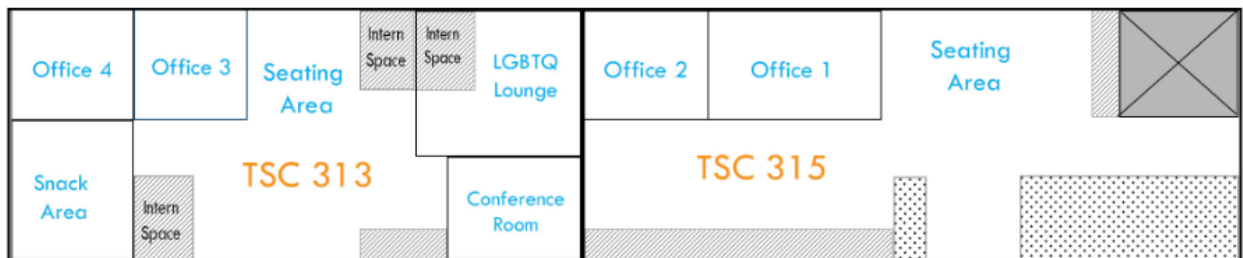
# FACILITIES

The Access and Diversity Center is located on the third floor of the Taggart Student Center (TSC). Our main offices are located in TSC 313 and TSC 315. We also have an additional lounge located in TSC 332 E called the Multicultural Student Service Lounge (MSS). Our office includes the following:

- 4 offices
- 2 Reception Desks
- 3 Student Intern Work Desks
- 3 Work Station Areas
- 1 Conference Room
- 2 Lounges: MSS & LGBTQ
- 2 Seating Areas
- 1 Kitchen/Snack Area



## Access and Diversity Office Suite



Even though our office space is limited, it is greatly used by other departments and students on a regular basis during the school year. Both the MSS lounge and conference room are in high demand for regularly scheduled meeting times by individuals, clubs, and other departments. TSC 313 and TSC 315 seating areas are utilized by students and clubs to do activities, homework, meetings, and/or to socialize with others. The snack area is also a popular place for students and clubs to prepare and store their food.

# EQUIPMENT & TECHNOLOGY

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## Office Equipment

- Computers: 18
  - Work Station Computers: 6
  - Reception Desk Computers: 2
  - Student Intern Computers: 3
  - Office Computers: 4
  - MSS Lounge Computers: 4
- Office Printer
- Access and Diversity Dell Laptop: 1
- Office iPad: 2
- 1 Outdoor Canopies
- Nikon D7100 DSLR Camera & Accessories
  - Nikon Lenses: 18-55mm, 55-300mm, 85mm, and 35mm
  - 32 GB Memory Card
  - Wi-Fi Adapter
  - Camera Bag
  - Tripod
  - Handheld Video Stabilizer

## Social Media

- Access and Diversity Center Website: <http://accesscenter.usu.edu/>
- Facebook: <https://www.facebook.com/usuadc>
- Instagram: <https://www.instagram.com/usuadc/>
- Twitter: [https://twitter.com/usu\\_adc](https://twitter.com/usu_adc)

All Access and Diversity Clubs maintain their own social media accounts.

## Technology

Our office utilizes the Microsoft Office Suite, Adobe Creative Cloud Software and our DSLR Equipment to create material for presentations, meetings, and trainings. We also use these tools for club and office marketing purposes.

In order to help clubs stay organized our office uses the Trello app and Box Drive to store important club information as well as maintain club history records. Clubs also utilize Qualtrics to keep track of their club progress and report data about large club activities and signature events held throughout the school year.



# ETHICAL CONSIDERATIONS & PROFESSIONAL PRACTICES

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The ethics framework employed by the Access & Diversity Center draws from the Principles of Good Practice for Student Affairs from the National Association of Student Personnel Administrators (NASPA). The principals set for by NASPA state that Student Affairs professionals and offices should:

1. Engage students in active learning
2. Help students develop coherent values and ethical standards
3. Set and communicate high expectations for learning
4. Use systematic inquiry to improve student and institutional performance
5. Use resources effectively to achieve institutional missions and goals
6. Forge educational partnerships that advance student learning
7. Build supportive and inclusive communities

Access & Diversity considers ethics to be a critical component in our mission develop diverse student leaders at Utah State University. Administration and staff at Access & Diversity continually work to build cultural competence by increasing their knowledge, awareness, and skills in working with individuals from a variety of backgrounds.

