

**STATEMENT OF UNDERSTANDING
ON THE ADMINISTRATION OF FUNDS
FOR STUDENT INITIATED OUTREACH**

April 2000

The undergraduate student body approved the following referendum with their vote during the Spring of 1999:

Shall the Undergraduate Students Association provide funds to support the efforts of student-initiated community, retention and outreach programs to increase access to the university and serve the surrounding community by increasing the Undergraduate Students Association Membership fees by \$5.00 a quarter?

Approval of the referendum would provide:

\$0.50/quarter to the Community Service Mini-Fund which provides additional programmatic funds for more than 40 student-run community service projects and programs.

\$1.00/quarter to the Communities Activities Committee which funds annual base budgets for the basic operation of more than 40 student run community service projects.

\$1.50/quarter to the Student Initiated Outreach Committee to fund student-initiated and student-run outreach programs to serve educationally disadvantaged communities and populations. {Hereinafter referred to as the Funds for Student Initiated Outreach (FSIO).}

\$2.00/quarter to the Campus Retention Committee that funds student-initiated and student-run retention projects that have worked for over 10 years to increase graduation rates of UCLA students.

Specific Guidelines

The Student Initiated Outreach Committee, hereinafter referred to as the SIOC, is established pursuant to this Statement of Understanding to assure student representation and participation in the administration and apportionment of FSIO and other funds assigned to SIOC management and oversight.

The primary functions of the SIOC are:

1. To oversee and advocate for the various projects funded by the SIOC.
2. To allocate funds assigned to SIOC for student programming designated for outreach to educationally disadvantaged students in grades K-14 and students who have a low admittance rate to the University of California.

3. To evaluate SIOC funded programs in order to ensure compliance with the SIOC projects stated goals and objectives.
4. To assess the fiscal soundness of SIOC allocations and monitor compliance of these allocations with University policies and guidelines.

The SIOC derives its authority from the Statement of Understanding, dated April 2000. USAC shall upon approval of this Statement of Understanding, delegate responsibility for and authority over all FSIO monies to the SIOC. All monies assigned to the SIOC from various university sources including the University of California Office of the President, federal grant monies, current and future referendum monies, monies from UCLA and grant monies specifically allocated to the SIOC shall fall under the authority and jurisdiction of the SIOC. This responsibility and authority shall be subject to oversight by the Vice Chancellor of Student Affairs, or his/her designee. Neither the Vice Chancellor nor the chosen designee shall act, with respect to such oversight, without first consulting and in continued consultation with the SIOC.

- I. On or before the last day of June of each year, the SIOC shall be reconstituted by members of the undergraduate student body, an administrator and a faculty member.
 - A. To ensure the effective transition of the SIOC from the 1998-1999 academic year "SIOC Criteria/Guidelines for Funding" to this Statement of Understanding dated April 2000 the following section shall be instituted.

For the 1999-2000 transition year the undergraduate members of the SIOC shall be: one USAC Presidential appointment, six designates from the USAC President's office, one designate from the USAC Academic Affairs Commissioner and one appointment from the Campus Retention Committee. Other members of the SIOC shall be one administrator, appointed by the Vice Chancellor of Student Affairs, who will be granted full voting privilege.

For the 1999-2000 transition year, USAC shall be empowered to negotiate this Statement of Understanding on behalf of the Undergraduate Students of UCLA. If needed they shall appoint a committee consisting of members of the undergraduate student body and USAC.

- B. Beginning with the 2000-2001 academic year, the undergraduate members of the SIOC shall be: one USAC appointment by the President, one USAC appointment by the Academic Affairs Commissioner, one member of the Campus Retention Committee elected by majority vote and one undergraduate student representative elected by each sponsoring student organization that has had an outreach project funded by the SIOC during the previous academic year. The sponsoring student organizations shall be granted full membership status with all rights, responsibilities, and voting privileges.

Other members of the SIOC shall be one administrator (who will be granted full voting rights), appointed by the Vice Chancellor of Student Affairs, and

one ex-officio faculty member, appointed by the Committee on Committees of the Academic Senate.

Effective with the 2000-2001 academic year, a representative of a sponsoring student organization that establishes a new outreach project shall be granted full voting privileges after serving on the SIOC as a non-voting ex-officio member for a period of one year. Ex-officio members of the SIOC will not vote on any items that come before the SIOC, but shall be allowed to participate in all discussions pertinent to the SIOC.

Membership of sponsoring student organizations on the SIOC shall be subject to termination at any time the sponsoring student organization's outreach project becomes defunct.

