

## STATEMENT OF UNDERSTANDING ON THE ADMINISTRATION OF THE SPECIAL EDUCATION MEMBERSHIP FEES

The following referendum was approved by the undergraduate student body by their vote during Spring of 1969:

“Proposed that the ASUCLA fee be increased \$1 per quarter to provide student support funds for undergraduate students enrolled in programs under the direction of the Office of Special Education Programs.

For the year, 1969-1970, the money shall be allocated to the Educational Opportunities Programs. Thereafter, the Student Legislative Council shall annually name the specific program of the Office to which monies shall be applied for the subsequent year.”

Also, the “Statement of Understanding of ASUCLA Relationships with the University of California,” signed in June 1974 stated:

“The University agrees to continue its practice of collecting mandatory fees for USA and GSA providing these bodies agree to continue to expend these revenues in compliance with existing University policy.”

In 1977, Chancellor Young and the Student Body President developed a statement specifying the methods to elicit student input and advice on the expenditure of the Special Education Membership Fee.

In 1985, the Chancellor and the student leaders revised the 1977 statement to clarify the terms therein and to “provide a timeline and a process which [would] maximize student input.”

It should be noted that the following substitutions and name changes have been made since the 1977 agreement:

- a. Student Legislative Council (SLC) is now the Undergraduate Students Association Council, hereafter referred to as USAC.
- b. Academic Services, the university unit that previously housed the Office of Special Education Programs, was reorganized into two separate units; the Office of the Provost of the College of Letters and Science, and the Office of Student Affairs.

Additionally, in Spring 1990, Spring 1993, and Spring 1999, the Undergraduate Students Association voted to increase their annual Membership Fees for the purpose of supporting student initiated programs. Included in the total increase was an increment of \$3.00 per year (\$1.00 per quarter) in 1990 an increment of \$9.00 per year (\$3.00 per quarter) in 1993 and an increment of \$6.00 per year (\$2.00 per quarter) in 1999 to be allocated by the Campus Retention Committee (CRC).<sup>1</sup>

### **Specific Guidelines:**

In recognition of changed circumstances and in order to clarify and stabilize the administration of the monies collected from the 1969, 1990, 1993 and 1999 referenda, the University and USAC through the CRC hereby establish the Student Retention Center and enter into this statement of understanding.

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<sup>1</sup> For the purposes of this Statement of Understanding, the Special Education Membership Fees (SEMF) will be considered to include monies collected pursuant to the related 1969, 1990, 1993 and 1999 referenda.

USAC shall, upon approval of this Statement of Understanding, delegate responsibility for and authority over all SEMF monies to the CRC in order to assure student representation and participation in the administration and apportionment of the SEMF. This responsibility and authority shall be subject to oversight by the Vice Chancellor of Student Affairs, or his/her designee. Such oversight shall be limited to ensuring compliance with University fiscal policies and fiscal guidelines. Neither the Vice Chancellor nor the chosen designee shall act, with respect to such oversight, without first consulting and working with the CRC.

The primary functions of the CRC are:

- A. To oversee the operations and administration of the Student Retention Center.
  - B. To allocate funds for student programming designated for retention of the student body or specific element thereof.
  - C. To evaluate programming in order to ensure compliance with the retention programs' stated goals and objectives.
  - D. To provide a forum for soliciting student views on CRC allocations and funding priorities.
- I. On or before the last day of June of each year, the CRC shall be re-constituted by members of the undergraduate student body, an administrator and a faculty member.
- A. The undergraduate members of the CRC shall be the Academic Affairs Commissioner of USAC, the Financial Supports Commissioner of USAC, the Student Welfare Commissioner of USAC, and a member of the Student Initiated Outreach Committee elected by majority vote, as well as an undergraduate student representative elected by every sponsoring student organization that received CRC funding for a retention project during the previous fiscal year. These sponsoring student organizations shall be granted full membership status with all rights, responsibilities and voting privileges, and must represent those communities which, based upon the most relevant data then available, are most likely to be severely damaged by low retention rates.
  - B. Other voting members of the CRC shall be one administrator, appointed by the Vice Chancellor of Student Affairs, and one faculty member, appointed by the Committee on Committees of the Academic Senate.
  - C. A representative of a sponsoring student organization that establishes a new retention project shall be granted full voting privileges after serving on the CRC as a non-voting ex-officio member for a period of one year. Ex-officio members of the CRC will not vote on any items that come before the CRC, but shall be allowed to participate in all discussions pertinent to the CRC.
  - D. Membership of a sponsoring student organization on the CRC shall be subject to termination at any time the sponsoring student organization's retention project becomes non-operational or in the event that the sponsoring student organization loses registration as an Officially Sponsored Registered Organization with the Center for Student Programming.
  - E. Appointments shall commence on July 1 and terminate June 30 of the subsequent year.
  - F. Students and/or groups who have concerns regarding the services provided by the retention projects may petition the CRC regarding the matter. The CRC will attend to the petition, and if the matter is not satisfactorily resolved, the matter can be brought to USAC by the students and/or groups. USAC, in

