

# **STUDENT PROMOTED ACCESS CENTER FOR EDUCATION AND SERVICE (SPACES) CHARTER**

[Approved 12-05-2007, Amended 12-02-2009, Amended 04-18-2014]

## **ARTICLE I – NAME**

The name of the center shall be the Student Promoted Access Center for Education and Service, hereinafter referred to as “SPACES”.

## **ARTICLE II – MISSION STATEMENT**

The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students collaborate to achieve greater educational equity. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

SPACES values the power of student initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement.

SPACES shall serve as the center for student initiated access and retention projects at the university. Student Initiated Access Programs and Services (SIAPS) shall exist as the “access” component to SPACES. The Academic Success Program (ASP) shall exist as the “retention” component to SPACES.

## **ARTICLE III – OURSTORY**

In the Spring of 2007, the member organizations of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as Student Initiated Outreach and Recruitment Commission) and the Academic Success Program, banded together to support student initiated retention and access to higher education efforts.

Dwindling state funding and the impending opening of a student run access and retention center prompted students to take matters into their own hands. The PULSE Referendum (Promoting Understanding and Learning through Service and Education) was approved by a majority of the student body in order to secure funding for SIAPS, ASP and SPACES.

## **ARTICLE IV – GOVERNING STRUCTURE**

### **A. SPACES**

The SPACES Board of Directors, now referred to as the BOD, shall serve as the steering committee for SPACES.

#### **1. The BOD shall consist of (4) components:**

- a. The SPACES Co-Directors;
- b. The SPACES Core Organizations;
- c. The Student Government Representatives;
- d. The Access and Retention Components.

#### **2. Meetings**

- a. The BOD shall convene a minimum of three times per quarter and shall be coordinated by the SPACES Co-Directors.
- b. Members of the BOD shall be notified of meeting dates and times at the beginning of each quarter and shall be reminded of meetings at least a week in advance.
  1. The mandatory BOD retreat should be considered the first official BOD meeting of the academic year

- a. The BOD members will be notified of this date and time at least a month in advance
- c. In the event that the elected representative of a SPACES Core Organization cannot attend a BOD meeting, they shall appoint an appropriate representative from their respective Core Organization who has the ability to make decisions on behalf of the Core Organization

**1. Non-Core Org Members of the Board of Directors**

- a. Includes SPACES Co-Coordinators, SPACES Co-Directors, the AVP of Diversity, and the SAAC Chair
- b. Non- Core Org members of the Board of Directors must attend at least 75% of all Board of Director meetings.
- c. Failure to attend at least 75% of Board of Director meetings will result in the loss of voting privileges for the respective quarter and requires a hearing with the Board of Directors.

**2. Core Org Member of the Board of Directors**

- a. The 1<sup>st</sup> offense for failing to attend a BOD meeting shall result in a warning for the respective Organization.
  - i. Organization must meet with SPACES Advisor, SPACES Co-Coordinators and/or SPACES Co-Directors.
- b. The 2<sup>nd</sup> offense for failing to attend a BOD meeting shall result in a 50% reduction in funding from the Academic Success Program (ASP) and Student-Initiated Access Programs and Services (SIAPS) for the respective Core Organization.
- c. The 3<sup>rd</sup> offense for failing to attend a BOD meeting shall result in 50% reduction of funds, loss of voting privileges, as well as the removal of their Core Org status.

**3. Voting & Quorum**

- a. Each BOD member shall receive (1) vote unless they are an ex-officio) non-voting) member
  - 1. Voting members of Board of Directors consist of:
    - a. Chairs or Representatives of Core Organizations,
    - b. SIAPS Co-Coordinators (Share 1 vote)
    - c. ASP Co-Coordinators (Share 1 vote)
    - d. Student Affirmative Action Committee Chair(s)
    - e. AVP of Diversity
    - f. SPACES Co-Directors (Share 1 vote)
- b. Quorum shall be established at 80% of the BOD, excluding ex-officio positions.
- c. Decisions shall be made with a 50% +1 vote.

**4. Term Duration**

- a. The term of office shall be from the Spring Quarter to the following Spring Quarter of the next Academic year, with the understanding that the first transitioning BOD meeting shall be during or before the 10th week of Spring Quarter.

**B. SPACES Co-Directors**

The SPACES Co-directors shall oversee the organization and management of SPACES. They shall represent SPACES on a number of committees, organizations, and departments further and make appropriate actions and decisions supporting the mission of SPACES, with the approval of the BOD.

