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**UNIVERSITY OF WISCONSIN-RIVER FALLS IMPLEMENTATION DOCUMENT OF
WISCONSIN STATE STATUTE 36.09(5)**

Prepared for

University of Wisconsin-River Falls

Prepared by

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Introduction

Before you sets the University of Wisconsin-River Falls Implementation of Wisconsin State Statue 36.09(5). This comprehensive shared governance document outlines the historical background, bounding guidelines, and current organization of participatory decision making as posited by 36.09(5). It is only through the continued commitment and adherence of all those involved, including students, faculty, staff, administration, and community, that the free spirit will prevail at River Falls.

Background

Wisconsin is one of few states in the nation to provide students with a statutory role in university governance. Chapter 36.09(5), adopted in 1974, states:

36.09(5) STUDENTS. The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance of and policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the Chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees, which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

The Board adopted “Interim Guidelines” for the implementation of Chapter 36.09(5) in 1974 (Policy Document 74-11) and a policy for implementation in 1975 (Policy Document 75-10) that interpreted the statutory language in the context of overlapping and sometimes conflicting interests of students, faculty, and administrators of the System institutions. The policies outline a general framework for interpreting the statute, delegate responsibility for implementing the statute to the Chancellors, and provide an appeals process so that students, who believe an administrative action is not in the spirit of Chapter 36.09(5), can bring such grievances to the Board of Regents for resolution.

After the Interim Guidelines were passed, each institution conducted a study of the students’ role in shared governance and devised a plan to implement the statute. These plans were submitted to System Administration in December 1975 and were updated in 1978. The plans may be amended and improved by each institution through the governance process at any time without review by System Administration or the Board of Regents.

The implementation plans vary considerably from institution to institution. They vary because there are differences in the student bodies, in the interests of the student governments and organizations, in the academic and co-curricular programs, and in the governance structures of the institutions. For example, most institutions have separate faculty and student senates. On a few campuses, students participate on university wide senates in addition to student senate. Each institution has a different configuration of committees with different numbers and proportions of faculty and student members. Two examples may clarify this point:

At several institutions, childcare is a program for students, supported by student fees; others provide a service for students, staff and faculty; yet others contract with outside agencies for childcare.

The problems facing the parking committee at UW – Milwaukee would be quite different from those of a parking committee at the UW – Center Baraboo/Sauk County. Whereas the students at Milwaukee might want a large number of students on the committee, students at Baraboo might not see parking as a problem warranting much attention.

In short, it would be difficult in certain issues for the Board of Regents to devise a specific structure or to mandate the level of involvement that would be acceptable to students at each institution. The details of institutional governance are best left to the parties involved. Nevertheless, it is appropriate for the Board to set forth some specific directions and general principles to guide the institutions in the proper implementation of the statute. The student agencies, committees, organizations and processes in this document, which primarily represent an update of the 1974 Interim Guidelines, seek to fulfill the guidelines established by the Board.

GUIDELINES

Implementation of Chapter 36.09(5) at UW River Falls is a responsibility delegated to the Chancellor or his/her designee in consultation with the Student Senate, the Faculty Senate and Academic Staff Council.

Students' input into the immediate governance and policy development of the institutions will be given serious attention and consideration. As active participants there must be a meaningful opportunity for input so that student ideas are received and considered before decisions have been made.

The requirement of Chapter 36.09(5) that students be "active participants in the immediate governance of and policy development for" their institution also includes the provision that student participation be "subject to the powers and responsibilities of the board, the president, the Chancellor, and the faculty." For this reason, "active participation" will necessarily be defined to an extent in the procedures by which the several agencies of shared or faculty governance for each institution receive student recommendations and opinion. The mechanisms for active participation may range from an opportunity for members or students organizations to voice their opinions to voting representation on such committees.

Section 36.09(5) also provides that students "shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance." This language was interpreted by the Wisconsin Supreme Court to mean that the UW – Milwaukee Student Association, under its constitution, had the right to select representatives to institution-wide committees as the "students" in 36.09(5). UW – Milwaukee Students Association v. Baum (1976) 74 Wis. 2d 284. While this case is subject to various interpretations because the students have chosen forms of organization that differ from that at UW – Milwaukee, it is clear from the decision that the choice of representatives must rest with the students under a structure determined by, and agreed to by, the students. The statute was interpreted further by the Wisconsin Court of Appeals to mean that students cannot be required to submit more names into nomination than there are students positions to fill UW – Oshkosh Student Association v. Board of Regents (App. 1979) 90 Wis. 2d 79

The form and procedure for ensuring appropriate student representation shall be determined by the students at each institution in consultation with the Chancellor, faculty and academic staff, with reference to the particular governance or policy making function being performed, and with attention to the most appropriate student constituency for achieving student participation.

Under existing university laws and regulation, the agencies of shared governance are several, and the procedures for establishing membership on such agencies are varied. Where student membership of a given policy development agency is authorized by institutional rules, the procedures for establishing such membership also shall be defined, with the right to select representatives vested in the appropriate student group consistent with judicial interpretation and using a method agreed to by the students. The size and diversity of the student body and the history of procedures for achieving student participation are important factors in the determinations to be made. Where students have organized for participation and representation below the institution-wide level (such as colleges, schools, divisions, departments and centers),

the form and procedure for ensuring appropriate representation in a unit shall be determined by the students in that unit.

Because 36.09(5) grants to students primary responsibility (subject to the responsibilities and powers of the board, the president, the chancellor and faculty) “for the formulation and review of policies concerning student life, services, and interests,” each institution, through consultation with its student government association, should identify the student agencies (organizations, committees, councils, etc.), or agencies with a preponderance of student membership to whom responsibility can be delegated for initiation and review of policies of a particular category. Where no formal student group exists in a particular area, procedures shall be devised by the student government association to address the appointment of student participants.

Primary responsibility means that students have an obligation and authority to initiate policies concerning student life, services and interests, and to review existing and proposed policies in these areas before they are amended or adopted by the other constituencies of the university. Where approval of such policies rests with the faculty or administration, the basis for changing or denying the student recommendations shall be substantial and shall be communicated to the recommending student agency in a timely manner. Institutions, in consultation with the student government association, shall define the area of “student life, services and interests” with particularity observing that this area cannot by definition include those areas assigned in 36.09(1), 36.09(2), 36.09(3), 36.09(4), and 36.09(4m) as primary responsibilities of the regents, president, Chancellor, Faculty and academic staff. The fact that areas are not a primary responsibility of students does not, however, preclude their active participation. It is presumed that the membership of committees dealing primarily with formulation and review of policies concerning student life, services and interests as defined by the institution will have a majority of students.

