



NCCWSL Student Staff Development Funding

Proposed Motions: Nidia Hernandez & Yuliya Rybalka are seeking funds to attend NCCWSL Conference in June 5-7, 2014

Sponsor: *Morgan Burke, ASVP Bus & Operations*

Persons of Contact: *Nidia Hernandez, AS Personnel Director*

Guest Speaker: *Nidia Hernandez*

Date: *March 5th, 2014*

Attached Document

Please see excel spreadsheet for cost figure
Please see Student Development Fund Application

Background & Context

I first heard of the NCCWSL Conference my freshman year of college. This year I was pro-active about when early bird registration would open as well as I talked with Lisa and found out that Personnel Office is also eligible for student staff development funding.

Procedurally this process would go through Personnel Committee for approval however as I am the Chair of the committee as well as AS Personnel Director II is also on personnel committee and we feel for transparency the AS Board of Directors should act as a personnel committee in this matter. I have talked to both Lisa and Morgan and they agree, due to personnel committee membership and rearranging a special meeting to have AS Personnel Asst. Director I be the chair is extremely difficult.

The National Conference for College Women Student Leaders is being hosted at the University of Maryland, College Park. This conference is meant to empower women identified individuals in leadership roles. This is my third year in the AS and I truly believe that by attending this conference I will be able to further develop my leadership skills as well as be able to bring back to the AS new perspectives in regards to AS Trainings as well as be able to implement new workshops/material into the AS.

While I do acknowledge that this conference is towards the end of the year and implementation would be a bit difficult towards the end, I do plan on reapplying to the Associated Students (Since I am only a junior), as well as Yuliya being new to a university campus setting and only having been in the AS for one year this is a great opportunity for her to further develop her leadership skills.

One of the core values of the organization as stated in AS Strategic Plan:

“The Associated Students affirms that the educational experience of students extends beyond the classroom. We believe this co-curricular learning is crucial for the personal and professional development of students. We encourage students to grow through developing and applying their knowledge, skills, values, as well as their sense of self and of community.”

Having an understanding of how the internally the AS works in administrative offices I will be able to gain so much more knowledge, and will be able to strategically implement them in the AS whether that be in the Personnel Office or in another department. Some of the workshops being offered this year include:

Embracing the Awkward: Successful Approaches to Conflict Management
Get them Moving, Talking Reflecting and Engaged! A Recipe for successful Facilitation
The work life challenge and finding a balance that works for you
Creating Inclusive Environments
A New Brand You-Recognizing and communicating leadership through your professional brand values
The well-spoken women: tips & Techniques to Speak with Confidence
Can we talk? Collaborative Problem Solving
Microaggressions, Gender, and Why it matters

There's are just a few of the many workshops (about 100 workshops sessions offered) that not only I can benefit personal development from but also bring back the knowledge to the AS to better enhance trainings and professional developments here in the AS.

Summary of Proposal

We are seeking funds from the AS Student Staff Development Funding to cover costs to attend the NCCWSL conference (National Conference for College Women Student Leaders).

Nidia Hernandez (Junior) and Yuliya Rybalka (Freshman) are anticipating to attend this year. We both plan to return to the Associated Students, and while our positions are never guaranteed for the next year we both would like to attend so we are able to share this information with other AS staff as well as in whatever area we are in next year, we feel we are able to contribute to the Personnel Office by documenting in a legacy all the information learned for future years. This is a great opportunity not only on a personal development for the both of us, but also as an organization as a whole, we will be able to create many positive changes in the way the personnel office does trainings or how other departments do departmental trainings.

Fiscally

The total cost that is being requested is an estimate amount due to airfare always being unsure of what it might cost so we rounded the amount to \$1876.00 (rougly)

Cost of registration is \$395 (395 x 2=\$790)

Per Diems for two people for meals not included are a total of 113.00 x 2

As well as we will need to fly out a day before the conference to make sure we get there on time for the conference, so it would be \$60 for an additional night. The registration also covers lodging for both nights of the conference.

Airfare: we have estimated the lowest cost to be 395 while the highest cost can be up to 495.

The total amount requested from student staff development is \$1876.00

We have received an additional \$200 from an outside funding source, as well as both Yuliya and I are applying for the scholarship funding which will potentially remove the cost of registration bringing down the cost down by almost \$790 which then means we are requesting from the funding \$1286.00

Rationale

I truly believe that this is a great professional development opportunity, as well as a leadership enhancement opportunity, and while will truly benefit the Personnel Office in better developing/implementing new trainings for future employees.

Also we recognize this falls during dead week, but we have both made prior arrangements if approved to be able to attend this conference during that period of time.

Conference Additional Information:

Location, June 5-7, 2014 University of Maryland, College Park

Website for additional information: www.nccwls.org



**ASSOCIATED STUDENTS OF
WESTERN WASHINGTON UNIVERSITY
STUDENT DEVELOPMENT FUNDING REQUEST**

→ PLEASE COMPLETE THIS APPLICATION IN TYPE OR PRINT
 → SUBMIT YOUR COMPLETED REQUEST TO THE AS PERSONNEL DIRECTOR (VU 505). REQUESTS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE CONFERENCE OR TRAINING.

