

## Office for International Student and Scholar Services



**Proposed Motion:** Approve a 3-year grant of \$9,500 each year to be transferred to the Center for International Studies from the AS Reserve Funds to support international student growth and retention on campus through the Office for International Student and Scholar Services

**Sponsor:** AS President, Ethan Glemaker

**Persons of Contact:** AS President, Ethan Glemaker; Executive Director of Western's Center for International Studies, Vicki Hamblin; AS VP for Business and Operations, Hung Le; AS VP for Diversity, Deng Duot

**Date:** 9 May, 2013

### **Request:**

To provide support to the Center for International Studies by approving a 3-year grant of \$9,500 each year to be transferred to the Office for International Student and Scholar Services (ISSS) from the AS Reserve Funds

### **Rationale:**

This is a partnership between University Residences, the Enrollment Fee Fund, and the Associated Students. University Residences has agreed to provide \$16,000, the Enrollment Fee Fund (Victor and I sit on this committee) has agreed to provide \$20,000, and our portion of the funding is \$9,279. In order to account for step increases for employees, the ISSS Office will also need an additional \$600 over the course of the three-year grant, so our contribution to the office has been increased by slightly over \$200 to provide for those increases, totaling \$9,500 per year. We are requesting that this be a 3-year grant in the hopes that the program will be successful and the Center for International Studies will be able to find additional dollars from donors or from the university budget after the initial years.

## Center for International Studies – International Student and Scholar Services

CIS is looking for funding sources that will allow the office to function full-time and to cover the costs of delivering the above services to students. The following is an estimate of the ISSS office's annual budget needs:

I.	Staff support	
-	International student advisor salary (42%)	\$ 25,200
-	Administrative assistant (10%)	\$ 5,844
-	Peer advisor (student worker)	\$ 1,200
-	Outreach to potential students*	\$ 2,000
-	Professional development **	\$ 3,000
II.	Student activities	
-	Quarterly orientation (materials, meals)	\$ 500
-	Fall barbecue at Lakewood	\$ 400
-	Student club sponsorship	\$ 250
-	Excursions (bus rental, tickets, meals)	<u>\$ 1,000</u>
	Total:	\$ 37,594
III.	Office/Operating expenses	<u>\$ 5,885</u>
	Total:	\$ 45,279

\* Travel to/from higher education institutions in order to advise and recruit international students; the creation and distribution of outreach materials; enrollment data collection and assessment.

\*\*The International Student Advisor will be a Designated School Officer for the US Department of Homeland Security and an Alternate Responsible Officer to the US Department of State. Both the ISSS Director and the Student Advisor must attend annual conferences to update their knowledge of and ability to work with complex government policies related to hosting and documenting international visitors.

To: Ethan Glemaker, Associated Students President  
Date: 11 March 2013  
Re: Funding Request for International Student and Scholar Services

The Center for International Studies is requesting funding from: Associated Students, the Enrollment Fee fund committee, and Residence Life, in order to expand the services that it can offer to international students at Western.

This request, and the expanded focus it will give to our international student population, is part of a larger initiative to improve Western's international commitment via the curriculum, co-curricular activities, international partnerships, faculty and student exchanges, and the international presence on campus. All of these proposals are being coordinated from the Center for International Studies and involve multiple offices, faculty, and staff on campus.

The Center currently consists of an Executive Director, who oversees the International Studies minor and coordinates international initiatives on campus, and the International Programs and Exchanges office. Except for directors' salaries and benefits, all services offered by CIS (including International Programs and Exchanges) are funded directly or indirectly through student fees. Only one staff member in the office currently works directly with international students who are studying at Western. Our intention is to create an **Office for International Student and Scholar Services** with two full-time staff positions: the first, a Director for Immigration Services, is already on staff. The second, an International Student Advisor, is a new position for which we are currently conducting a search to identify the most qualified candidate.

The annual funding that we are requesting will cover part of the International Student Advisor's salary and benefits in addition to all of the services that ISSS will offer to international students: orientation sessions, general advising, International Student Club sponsorship, special events and co-curricular activities, in addition to immigration services. Furthermore, the ISSS staff will work directly with Residence Life, Associated Students, the Tutoring Center, the Writing Center, and other relevant services to coordinate, review, and assess the services and opportunities that international students might benefit from as a cohort and as part of the larger student population.

The attached budget outlines ISSS's anticipated needs for AY2013-14 and going forward. We are hoping that each of the three units named above (Associated Students, Residence Life, and the Enrollment Fee fund committee) will agree to fund one-third of the overall budgeted need.

Thank you for your attention to this request,



Vicki Hamblin, Executive Director, CIS