STUDENT PARTICIPATION AT UW-RIVER FALLS

The student role in shared governance is shown in agencies, committees and organizations, which fall into five basic categories:

- (1) Student Agencies
- (2) Student Advisory Committees
- (3) Administrative Advisory Committees
- (4) Faculty Senate, Faculty Administrative Committees
- (5) Ad-Hoc Committees

(1) Student Agencies

Policy making boards (often with other major responsibilities) whose membership may be either students or a combination of faculty and students. Funding is received from allocable segregated university fees.

Leadership Development & Programming Board

Student programming agency whose members are selected through an interview process. The board controls its own operating budget funded through a student leadership and programming fee. The Board is responsible for all programming and leadership development efforts. The Board's major recommendations are forwarded to:

- a) Student Senate
- b) Dean of Students
- c) Vice Chancellor/Provost
- d) Chancellor

Student Senate

This agency is elected by the student body. It serves as the major recommending body relative to overall campus matters. It reviews and deals with the complete spectrum of student-life related concerns. Student Senate has major contact with university administration and the Faculty Senate, with recommendations directed to the Chancellor on most matters. The Student Senate serves as UW-River Falls' Segregated University Fees Allocation Committee (SUFAC) and is responsible for the distribution of the allocable portion of student fees. Major recommendations are directed through the following channels:

- a) Budget Officer or Dean of Students
- b) Vice Chancellor for Administration & Finance or Vice Chancellor/Provost
- c) Chancellor

(2) Student Advisory Committees

Advise campus officials on specific areas of student life, and may also recommend policies for these areas. Funding is taken from the non-allocable portion of student fees, user fees and vending commissions. Students compose the majority of the voting membership.

Facilities & Fees Board

This Board's members are selected through an interview process. Each board member chairs one of 6 sub-committees, comprised of students, faculty, and staff. The Board's mission is to provide student life facilities and initiate appropriate policies that complement the facilities' programmatic function. Major recommendations are directed through the following channels:

- a) Student Senate
- b) Budget Officer
- c) Vice Chancellor for Administration & Finance
- d) Chancellor

(3) Administrative Advisory Committees

Non-policy making committees whose sole purpose is to advise the administrative departments with which they are associated.

Student Academic Success Center Advisory Board

This Board's members are selected through an interview process. The board's mission is to provide advice and guidance to the staff of the Student Academic success Center. The Board can recommend local implementation guidelines.

Financial Assistance Advisory Committee

This committee provides input into the financial assistance program at UW-River Falls. The committee has no power to recommend or formulate policy in conflict with Federal, State, and Institutional program requirements. The committee can, however, recommend local implementation guidelines.

(4) Faculty Senate, Administrative Committees

Students serve and have full voting rights on the following Faculty Senate Committees:

1. Academic Policy and Program – 4 students
2. Academic Standards – 4 students
3. Advising – 2 students
4. Assessment- 2 students
5. Athletic – 6 students
6. Calendar – 1 students
7. Curriculum of the University – 3 students
8. External Relations – 2 students
9. Faculty Salary – 2 students
10. Faculty Welfare & Personnel Policy – 2 students
11. General Education – 2 students
12. Instructional and Learning Technologies – 2 students
13. Instructional Improvement – 3 students
14. International Programs – 2 students
15. Library – 2 students
16. Long Range Planning – 2 students
17. Multicultural Advisory – 4 students
18. Recruitment, Admissions, and Retention – 3 students

Students serve and have full voting rights on the following Administrative Committees:

1. Audit and Review - 2 students
2. Calendar – 1 student

3. Commission on the Status of Women – 2 students
4. Institutional Competition – TBD
5. Long Range Planning – 2 students
6. University Budget – 1 student
7. University Committee on Lesbian, Gay and Bisexual concerns – TBD

(5) Ad-Hoc Committees

Short term committees developed by the Student Senate, Faculty Senate, Administration or any academic department that may include student participation. These may include search and screen committees and other temporary committees.

Special Note:

Robert's Rules of Order (latest version) is the parliamentary authority of each committee listed in this document. All committees, agencies and organizations listed within their Merger Implementation Document must adhere to Wisconsin State statutes 19.81, 19.82, 19.83, 19.95, 19.86, 19.87, 19.88, 19.89, and 19.90. All of these Wisconsin State statutes deal with the Open meetings law. Any non-compliance with the above stated statutes will be handled as outlined in Wisconsin State Statute 19.96 and 19.97. All other applicable state and federal laws also apply to the committees, agencies and organizations listed within this document.

STUDENT AGENCY/COMMITTEE DATA DOCUMENTS

The student agency data documents that follow generally contain the following information:

Purpose

Scope of Concern

Structure

Membership

Selection of Members

Officers

Administrator(s) Related to Area (if needed)

Committee Structure (if needed)

Meeting Schedule

Leadership Development and Programming Board

A. Purpose

To initiate, plan, coordinate and conduct leadership development programs and other programmatic activities for a student life program that enhances and complements comprehensive student learning. To provide for the financial security of these efforts and promote student involvement in all aspects of these programs and initiatives. Finally, to continually evaluate and improve these efforts as well as increase overall student participation in them.

B. Scope of Concern

1. To serve as a campus-wide programming board providing cultural, educational, recreational, and social enrichment programs and opportunities to the student body, campus and community.
2. To foster student leadership, community service, and volunteerism on and off campus.
3. To provide student involvement opportunities that promote team-building, community, and offer leadership skills for school, work and life after college.
4. To work toward building and maintaining a campus community with all of its varied cultures, lifestyles, perspectives and interests and to provide programs that expose and educate the student community to them.
5. To maximize the student life program utilizing the monies collected from the student leadership and programming fee.
6. To initiate and maintain appropriate policies and representative student groups to promote the establishment and continued maintenance of student interests, organizations and initiatives.
7. To provide advice, counsel and direction to professional staff, student committees and advisors regarding leadership development and programming.

C. Structure

1. Membership Composition

9 students (*see Leadership Development and Programming Board (LDPB) attendance policy and LDPB member descriptions and their obligations*)

2. Selection of Members

Each of the 8 standing committees will elect one student representative who serves on the LDPB. Members will be elected to one-year term beginning no later than one month into the academic year.

