Governing Documents

Office of the Provost
Student Services Fee Advisory Board
Revised: June 2020

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DOCUMENT 1
GOVERNING POLICIES

I.   Fee

i.   **Definition**
The Student Services Fee is charged to all students enrolled at the University of Arizona. Students enrolled for 7 or more units are charged the full fee amount, students enrolled in fewer than 7 units and for other academic terms are charged a prorated amount. The full fee for students whose enrollment begins prior to Fall 2017 is $40 per semester, while their tuition and fee guarantee remains in effect; students who enrolled beginning or after Fall 2017 pay $75 per semester.   Specific details of the prorated fee are available on the Bursars' website. The fee monies are held and monitored by the Office of the Senior Vice President for Academic Affairs, with all distributions approved by the Senior Vice President and Provost (the "Senior Administrator").

ii.   **Purpose**
The fee will be allocated with the mission of delivering new or improving existing support services to all students in ways that promote success and enhance the overall quality of the student experience.

iii.   **Eligibility**
Any university department or organization may apply for Student Services Fee funding provided that the program is open to all students of the university regardless of academic discipline and fulfills the purpose of the fee as stated above.

iv.   **Mandatory Allocations –** Through previous review and Senior Administrator approval, the following allocations are approved for annual distribution:
- ASUA Club Funding - $165,000
- GPSC Travel Grants - $300,000
- Safe Ride - $200,000
- Student Legal Services - $55,000
- Think Tank - $500,000
- Student Success District – A portion of the Student Services Fee will be allocated to the Student Success District. This allocation is approximately $1.8 million annually.
- UA South will receive a portion of the Student Services Fee collected. UA South will be allocated the fee collected from students wholly enrolled at UA South, and one-half the fee from students dually enrolled at UA South and the main campus; less the portion retained for mandatory allocations.
- $30,000 of the fee will be retained for administrative expenses – including, but not limited to, website costs, printing costs, and other associated expenses.

II.   Role of the Student Services Fee Advisory Board (the "Board") – Business of the Board

It is the Business of the Board to
- Serve as the deliberating body on the use of the fee – making its recommendations to the Senior Administrator based in part on a biannual survey delivered to the entire student body along with applications received from the University. This includes the following:
    o Considering applications for funding
    o Considering the alteration or termination of a program currently funded
    o Securing leadership for its efficient governance
    o Securing membership for its continuance
    o Amending, as necessary, these Governing Documents

- Monitor the current usage of the fee; require regular progress reports from award recipients and publish these reports along with the Board budget detail on the website.

Exclusions: The Board may not allocate money to departments for programs that have not applied for funding.

III.   Role of the Senior Administrator – Responsibility Clause
 The Senior Administrator has final authority on the usage of the fee, final authority on the actions of the Board, and final responsibility on safeguarding the integrity and transparency of the fee and the advisory Board; therefore, any decision by the Senior Administrator, whether in agreement with Board directives or not, is final.

IV.   Composition of the Board
The Board will comprise 17 members in three groups
- Voting Members – 11 members*
- Advisors *Ex-Officio* – 3 members
- Administrative Advisors/Staff – 3 members

Of the Voting Members
- 2 ASUA Members will be nominated for appointment by the ASUA President
- 2 GPSC Members will be nominated for appointment by the GPSC President
- 7 (5 undergraduate and 2 graduate) will be nominated from the student body at-large after an application and interview process conducted by the Voting Members of the Board

Of the Advisory Members - Advisors *Ex-Officio*
- 1 ASUA President
- 1 GPSC President
- 1 Budget Office Representative†

Of the Administrative Advisors/Staff
- 1 Provost's Office Leadership Team member (or appropriate person)†
- 1 Provost's Office Financial Team member (or appropriate person)†
- 1 Financial/Administrative Staff Support (or appropriate person)†

In making their recommendations for Board appointments, the ASUA and GPSC Presidents and the Voting Members of the Board should strive for nominations that represent diverse student interests.

* The Voting Members of the Board will be composed of students enrolled at the University of Arizona: 7 undergraduate and 4 graduate students. These Students must have paid the Student Services Fee; carry a cumulative 2.0 GPA and must not be on academic probation upon their appointment to the Board.

† These members are appointed by the Senior Administrator.

i. Role and Responsibilities of the Voting Members of the Board

The Board will act as the deliberating body on the use of the fee. As such, it will provide advice and recommendations to the Senior Administrator on how to allocate the fee based on the requests that come before it and the results of the most recent survey.