**1. Director of Financial Affairs**

- a. Shall oversee the creation and management of the SPACES Annual Budget, which shall be submitted to the Associated Students (AS) in manner that is consistent with the Associated Students budget cycle.
- b. Will review and manage all Academic Year Budget Proposals in an organized and timely manner

**2. Director of Internal Affairs**

- a. Shall oversee the organization and management of SPACES Students Staff and SPACES Interns, which includes but is not limited to the hiring process, trainings, and all-staff meetings.
- b. Shall oversee the implementation and maintenance of SPACES projects and ensuring that all projects are efficiently tracked and evaluated.

**3. Director of Local Affairs**

- a. Shall maintain communication locally within San Diego among school districts, elementary/middle/high schools, community colleges, and community centers.
- b. Shall oversee local San Diego efforts, which includes but is not limited to coalition-building, community partnerships, and local organizing & lobbying.

**4. Director of State-wide Affairs**

- a. Shall maintain communication among various entities on a statewide level.
- b. Shall oversee all statewide efforts, which includes but is not limited to organizing & lobbying, conferences and travel, and coalition-building.

**C. SPACES Core Organizations**

The Core Organizations shall consist of organizations that have exhibited a traditional and historical interest and dedication to retention and access to higher education initiatives.

**1. Core Organizations**

- a. The Asian and Pacific-Islander Student Alliance (APSA);
- b. The Black Student Union (BSU);
- c. Kaibigang Pilipin@ (KP);
- d. Movimiento Estudiantil Chican@ de Atzlan (MEChA);
- e. Native American Student Alliance (NASA)
- f. Queer People of Color (QPOC).

**2. Representatives**

- a. The Chair(s) (or equivalent) of each Core Organization shall serve as the voting BOD member until the end of each Academic Year at which point the BOD shall conduct a reevaluation of the organizational structure.

**3. Reports**

- a. The Chair of each Core Organization shall submit academic year budget proposals (AYBPs) on behalf of their Core Organization's access and retention projects to the SPACES Co-Directors by the 3rd week of Spring Quarter These reports are fundamental in deciding the SPACES/SIAPS/ASP Projected Budget for the next Academic Year.

**4. Core Organization Process**

- a. Any registered UCSD student organization may become a SPACES Core Organization and receive the benefits of this distinction through the following manner:
  - 1. Establish a significant commitment to organizing around access to higher education and thus become an affiliate organization with SIAPS for a minimum of (3) consecutive quarters (excluding Summer);
  - 2. Establish a significant commitment to retention in higher education and thus become an affiliate organization with ASP for a minimum of (3) consecutive quarters (excluding Summer);

- b. After these (2) prerequisites are met, the organization may apply to become a SPACES Affiliate Organization and become an ex-officio of the board;
  - 1. The affiliate organization must endure a (3) quarter evaluation with the BOD in which the organization will attempt to prove its commitment to the mission of SPACES;
  - 2. The Affiliate Organization must attend 75% of the Board of Director Meetings each quarter.
- c. Failure to attend 75% of Board of Director meetings will result in restarting of their process in becoming a Core Organization of SPACES. At the end of the affiliate organization's (3) quarter evaluation process, the BOD shall decide to either accept the organization to BOD status or defer the organization for another (3) quarter evaluation process.

**D. Student Government Representatives**

- 1. AS Assistant Vice President (AVP) of Diversity
- 2. Student Affirmative Action Committee (SAAC) Chair
- 3. AS President (ex-officio)

**E. Access and Retention Components**

The Academic Success Program (ASP) shall serve as the retention component of SPACES, while the Student-Initiated Access Programs and Services (SIAPS) shall serve as the access component of SPACES.

**1. (2) ASP Co-Coordinator**

- a. Shall oversee the organization and management of ASP.
- b. Refer to the ASP Charter.

**2. (2) SIAPS Co-Coordinator**

- a. Shall oversee the organization and management of SIAPS.
- b. Refer to the SIAPS Charter.

**F. SPACES Collaboration**

The BOD shall establish communication with the following entities:

**1. Administrative Offices**

- a. Office of the Vice Chancellor of Student Affairs
- b. Office of the Vice Chancellor of Equity, Diversity, and Inclusion
- c. Office of Admissions and Relations with Schools
- d. Office of the Chief Diversity Officer

**2. Access to Higher Education Centers**

- a. TRiO
- b. EAOP
- c. Cal-SOAP
- d. Center for Research in Educational Excellence in Teacher Education (CREATE)
- e. Jacobs School of Engineering Inclusion, Diversity, Excellence, and Advancement Center (IDEA)