3. Officers

LDPB Chair:

The board shall be directed by a student chair. The chair shall be selected through an application and interview process (open to all members of the Student Association), conducted by the Student Senate Shared Governance committee and appointed by Student Senate. The chair will be appointed to a one-year term beginning at the last meeting of the Student Senate of the spring semester for the following term. The LDPB Chair will serve as an active member of the Leadership Development and Programming Board.

LDPB Vice Chair:

The LDPB Vice chair shall be selected through a majority vote of the LDPB. The LDPB Vice Chair will be elected to a one-year term beginning no later than one month into the academic year. The LDPB Vice Chair will serve as an active member of the Leadership Development and Programming Board.

LDPB Recording Secretary:

The LDPB Recording Secretary shall be selected through a majority vote of the LDPB. The LDPB Recording Secretary will be elected to a one-year term beginning no later than one month into the academic year. The LDPB Recording Secretary will serve as an active member of the Leadership Development and Programming Board.

4. Administrator(s) related to the area.

The Director(s) as assigned by the Executive Director of Student Services and Programs shall provide support and work collaboratively with the board.

5. Committee Structure

The Leadership Development and Programming Board is comprised of 8 standing committees (Campus Media Committee, Diversity Awareness Committee, Entertainment Committee, Leadership and Training Committee, Recreational Activities Committee, Performing Arts Committee, Special Events Committee, and the Student Organizations Committee) dealing with a wide spectrum of student leadership and programming activities and initiatives. (*Committee descriptions follow in this document.*)

D. Meeting Schedule

The LDPB is required to meet at least twice a month throughout the academic calendar year.

E. Funding Guidelines

GENERAL GUIDELINES FOR ALL LDPB FUNDING REQUESTS

LDPB funding consideration is available only to recognized UWRP student organizations that have governing documents with clear written purposes or a mission statement. *Recognized student organizations are defined in the UWRP Student Organization Handbook*

Segregated University Fee (SUF) funding is available for those items and activities that are related to the mission of the University, the LDPB and the purpose of the organization. All students must have the opportunity to join any SUF-funded organization.

On-campus programmatic events and services that are open to the general University community are encouraged and assigned a higher priority for LDPB funding than off-campus events and activities that involve smaller numbers of students.

The Leadership Development and Programming Board (LDPB) recognizes the value in appreciating diversity, leadership development opportunities, free speech, and student-initiated programming and is committed to representing these ideals in its many programs and activities. Decisions related to the allocation of funds must reflect viewpoint neutrality.

LDPB funding allocations for one academic year are never guaranteed for subsequent years.

To be considered for any funding request all questions must be sufficiently answered in a timely manner.

Student organizations that wish to receive funding may only receive Single Event funding or Base funding if they did not receive an Annual Budget during the same year.

All funding must meet UW system requirements set forth in UW System Financial Policy and Procedure Paper Number 20, available at the LDPB office and on the World Wide Web. *These documents dictate "System-level" requirements and limitations for SUF funding that the LDPB must follow.*

LDPB Voting Policy:

This policy is for the LDPB as well as its committees

Only official board/committee members have voting privileges.

All votes must be cast with a neutral viewpoint and in accordance with the procedural guidelines established for LDPB.

All votes must be cast with consideration of the funding criteria of the LDPB.

Failure to uphold these procedures will result in revocation of voting privileges.

In the event of a funding request, no current or former member of the requesting organization may vote on the decision of the funding request from that organization.

Campus Media Committee

A. Purpose

To provide for the financial security of student media efforts through the allocation of monies as well as through the support of programs, education, and initiatives that surround campus media efforts and interests.

B. Scope of Concern

1. To initiate, promote, build and maintain appropriate policies and programs to promote the establishment and continued maintenance of student media efforts and initiatives.
2. To provide advice, counsel and direction to the professional staff and student sub-committees regarding campus media efforts.
3. To serve as a campus-wide and student-driven committee providing for the financial security of campus media efforts, planning a maximum program utilizing the monies collected from the student leadership development and programming fee.

C. Structure

1. Membership Composition

- | | |
|---|---|
| 4 | Students at large |
| 2 | Each, students from each student media group |
| 1 | Each, advisor or non-student representative from each student media group |

2. Selection of members

The student members will be selected by the Student Association Student Senate Shared Governance Committee. Nominations for members will be taken from student media groups. The non-student members will be chosen by the appropriate shared governance group. *Non-student members are not eligible to vote when making decisions concerning the allocation of Segregated University Fees.*

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. *(The position is open to all members of the Student Association)* The Chair will be elected to a one-year term beginning no later than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Diversity Awareness Committee

A. Purpose

To enhance the student educational experience by providing and supporting diversity education, programs and events at various levels on campus, the community, and abroad. Also to provide for the financial security of student organizational diversity education efforts through the allocation of monies and the support of their programs and initiatives that surround diversity interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee providing for the awareness, enhancement and continuation of diversity efforts.
2. To promote cooperation among student, faculty, staff, and members of the community to create an atmosphere that is sensitive to the needs of diverse people.
3. To work at initiating, promoting, and building diversity education efforts.
4. To initiate, promote, build and maintain appropriate policies and programs to promote the establishment and continued maintenance of student diversity efforts and initiatives.
5. To provide advice, counsel and direction to the professional staff and student sub-committees regarding diversity education efforts.
6. To work to instill the following values in all UWRF students:

Support the worth and dignity of every individual.

Honor, understand and appreciate our diverse society

Acquire skills to effectively function in a multicultural world

Respect others and treat them with civility

Explore other cultures as a rich source of learning

C. Structure

1. Membership Composition

- | | |
|---|--|
| 8 | At-large students |
| 4 | student advisors or non-student representatives to diversity groups or student organizations on campus |

2. Selection of members

The student members will be selected by the Student Association Student Senate Shared Governance Committee. The non-student members will be chosen by the appropriate shared governance group. *Non-student members are not eligible to vote when making decisions concerning the allocation of Segregated University Fees.*

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all members of the Student Association*) The Chair will be elected to a one-year term beginning no later than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Entertainment Committee

A. Purpose

To provide a wide variety of social enrichment opportunities through continued programming and events for the campus and community. Also to provide support and coordination for existing entertainment events and provide for the financial security of social enrichment efforts through the allocation of monies and the support of such programs and initiatives that surround entertainment interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee to research, plan, initiate, conduct, and evaluate entertainment events. The committee is open to but not limited by cultural, educational, recreational, and social enrichment efforts to the student community on campus and abroad.
2. To plan a maximum program utilizing the monies collected from the student leadership and programming fee.
3. To initiate, promote, build and maintain appropriate policies and guidelines to promote the establishment and continued maintenance of social enrichment efforts and initiatives.
4. To provide advice and direction to the professional staff and student sub-committees regarding social enrichment efforts.
5. To promote cooperation among student, faculty, staff and members of the community to create and atmosphere that supports social enrichment.

