

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Provost and Vice Chancellor
for Academic Affairs

Swanlund Administration Building
601 East John Street
Champaign, IL 61820



MEMORANDUM OF UNDERSTANDING

**Student Sustainability Committee
Support for the Sustainability Living-Learning Community**

I. Authority and Purpose

1. This Memorandum of Understanding (MOU) is entered into by the executive officers of the Student Sustainability Committee (hereafter SSC), the Office of Sustainability (administrator of the Sustainable Campus Environment Fee), and University Housing; and the Vice Chancellor for Academic Affairs and Provost.
2. The purpose of this MOU is to describe a funding arrangement that will support personnel affiliated with the Sustainability Living-Learning Community. This MOU commences on January 16, 2012, and ends on August 15, 2013.

II. Context

1. University Housing, cooperating with School of Earth, Society, and Environment (College of Liberal Arts and Sciences), and the Office of the Vice Chancellor for Academic Affairs and Provost, intends to establish the Sustainability Living-Learning Community (hereafter SLLC) in the Lincoln Avenue Residence Hall. The community is scheduled to open in Fall 2012 with up to 60 residents. Expansion of the community is possible in future years.
2. A half-time Program Coordinator will be hired beginning January 16, 2012, to lead development of the SLLC. Once the SLLC is open to students in Fall 2012, the half-time Program Coordinator will have day-to-day responsibility for the community's academic curriculum, co-curriculum, and programs. In addition, University Housing may opt to employ additional personnel to assist in development and administration of the SLLC.
3. Ordinarily, the salaries of an LLC Program Coordinator and other LLC personnel are paid from revenue derived from a fee paid by LLC residents. This fee is typically reduced or eliminated during an LLC's inaugural year. Therefore, another source of operating revenue is needed to support personnel associated with the SLLC during its planning phase and first year in operation (19 months).

III. Funding Agreement

1. The SSC, through the Office of Sustainability, agrees to provide funding in the amount of \$50,000 for the purpose of supporting personnel and activities affiliated with the SLLC, beginning January 16, 2012, and ending August 15, 2013.

2. Of this sum, approximately \$38,890 will be needed to support the SLLC Program Coordinator position (0.50 FTE on a nine-month basis, plus a full-time summer month equivalent spread over the three-month summer period, May 16 through August 15). Calculation:

January 16 – May 15, 2012	\$ 8,889.89	4 months x \$20,000/9 mo.
May 16, 2012 – August 15, 2012	\$ 5,000.00	3 Summer months x \$45,000/9 mo.
August 16, 2012 – May 15, 2013	\$20,000.00	9 months x \$20,000/9 mo.
May 16, 2013 – August 15, 2013	\$ 5,000.00	3 Summer months x \$45,000/9 mo.

*subject to a merit increase effective August 16, 2012

3. The remainder, approximately \$11,110, will be used to provide any additional salary or programming funds needed during the SLLC's first 19 months of planning and operation.
4. University Housing will assume full responsibility for support of SLLC personnel and programming as of August 16, 2013.
5. If and when a merit increase is applied to the Project Coordinator's base salary, 50% shall be the responsibility of SESE and 50% shall be the responsibility of Housing, as agreed to by in the MOU entitled, "Program Coordinator for the School of Earth, Society, and the Environment and the Sustainability Living-Learning Community."

IV. Other Sources of Funding

1. The Office of the Vice Chancellor for Academic Affairs (OVCA) and Provost agrees to provide its standard allocation for curricular and co-curricular activities in LLCs: \$25,000 per academic year for courses will be held in the Office of the OVCA and \$4,000 in discretionary funds available to the Program Coordinator through Residential Life Administration.

V. University Housing Conditions

1. University Housing shall have full responsibility for evaluating the performance of all personnel affiliated with the SLLC. In the case of the SLLC Program Coordinator, University Housing's evaluation will be communicated to SESE, which has responsibility for coordinating the Project Coordinator's annual performance evaluation, and calculating her annual merit raise, if any.

VI. Student Sustainability Committee Conditions

1. A representative of the SSC will be invited to serve on the Living-Learning Advisory Committee that is charged with planning the SLLC. The advisory committee is jointly charged by the Vice Chancellor for Academic Affairs and Provost and the Vice Chancellor for Student Affairs.
2. A liaison from the SSC will participate as a voting member in meetings of the SLLC during the period in which SSC funds are being used by the SLLC. After that time, a non-voting liaison can continue to participate in meetings of the SLLC, subject to approval by the SLLC committee.

VII. Resolution of Differences

1. In the event that differences arise between the ssC and parties to the development and administration of the SLIC, SSC agrees to abide by resolutions agreed to by the Vice Chancellor for Academic Affairs and Provost (or designee), the Vice Chancellor for Student Affairs (or designee), and the Director of the Office of Sustainability (or designee).

VIII. Effective Dates, Renewal, and Termination

1. This MOU shall be effective January 16, 2012 and shall remain in effect until August 15, 2013, unless otherwise amended to the satisfaction of all signatories.

Parties to the Funding Agreement described in Section III:

Marika Nell 6/15/2012
Marika Nell, Chair Date
Student Sustainability Committee

John E. Collins 06.22.12
John E. Collins, Director Date
University Housing

Katie Kinley 6/8/2012
Katie Kinley, Treasurer Date
Student Sustainability Committee

P. K. Khanna 7-2-12
Pradeep Khanna Date
Associate Director and Acting Director,
Office of Sustainability

Party to Other Sources of Funding described in Section IV:

Richard P. Wheeler 7/6/12
Richard P. Wheeler Date
Vice Chancellor for Academic Affairs
And Provost (Interim)

- c: Office of the Vice President and Chancellor
- Office of the Vice Chancellor for Academic Affairs and Provost
- Office of the Vice Chancellor for Student Affairs