

Keene State College Strategic Plan Initiative Proposal

1. Title of Initiative: **Diversity Requires Support for International Employees and Vendors**
2. Provide a statement of the problem, need or opportunity.

The problem? Keene State College needs to retain its current level of expertise in the area of international employees but the HR position meeting that need will expire June 30, 2007. Additionally, a collaborative is required to assist Purchasing and Accounts Payable in triaging requests for contracting international vendors and individuals for their services.

In spring of 1998, Keene State College hired our first-ever H1B visa faculty member into a tenure-track line. This signaled our entry into the process of visa processing and labor certificates. In Spring of 2005, our numbers swelled to eight (8) new tenure-track faculty requiring support for H1 and Green Card processing. By way of comparison, KSC is currently actively supporting thirteen (13) benefited faculty classified as foreign citizens. Plymouth State currently lists only three (3). While it is difficult to predict when an international faculty hire will be made, we celebrate the impact of those hires on the landscape of our campus, how it supports our efforts to diversify our campus, and demonstrates our commitment to diversity.

Karen Crawford has worked for two years in the Office of Human Resources in a term position developing her knowledge surrounding international employee issues, coordinating over 10 successful H1 applications. Currently, Karen is actively supporting visa or green card processing for 10 faculty; oversees coding of all international faculty and staff to the Banner system, and provides I-9 verification for all international student employees. Karen has also been able to lend support to the Arts Center in securing P visas for sponsored performers.

3. Describe the Proposed Initiative.

We request the establishment of a 50% PAT position within the Office of Human Resources. If approved, this role would continue to support all international status-hire visa and green card processing, maintain the detailed transactional and public access files as required by the United States Citizenship and Immigration Services, and oversee all employee I-9 verification for international students.

Further, this position would work cooperatively with the Purchasing and Accounts Payable departments to establish a protocol for how contracts and payments can or should be processed for international performers, presenters, and vendors. Concerns arise from the timeliness of requests from departments to pay for these services and can create issues of non-compliance for the institution. This protocol would include a triage assessment of the appropriateness that vendors or presenters can be contracted – within the required timeframe – to provide services to the institution while complying with USCIS regulations and USNH Financial policies.

4. Indicate the ways the proposed initiative reinforces mission and values, and supports strategic goals and/or evaluative criteria (see attachments or Planning Council web site <http://www.keene.edu/planning/>).

Because we have set as one of our Strategic goals to “*clearly and continuously communicate our mission and values in all that we undertake, and to foster a strong sense of community on campus in pursuit of academic excellence,*” we MUST reflect diversity in our faculty body and in our staffing. We identified diversity as a core value – both in our student and employee populations but within our curriculum as well. Such diversity signals an embrace to underrepresented groups and encourages affiliation with our institution. When Bernice Sandler described the *Chilly Campus Climate for Women*, she argued that the underrepresentation of women on the faculty had an adverse effect on the female student population and their persistence in higher education. We understand that a lack of diversity – whether based on gender, age, race, religion, ‘disability’ or national origin – hurts us as an institution. As such, diversity – in its myriad forms must be nurtured and supported – which can include support processes for hiring international faculty as well as improved support for departments or campus groups wishing to utilize international performers and presenters.

5. Describe action steps – who will do what and when (this can be multi-year steps)

If approved, a position could immediately be established effective July 1, 2007 and a valuable employee retained at Keene State College.

Work would then immediately take place to continue work on the 10 faculty requiring support for visa/green card processes and then secondly, to form the cooperative with Purchasing and Accounts Payable.

6. Estimate impact on revenue and/or expenditure of the proposed programmatic change. Describe funding sources and whether additional funding is required. If applicable, use the attached Initiative Financial Worksheet.

See attached.

7. Identify outcomes of the initiative and how it will be measured or documented.

Keene State College participates in a Systemwide Affirmative Action review and will use the benchmarks in those documents to ascertain whether such support – in addition to changes in recruiting methods – are helping KSC achieve its goal of diversity.

Department Title:
Submitted by (Name of Chair/Dean or Director):
Brief Title of Initiative Modeled Below:
Submission Date:

**Financial Projection for This Initiative -
 Total New Dollars For Each Year vs FY07
 Baseline Year of \$0**

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	
<u>Revenues</u>				
Net tuition:				
Undergraduate				
Graduate				
Summer Session				
Fees				
Indirect cost recovery				
Restricted Gifts/Endowment Earnings				
Transfers In or Other Misc Revenue				
Total Revenue	-	-	-	no entry-formula
<u>Expenses</u>				
Faculty, PAT, OS Sals & Wages ¹	25,780			
Full Fringe Benefits on Amount Above	11,498	-	-	no entry-formula
Complementary Salaries & Wages ¹				
Partial Fringe Benefits on Amount Above	-	-	-	no entry-formula
Student Labor				
Support:Travel, Supplies, Print, Copy, Postage, Repairs, Services, Telecom, Misc				
Equipment ≥ \$5000 each				
Specialized items--Financial Aid, Allocated Charges, Library Acq, Utilities				
Transfers out				
Total Expenses	37,278	-	-	no entry-formula
Net Revenue/Expense	(37,278)	-	-	no entry-formula

¹For Salaries & Wages - Include a 3.5% inflation factor in each subsequent year