PERSONAL INFORMATION

| | | |
|---------------------------|--------------------------------|---------------------------|
| AS Personnel Office _____ | Personnel Director _____ | 02/25/2014 _____ |
| AS Office _____ | Position _____ | Date of Application _____ |
| Nidia _____ | Hernandez _____ | |
| First Name _____ | Last Name _____ | |
| Lisa Rosenberg _____ | as.personnel@wwu.edu _____ | |
| Supervisor _____ | AS Email _____ | |
| Office Phone Number _____ | Alternative Phone Number _____ | |

CONFERENCE/TRAINING INFORMATION

| | |
|--|--------------------------------------|
| National Conference for College _____ | |
| Conference/Training Title (please be specific) _____ | Date(s) of Conference/Training _____ |
| University Of Maryland , College Park _____ | University of Maryland _____ |
| Conference/Training Address _____ | Hosting Organization/School _____ |
| D.C _____ MD _____ 20036 _____ | http://www.nccwsl.org/ _____ |
| City _____ State _____ Zip Code _____ | Conference/Training Website _____ |

Please explain how the AS and Western Washington University will benefit from this conference/training? How will your position within the AS benefit?
 The AS is an organization that encourages students to gain leadership skills that will further there professional development
 The NCWSSL Conference is a national conference for college women student leaders. It provides workshops/resources to empower women in leadership positions. As the current AS Personnel Director, I truely believe this confrences is valuable to returing AS employees for the next acadmeic school year
 Both yuliya and I will be returing to the AS and the knowledge we learn from the work shop we can implement then into any area of the AS. For example one work stuop that is being offered is Embarcing the Awkward: Successful Approaches to Conflict Management
 Every year a workshop is done during AS wide trainings, whether both of us return to the personnel office or not the information we learn can be used to help next years personnel office staff.
 As well as that knowledge is applicable to all departments In the AS. Other confrences being offered are workshops around facillitation, campus engagement, creating inclusive environments and much more
 I truely believe that with the information learned it can successfully be applied to the AS trainings. (Please see proposal sheet for more information)
 Not only that this is a great oppotunity for the women In leadership. The AS is a place where it encourages leadership growth that is able to provide oppotunities of growth for student leaders.

EXPENSES – Please list all expenses

| | |
|--|-----------------------|
| 1. Conference Registration= \$395 x 2 people _____ | \$ 790.00 _____ |
| 2. Transportation Cost (Funded Through Other Source) _____ | \$ 0.00 _____ |
| 3. Per Diem total for unpaid meals-\$113 x 2 people _____ | \$ 226.00 _____ |
| 4. Air Fare (very rough estimate ranges 395-450) _____ | \$ 1,000.00 _____ |
| 5. _____ | \$ _____ |
| | \$ 2,016.00 _____ |
| | <i>Total Expenses</i> |

FUNDING – Please list all sources of funding

Office/Department's Contributions \$ _____

Co-sponsorship from other groups \$ _____

Co-sponsor _____

Phone Number _____

Other funding sources \$ 200.00

Request from Student Development Fund \$ 1,876.00

\$ 2,076.00
Total Funding

ADDITIONAL ATTENDEES – Please list all AS staff members you wish to bring and provide thorough justification.

1. Yuliya Rybalka AS Personnel AS Personnel Asst. Director II
 First & Last Name AS Office Position

Yuliya is a new employee to the AS and this conference will give her an opportunity to expand her leadership skills in any AS job.

Justification (Please explain how and why this position will benefit from the conference/training.)

2. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

3. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

4. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

5. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

6. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

7. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

8. _____ AS Office Position
 First & Last Name AS Office Position

Justification (Please explain how and why this position will benefit from the conference/training.)

**** All requests require director or staff manager approval prior to being submitted to the Personnel Office.**

Nidia Hernandez
 Director or Staff Manager Signature

02/07/14
 Date

FOR OFFICIAL USE ONLY:

Approved: Yes No \$ _____
 Amount

_____ Date Approved

_____ Approved by: (Personnel Director)

[Click Here to Submit](#)

NCCWSL Funding

Registration Fee:

| | | |
|-------------------------|-----------|-----------------------------------|
| Early Bird Fee | \$ 395.00 | Cost for two people is \$790.00 |
| Includes Room & Board | \$ - | |
| Extra Early Move In Day | \$ 60.00 | will be roommates so just one fee |

Total Conference Fee \$ 455.00

Transportation Cost

| | | |
|-------------------------|-----------|---|
| Bellingham to Seatac | \$ - | Student Covering Cost |
| Airport to College Park | \$ - | Student Covering Cost |
| Airfare | \$ 500.00 | Rough Estimate Highest=495 & Lowest=395 |

Pier Diems

Break down of Pier Deims

| | |
|--------------------------------|------------------|
| Wednesday Meals | \$ 46.00 |
| Breakfast 6/5 | \$ 11.00 |
| Dinner 6/6 | \$ 21.00 |
| Lunch & Dinner | \$ 35.00 |
| total cost of per diems | \$ 113.00 |

Total Cost for One Person \$ 1,068.00

For Two People \$ 2,076.00

Donation given for Nidia \$200

Total Amount requested from SI \$ 1,876.00 <-- For Two People to Attend

NCCSL W/ Scholarship Award

Registration Fee 0
Room & Board 0
Extra Cost for one day early \$ 60.00 One time Fee w/ bee roommates

Pier Deims Total Amount: \$ 113.00

Break down of Pier Deims
Wednesday Meals \$ 46.00
Breakfast 6/5 \$ 11.00
Dinner 6/6 \$ 21.00
Lunch & Dinner \$ 35.00

Transportation Cost

Bellingham to SeaTac \$ - Funding Sources From Else Where
Airport to Bellingham \$ - Funding Sources From Else Where
Air Fare \$ 500.00 Rough Estimate Highest=495 & Lowest=395
Donation given for Nidia \$200

Total Cost for Two People With Scholarship \$ 1,286.00