

Faculty Staff Diversity Mini-Grant Application. Electronic submission is required. A signature page signed by each team member is required; please include a scanned/digitized copy with your submission or send the signature page separately to the Diversity and Inclusion Office.

Project Title (up to 25 words)

Women of Color Collaborative Luncheon: Creating Networking Pathways that Support Women's Professional Development

List the members of the team and indicate their roles on the project. One member should be identified as Team Leader.

- 1 (required) Karen Simmon Role on team: Team Leader and FWN Vice President
- 2 (required) Karen Shuckey Role on team: Program Committee Chair
- 3 (required) Leah Melichar Role on team: Communications Coordinator
- 4 (optional) _____ Role on team: _____
- 5 (optional) _____ Role on team: _____

Add additional lines as necessary to list all team members

Contact Information for Team Leader:

Karen Simmon, Project Manager and Ferris Women's Network Vice President
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Project Summary/Abstract If the application is approved the project summary will be posted on the Diversity and Inclusion Office website.

The Ferris Women's Network's [FWN] vision is to have a diverse group of women dedicated to the advocacy and advancement of women. We operationalize our vision by providing networking, mentoring, career and personal development, and the recognition of women's achievements. The Women of Color Collaborative [WOCC], a sub-group of the ACE Women's Network is a group that supports networking, women's empowerment through professional development and recognition of women's achievement. These two group align in significant ways as we both pursue some of the same outcomes, but differ in that the WOCC brings together a vastly diverse (ethnic, cultural, economic, career focus) group of higher education women to accomplish its goals. The WOCC Luncheon is one way its goals are attained as women in higher education gather to network, learn and celebrate the

accomplishments of women. The exposure to networking among the diversity represented at the WOCC Luncheon is an asset to FWN members as well as to the greater Ferris community. Members of the FWN should be allowed to expand their circle of mentorship and networking opportunities, while creating pathways through those experiences to grow in cultural competence.

Project Narrative. Please be Concise. Structure your narrative as follows. Do not omit any section.

1. Discuss the need for this project;

One of the primary goals of the Ferris Women's Network (FWN) is to provide professional development opportunities for its members. FWN has about 80 members across the university that are seeking ways to develop professionally. In light of recent university efforts to reduce cost, departments and office budgets remain stagnant or were decreased across the Big Rapids campus as well as at other Ferris locations.

FWN wants to continue to provide professional development opportunities to its members that empower women, increase networking prospects, and bring career focused topics that add value to our members' professional careers.

2. Provide a detailed description of the project, including how it will be implemented and the specific roles of each member of the team;

The Ferris Women's Network is requesting grant funding to secure registration fees of \$50 for 25 women to attend the Women of Color Collaborative Luncheon being held at Henry Ford University in Dearborn, Michigan on November 1, 2019.

The process for implementation of potential recipients of the registration fee being covered would comply with four requirements:

- 1) FWN member since academic year 2018/19,
- 2) A letter on department letterhead documenting that professional development funds within her department/office are not available, but supervisor support for WOCC has been granted will be sent to the FWN Vice President-Karen Simmon,
- 3) An explanation by the FWN member regarding why they want to attend the WOCC luncheon and how they believe it will contribute to their professional development will also be sent to FWN Vice President Karen Simmon,
- 4) After the conference, each recipient of funds will write a 1-page reflection on the impact of the luncheon to their professional development will be sent to FWN Vice President Karen Simmon.

3. Provide the timeline for the project. Be sure to specify at what point the grant will be considered complete. Final Report is due within 3 months after completion;

October 1, communication will be disbursed to FWN members by the FWN Communications Chair-Leah Melichar regarding the requirements for securing funding to attend the WOCC Luncheon and information about transportation to the conference

October 14, Supervisor letter and FWN explanation letter are due to the FWN E-board Vice President

October 14-16 FWN Vice President will send out potential recipients explanation letters for E-board review

October 17, during the bi-weekly programming meeting, the FWN Programming Chair-Karen GreenBay will lead the selection process of 25 applicants with the programming committee.

October 18, selected applicants will receive notification from the Marketing and Promotions Chair and the winners of the professional development funds are shared on the FWN website and Facebook page with acknowledgements of funding provided through the mini-diversity grant.

October 18-28, selected applicants will register for the WOCC Luncheon online. Once registration is completed, the confirmation page/receipt will serve as proof to be sent to the FWN Treasurer-Jennifer Yontz, who will handle reimbursement of funds into appropriate accounts.

November 1, transportation will be coordinated by FWN Vice President Karen Simmon for any FWN member attending the conference until capacity of the vehicle is reached.

November 4-8 a survey will be sent out by email to all funded participants.

November 29, all 1-page reflection essays are due to the FWN Vice President.

December 1-31 select essays are shared with the permission of the author to share on Facebook and the FWN website

December 12 the final report will be submitted.

4. Describe the target audience and indicate how many participants are expected. Discuss how the project will be publicized and promoted and, if appropriate, how participants will be selected.

The target audience for the WOCC are women/men professionals in higher education interested in the advocacy and support of women's professional development and networking opportunities. The target audience for the grant request are FWN members consisting of women secretaries, executives, faculty, staff/administrators and other Ferris employees holding membership since fall 2018 up-to-date, that can provide documentation of a need for professional development funding, and desire to attend the WOCC Luncheon. FWN requests assistance to provide 25 registration fees at \$50 each for the one-day luncheon.

