

**Memorandum of Understanding
between the Vice Chancellor of Students Affairs and the
Student Promoted Access Center for Education and Services (SPACES)
University of California, San Diego**


On an annual basis, Student Affairs will provide a permanent allocation of \$330,000 to SPACES to fund access and retention programs and services consistent with the mission of SPACES as specified in its charter. The allocation matches the funding currently provided to SPACES from the Associated Students Campus Activity Fee, which was increased in 2007 through the PULSE referendum to support student promoted retention and access programs. The allocation is subject to the following terms and conditions:

1. Each year, before October 15, SPACES will provide the Vice Chancellor of Student Affairs (VCSA) the following documents:
 - a. A copy of SPACES's annual budget request to the Associated Students (A.S.).
 - b. An annual budget for SPACES and its related programs and services: Student Initiated Access Programs and Services (SIAPS), and Academic Success Program (ASP). The budget should identify the amount of A.S. and Student Affairs funds allocated to SPACES, SIAPS, and ASP. In preparing its budget, SPACES may determine how it wants to distribute the Student Affairs funding to SPACES, SIAPS, and ASP.
 - c. A written plan for the coming year outlining the goals, objectives, and expected outcomes of SPACES programs and services including access (SIAPS) and retention programs (ASP). The plan should identify how SPACES will assess the effectiveness of its programs and services. This plan should include assessment of student participant satisfaction.
 - d. A concise annual report summarizing SPACES programs and services from the previous year including program attendance data, usage of services, results of program and learning outcomes assessments, including student participant feedback, and most importantly plans for instituting improvements based on those assessments.
2. Each year, before October 30, the SPACES board will meet with the VCSA to discuss its annual report, budget and plan for the coming year, and opportunities for collaboration with Student Affairs units.
3. Each year, the Student Life Business Office will initially use the A.S. annual allocation of funds to cover the financial expenditures made from each of the SPACES cost centers (SPACES, ASP, SIAPS). Once the A.S. allocation for a cost center is fully spent, the Student Life Business Office will use the Student Affairs funds SPACES has allocated for that cost center to cover its financial expenditures. For instance, if the annual A.S. allocation for ASP is \$60,000 and SPACES has spent fully this allocation, then the Student Affairs funds SPACES has budgeted for ASP will be spent next. Any unspent Student Affairs funds from any of the three cost centers will remain with Student Affairs.
4. If SPACES allocates Student Affairs funds to access and retention projects performed by undergraduate student organizations recognized by UC San Diego, all recognized student organizations will be eligible to request funding and SPACES will provide the VCSA a written description of its:
 - a. method of announcing the availability of these funds to all recognized undergraduate student organizations (e.g., SPACES website, student organization list-serve),
 - b. requirements for submitting proposals to request funding,
 - c. method of reviewing requests and awarding funding,
 - d. requirements for student organizations to report on participation and impact of their project once completed.


5. Prior to the initial allocation of Student Affairs funding, SPACES will provide the VCSA a written plan for hiring additional career staff to support the implementation of its program and services. The plan should include an organizational chart, summary of duties for each position, and intended date of hire.
6. Student Affairs funds will not be used to purchase equipment, conference travel and registration, consultants, building remodel projects, and items (i.e., clothing, food, gifts) that directly benefit the SPACES staff who organize its programs and services without VCSA approval in writing.
7. To foster collaboration between SPACES and campus departments engaged in access and retention work, SPACES and Student Affairs staff members will participate in regular meetings of the Access Collaborative and Retention Collaborative.

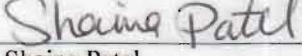
In witness whereof, the parties hereto have executed this memorandum of understanding on the dates specified below:

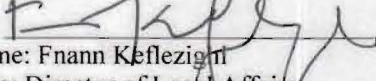
Student Affairs

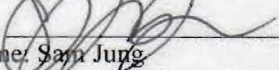
By: 
 Name: Penny Rue
 Title: Vice Chancellor of Student Affairs
 Date: 11/17/10

SPACES

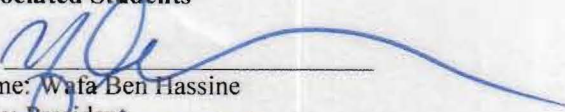
By: 
 Name: David Ritcherson
 Title: Director of Financial Affairs
 Date: Nov 10, 2010

By: 
 Name: Shaina Patel
 Title: Director of Internal Affairs
 Date: Nov 10, 2010

By: 
 Name: Fnann Keflezighi
 Title: Director of Local Affairs
 Date: Nov 10, 2010

By: 
 Name: Sam Jung
 Title: Director of Statewide Affairs
 Date: Nov, 10 2010

Associated Students

By: 
 Name: Wafa Ben Hassine
 Title: President
 Date: Nov 5, 2010