C. Structure

1. Membership Composition

12 students at large

2. Selection of Members

The student members will be selected by the Student Association Student Senate Shared Governance Committee.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all members of the Student Association*) The Chair will be elected to a one-year term beginning no later than two weeks into the spring semester. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Leadership and Training Committee

A. Purpose

To provide continued leadership development and training opportunities to the student community, recognize the efforts of current student leaders throughout campus and community and provide student employee development opportunities across campus. Also to provide support and coordination of existing student leadership outreach programs and training efforts and provide for the financial security of such efforts through the allocation of monies and the support of such programs and initiatives that encompass student leadership interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee to research, develop, plan, initiate, conduct and evaluate leadership development and training opportunities. The committee is open to but not limited by cultural, educational, recreational, and social enrichment efforts to the student community on campus and abroad.
2. To plan a maximum program utilizing the monies collected from the LDPB allocations.
3. To initiate, promote, build and maintain appropriate policies and guidelines to promote the establishment and continued maintenance of leadership development and training opportunity efforts and initiatives as well as student employee development.
4. To provide advice, counsel and direction to the professional staff and student sub-committees regarding leadership development and training opportunity efforts and initiatives.
5. To promote cooperation among student, faculty, staff and members of the community to create an atmosphere that is sensitive to the need of leadership development opportunities on campus and abroad.
6. To develop student competency and skills in the areas of leadership, citizenship, scholarship and cooperation.
7. To recommend policies and approve expenditures which promote the development, establishment, maintenance, enhancement, financing and dissolution of responsibilities and development opportunities for students.

C. Structure

1. Membership Composition

One representative from each of the ten residence halls elected during Hall Council election process. Additional membership is encouraged through the Shared Governance Appointment Process.

2. Selection of members

The student members will be selected by the Student Association Student Senate Shared Governance Committee. Nominations for committee members will be taken from Hall Councils.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all member of the Student Association*) The Chair will be elected to a one-year term beginning no later than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Recreational Activities Committee

A. Purpose

To Provide Activities that foster a sense of cooperation, teamwork, and other life-long development skills – and to teach students about healthy lifestyles. Also to provide cultural, educational, recreational and social enrichment to students through recreational and physical wellness activities provide for the financial security of such efforts through the allocation of monies and the support of programs, education and initiatives that surround these interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee providing for the financial security of recreation and wellness efforts. The committee is open to but not limited by cultural, educational, recreational, and social enrichment efforts to the student community on campus and abroad.
2. To work at initiating, promoting, building and maintaining recreation programs outside of intercollegiate athletics.
3. To provide a maximum program utilizing the monies collected from the student leadership and programming fee by initiating policies and approving expenditures which promote the development, establishment, maintenance, enhancement, financing and dissolution of recreational opportunities outside of intercollegiate athletics..
4. To provide advice, counsel and direction to the professional and student staff regarding recreation efforts.

C. Structure

1. Membership Composition

- 7 At-large students
- 1 Recreation staff member or representative

2. Selection of members

The student members will be selected by the Student Association Student Senate Shared Governance Committee.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all members of the Student Association*) The Chair will be elected to a one-year term beginning no later than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Special Events Committee

A. Purpose

To promote and develop a greater sense of community throughout the student body to foster strong partnerships in learning by interactive student programming and events. To provide activities that fosters a sense of cooperation teamwork, and other life-long development skills – and to teach students about healthy lifestyles. Also to provide things such as cultural, educational, recreational and social enrichment to students through interactive activities and to provide for the financial security of such efforts through the allocation of monies and the support of programs, education and initiatives that surrounds these interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee providing for the financial security of special event efforts aimed towards students, student organizations and members of the UWRF community.
2. To work at initiating, planning, promoting, conducting, building, reviewing and maintaining special event efforts and opportunities on campus and abroad.
3. To plan a maximum program utilizing the monies collected from the student leadership and programming fee.
4. To initiate, promote, build and maintain appropriate policies and programs to promote the establishment and continued maintenance of special event efforts and initiatives.
5. To provide advice, counsel and direction to the professional staff and student sub-committees regarding special event efforts.
6. To initiate policies and approve expenditures which promote the development, establishment, maintenance, enhancement, financing and dissolution of interactive opportunities for and of UWRF student and employees.
7. To offer educational programs which teach and encourage a holistic approach to cooperation and interactive team competition.
8. To research, develop, plan, initiate and evaluate special events, such as Homecoming and Winter Carnival, whose purpose is to strengthen our school spirit and enhance UWRF's strong traditions.
9. To work With the Admissions, Alumni and Foundation offices to promote strong ties between students of the past, present and future through special and meaningful programs.

C. Structure

1. Membership Composition

12 students at large

2. Selection of members

The student members will be selected by the Student Association Student Senate Shared Governance Committee.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all members of the Student Association*) The Chair will be elected to a one-year term beginning no later than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Student Organizations Committee

A. Purpose

To promote the development of campus student organizations and promote their ability to sustain their individual principles through programming and education. To promote and develop a greater sense of community throughout the student body by stressing the importance of varied activities and organizations that foster a sense of cooperation, teamwork, and other life-long development skills – and to teach students about healthy lifestyles. Also, to embrace organizations that promote such things as cultural, educational, recreational and social enrichment to students through activities and programming. The committee will also provide for the financial security of such efforts through the allocation of monies and the support of programs, education and initiatives and the student-driven organizations that surround such interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee providing for the promotion, formation, continuation and financial security of student organizations and their efforts on campus and abroad.
2. To plan a program in support of student organizations utilizing the monies collected from the student leadership and programming fee.
3. To initiate, promote, build and maintain appropriate policies and programs concerning the establishment and continued maintenance, financing, and dissolution of student organizations and their initiatives.
4. To provide advice, counsel and direction to the professional staff and student sub-committees regarding student organizations efforts.
5. To develop an awareness of the important role membership in organizations play into students' academic development.
6. To promote cooperation between student and among student organizations.