The project will be publicized through the FWN Ferris webpage, our internal FWN email list, the University-Wide News, and the FWN Facebook page to alert Ferris women of this professional development opportunity.

Potential participants will be selected based on the submission of Supervisory Letter, Explanation Letter of attendance to WOCC by the potential participant, and a scoring rubric to determine the 25 selected to receive registration fee funding. *See Appendix A*

5. Discuss specifically how the project relates to the current Ferris State University Diversity and Inclusion Plan.

The project request relates to Goal 4 of the Ferris State University Diversity and Inclusion Plan, which states to recruit, employ, and retain a diverse workforce. The WOCC Luncheon is not just a meal but this luncheon places an emphasizes on: the inclusion and celebration of diverse women's professional achievements; career related topics that help women navigate and taken ownership of their career journey; and creating a bridge between women of color and majority women in higher education that provides an open pathway of cross cultural and cross divisional networking with others. The WOCC Luncheon encourages a diverse workforce as it connects women to diverse ideas and networking opportunities; thereby, expanding Ferris's employees potential to attract a diverse workforce.

6. List at least 3 measurable outcomes for this project/event. For each outcome, identify how it is connected with the Ferris State University Diversity and Inclusion Plan. Include a description of how the outcome will be assessed.

1. Ninety percent of FWN recipients of funding will rate the WOCC Luncheon as satisfactory or very satisfactory in terms of their experience with the entire conference. This outcome will be assessed by an electronic survey sent to the recipients of grant funds by the Programming Chair-Karen Greenbay. *See Appendix B*
2. All FWN recipients of funding will provide qualitative data on how the experience added value to their careers or future career plans. This outcome will be assessed in a review of the essays for common themes that can be mentioned about the success of luncheon in the final report.
3. All FWN recipients of funding will provide survey data on their networking experience at the conference. This outcome will be assessed by an electronic survey sent to the recipients of grant funds by the Programming Chair-Karen Greenbay. *See Appendix B*

All measurable outcomes aforementioned are connected to Goal 4 in the Diversity and Inclusion plan—recruit, to employ, and to retain a diverse workforce. The WOCC Luncheon encourages diversity and inclusion. Allowing Ferris women the opportunity to network among the diversity of women who attend the WOCC Luncheon strengthens the Ferris community by positively supporting diverse attitudes/perspectives and ways of interacting with others who are different. As WOCC Luncheon attendees return to Ferris, the influence left from the luncheon will help to shape how these women practice diversity and inclusion in their respective work areas, creating a more welcoming campus climate for all Ferris employees.

Budget and budget Justification. Use the attached budget form. Required components are:

1. Itemized list of expenses with a brief explanation of each;
2. Itemized list of funds anticipated from other sources;
3. Amount requested from the Faculty and Staff Diversity Mini-Grant.

See the Mini Grant Rubric for additional guidance. If required components of the grant are missing, the grant will be returned.

Final Report.

A final report is required. Failure to submit the final report will exempt all team members from future mini-grant funding.

Expected completion date: December 12, 2019

The final report is due 90 days after the expected completion date. Final reports should be submitted to the Diversity and Inclusion Office.

Budget Overview

	Requested Grant Funds	Funding from other sources	TOTAL BUDGET
STIPEND			
HONORARIA			
TRAVEL			
<p>FSU Motor Pool rental will be covered by FWN for 2-10 passenger vehicles for the day to transport grant recipients and other FWN members up to 20 people @ 69 cents per mile 207 miles x 2 (round trip)</p> <p>FOOD</p>		\$285.66	\$285.66
RENTALS			
PRINTING & DUPLICATING			
<p>Scoring rubrics printing cost will be covered by FWN</p> <p>PROMOTION</p>		\$20	\$20

<p>Internal promotions through FWN website, FWN email list, University-Wide News, and FWN Facebook page</p> <p>SUPPLIES & POSTAGE</p>			
<p>RESOURCE MATERIALS</p>			
<p>ASSESSMENT TOOLS</p>			
<p>Survey's will be sent electronically to grant recipients</p> <p>OTHER-Registration fees</p>			
<p>25@ \$50</p>	<p>\$1250</p>		<p>\$1250</p>
<p>TOTAL</p>	<p>\$1250</p>	<p>\$305.66</p>	<p>\$1555.66</p>

Appendix A-Scoring Rubric

Traits	4	3	2	1
Compelling explanation for how this opportunity fits with career goals				
Clear statement of how this opportunity will increase/support growth in her personal/professional cultural perspective				
Sentence Structure, Grammar, Mechanics, & Spelling				
Reviewer's Comments	Total Points ____/12__			

Appendix B-FWN WOCC Luncheon Survey

1. How would you rate your satisfaction with the WOCC Luncheon?
 - a. Very Satisfied
 - b. Satisfied
 - c. Neutral
 - d. Dissatisfied
 - e. Very Dissatisfied

2. The information presented at the conference was:
 - a. Extremely Valuable
 - b. Very Valuable
 - c. Somewhat Valuable
 - d. Not so Valuable
 - e. Not at all Valuable

3. I had sufficient time to network with other higher education professional?

4. My networking experience at the WOCC Luncheon may lead to: (circle all that apply)
 - a. Professional growth in my field
 - b. Personal growth in my life
 - c. Ways to gain skill sets that are not available to me in my current role
 - d. Greater understanding of cultural competency