The Voting Members will be generally responsible for the following:
- Representing all students of the University of Arizona regardless of a member's constituency
- Maintaining an unbiased approach to all deliberations and decisions - including freedom from both actual and potential conflicts of interest
- Understanding the needs of the university
- Familiarity with university-wide budgets and structure
- Engage, prior to proposal submission, with the departments and directors across the university who typically receiving funding from the fee

The Voting Members will be directly responsible for the following:
- Reading, understanding, and deliberating on all of the applications submitted in light of the survey, the amount of money available, and any outstanding multi-year commitments
- Reading, understanding, and deliberating on all of the Program Alteration Requests submitted
- Communicating with the university community and all of the applicants the date, time, location, and agenda for the Allocation Meeting and other various open meetings
- Communicating to the university community and all of the applicants the status of applications and the current and past use of the fee
- Recommending to the Senior Administrator on the use of the fee, alterations to funded programs, terminations of funded programs, members of the incoming Board, election of its leadership, and all other foreseen or unforeseen situations that may arise

The Voting Members will be jointly responsible for the following

- Monitoring the current spending of the fee to ensure the monies are being used faithfully to accomplish the goals set forth in the applications from the previous year (this responsibility is shared with the Financial Team member in the Provost's Office).

ii. **Role and Responsibilities of the Advisors Ex-Officio**
It is the responsibility of the Advisors Ex-Officio to provide support to the Board by sharing their unique perspective as elected representatives of the student body, and budget office. This support is intended to build collaboration and allow the Board to run successfully with the experience, specialized knowledge, and expertise of the Advisors Ex-Officio. Also, as members of the campus community, the Advisors Ex-Officio are in the unique position to aid achieving the directives of the Board and the goals of the university, while understanding the needs of the campus community.

iii. **Role and Responsibilities of the Administrative Advisors**

Provost's Office Leadership Team Member (or appropriate person)
It is the responsibility of this Advisor to provide the necessary logistical, institutional, and practical support to the Board – aiding in execution of Board directives. Furthermore, this role is, *de facto*, the presence of the Senior Administrator on the Board, and as such is charged with keeping consistent, open, and casual communication between the Board and the Senior Administrator, and ensuring the participation of key leadership in the SSF orientation and engagement process prior to the submission of proposals. (Formal communications will be made by the Board itself to the Senior Administrator).

Provost's Office Financial Team Member (or appropriate person)
It is the responsibility of this Advisor to provide specialized understanding and direction related to the availability and use of funds, institutional finance and financial practices, and all specific details in relation to past allocations, current allocations, and future allocations. Furthermore, it is his or her responsibility to ensure that proper steps are taken in fee allocation, and that the money is returned when necessary, and to provide up-to-date information regarding current usage of the fee.

Jointly,
These two members will be responsible for conducting elections of Board leadership.

Financial/Administrative Staff Support
It is the responsibility of the Staff support to maintain the Student Services Fee website, assist with scheduling and logistics for the Board, provide financial reports as required, assist applicants with questions and application materials, provide real-time accounting for Board recommendations, facilitate the

collection of progress reports, and manage the reconciliation of fee allocations in relation to project budgets.

V.   Allocation Processes

All Board Meetings will be conducted according to standard rules of order as defined and required by the Board.

i.   Applications
An application must be completed and submitted to the Student Services Fee website by the appointed date for the funding cycle beginning the following fiscal year.

All portions of an application must be completed before the due date or the Board will not deliberate on the application. Once the window for completing applications closes, the Board will deliberate on only the application as submitted by the deadline. No material submitted afterward will be considered.

The Board may, but is not required to, solicit additional information from an applicant to clarify parts of an application.

Specific directions for filling out applications are on the Student Services Fee website.

ii.   Board Meetings
The Board will hold at least one public meeting per year to address Board business.

The date, time, location, and agenda for any public meetings will be determined by the Board and publicized at least ten business days prior to the meeting.

The minutes of these meetings will be recorded and stored on the website as archives for the purpose of keeping an accurate record of all recommendations made by the Board.

iii.   Disbursement of Fee
Within 10 business days of the allocation meetings, the Board will advise the Senior Administrator on its recommendations. The Senior Administrator may, wholly or partially, accept or reject these recommendations within a timely manner. The applicants will be notified in a timely manner. The website will also be updated to reflect the decisions of the Senior Administrator.