C. Structure

1. Membership Composition

8 At-large students

2. Selection of members

The student members will be approved by the Student Association Student Senate Shared Governance Committee.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all members of the Student Association*) The Chair will be elected to a one-year term beginning no later

than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Performing Arts Committee

A. Purpose

To promote a vast array of artistic performances including but not limited to the production of lectures and cultural events that provide intellectual, educational and stimulating entertainment across campus. To provide for the financial security of artistic performance efforts through the allocation of monies and the support of programs, education, and initiatives that surround artistic performance efforts and interests.

B. Scope of Concern

1. To serve as a campus-wide and student-driven committee providing for the financial security of intellectual and artistic activity efforts. The committee is open to but not limited to cultural, educational, recreational, and social enrichment efforts for the student community as well as the local community.
2. To work at initiating, promoting, building and maintaining such artistic and intellectual efforts.
3. To plan a maximum program utilizing the monies collected from the student leadership and programming fee.
4. To initiate, promote, build and maintain appropriate policies and programs to promote the establishment and continued maintenance of artistic performance art efforts and initiatives.
- . To provide advice, counsel and direction to the professional staff and student sub-committees regarding intellectual and artistic efforts.
6. To initiate policies and approve expenditures that promote the research, development, establishment, planning, coordination, maintenance, enhancement, financing, review and dissolution of lecture and cultural programs.
7. To provide a balanced program of general interest throughout the year.

C. Structure

1. Membership Composition

8 students at large

2. Selection of members

The student members will be selected by the Student Association Student Senate Shared Governance Committee.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through a majority vote of the committee. (*The position is open to all members of the Student Association*) The Chair will be elected to a one-year term beginning no later

than two weeks into the academic year. The student chair will serve as an active member of the Leadership Development and Programming Board.

D. Meeting Schedule

This committee is required to meet at least twice a month throughout the academic year.

Student Association Student Senate

A. Purpose

To promote the advancement of members of the University of Wisconsin-River Falls Student Association.

B. Scope of Concern

1. To serve as the legislative branch of the UW-River Falls Student Association, thereby being the primary student agency.
2. To secure those conditions most conducive to intellectual development and to fellowship concern with the human condition.
3. To recognize the student as a consumer of the educational process and to make appropriate demands on the institution to meet the needs of students as consumers.
4. To establish and allocate the student government fees in consultation with the appropriate boards

C. Structure

1. Membership

25 students

2. Selection of Members

Process outlined in the University of Wisconsin-River Falls Document of Election Rules

3. Officers

President
- Elected in the Spring

Vice-President
- Elected in the Spring

Shared Governance Director
-Appointed by the President, subject to confirmation by the senate

Student Affairs and Academic Services Director
-Appointed by the President, subject to confirmation by the senate

Finance Director

-Appointed by the President, subject to confirmation by the senate

Legislative Issues Director

-Appointed by the President, subject to confirmation by the senate

Diversity Issues Director

-Appointed by the President, subject to confirmation by the senate

Women's Initiatives Director

-Appointed by the President, subject to confirmation by the senate

Parliamentarian/Ethics Chair

-Appointed by the President, subject to confirmation by the senate

D. Administrators Related to Area

Members of the University Administration will work collaboratively with the Senate.

E. Committee Structure

The Student Senate has eight standing committees (Executive, Shared Governance, Student Affairs and Academic Services, Finance, Legislative Issues, Diversity Issues, Women's Initiatives, and Ethics). Descriptions of these committees follow in this document (and ad hoc committees as needed).

F. Meeting Schedule

This student agency is required to meet at least weekly.

Executive Committee

A. Purpose

To provide direction and leadership to the Student Senate and Student Association.

B. Scope of Concern

1. To generally advise the Student Senate and Student Association.
2. To review all Student Senate committee reports.
3. To set goals for the Student Senate's operations.

C. Structure

1. Membership

President

Vice-President

Shared Governance Director

Diversity Issues Director

Women's Initiatives Director

Finance Director

Legislative Issues Director

Student Affairs and Academic Services Director

Parliamentarian/Ethics Chair

2. Selection of Members

Members are selected by virtue of their position.

3. Officers

This committee shall be led by the Student Senate President

D. Meeting Schedule

This committee is required to meet at least monthly.

Shared Governance Committee

A. Purpose

To promote and advance student rights and responsibilities as provided by Wisconsin State Statute 36.09(5).

B. Scope of Concern

1. To initiate and coordinate recommendations and appointments to the Student Association Student Senate in regards to University, Leadership Development & Programming Board, and Facilities and Fees committees at various capacities.
2. To coordinate and network with various campus shared governance groups and develop the relationship between UW-RF students, faculty, administration and ultimately the UW System.
3. To work to advance student rights and responsibilities, consistent with laws and regulations.

C. Structure

1. Membership

4 Student Senators

4 Students At Large

2. Selection of Members

The student Senators to be chosen by the Student Association Student Senate Executive Committee and the students at-large to be chosen by the Shared Governance Committee.

3. Officers

The committee shall be led by the Shared Governance Director to be chosen by the Student Association Student Senate President.

D. Meeting Schedule

This committee is required to meet weekly.

Student Affairs and Academic Services Committee

A. Purpose

To promote and secure conditions related to student academics.

B. Scope of Concern

1. Promoting student academic concerns to appropriate members of the UW-River Falls faculty and administration, UW System Administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and President of the United States.
2. The initiation, reviews, and support of projects and policies concerning student affairs and services.
3. The initiation of services offered by the Student Association Student Senate and Student Association.
4. Formally surveying students to identify student needs and issues.

C. Structure

1. Membership

- 4 Student Senators
- 4 Students at-large

2. Selection of Members

The Student Senators shall be chosen by the Student Senate Executive Committee. The Students at-large shall be chosen by the Shared Governance Committee.

3. Officers

The committee shall be led by the Student Affairs & Academic Services Director appointed as outlined in this document and the Student Association Constitution.

D. Meeting Schedule

This Committee is required to meet at least weekly when classes are in session.

Finance Committee

A. Purpose

Develop policies and procedures related to the Shared Governance account and the Reserve account. Make recommendations to the Student Senate regarding expenditures from these accounts. Monitor activity in these accounts. Monitor both non-allocable and allocable segregated fees to ensure that members of the UWRF Student Association are receiving appropriate benefits from them.