**3. Retention Centers**

- a. Academic Enrichment Programs (AEP)
- b. Office of Academic Support and Instructional Services (OASIS)
- c. Campus Community Centers
  - 1. Cross-Cultural Center
  - 2. Lesbian Gay Bisexual and Transgender Resource Center
  - 3. Women's Center

**4. Academic Departments**

- a. Ethnic Studies
- b. Critical Gender Studies (CGS)
- c. Chican@ Latin@ Arts and Humanities (CLAH)

- d. African American Studies
- e. Education Studies

**5. The Six Colleges**

**G. Vacancies**

- 1. Should a vacancy occur, the respective organization shall be responsible for appointing a new representative by the next BOD meeting
- 2. Should a vacancy occur within the SPACES, ASP, or SIAPS leadership positions, the SPACES Board of Directors will be responsible for appointing a new person to the vacant position.

**ARTICLE V – STAFF & INTERNS**

The BOD shall hire full time staff, student staff and student interns to further support the mission of SPACES.

**A. SPACES Full-Time Staff**

**1. Full-Time Staff**

- a. SPACES Advisor (Student Affairs Officer I)
- b. SPACES Administrative Assistant (Program Assistant)

**2. Job Card, Working Title, Classification**

- a. Any changes to the job card, working title, and/or classifications shall be made with the approval of the BOD.
- b. The job card, working title, and classification for all newly created positions shall be approved by the BOD.

**3. Vacancy and Hiring**

- a. The SPACES Full-time Staff Search Committee shall be appointed by the SPACES Co-Directors with the approval of the BOD. A majority of the search committee must be made up of UCSD students from SPACES and Core Organizations.

**B. SPACES Student Directors and Co-Coordinators**

**1. Student Directors and Co-Coordinators**

- a. Director of Financial Affairs
- b. Director of Internal Affairs
- c. Director of Local Affairs
- d. Director of Statewide Affairs
- e. SIAPS Co-Coordinators (2)
- f. ASP Co-Coordinators (2)

**2. Job Card, Working Title, Classification**

- a. Any changes to the job card, working title, and/or classifications shall be made with the approval of the BOD.
- b. The job card, working title, and classification for all newly created positions shall be approved by the BOD.

**3. Vacancy and Appointment**

- a. The SPACES Student Staff Hiring Committee shall be appointed by the SPACES Co-Directors and Co-Coordinators with the approval of the Board of Directors.
- b. Each applicant must submit an application and participate in the interview process before being appointed.
- c. The SPACES Student Staff shall be appointed by the 5<sup>th</sup> week of every Spring quarter for the following school year.
- d. Should a vacancy occur within the student staff positions, the position will be filled by one of the SPACES Co-Directors and Co-Coordinators with the approval of the SPACES Board of Directors

#### **4. Evaluation**

- a. These positions shall remain until the Fall of the next Academic Year at which point the BOD shall conduct a reevaluation of the SPACES Student Staff positions and make any necessary changes.

### **C. SPACES Interns**

#### **1. Community Interns**

- a. (2) ASP Resource Coordinators
- b. (2) Campus Diversity Engagement Coordinators
- c. (2) The Collective Voice Co-Editor-in-Chief
- d. (2) Practicum Coordinators
- e. Transfer Access Coordinator
- f. Transfer Retention Coordinator
- g. Graphic Design Coordinator
- h. Web Design & Marketing Coordinator

#### **2. Core Organization Project Interns**

Each SPACES Core Organization shall have the ability to request (1) intern dedicated to, supporting, assessing, maintaining and strengthening each corresponding Core Organization's access and retention projects, with the approval of the BOD. These interns are dedicated to empowering Core Organizations to continue their access and retention projects, and act as a resource that will support the organization's access and projects

- a. APSA LEAP Coordinator
- b. APSA RISE Coordinator
- c. BSU SEMPORA Access Coordinator
- d. BSU SEMPORA Retention Coordinator
- e. KP CORE Coordinator
- f. KP STAR Coordinator
- g. MEChA Xoxotlani Coordinator
- h. MEChA SIGUE Coordinator
- i. (2) Four Directions Native American Community Coordinators
- j. QPOC We Are Family Access Coordinator
- k. QPOC We Are Family Retention Coordinator

#### **3. Job Card, Working Title, Classification**

- a. Any changes to the job card, working title, and/or classifications shall be made with the approval of the BOD.
- b. The job card, working title, and classification for all newly created positions shall be approved by the BOD.