VI.   Acceptance of Fee Monies
It is understood by the applicants, the Board, and the Senior Administrator that all allocated monies will be used faithfully to execute both the intent and the letter of the program proposal as accepted by the Board.

There will be 2 reporting periods in the year for projects awarded funding by the Board. All recipients of the fee must complete a mid-year and end-of-year report every year for the entire duration of their funding. These reports will be submitted to the fee website. These reports are due by December 31 and August 31 every year unless the Board or Senior Administrator publicize otherwise. Furthermore, the Board or the Senior Administrator may require extra reports throughout the year. These requests must be honored within 10 business days or, if for regular reporting, on the dates determined by the aforementioned parties.

For projects that receive mandatory allocations and for the administrative expenses funding, only one end-of-year report will be due on August 31st for the prior fiscal year.

It is understood by the applicants, the Board, and the Senior Administrator that expenditures are to be incurred in accordance with the accounting object codes approved by the Board and specified in the approved project budget. The Financial Team Advisor is authorized to approve budget changes in object codes if the expense is the same as approved by the Board, but due to University accounting requirements, is recorded in a different object code.

VII.   **Selection of the Board**

The incoming Board will be chosen by the Voting Members and the Advisors Ex-Officio of the current Board.

The President of ASUA will nominate 2 people from within ASUA to the Senior Administrator for appointment and the President of GPSC will do likewise for GPSC. The policies and procedures of the Board will not interfere with this prerogative.

For the seven remaining seats (5 undergraduate students & 2 graduate students) the current Board will consider applications and interview applicants.   In the event that the 2 at-large Graduate Student Board member positions cannot be filled by mid-September, the Board may select undergraduate students from the alternate candidates to hold the graduate position seats. Alternatively, the Board may elect to leave seats unfilled in the event it believes it has a representative body and can faithfully execute the responsibilities of the Board as listed above.

Nominations will be made in full faith that the nominees will honorably perform the duties of a member of the Board. These nominations may be, wholly or partially, approved or rejected by the Senior Administrator.

If the need to replace a Board member arises, applicants from the previous year should be considered first.

VIII.   Leadership of the Board
In the interest of efficacy, the Board will elect from its Voting Members, persons to fulfill the responsibilities of: Co-Chairs, Secretary, Public Relations/Marketing Director, and any or all other positions needed in order to accomplish the duties of the Board.

Each position will be served by the Voting Member who receives a plurality of votes for that position. Only the Voting Members may vote and are granted one vote apiece.

The position of Co-Chairs will be filled first followed by, Secretary, and finally Public Relations/Marketing Director. If a Voting Member is running for numerous positions, they will serve in the first position they were elected to.

IX.   Guidelines on Voting Privileges
Voting privileges shall be held according to standard rules of order.

X.   Terms of Membership
Voting members will hold one term. The term will be one fall-spring cycle. In the interest of continuity, the appointment of individuals who may serve multiple years is encouraged. Leadership roles will begin upon election and terminate at the end of the term.

Advisors Ex-Officio will serve a two-year term, however the ASUA President and GPSC President are permanent positions on the Board.

The Administrative Advisors have permanent seats on the Board and are not subject to any term limits. They may be replaced, and other individuals appointed, at any time as determined by the Senior Administrator.

No Voting Member or Advisor *Ex-Officio* will serve on the Board for more than four consecutive years. Such individuals who have served for four or more consecutive years may be reappointed after a one-year hiatus at which time they will once again be subject to a new four-year limit.

XI.   Vacancies
Vacancies will be replaced in the same manner as provided for new appointments. In the case that an individual is unable to serve the duration of his or her term, a replacement from the originating entity (ASUA, GPSC, or the Student Body) will be appointed to serve out the duration of the vacated term.

XII.   Expulsions and Impeachment
The Senior Administrator may expel a member of the Board. All other expulsions and impeachments will be conducted according to standard rules of order.

XIII.   **Transition and Transition Committee**

The transition period begins the last day of class in the spring semester and ends the first day of class fall semester, according to the official academic calendar posted online at the University of Arizona website.

During the transition period, no official Board business related to assessing applications or PARs will be considered. Applicants or potential applications must direct all inquiries concerning the fee to Administrative Advisors who can assist with general information about the Board and its processes. Under no circumstances, however, can Administrative Advisors deliberate on Board business.

For the duration of the transition period, the Transition committee made up of the Advisors Ex-Officio and, if possible, a self-elected part of the current Board will conduct training for the incoming Board until new leadership is in place. The Transition Committee may not execute any power or privilege of the Board, including any Board business.