B. Scope of Concern

1. To monitor and handle all monies in regard to the Shared Governance and University Reserve accounts.
2. To review the Student Association Election Rules.

C. Structure

1. Membership

- 3 Student Senators
- 2 At-Large students

2. Selection of Members

Members will be selected by interest from the Student Senate and campus.

3. Officers

The committee will be led by the Student Senate Finance Director.

D. Meeting Schedule

The Finance committee is required to meet weekly.

Legislative Issues Committee

A. Purpose

To promote student views on policy and legislative issues to appropriate members of the UW-River Falls faculty, UW-River Falls administration, UW System Administration, UW Board of Regents, Wisconsin State Legislature, Wisconsin Governor, United States Congress and President of the United States.

B. Scope of Concern

To promote and secure conditions conducive to student intellectual and educational advancement

C. Structure

1. Membership

4 Student Senators

4 Students At Large

2. Selection of Members

The student Senators to be chosen by the Student Association Student Senate Executive Committee and the students at-large to be chosen by the Shared Governance Committee.

3. Officers

The committee shall be led by the Legislative Issues Director.

D. Meeting Schedule

This committee is required to meet at least bi-weekly.

Diversity Issues Committee

A. Purpose

To promote awareness and education surrounding issues of diversity.

B. Scope of concern

1. To be responsible for the initiation, reviews, and support of projects and policies concerning diversity issues.
2. To promote diversity issues and concerns to appropriate members of the UW-River Falls faculty and administration, UW System Administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and President of the United States.
3. To network with campus student organizations to provide a forum for review and response to issues of diversity. To network with campus student and faculty committees active in diversity issues.

C. Structure

1. Membership

4 Student Senators
3 students at large

2. Selection of members

The student Senators to be chosen by the Student Association Student Senate Executive Committee and the students at-large to be chosen by the Shared Governance Committee.

3. Officers

The committee shall be led by the Student Senate Diversity Issues Director.

D. Meeting Schedule

The committee is required to meet weekly.

Women's Initiatives Committee

A. Purpose

To promote awareness and education surrounding issues that concern women.

B. Scope of Concern

1. To be responsible for the initiation, reviews, support of projects and policies concerning women's issues.
2. To promote women's issues and concerns to appropriate members of the UW-River Falls faculty and administration, UW System administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and the President of the United States.
3. To network with campus student organizations to provide a forum for review and responses to women's issues facing the campus.
4. To network with campus, student, and faculty committees which are active in women's issues.
5. To network with other UW system women's issues groups and with United Council regarding women's issues.

C. Structure

1. Membership

- 3 Student Senators
- 2 at-large students

2. Selection of Membership

The student Senators to be chosen by the Student Association Student Senate Executive Committee and the students at-large to be chosen by the Shared Governance Committee.

3. Officers

The committee shall be led by the Student Senate Women's Issues Director.

D. Meeting Schedule

The committee is required to meet weekly.

Ethics Committee

A. Purpose

This committee is to act as the primary judiciary body of the Student Association Student Senate.

B. Scope of Concern

This body will be the first and foremost to deal with any judiciary matters arising in the Student Senate including but not limited to senator conduct, election rule infractions, and general litigation.

C. Structure

1. Membership

Ethics/Parliamentarian Chair
Student Senators

2. Selection of Members

The Ethics/Parliamentarian Chair will be selected by the President subject to confirmation of the Student Senate

The two Student Senate members will be selected by the Executive Committee subject to confirmation by the Student Senate

3. Officers

This committee will be led by the Parliamentarian/Ethics Chair

D. Meeting Schedule

This committee will meet when necessary to hear and deliberate decisions.

Facilities and Fees Board

A. Purpose

To provide student life facilities and to establish appropriate policies for usage.

B. Scope of Concern

1. To serve as the campus-wide governing board regarding program revenue facilities.
2. To oversee non-allocable student fees
3. To initiate policies that improve and enhance facility usage
4. To initiate recommendations concerning appropriate facility development, renovation and construction.

C. Structure

1. Membership

- 1 Student Board Chair
- 1 student member of the athletic committee
- 7 student members
- 1 advisor

2. Selection of Members

The student members will represent each of the seven committees of this committee and will be the chair persons or presidents of the seven sub-committees that make up the Facilities and Fee Board. The chair/president will be responsible for finding a replacement or representative if unable to attend meetings. The students on the Athletic Committee will select one student to serve on the board.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through an application and interview process (open to all Student Association Members), conducted by the Student Senate Shared Governance Committee, and appointed by the Student Senate. The chair will be appointed to a one-year term beginning the following academic year.

D. Advisor

The Executive Director of Student Services and Programming, and/or his/her designee, is responsible for this area.

E. Committee Structure

The Facilities and Fees Board has seven sub-committees dealing with a wide spectrum of facilities and non-allocable fees. Subcommittee (Residential Living, Joint Food Services, Recreation, University Centers, Special Technology, Student Health Advisory, and Textbook Services) descriptions follow in this document.

F. Meeting Schedule

This student advisory committee is required to meet at least monthly.

Textbook Services Committee

A. Purpose

To provide undergraduate textbook rental

B. Scope of Concern

1. To represent student interests and concerns as they relate to textbook service operation, policies, and procedures.
2. To serve in an advisory capacity concerning textbook rental fees and operational costs.
3. To develop awareness of all textbook services available to undergraduate students.
4. To serve as a mediating body to help resolve undergraduate student problems associated with the service.

C. Structure

1. Membership

- 8 Students
- 4 Faculty (one from each college)
- 1 Director of Textbook Services

2. Selection of Members

- Faculty members chosen by appropriate shared governance group.
- Student members chosen by Student Senate Shared Governance Committee.

3. Officers

- The Committee shall be led by a student chair who serves on the Facilities and Fees Board.
- Chair will be elected by committee members.

D. Responsible Area Director

The Director of Textbook Services is responsible for this area.

E. Meeting Schedule

This committee is required to meet at least once every two months.

Student Technology Committee

A. Purpose

To increase the availability of information technology resources to better enhance the college experience at UW-River Falls.

B. Scope of Concern

1. To promote student use of technology.
2. To review and recommend expenditures from Special Technology Fee funding for approval by the University administration.
3. To initiate and review policies and practices dealing with the resources and services offered via the Special Technology Fee.
4. To monitor and offer recommendations on campus computing policies and services that affect students, but are not funded via the Special Technology Fee.