Appointments shall commence on July 1 and terminate June 30 of the subsequent academic year. Students and/or groups who have concerns regarding the services provided by the outreach projects may petition the SIOC regarding the matter. The SIOC will attend to the petition and if the matter is not satisfactorily resolved, the students and/or groups can bring the matter to USAC. USAC, in consultation with the SIOC, will resolve the petition.

The SIOC will hold hearings and allocate FSIO funds subject to the administrative oversight described above.

- II. FSIO 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 terms of this Statement of Understanding.
- III. This Statement of Understanding regarding the disposition of the FSIO funds is applicable to unexpended balances of SIOC funding remaining at the close of the 1998-1999 fiscal year.
- IV. The UCLA Administration, in support of student-initiated programs addressing student outreach, will provide support and information to the SIOC. The University will provide office space and administrative support. In addition, the SIOC may request funds from the University by submitting proposals through the normal administrative channels.
- V. The SIOC, in order to enhance the services provided to educationally disadvantaged students, will provide a supplemental funding source for student-run/student-initiated community service projects and UCLA Student Advocacy Groups who perform outreach functions. This supplemental funding source will henceforth be known as the Student Initiated Outreach Committee (SIOC) Mini-Fund. This funding will be available to all projects funded by the Communities Activities Committee (CAC), SIOC and USAC Student Advocacy Groups. Eligibility for funding will be evaluated on a case by case basis.

The SIOC Mini-Fund funding cycle shall be determined by the SIOC Mini-Fund Committee. Beginning in the 1999-2000 academic year, the percent total of the SIOC base budget to be allocated to the SIOC Mini-Fund shall be determined by each subsequent Student Initiated Outreach Committee.

Due to the differing nature of the supplemental funding source, the SIOC Mini-Fund will be a separate committee that will be subject to oversight by the SIOC and the Vice Chancellor of Student Affairs. This committee will consist of four representatives from the SIOC (two of whom will be the SIOC Chair and the administrative representative), one representative from the Community Service Commission and one student representative from the Community Programs Office, all of whom will be voting members of the committee.

The following are the eligibility guidelines for funding the SIOC:

- A. The program or service to be implemented must be directly correlated towards increasing the academic competitiveness or attempting to bring more educationally disadvantaged students towards eligibility or attendance to the University of California or other institutions of higher learning.
- B. The program or service must serve K-14 students.
- C. The proposal for funding must contain the following components:
 - 1. Abstract
 - 2. Statement of Need
 - 3. Goals, Objectives and Methodology
 - 4. Budget
 - 5. Budget Narrative
 - 6. Evaluation
- D. The proposal(s) under consideration should not otherwise be available through existing University departments, programs, or offices.
- E. Evidence must exist of the organization's ability to carry out the proposal's objectives funded with the resources requested of the SIOC.
- F. An outline for the evaluation of the proposed project must be provided.

- G. The sponsoring student organization must demonstrate through the most relevant data then available, that they serve the most severely educationally and disadvantaged communities and/or a school that has a low admittance rate to the University of California.

VI. Policies and Procedures for the Student Initiated Outreach Committee

- A. The committee shall be known as the Student Initiated Outreach (SIOC) and have as its area of concern those student initiated outreach programs funded by the SIOC. These programs will be directed at outreach to educationally and disadvantaged students. The SIOC shall be constituted for as long as the "Statement of Understanding on the Administration of the Funds for Student Initiated Outreach," dated April 2000, remains in full force and effect.
- B. SIOC shall allocate funds for all approved FSIO outreach proposals. SIOC derives its authority and responsibility for allocation from USAC.
- C. SIOC shall consist of undergraduate student members, one administrator, and one ex-officio faculty as specified in the "Statement of Understanding on the Administration of Fees for Student Initiated Outreach" dated April 2000.
- D. A quorum of the SIOC shall be a majority of the voting members. An action shall be taken when a majority of those present votes affirmatively on the action. Committee action requires that a quorum be present and be reflected in the minutes of the meeting.
- E. Members of the SIOC shall be required to make quarterly site visits to ensure that each program funded shall be visited at least twice during each academic year. A member of the SIOC 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.
- F. The Sponsoring student organizations must be sponsored by USAC and must be currently registered with the Center for Student Programming (CSP). If a project's affiliation and registration with the Center for Student Programming should terminate the student organization and the outreach project shall be instructed to cease and desist from expending or obligating the expense of funds awarded by the SIOC. Additionally, if a sponsored student organization loses USAC sponsorship, the student organization and its outreach project shall be instructed by the SIOC to cease and desist from expending or obligating the expense of funds awarded by the SIOC. Under either of the above circumstances the SIOC must first carefully review the situation. Funds shall be allocated only to outreach programs that are student originated, organized, planned and that are sponsored by a student organization as outlined in the Specific Guidelines.
- G. The Sponsoring student organizations shall be allowed to sponsor only one outreach project housed under the SIOC. In addition, the sponsoring student

organizations shall have governance and administrative authority over their respective outreach projects in accordance with all applicable University policies.