consultation with the CRC, will resolve the petition. USAC may overturn a CRC decision by a three-fourths vote of the voting USAC membership.

- G. The CRC will hold hearings and allocate SEMF funds in accordance with university policy and fiscal guidelines.
- H. Student members of the CRC will receive a stipend for their service. Distribution of the stipends will be administered by the Student & Campus Life Division, according to the Student Fee Advisory Committee (SFAC) Student Stipend Policy.
  - 1. Each student member will receive a stipend equal to the amount stated in the SFAC Student Stipend Policy. The CRC Chairperson will be eligible for a stipend in the amount stated in the SFAC Stipend Policy for chairpersons. In order to remain eligible for their stipends, student members must satisfy the requirements of the SFAC Student Stipend Policy, and any additional requirements the CRC may establish annually. Any such requirements established by CRC will be communicated promptly to the SFAC Chair and the Assistant Vice Chancellor of Student & Campus Life.
- II. SEMF funds shall be promptly transmitted to the appropriate division within Student Affairs. The appropriate division shall retain said funds in accordance with University policies and guidelines until allocated under the terms of this Statement of Understanding.
- III. In the event that the CRC ceases to exist, SEMF monies shall be thereafter allocated by USAC with the approval of the Chancellor or his/her designate
- IV. Any changes in the structure of the CRC which will significantly alter the function of this committee may be recommended by the CRC or any member thereof and submitted to USAC and the Vice Chancellor of Student Affairs for their review and approval.
- V. Amendments to this Statements of Understanding may be proposed by either party with a two-thirds majority of the voting members of the CRC. Upon approval by USAC, and the Vice Chancellor of Student Affairs, such amendments shall become effective.
- VI. The UCLA Administration, in support of student initiated programs addressing student retention, will provide office space and administrative support. In addition, the CRC may request additional funds from the University by submitting proposals to SFAC and other administrative funding channels.
- VII. In recognition of the CRC as the student voice on retention matters, the University administration shall consult the CRC when issues pertaining to student retention are discussed. The CRC will have representation on university committees and programs that deal with, and make policy on, student retention issues. CRC's involvement will be in accordance with university policy.
- VIII. In order to facilitate the retention of students, the University will provide data as requested by the CRC. The CRC will use all student data in compliance with existing university practices and mandated guidelines.