XIV.   Amendments

Amendments to these governing documents will be made according to standard rules of order.

DOCUMENT 2
PROCEDURES FOR TERMINATION AND ALTERATION OF PROGRAMS

I.   **Expectation to Provide Services**

When an applicant accepts SSF dollars, the applicant and Board understands that the applicant, now a recipient, will honor the intent and letter of their proposal by providing the services and/or employment opportunities described. When making a recommendation for partial funding, the Board will provide specific direction as to which portions of the proposal are being funded and confirm that these make up an achievable objective in the opinion of the program director.

This document is intended to protect the integrity and effectiveness of the SSF program by outlining a process of oversight and recovery in the event that the Board or program director believes a project may fail to fulfill these expectations or encounters significant, unforeseen difficulties. Failure to fill student or staff positions, potential budget overruns, or a failure to appropriately advertise the SSF support and failure to provide anticipated student benefits are grounds for concern and possible action.

II.   **Routine Recovery of Funds**

The Board may, on the basis of interim progress reports or financial statements, request the return of funds that appear excessive or unlikely to be spent as intended, for example personnel funds for unfilled positions. The Board should request an explanation for the apparent surplus from the program director and allow 5 business days for a response. Whether or not the time period is honored the Board may take action. All SSF projects are granted budget authority but do not receive reimbursement for expenses until year-end and are only reimbursed based on actual expenses incurred.

III.   **Program Alteration Requests**

As outlined in Part 3 §I, programs are funded based on the specific objectives in the program application. The Board may approve any significant deviation from these objectives, upon receipt of a PAR request, considering:

      i.   Whether the proposed changes are consistent with the original intent of the proposal, *i.e.* in terms of student priorities addressed and impact.
      ii. The rationale for the request.
      iii. The current success of the program.
      iv. The additional benefits gained from the change.
      v.   The revised budget.

Changes that would require additional funding should also be evaluated as outlined in Part 3 §IV.

IV.   **Requests for Additional Funding**

In the event of an unexpected budget overrun, a program may request additional monies deemed necessary to continue the program through its intended term. The program should meet the following criteria before receiving additional funds:

      i.   The program should have attained a significant portion of its goals.

ii.   The program should provide an established resource for a significant, representative portion of students who may experience adverse health, academic or financial effects if the program is canceled. Note that in some cases, these effects may be mitigated through a reasonable, publicized cancellation timeline or redirection to other resources. The Board should also consider if these may be reduced to an acceptable level by continuing the program at a reduced level.

iii. The program budget deficit should not be a result of mismanagement, scope creep, or factors that were foreseeable at the time the program received SSF monies.

iv.   The program should be sustainable beyond the requested reallocation, unless the original allocation was approved with the understanding that the program would not be self-sufficient.

v.   The program should have a revised budget explaining how the money was spent and where the reallocation will go.

Requests for additional funding should address each criterion and provide supporting evidence, including a report on the number and demographic of students served (i & ii) and a post-mortem (iii & iv). The Board will consider the matter at the next Board meeting.

V.   Program-Initiated Termination

In the event that a program director or recipient feels that a program is unsustainable, ineffective or otherwise in danger of failing to meet expectations, they may request termination. The request should include:

i.   A progress report covering to-date highlighting the reasons for ending the program.

ii.   A reconciliation recording any unallocated or recoverable monies.

iii.   An assessment of the impact of cancellation (addressing any issues outlined in §IV.ii) including an exit plan, timeline, and an explanation of how staff and student positions may be affected.

The Board should provide a recommendation to continue the program, continue with changes in the program (considering §III) or terminate the program and reclaim any remaining funds as soon as possible.

VI.   Termination by Office of the Provost
The Board may, on the basis of interim progress reports, financial reports, or other evidence, recommend terminating a program. Such a recommendation should only be made after determining that:

i.   The program is not likely to achieve a significant level of its intended impact, and terminating the program will not have appreciable adverse effects on the student community, or

ii.   SSF monies have been misused, or

iii.   The scope of the program has deviated, without approval (§III), significantly from that given in the initial application.

NOTE: The Senior Administrator may also terminate a program in light of unforeseen circumstances.

VII.   Responsibility Clause

The Senior Administrator has final authority on the usage of the fee, final authority on the actions of the Board, and final responsibility on safeguarding the integrity and transparency of the fee and the advisory Board; therefore, any decision by the Senior Administrator, whether in agreement with Board directives or not, is final, binding, and supersedes these policies.