

HB

603



ANCHORAGE COMMUNITY COLLEGE

2533 PROVIDENCE AVENUE • ANCHORAGE, ALASKA 99504 • (907) 263-1200

December 19, 1979

The Honorable Thelma Buchholdt
House of Representatives, State of Alaska
Pouch Y
Juneau, Alaska 99811

Dear Thelma:

Enclosed is the proposal of the Anchorage Community College Women's Center Task Force. We have had excellent participation on the part of those community and campus leaders whom you met, and wherever we have spoken with people in Anchorage about the work of the Task Force, they have expressed enthusiastic support for the proposal.

Please let me know if you want someone to testify before the Finance Committee on this proposal. Members of the Task Force have volunteered to write and/or wire if you think such communications might be in order. We would need your advice on the timing involved, if you think the idea is a good one.

This proposal has been carefully studied by Dr. Ed Biggerstaff, ACC Campus President, and it carries with it his full approval and support. All of us who are involved with administration at ACC are deeply grateful to you for your interest in the needs for a Women's Center, and for your willingness to call these needs to the attention of our House Finance Committee. Please let me know if I may be of help in any way, at any time.

Sincerely,

Mary Hale, Assistant to the President
Director, Public Services Department

A PROPOSAL
of the
WOMEN'S CENTER TASK FORCE
ANCHORAGE COMMUNITY COLLEGE

December, 1979

Members of the Task Force: Mary Hale, Chairman pro tem, Anita Robinson, Thelma Buchholdt, Sharon Moore, Toni Jones, Ilene Sackett, Lisa Rudd, Jewell Jones, Helen Fisher, Helen Roberts, Midge Clouse, Sharon White, Carol Nolfi, Marge Fowler, Barbara Zickuhr, Joan Haig, Luz McDade, Elaine Ramos Abraham, Eleanor Bolesta, Rena Mulcahy, Deeta Lonergan, Mim Carlson, and Sanna Green.

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INTRODUCTION

For the past two years, a Women's Committee has served in an advisory capacity to the Campus President of Anchorage Community College, pointing up pertinent problems and providing assessments of crucial needs for additional programming and services for women on our campus. Upon the request of a number of women from the community at large, as well as the urging of staff, faculty, students and the Campus President at ACC, a Task Force was formed in the fall of 1979 to set forth plans for a Women's Center which would provide both programs and services needed by women of the Anchorage community, with a target date for beginning operation of July 1, 1980. The following proposal is the result of their planning efforts.

Funding for an adequate women's program has held top priority among administrators at ACC for the third year in a row. But due to less than maintenance budgeting and the moratorium that was placed on all new programming, no real progress has been made in meeting the special needs of women at ACC. The FY 81 budget, which goes into effect on July 1 of 1980, was submitted without a funding request for women's programs some eleven months prior to this date. We therefore respectfully request consideration of the attached budget as an addition to the regularly submitted budget from the University of Alaska.

Administration of the Women's Center is the responsibility of the Public Services Department of Anchorage Community College, directed by Mary Hale, Assistant to the Campus President. Physical facilities for this program have been reserved in the Campus Center, with the north lounge area designated for use of Center personnel and clientele. This particular area is most convenient to both campuses and is easily locatable by community people who enter through the south door to the Campus Center. The Food Service and other service areas within the Campus Center are conveniently close at hand.

The Master Plan for ACC, written last year with the help of ninety community leaders from every area of our Anchorage, calls for expanded services and classes for women. The Community Needs Assessment report, also published in 1978, highlights requests for increased number of classes for women during the early morning and evening hours. All planning and research at ACC has pointed up the need for a Women's Center, especially during the past three years, as our enrollment figures have underlined this need in their ever-growing margin of women students over the number of men now studying at ACC. For example, in 1978 women numbered 4,501, with 3,427 the count for men. This fall, based on statistics released as of November 26, 1979, the total number of students at ACC stands at 8,279 of which 4,959 are women and 3,320 are men. As the numbers of women students increase, needs for a special service center are growing and will continue to expand.