# SUPPLEMENTAL

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### Access & Diversity Budget Comparison

Account	Title	2015 Fiscal Year (current YTD)			2014 Fiscal Year	
		Adjusted Budget	YTD Activity	Commitments	Adjusted Budget	Activity
615100	Budget - Salaries	\$ 204,274.35			\$ 178,045.75	
615300	Contract Salaries		\$ 137,840.05	\$ 68,201.97		\$ 177,740.59
618602	Communications Allow		\$ 1,262.00	\$ 420.00		\$ 1,110.00
625100	Budget - Wages	\$ 26,902.40			\$ 26,775.26	
625300	Wages		\$ 22,206.08			\$ 20,279.42
625500	Distributed Work Study		\$ 11,541.37			\$ 9,999.77
625550	Reimbursed Work Study		\$ 8,347.37			\$ (7,764.12)
	Paid Work Study		\$ 3,194.00			
630010	Budget - Benefits	\$ 92,977.32			\$ 78,420.53	
630075	Benefits (All 63's)		\$ 62,661.67	\$ 30,371.48		\$ 78,420.53
710100	Budget - All Expenditures	\$ 76,138.20			\$ 59,306.95	
710200	Freight & Postage		\$ 258.51			\$ 199.79
710210	Postage Meters Rmrs		\$ 7.00			\$ 200.00
710500	Telephone/Recurring		\$ 2,199.31			\$ 2,883.44
710900	Data Processing		\$ 30.00			\$ 35.00
710906	Programming & IBM		\$ 12.10			\$ -
711100	Printing & Copying		\$ 1,311.52			\$ 3,189.39
711500	Gascard & Motor Vehicle		\$ 468.12			\$ 379.41
711600	Contract Agreement		\$ 7,034.00			\$ -
712110	Professional & Tech Fees		\$ 1,000.00			\$ 295.00
712200	Rentals (excl. auto)		\$ 260.00			\$ 730.00
712300	Rentals - Vehicles		\$ 1,479.40			\$ 1,161.57
712430	Administrative Costs		\$ 82.13			\$ -
712900	Operating Supplies		\$ 9,011.44			\$ 4,115.35
713010	Furniture		\$ 16,189.33			\$ -
713200	Small Tools & Equipment		\$ 91.97			\$ 1,535.92
713202	Surplus		\$ (403.63)			\$ (201.00)
713300	Tools & Equip \$1000-\$4999		\$ 40.00			\$ -
713500	Tools & Equip \$4999 & Under		\$ 2,821.80			\$ -
713501	Computer Software		\$ -			\$ 39.99
713525	Software \$4999 and under		\$ -			\$ 60.00
713600	Office Supplies		\$ 2,137.48			\$ 2,832.27
713700	Library Books		\$ 41.75			\$ 88.63
713800	Uniforms & Apparel		\$ 593.12			\$ 196.92
714100	Repairs and Maintenance		\$ 3,388.50			\$ 1,252.00
714120	Facilities Materials		\$ 2,441.21			\$ 136.63
714200	Repairs & Maintenance		\$ 674.47			\$ 1,002.39
714400	Advertising & Publicity		\$ 1,075.00			\$ 729.45
714500	Receptions & Guests		\$ 3,505.26			\$ 8,822.63
714700	Trade Literature		\$ 36.95			\$ 295.00
714750	Membership Dues		\$ 136.25			\$ (63.70)
714800	Employee Recruitment &		\$ 35.00			\$ 456.43
714900	Registration Fees		\$ 2,035.00			\$ 5,064.46
715100	Fund Raising		\$ 500.00			\$ -
715800	Other Current Expense		\$ 1,890.50			\$ 15.00
715830	Professional & Tech Fees		\$ 1,500.00			\$ -
750300	InState Travel		\$ 2,257.31			\$ 5,939.40
750320	Mileage Reimbursement		\$ 491.31			\$ 1,737.66
751300	Out of State Travel		\$ 7,327.87			\$ 1,391.69
761300	Stipends		\$ 5,000.00			\$ -
	<b>Net Total</b>	<b>\$ 400,292.27</b>	<b>\$ 324,012.52</b>	<b>\$ 98,993.45</b>	<b>\$ 342,548.49</b>	<b>\$ 324,306.91</b>