#### **4. Vacancy and Hiring**

- a. The BOD shall hire student interns that shall serve the mission of SPACES by 5<sup>th</sup> week of every Spring quarter for the following school year.
- b. The SPACES Intern Hiring Committee shall be appointed by the SPACES Co-Directors with the approval of the Board of Directors and shall include UCSD students from SPACES and SPACES Core organizations.
- c. The BOD will approve of a student hiring committee to interview possible interns.
- d. Each intern applicant will fill out an application and be present at an interview with the appointed hiring committee.
- e. If positions are left vacant, BOD shall conduct reevaluation of those positions and may consider extending the hiring process for those positions.

**5. Evaluation**

- a. These positions shall remain until the BOD finds it necessary to conduct a reevaluation of the SPACES Student Staff and make any necessary changes, unless urgent changes must be made under the discretion of the SPACES Co-directors approved by the Board of Directors.

**D. Impeachment**

- 1. SPACES Board of Directors shall initiate and oversee the removal of ASP Co- Coordinators, SIAPS Co-Coordinators, and/or SPACES Co-Directors
- 2. Removal must be approved by three-fourths of the SPACES Board of Directors.

**ARTICLE VI – SPACES FUNDING**

**A. SPACES Annual Budget**

- 1. The SPACES Annual Budget shall be approved by the SPACES Co-Directors and SPACES Board of Directors.
- 2. The SPACES Annual Budget for the forthcoming school year shall be presented to and approved by the A.S. Council by 7th week of the preceding Spring Quarter.
- 3. All unused funding by the close of the fiscal year shall be reallocated to the SPACES.
- 4. All funds available to SPACES for the following school year will be made available for use immediately after the last day of instruction of Spring Quarter of the current school year.

**B. SPACES Funding Process**

- 1. All proposals for funding shall be submitted at least 3 weeks prior to the program/event to the SPACES Advisor.
  - a. This 3 week shall depend on funding weeks as determined by the Steering Committees, the Student Business Life Office and the SPACES Professional Staff
- 2. Any access to higher education/academic preparation project of a registered student organization shall be considered for funding by SPACES
- 3. All proposals shall follow the guidelines and procedures outlined in the Funding Handbook

**C. General Program & Funding Guidelines**

- 1. The program, activity, or service shall be entirely student-initiated, student-run, and focus on increasing access to higher education or retention of educationally disadvantaged students.
- 2. Activities must include academic preparation efforts that contribute to increasing the academic achievement of educationally and or economically disadvantaged students to encourage achieving eligibility for college and university admission.
- 3. Activities shall focus on the mentoring of junior high, high school, and community college students from underserved schools.
- 4. Applicants shall collaborate and maintain communication with the SIAPS and ASP steering committees. in order to optimize the value of student led efforts.
- 5. Activities shall include a framework for accountability, both financial and programmatic, that adheres to the University policies and procedures.
- 6. Programs should utilize the resources of the following UCSD organizations and departments:
  - a. SPACES
  - b. Cross Cultural Center
  - c. LGBT Resource Center
  - d. Women’s Center
  - e. OASIS
  - f. Career Services Center

- g. Counseling And Psychological Services (CAPS)
  - h. Sexual Assault and Violence Prevention Resource Center (SARC)
  - i. Office of Admission and Relations with Schools
  - j. Associated Students
  - k. Raza Resource Centro
  - l. Black Resource Center
  - m. Inter-Tribal Resource Center
  - n. Academic Departments
  - o. The Six Colleges
7. Failure to abide by SPACES General Program Guidelines shall result in a full refund of the originally allocated funding.
  8. Things that should be taken into consideration by the requesting organization:
    - a. Perceived effectiveness of proposed program relative to existing student-initiated outreach and recruitment efforts.
    - b. Collaboration with other existing programs, but not duplication.
    - c. Potential efficiency and creative use of funds.
    - d. Likelihood that proposed programs will accomplish objectives if funded.
    - e. Collaboration with schools that have not yet been outreached to through UC outreach efforts.
  9. All funding guidelines and procedures shall be outlined in the SPACES Funding Handbook and shall be made available for distribution.

#### **ARTICLE VII – SPACE & ROOM GUIDELINES**

- A. The SPACES Board of Directors shall allocate all room assignments in the center.