In last year's student newspaper, one student described the ACC campus as "the loneliest place in the world for a woman." We would like to change that scene in a number of ways: to help students feel welcome, non-threatened, with help available from professionals who can assist them with adequate testing, career counseling, academic advisement, tutorial support as needed, with information about other opportunities for women in Anchorage, and with child care referral help. We want to provide

A special appropriation of
138,000 for ^{the} Women's Center
at the Anchorage Community
College to

Introduction continued

opportunities for women to realize their full potential, to do the "catching up" which years of working only in the home have made necessary, to be able to gain in their job situations upward mobility which is now not usually possible, to be able to pursue that educational interest which will be enriching and fulfilling. We sincerely believe that a Women's Center, as described here, given adequate funding and astute administration with capable, sympathetic personnel, will accomplish these goals. We solicit your support for our purposes, which are:

- A. To provide comprehensive educational programs for and about women, both on campus and in outreach locations within the Anchorage Community, and
- B. To establish, maintain and coordinate services for women, such as financial aids, tutoring, testing, counseling, career advisement, referrals and placement.

OUR TARGET POPULATION

It is important to emphasize that the ACC Women's Center is planned not to duplicate services already available to women at the Alaska Women's Resource Center and at the YMCA, as well as in several churches and through at least one or more of our service clubs. Instead, the Center is considered as a source of services and specialized training not now available for all women in the Anchorage area. Coordination of programming with other local agencies is a requisite for the planning at ACC, and it is hoped that a number of workshops and conferences can be undertaken jointly with groups that are dedicated to serving women.

In the survey of homemakers just completed for the Alaska Commission on the Status of Women, one striking statistic is worthy of an underline: seventy-one per cent of the homemakers not now attending classes are interested in doing so! With so many thousands of Anchorage citizens already planning for their continuing education, the challenge is tremendous and the timing is now for establishing both programs and services which will serve well the needs of these women. The almost unanimous response of the homemakers surveyed to a question about how they would do things differently with their lives involved establishing a career earlier in life or having gone further with their education before marriage. By far the majority of these homemakers are interested in re-entry into education for the purpose of becoming trained for gainful employment.

There are also thousands of women who are already among the working population who are seeking additional education not just in order to advance along the job trail, but primarily for enrichment purposes. The ACC Educational Needs Survey of Federal Employees, made in August of 1979, reveals that 91.7% of employees responding indicated they wished to continue their education. 49.5% of these were women, giving as their reasons for seeking more education and training "to upgrade skills and move to more responsible jobs"(57%) and "to learn new skills and hopefully change occupations"(23.4%). Continuing, lifelong learning is one of the exciting ever-more-popular interests being developed by women of all ages, everywhere.

Our Target Population continued

While we know we cannot be all things to all women, we certainly hope to serve a variety of needs through the services and programs of the Center. We are aware of a great need for a professionally-done needs assessment among the women of Anchorage, after which the broad purposes of the Women's Center can certainly be modified to reflect more specific target populations, but until such time as we are aware of such needs for specialization, the Center would be administered to meet its two main, broad objectives as stated. Our target population is in fact the women of the Anchorage community.

PROGRAMS

Among others to be offered on the basis of proven need, here are suggestions of workshops, courses both for credit and non-credit, support programs and conferences which have been requested of the Women's Center:

Workshops

- Time Management
- Resume Writing and Job Interviews
- Financial Opportunities in Anchorage
- Career Opportunities in Non-Traditional Fields
- Basic Life Skills

Courses

- Suddenly Single
- Oral History: Alaskan Women
- Women and the Law of Alaska
- Movement Therapy
- Assertiveness Training
- Women's Sexuality
- Minority Women in Alaska
- Child Care and Parenting
- Health Care during Pregnancy
- Women and Technology
- Women in Science
- Women in Politics: the Use of Power
- Women in Literature
- The Women of History
- Anthropology's Story of Woman

Support Programs

- Consciousness Raising
- Career Counseling
- Parenting
- Study Skills
- Coping with Child Care Needs in Anchorage
- Handling LOSS(loss of someone special)

Conferences

- On Re-entry: Job-related and Educational
- Women in Science and Technology
- Women Alone
- How Women Can Advance in Employment
- Parenting
- Re-directed Homemakers

One major conference is planned annually, with outstanding Alaskan women as speakers and participants.