C. Structure

1. Membership

- 8 students chosen by the Student Shared Governance Committee
- 1 Faculty representative
- 1 representative of the Information Technology Services (ITS) Department

2. Selection of Members

Student members will be chosen by the Student Senate Shared Governance Committee from the pool of students applying for committee membership who meet standard requirements for participation in student government committees.

Faculty representative will be appointed by the chair of Faculty Senate Instructional and Learning Technologies Committee (ILTC) form the committee's membership.

The ITS representative shall be the Associate Director of ITS, or another staff member appointed by the Chief Information Officer.

3. Officers

The committee shall be led by a student chair elected by the committee members

The chair will serve as committee representative on the Facilities and Fees Board.

D. Responsible Area Director

The Associate Director of ITS or another staff member appointed by the CIO will be responsible for this area and will serve as liaison between this committee and the ITS.

E. Faculty Representative

The faculty representative will be appointed annually by the ILTC and will provide liaison between this committee and the ILTC.

F. Meeting Schedule

This committee is required to meet, on average, at least once every two months. Frequent meetings are required between September 1 and February 28, with a limited number held between March 1 and May 15.

G. Attendance

Members are allowed only two unexcused absences.

Residential Living Committee

A. Purpose

To properly represent the interests of students of the University of Wisconsin-River Falls by coordinating and developing on campus housing, facilities, policies, or any other needs specific to the Residential Living experience of on-campus students.

B. Scope and Concern

1. To initiate and oversee policies that will maintain or strengthen the student living accommodations of UW-River Falls.
2. To oversee the expenditure of housing and other related revenue.
3. To initiate the approval of increasing fees relating to the improvement of accommodations and services provided by Residential Services.
4. To act as a board of appeals, overseeing decisions made by Residential Services regarding the living arrangements of specific individuals.
5. Help select the movies for the Campus Channel 10

C. Structure

1. Membership Composition

Two representatives from each Residence Hall
The Director of Student Life Facilities.

Committee members act as liaisons between the residents of the Residence Halls and the committee, relaying any concerns or changes.

2. Selection

The method for selection of residence hall representatives will be determined by the student government established in each residence hall.

3. Officers

The committee will be led by a student chair. This chair is elected by the students composing the Residential Living Committee and will serve on the Facilities and Fees Board.

The Residential Living Committee may select other officers to provide leadership and to serve the various needs of the committee. These offices may include, but are not limited to:

Vice Chair-who will preside over meetings in the absence of the Chair, and assist the Chair in other undertakings involved with leading the committee.

Secretary-who will keep accurate minutes of the meetings and handle correspondence of, and between, committee members.

Officers will be elected from the previous year's membership

D. Meeting schedule

This committee is required to meet at least twice every month.

Recreation Committee

A. Purpose

To provide safe, clean, recreational facilities for the enhancement and advancement of student life

B. Scope of Concern

1. To foster open communication with the students, faculty, and staff members that frequent the Hunt Arena, Knowles Recreation Center, and Intramural Complex.
2. To initiate policies and procedures pertinent to building use, and review recreational facilities budgets during the academic year.
3. To coordinate, develop and oversee the quantity, quality, and scope of facilities utilized by students for recreational purposes.

C. Structure

1. Membership

- 1 Director of Hunt Arena and Knowles Center
 - 8 Students at large
 - 1 Student Chair of the LDPB Recreational Activities Committee
 - 1 Athletic Director
 - 1 Recreation Coordinator
- Minimum of 1 student employee from Hunt and Knowles

2. Selection of Members

At-large students chosen by the Student Senate Shared Governance Committee.
Student employee chosen by the student employees at Hunt and Knowles.

3. Officers

The committee shall be led by a student chair that serves on the Facilities and Fees Board.

The chair will be elected by the committee members.

Responsibilities of the Hunt/Knowles/IM Complex Director

The Director of Hunt and Knowles will work collaboratively with the committee.

D. Meeting Schedule

This committee is required to meet at least once every two months.

Dining Services Advisory Committee

A. Purpose

To provide feedback and recommendations to the University Dining Service Office that will enhance the quality of the dining experience for residential, retail, and catering dining customers.

B. Scope of Concern

1. To provide feedback and recommendations on all aspects of the dining service operation and policies. Examples include but are not limited to:
 - A. Rate proposal for meal plans
 - B. Evaluation of meal plans offered
 - C. Retail and catering price adjustments
 - D. Vending price adjustments
 - E. All campus picnic requests and policies
 - F. Themes and special events
 - G. Daily menu offerings
 - H. Hours of operation
 - I. Review of menus and themes offered at both retail and residential venues
 - J. Facility improvements and recommendations
2. To facilitate communication between the student body, the food service contractor, and the University Dining Service on all issues related to dining services.
3. To provide student input and representation on dining service related committees and issues, including, but not limited to:
 - A. Food Service Request for Proposal (RFP) Committee
 - B. Vending Services Contract
4. To assist in the development and implementation of a valid dining service customer satisfaction feedback system.

C. Structure

1. Membership
 - A. One student representative from each hall as recommended by their respective hall council.
 - B. One student representative as nominated by the University Centers Committee. (non-voting)
 - C. Two student representatives At-large.

- (a) Individual applications accepted by the Executive Committee.
- (b) Executive Committee is to make selection of the two representatives at large.

Selection will take into account:

- i. Off campus representation
 - ii. Representation of those not on a meal plan
 - iii. Vegetarian representation
- D. One faculty and/or academic staff member as recommended by their respective governance organizations. (non-voting)
- E. The Director (or appointee) of the contracted dining service.
- F. The Director of the University Dining Service.

2. Executive Committee

- A. Elections for the Executive Committee will take place during spring for duties taking effect the following academic year.
- B. Nominations will be made by and from the members of the committee for each of the officers.
- C. Executive Committee will consist of the following officers:
- (i) Chairperson
 - i. Will preside over meetings.
 - ii. Will prepare the Agenda for committee meetings.
 - iii. Will serve as a representative to the Facilities & Fees Board.
 - (ii) Vice Chair
 - i. Will assume the responsibilities of the Chairperson in their absence/ departure.
 - ii. Will have primary responsibility for the development and implementation of the customer feedback system.
 - (iii) Secretary
 - i. Will maintain the minutes of the meetings.
 - ii. Will maintain current and accurate membership records.