## Policies and Procedures for the Campus Retention Committee

- 1-1 This committee shall be known as the Campus Retention Committee (CRC) and have as its area of concern those student initiated retention programs housed under the Student Retention Center. These programs will be directed at the retention of the student body or specific elements thereof as outlined in the Specific Guidelines. The CRC shall be constituted for as long as the "Statement of Understanding on the Administration of the Special Education Membership Fees remains in full force and effect.
- 1-2 The CRC shall allocate funds for all SEMF campus retention proposals. CRC derives its authority and responsibility for allocation from USAC.
- 1-3 A quorum of the CRC shall be a majority of the voting members. An action shall be deemed taken when a majority of the total voting membership votes affirmatively on the action. Committee action requires that a quorum be present and be reflected in the minutes of the meeting.
- 1-4 The following shall be the criteria considered in funding choices made by the CRC with available monies designated for campus retention programming:
- A. Funding will be given to proposals that, based upon the most relevant data then available, focus on student communities that are most likely to be severely damaged by low retention rates.
  - B. The proposal(s) under consideration must focus on increasing retention, with an emphasis on working with students who are facing academic difficulties, defined as those students who are on academic probation, subject to dismissal and/or dismissed.
  - C. The proposal(s) under consideration should not otherwise be available through existing University departments, programs, or offices.
  - D. Funded proposals must have a faculty advisor.
  - E. Proposals must include the following:
    - 1. Stated goals to be accomplished
    - 2. Measurable objectives to be employed to attain said goals.
    - 3. A detailed plan for implementing the proposed project, including schedule and location of activities.
  - F. Evidence must exist of the organization's ability to carry out the proposal's objectives funded with the resources requested of the CRC.
  - G. An outline for the evaluation of the proposed project must be provided.
- 1-5 Members of the CRC shall be required to make quarterly site visits. A member of the CRC shall not be assigned to a site visit or evaluation of a program sponsored by an organization of which he or she is a member.
- 1-6 The sponsoring student organizations must be officially recognized with the Center for Student Programming. Upon Center for Student Programming termination of registration, the student organization and the retention project shall be instructed by the CRC to cease and desist from expending or obligating the expense of funds awarded by the CRC. Funds shall be allocated only to retention programs that are student originated, organized, planned, and directed, by a student organization as outlined in the Specific Guidelines.

- 1-7 The sponsoring student organizations shall each be allowed to sponsor only one retention project housed under the Student Retention Center. In addition, the sponsoring student organizations shall have governance and administrative authority over their respective retention projects, in accordance with all applicable University policies.
- 1-8 Non-student administrative staff for the Student Retention Center, may be hired on a contract basis. Hiring will be contingent on the yearly hiring decisions of the sponsoring student organizations based on the availability of funds.
- 1-9 The CRC shall provide proposal guidelines at the beginning of each academic year to assist the program proponents in preparing requests. The CRC shall establish accounting and reporting procedures by which all funded organizations must abide.
- A. Proposed programs must comply with University policies, rules, guidelines.
  - B. Maximum CRC funding for any one proposal or activity from available SEMF monies shall be determined by the incoming CRC membership.
  - C. Failure to meet any of the requirements of the CRC may be grounds for termination of support and restitution by the funded organization of CRC funding. Termination, restitution, and timeline eligibility decisions shall be determined by the CRC in keeping with University guidelines.
- 1-10 SEMF funds unexpended or unallocated by June 30 of each fiscal year shall be added to the next year's funds available to CRC.
- 1-11 CRC shall prepare an annual review and evaluation of the proposal(s) funded. The CRC reports shall be forwarded to USAC and the appropriate division within Student Affairs by October 1 of that same year for their review.
- 1-12 Fiscal and other operational aspects shall be developed by the CRC with the assistance of the Center for Student Programming.

AGREED TO:

FOR CRC:

Antonio Sandoval 5/24/02  
Antonio Sandoval Date  
Chairperson

Melanie Pascual 05/24/02  
Melanie Pascual Date  
Vice Chairperson

FOR USAC:

Karren Lane 5/24/02  
Karren Lane Date  
President

Bryant Tan 5/24/02  
Bryant Tan Date  
Academic Affairs Commissioner

Elizabeth Trang 05/24/02  
Elizabeth Trang Date  
Financial Supports Commissioner

Peter Trinh 5/28/02  
Peter Trinh Date  
Student Welfare Commissioner

FOR THE UNIVERSITY:

Albert Carnesale 6-18-02  
Albert Carnesale Date  
Chancellor

Claudia Mitchell-Kernan 5-28-02  
Claudia Mitchell-Kernan Date  
Interim Vice Chancellor Student Affairs

Robert J. Naples 5/28/02  
Robert J. Naples Date  
Assistant Vice Chancellor  
Student & Campus Life