PERSONNEL

One full-time coordinator

One full-time administrative assistant

One half-time accounts clerk

Two assigned counselors (40%) from the ACC Counseling Center

One assigned counselor from the Educational Opportunities Center

Three part-time peer counselors to be trained by the ACC Counseling Center personnel, and specifically assigned to work with minority groups in the community, primarily in off-campus locations.

QUALIFICATIONS

Required: Baccalaureate degree

Paid or volunteer work experience in women's programs and/or organizations.
Supervisory work experience to include organizing, planning, budgeting,
and implementing broad-aspect programs.

Preferred: Work/teaching experience in a post-secondary educational institution.

Formal training and/or work experience in individual advising
and group process.

Master's Degree

GENERAL RESPONSIBILITIES

The Women's Center Coordinator is responsible for organizing, planning and implementing programs and services helpful to women on campus as well as in the community. In addition, the Coordinator performs such other tasks as may be required to accomplish institutional goals and objectives through the following specific responsibilities:

1. Reaching women in the community through presentations, workshops and publications, plus coordinating at least one annual conference;
2. Organizing and facilitating educational programs in conjunction with appropriate ACC departments with special attention to the needs of ethnic women;
3. Advising the Student Services personnel, faculty and staff regarding the special needs of women in such matters as orientation, admission, and financial aid;
4. Assisting the Learning Resources Center in establishing a specialized library for women;
5. Providing information about child care availability;
6. Assuming responsibility for development and management of the Women's Center, including the hiring and supervising of personnel;
7. Serving as an information officer for programs and services available to women in Anchorage;
8. Facilitating re-entry for returning women students;
9. Serving as an ex-officio member of advisory committees to women's programs;

Job Description continued

10. Developing faculty and staff in-service training on sex stereotyping;
11. Obtaining grant monies to enhance the opportunities for women at ACC;
12. Attending conferences on women's programs and services as approved;
13. Performing other duties related to the Women's Center and programs as assigned by the Director of Public Services or by the Campus President of ACC.

Proposed Salary	\$25,812.00	base
	\$ 5,704.45	benefits (22.1%)
	\$ 1,806.84	COLA (7%)
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TOTAL	\$33,323.29	

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT 1

QUALIFICATIONS

Required: A. A. degree or equivalent

Three to five years' general office experience, with one or more in a people-oriented environment.

Typing 50 wpm, ability to organize and maintain filing system, e telephone manner, ability to manage office with little supervi-

Above-average public relations skills, including excellent wri en and verbal communications skills.

Preferred: Baccalaureate degree

Familiarity with community college system.

Familiarity with women's programs and organizations in Anchorage.

GENERAL RESPONSIBILITIES

1. Serving as receptionist, this person will be the initial contact for all people coming to and calling the Center, directing inquiries to the proper channels and disseminating information as needed.
2. Managing routine office work, assisting in writing reports, ordering supplies, handling correspondence.
3. Organizing and maintaining filing system, including library materials; working with the Learning Resources Center to establish a resource library for women.
4. Responsible for various duties as assigned by the Coordinator, in addition to managing day-to-day office functions.

JOB DESCRIPTION

ACCOUNTS CLERK III (HALF-TIME POSITION)

QUALIFICATIONS

Required: High school graduation or the equivalent. Three-years' clerical accounts experience. Appropriate education beyond the high school level may be substituted for two years of the required experience. Knowledge of modern office practices, accounting procedures and business machines. Ability to work with little or no supervision, perform all accounting functions for the office efficiently and accurately; work with others in reconciling and correcting accounts.

Preferred: Two years' college; bookkeeping and accounting experience beyond the minimum requirements.

GENERAL RESPONSIBILITIES

1. Keeps all soft ledgers for the office.
2. Performs all Cost Center Clerk duties.
3. Orders all materials, processes purchase requisitions, check requests and other financial paperwork.
4. Maintains and checks financial records with status reports, and reports any irregularities.
5. Processes time sheets, receives and distributes checks.
6. Compiles fiscal reports for funding sources, keeps records of same.
7. Processes employee appointment proposals.
8. Performs other related duties as assigned.