#### **ARTICLE VIII - REFERENDA**

- A. **PC Expansion Referendum (as passed by the students of UC San Diego May 16th 2003)**  
As recommended by the student initiated Associated Students University Centers Expansion Task Force the following is proposed:

Do you support a \$39 per student, per quarter fee, to be collected upon completion and opening projected for Fall 2007, for an expanded and renovated University Centers? The student population at UCSD is growing by approximately 1,000 students per year to approximately 30,000 in 2010. The current University Centers facilities (the Price Center, Student Center, and Che Café) were not designed to accommodate the needs of 30,000 students. The State of California does not pay for non-academic facilities. To accommodate this growth the new facilities would include:

- 24-hour study lounge with a computer lab, group-study rooms, and commuter student resources (including lockers, commuter kitchen, etc.)
- Late-night restaurants and cafes including a restaurant connected to a 24-hour study lounge
- More diverse food offerings including healthy low-cost places to eat
- Interior dining seating at the Grove Café
- Additional indoor and outdoor dining seating
- Grocery store in the Price Center
- Expanded General Store at the Student Center
- Convenient retail services (such as a full-service bank, hair stylist, etc.)
- Expansion of Soft Reserves and Lecture Notes
- Expanded full-service post office
- 84 additional student organization offices and a student organization resource center



- Renovation of student organization offices at the Student Center
- Additional student event and programming space
- More social lounge spaces
- Face lift to the exterior of the Student Center including more and improved lighting
- Student-run Recruitment & Retention Center

**Statement of Conditions:**

- The fee will not be collected until the facilities are completed and open to students, and is estimated to begin 2007.
- The fee will be an addition to the existing University Centers fee, and shall cover the costs associated with constructing, operating, and maintaining the facilities.
- A Building Advisory Committee, overseeing the planning, design, and construction of the expanded facility, shall have at least 2/3 students and shall be co-chaired by a student.
- Final design of the expansion/renovation shall be approved by the Building Advisory Committee. AS, GSA and the University Centers Advisory Board (UCAB) shall have the opportunity to comment on the final design.
- UCAB, which is comprised of a majority of student voting members, shall oversee the space allocation, general use policy, rent assessments, custodial standards, capital improvements, maintenance, purchase of equipment, and hours of operation for the facility.
- The Chancellor has committed all the funds necessary for the relocation of the UCSD police station to make room for an expanded Price Center.
- The Chancellor has committed all the funds necessary for the construction of a new and permanent Cross-Cultural Center to be incorporated into the Price Center expansion site.
- Student Affairs has committed all the funds necessary for the relocation of the Office of Religious Affairs to an expanded Price Center.
- Any fundraising specific to the University Centers beyond the commitment of campus funds may be applied to the reduction of the fee subject to approval by UCAB.
- Expansion of the Price Center will be approximately 60,000 to 85,000 gross square feet of indoor space (about half the size of the current Price Center).
- Expansion of the Student Center will be approximately 10,000 to 15,000 gross square feet of indoor space.
- The University Centers fee shall be assessed to summer students beginning in Fall 2007.
- Increase of the fee shall not be made without an affirmative vote by a student fee referendum held in accordance with the policy on *Procedures for Student Consultation in the Planning, Construction and Operation of Student Fee-Funded Facilities* (section 18.14 of the *Policies and Procedures Applying to Student Activities*).

**B. PULSE Referendum (as passed by the students of UC San Diego April 13th 2007)**

Do you approve an increase in the Associated Students Campus Activity Fee by \$7.00 per student per quarter effective Fall Quarter 2007 to support student promoted retention and access programs. These programs provide academic and social support for UCSD students as well as opportunities for leadership development through community involvement.

29% of this fee increase will return to local need based financial aid.

The remainder of this fee increase will be allocated to the Associated Students, who must administer this fee increase in the following manner:

43% of this fee increase will be used exclusively for the creation, maintenance and operating budget of the Student Promoted Access Center for Education and Service (SPACES).

14% of this fee increase will be used exclusively by the Associated Students commission on retention currently known as the Academic Success Program (ASP).

14% of this fee increase will be used exclusively by the Associated Students commission on access, outreach, and academic preparation currently known as the Student Initiated Outreach and Recruitment Commission (SIORC).

The current Associated Student Campus Activity Fee is \$21 per student per quarter.

**Voting Numbers:**

1. Total Number of AS Election Votes: 4,715 (22.3863%)
2. Total Number of YES Votes: 2,643 (56%)
3. Total Number of NO Votes: 1,725 (36.6%)
4. Total Number of Abstentions (skipped votes): 347 (7.4%)
5. Total Number of YES & NO Votes: 4,368 (92.6%)

**Revenue Account & Rollover Allocation:**

Unused funding designated for SPACES, ASP and SIAPS shall rollover each year to be used by SPACES, ASP and SIAPS

**ARTICLE IX – AMENDMENTS TO THE SPACES CHARTER**

- A. Amendments to the charter shall be approved with a 50% + 1 vote of the SPACES Board of Directors.