- H. Projects may receive base budget funding from only one University source, the SIOC. However, SIOC projects may request additional supplemental funding from other University entities, student committees, and other outside agencies. The SIOC is also not to be used as a supplemental funding source for other University entities, student committees and other outside agencies. This does not preclude the SIOC from seeking other University funding by submitting proposals through normal administrative channels.
- I. The SIOC may hire a non-student administrative support for the SIOC, if needed contingent on the availability of funds.
- J. The SIOC shall provide proposal guidelines at the beginning of each academic year to assist the program proponents in preparing requests. The SIOC shall establish accounting and reporting procedures by which all funded organizations must abide.

Proposed programs must comply with University policies, rules, guidelines and procedures pertinent to student programs and activities.

Maximum SIOC funding for any one proposal or activity from available FSIO monies shall be determined by the incoming SIOC membership.

Failure to meet any of the requirements of the SIOC may be grounds for termination of support and restitution by the funded organizations of SIOC funding. Termination, restitution, and timeline eligibility decisions shall be determined by the SIOC in keeping with University guidelines.

- K. FSIO fund unexpended or unallocated by June 30 of each academic year shall be added to the next year's funds available to SIOC.
- L. SIOC shall prepare an annual review and evaluation of the proposals funded. The SIOC reports shall be forwarded to USAC and the appropriate division within Student Affairs by September 30 of that same year for their review.
- M. Any change in the structure of the SIOC which will significantly alter the function of this committee may be recommended by the SIOC or any member thereof and submitted to USAC and the Vice Chancellor of Student Affairs for their review and approval.

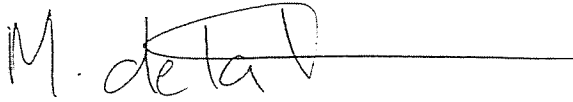
- N. Amendments of this Statement of Understanding may be proposed by two-thirds majority of the voting member of the SIOC. Upon approval by the SIOC, and the Vice Chancellor of Student Affairs, such amendments shall become effective.
- O. Fiscal and other operational aspects shall be developed jointly by the SIOC and the Center for Student Programming.

VII. The University in support of student run/student initiated outreach programs will provide for the 1999-2000 academic year additional funding for the Student Initiated Outreach Committee. This funding will be as follows:

- A. \$50,000 will be provided by Vice Chancellor Winston Doby's Office.
- B. \$55,000 will be provided by Chancellor Albert Carnesale's office.
- C. \$25,000 will come from University California Office of the President funds, which were previously allocated to the SIOC.
- D. Vice Chancellor Doby's office will provide an additional \$50,000 for contracted services which selected SIOC- funded projects may utilize.

VIII. The University, in continued support of student run/student initiated outreach programs, will match all self-assessed student fees including those from the Community and Retention Empowerment Referendum. These matching funds will be guaranteed by the Chancellor's Office. All funds allocated to the SIOC from the University will be under the jurisdiction of the SIOC and all terms agreed upon by the parties in this Statement of Understanding.

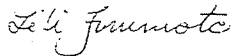
We the undersigned, hereby agree to the terms and conditions outlined in the Statement of Understanding on Funds for Student Initiated Outreach dated April 2000 :



Mike de la Rocha
Undergraduate Students Association Council, President



Ana Lynn Rocio
Undergraduate Students Association Council, Academic Affairs Commissioner



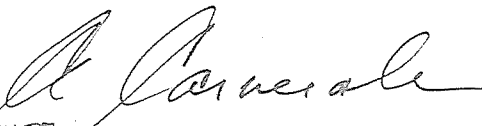
Li'i Furumoto
Student Initiated Outreach Committee, Chairperson



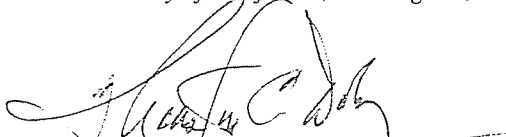
Janeen Waller-Evelyn
Student Initiated Outreach Committee, Vice Chairperson



Gabino Arredondo
Campus Retention Committee, Chairperson



Albert Carnesale
University of California, Los Angeles, Chancellor



Winston Doby
Vice Chancellor, Student Affairs



Robert Naples
Associate Vice Chancellor, Student and Campus Life