SALARY

Grade 10 - (half time)	\$7,550.40
staff benefits	\$1,668.64
COLA	\$ 528.53
	<u>\$9,747.57</u>

BUDGET

Personnel

Coordinator	Salary	\$25,812.00
	Fringe	\$ 5,704.45
	COLA	<u>\$ 1,806.84</u>
	TOTAL	\$33,323.29

Administrative Assistant I	Salary	\$16,764.80
	Fringe	\$ 3,705.02
	COLA	<u>\$ 1,173.54</u>
	TOTAL	\$21,643.36

Accounts Clerk III	Salary	\$ 7,550.40
	Fringe	\$ 1,668.64
	COLA	<u>\$ 528.53</u>
	TOTAL	\$9,747.57

Counselors from ACC (40% of two)	Salary	\$26,000.00
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Part-time peer counselors 18 hours weekly for 50 weeks	Salary	\$21,600.00
	Fringe	<u>\$ 1,706.00</u>
	TOTAL	\$23,306.40

BUDGET

Contractual

Professional fees and services (speakers for conferences, etc.)	\$2,600.00
Honoraria	\$1,000.00
Rentals (Films, etc.)	\$ 500.00
Duplicating	\$1,000.00
Printing	\$2,370.00
Postage (including freight)	\$ 559.88
Advertising and Publicity	\$4,800.00
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TOTAL	\$12,829.88

BUDGET

Commodities

Stationery and office supplies	\$1,096.45
Educational and instructional supplies	\$271.59
Periodical subscriptions, books and tapes	\$750.00
Other (including coffee for forums)	\$337.50
Tables 4 @ \$99	\$396.00
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TOTAL	\$2,851.54

BUDGET

Equipment

Item	Quantity	Unit Price	Total
Pedestal desks, 30x60	2	\$325.92	\$651.84
Typewriter attachments for desks	2	\$178.81	\$357.62
Desk chairs	2	\$144.42	\$288.84
File cabinets, 2-drawer with locks	2	\$138.17	\$276.34
Typewriters, IBM Selectric with correcting ribbon	2	\$830.00	\$1660.00
Calculator, Victor 100	1	\$140.00	\$140.00
Table, 30x60, with folding legs	1	\$170.00	\$170.00
Side chairs, pedestal base	6	\$155.76	\$934.56
Couches	2	\$250.00	<u>\$500.00</u>
		TOTAL	\$4,979.20

BUDGET

Personnel	\$114,020.62
Travel	\$ 3,000.00
Contractual Services	\$ 12,829.00
Commodities	\$ 2,851.54
Equipment	\$ 4,979.20
TOTAL	\$137,681.24



alaska
women's
resource
center

P.O. BOX 128
ANCHORAGE, ALASKA 99510
PHONE (907)276-8528
December 17, 1979

TO WHOM IT MAY CONCERN:

The Alaska Women's Resource Center supports the concept of a Campus Women's Center at the Anchorage Community College. Staff members from the Alaska Women's Resource Center have participated in the planning of such a Center and would use it in the Information and Referral Program whenever possible.

At our Center, in trying to help women in the Displaced Homemaker's Program, it is found that most of these women do not have adequate educational background to apply for the jobs that are available. The Center would support efforts to counsel women to obtain this needed education, and to encourage the supportative services to remain in school.

Sincerely,

Helen Fisher
Helen Fisher, Director



STATE OF ALASKA
OFFICE OF THE GOVERNOR

ALASKA COMMISSION ON THE STATUS OF WOMEN
338 DENALI STREET, SUITE 850
ANCHORAGE, ALASKA 99501

December 18, 1979

To Whom It May Concern:

Women at Anchorage Community College have for several years been working as volunteers in an effort to establish a campus women's center. At several organizing meetings which I have attended in the past such needs as educational counseling, rap and reading rooms, skill-building classes, childcare, and roommate exchanges have been listed as prime needs of campus women.

Because each year campus women again express some combination of these needs as primary, I am pleased to see that the College has responded with a proposed program. I strongly recommend that it be given serious consideration, since it will provide a needed community service.

Sincerely yours,

A handwritten signature in cursive script that reads "Lynne Woods".

Lynne Woods
Executive Director



December 17, 1979

To Whom It May Concern:

As an Alaskan resident and working professional woman, I would like to extend my support for the "Women's Center" proposal. I have worked with many groups of women in my profession and agree with the proposed programs and services the "Women's Center" can offer.

I am willing to discuss my thoughts and comments written above at any time.

Sincerely,

Claudia Bieber
Anchorage Community YMCA