# GEAR UP

Name	A Number	# Hours	Hourly Wage	Adjusted Wage	Operating	Details Index
Access & Diversity	A21882				\$ 21.00	100 A&D Center Info Sheets for DIA Salsa Con Salsa 9-25-14
Access & Diversity	A21882				\$ 104.80	Printed applications for Mock College Application Day at LHS 12/19/14
Access & Diversity	A21882				\$ 7.00	Printed double-sided College of Science Fact Sheet for NDJH Campus Visit 1/9/15
Access & Diversity	A21882				\$ 3.98	Potatoes as props for Sheree Haggan's Diversity Workshop at DIA 1/20/15
Access & Diversity	A21882				\$ 12.00	Printed worksheets for DIA presentation for Parent Night 1/21/15
Access & Diversity	A21882				\$ 1,500.00	Contribution towards Diversity Day based on GEAR UP student attendance
Access & Diversity	A21882				\$ 661.45	200 A&D Cinch Bags for use for BBJ Summer Transition Camp 2015 June 2-July 1
Access & Diversity	A21882					TA072000 Motor Pool cost for travel to DIA in SLC for GEAR UP student workshops
Access & Diversity	A21882			\$ -	\$ 64.00	A21882/Cinch Bags
Access & Diversity	A21882			\$ -	\$ 3.00	A21882/Postcards
Access & Diversity	A21882			\$ -	\$ 25.71	A21882/Candy
Access & Diversity	A21882			\$ -	\$ 24.50	A21882/Copies for BBJ Summer Camp
Brooke Lambert	A00287349	1	\$ 20.55	\$ 20.55		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	12	\$ 20.55	\$ 246.60		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	1	\$ 20.55	\$ 20.55		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	0.75	\$ 20.55	\$ 15.41		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	1	\$ 20.55	\$ 20.55		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	0.75	\$ 20.55	\$ 15.41		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	0.7	\$ 20.55	\$ 14.39		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	1	\$ 20.55	\$ 20.55		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	3	\$ 20.55	\$ 61.65		A21882 Misc GEAR UP services outside of normal responsibilities
Brooke Lambert	A00287349	0.75	\$ 20.55	\$ 15.41		A21882 Misc GEAR UP services outside of normal responsibilities
Dorcee Winward	A00014895	0.25	\$ 13.12	\$ 3.28		A21882 Misc GEAR UP services outside of normal responsibilities
Dorcee Winward	A00014895	25.42	\$ 13.12	\$ 333.51		A21882 Misc GEAR UP services outside of normal responsibilities
Dorcee Winward	A00014895	1.5	\$ 13.12	\$ 19.68		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	47.22	\$ 9.00	\$ 424.98		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	37.5	\$ 9.00	\$ 337.50		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	28.4	\$ 9.00	\$ 254.80		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	30.85	\$ 9.00	\$ 277.65		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	44.8	\$ 9.00	\$ 403.20		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	42.61	\$ 9.00	\$ 383.49		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	30.3	\$ 9.00	\$ 272.70		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	43.3	\$ 9.00	\$ 389.70		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	0.75	\$ 9.00	\$ 6.75		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	13.85	\$ 9.00	\$ 124.65		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	0.6	\$ 9.00	\$ 5.40		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	0.75	\$ 9.00	\$ 6.75		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	1.25	\$ 9.00	\$ 11.25		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	80	\$ 9.00	\$ 720.00		A21882 Misc GEAR UP services outside of normal responsibilities
Jesus (Chewy) Garcia	A01219978	74	\$ 9.00	\$ 666.00		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	41.3624	\$ 31.32	\$ 1,295.47		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	0.75	\$ 31.32	\$ 23.49		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	0.6	\$ 31.32	\$ 18.79		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	0.75	\$ 31.32	\$ 23.49		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	0.7	\$ 31.32	\$ 21.92		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	2.25	\$ 31.32	\$ 70.47		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	5	\$ 31.32	\$ 156.60		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	0.25	\$ 31.32	\$ 7.83		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	1	\$ 31.32	\$ 31.32		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	2	\$ 31.32	\$ 62.64		A21882 Misc GEAR UP services outside of normal responsibilities
Michelle Bogdan-Holt	A00348693	0.75	\$ 31.32	\$ 23.49		A21882 Misc GEAR UP services outside of normal responsibilities
Sheree Haggan	A01146509	8	\$ 16.83	\$ 134.64		A21882 Misc GEAR UP services outside of normal responsibilities
Sheree Haggan	A01146509	0.6	\$ 16.83	\$ 10.10		A21882 Misc GEAR UP services outside of normal responsibilities
Sheree Haggan	A01146509	13	\$ 16.83	\$ 218.79		A21882 Misc GEAR UP services outside of normal responsibilities
Totals		603.3124		\$ 7,201.21	\$ 2,417.44	
			Total	\$ 9,618.65		