3. Selection of Members

Faculty or Academic Staff member chosen by appropriate shared governance group.

Residence hall students chosen by the students residing in the hall.

Two students at large chosen by committee.

Student employee chosen by the student food service employees.

4. Officers

The committee shall be led by a student chair, chosen by an election of the committee members, who serves on the Facilities and Fees Board.

The Committee shall have a student vice-chair, chosen by an election of the committee members, who will replace the chair if absent and lead sub-committees within the committee

The Committee shall have a student secretary, chosen by an election of the committee member, who will be responsible for keeping minutes of meetings.

D. Responsible Area Director

The Director of University Dining Services is responsible for this area.

E. Meeting Schedule

The Executive Committee will meet with the Director of University Dining Service no less than one time per month during the academic year.

The entire committee will meet no less than one time per month during the academic year.

Faculty Senate-Athletic Committee

A. Purpose

To provide the best resources for the success of the athletic program

B. Scope of Concern

1. Promote athletic programs and develop relations with other institutions.
2. Recommend policies for the improvement of the athletic programs and facilities of the University. Increase involvement in the areas of responsibility in athletic programs.
3. Approval of the final recommendations as to how the money received from the Student Senate is budgeted.
4. Review of budgeted funds, statements, gate receipts, and expenditures of the Athletic Department. Review audit report.
5. Must approve unbudgeted, unscheduled athletic events, which involve University intercollegiate athletic teams.

C. Structure

1. Membership

Six Faculty (with equal representation of men and women)
Six at-large Students (with equal representation of men and women)

2. Selection of members

Student members will be chosen by the Shared Governance Committee.
Faculty members will be chosen by the appropriate shared governance group.

3. Officers

The group will be led by a student chair who will be elected in the spring to a one-year term. The chair will serve on the Facilities and Fees Board.

4. Term of Office

Faculty-six years with one-sixth being appointed each year
Students-two years with one-half being appointed each year

D. Meeting Schedule

The committee should meet at least once per semester in order to prepare an annual report.

Student Health Advisory Committee

A. Purpose

Serve as an advisory group regarding services and programming offered through Student Health Services that promote healthy students through a broad, integrated, contextual view of health.

B. Scope of Concern

1. To serve as an advisory group related to the various contracted services offered through Student Health Services.
2. To represent student interests as they relate to contracted services and other services and programming offered through Student Health Services.
3. To assist in marketing and developing student awareness of services and programming offered to students through their Student Health Services fees.
4. To assist in prioritizing and targeting health related services and programming for students.
5. To provide input into the development, evaluation and review, and improvement and enhancement of health related policies, programming, and services.

C. Structure

1. Membership

1 Coordinator of Student Health Services

8 at-large Students

1 University Budget Officer/Assistant to the Vice Chancellor for Administration and Finance

1 Student Health Services Health Education Coordinator (non-voting)

2. Selection of Members

Student members will be chosen by the Student Shared Governance Committee.

3. Officers

The committee shall be led by a student chair who serves as on the Facilities and Fees Board. This student and a student secretary (to compile meeting minutes) will be elected by committee members. Generally, officers will be elected in the Fall and serve a one-year term.

D. Responsible Area Director

The Co-Director of Personal and Professional Development Center-Student Health and Counseling Services is responsible for this area.

E. Meeting Schedule

Meetings will be scheduled weekly to every other week.

University Centers Committee

A. Purpose

This committee provides facilities that meet the study and social needs of the student body.

B. Scope of Concern

1. To initiate policies that enhance the utilization of student buildings other than the residence halls specifically, Hagestad Student Center and Rodli Commons
2. To provide oversight into the expenditure of program revenue and approval of fee increases as they relate to the enhancement of services and accommodations offered within student buildings other than the residence halls, specifically, Hagestad Student Center and Rodli Commons.

C. Structure

1. Membership

8 At-large Students

1 Director of Student Life Facilities

2. Selection of Members

Student members chosen by the Student Senate Shared Governance Committee

3. Officers

The committee shall be led by a student chair who serves on the Facilities & Fees Board. This student will be elected by committee members

D. Responsible Area Director

The Director of Student Life Facilities is responsible for this area

E. Meeting Schedule

This committee is required to meet at least once every two months.

C.H.I.L.D. Care Center Committee

A. Purpose

To properly represent the interests of students of the University of Wisconsin-River Falls by coordinating and developing on campus child care facilities, policies, or any other needs specific to the child care center experience of on-campus students, faculty, and staff.

B. Scope and Concern

1. To provide facilities and services that support, enhance and advance student, faculty and community child care initiatives and necessities.
2. To develop policies that govern and promote development, establishment, maintenance, enhancement, financing, and dissolution of the Child Care Center.
3. To provide oversight into the expenditures of the Child Care Center's revenue and approve general user fee rates as outlined in the University of Wisconsin-River Falls Guidelines on Allocable / Non-Allocable Segregated University and User Fees.

C. Structure

1. Membership Composition

One student-at-large with no direct contact or affiliation with the C.H.I.L.D. Care Center

The Associate Vice Chancellor of Student Affairs (or an assignee)

8 parents of involved children

The Dean of the College of Education & Professional Studies,

The Early Childhood Program Director.

Committee members act as liaisons between the parents of the involved children and the committee, relaying any concerns or changes.

D. Selection

The method for selection of C.H.I.L.D. Care Center representatives will be determined by the Student Association Student Senate

E. Officers

The student on the C.H.I.L.D. Care Center Committee is elected by the Shared Governance Committee of Student Senate and will serve on the Facilities and Fees Board.

F. Meeting schedule

This committee is required to meet at least 6 times per year, or as deemed necessary.

Differential Tuition Advisory Committee

A. Purpose

To recommend to the Chancellor how the revenue generated by the differential tuition fee should be allocated, to monitor progress toward achieving the goals outlined in “Campus Connections for Success”, to annually review the differential tuition fee program and expenditures, to annually report to the Chancellor and the Student Senate on expenditures and progress toward meeting the goals outlined in “Campus Connections for Success”.

B. Scope and Concern

1. To develop and review policies that govern the structure of differential tuition.
2. To advise Facilities & Fees Board and the Student Association Student Senate on impacts of differential tuition on the UWRf campus.
3. To review and approve any changes in the structure of differential tuition.
4. To review the allocations of the Differential Tuition Fee, which is to be approved then by the Facilities & Fees Board, and then must be approved lastly by Student Association Student Senate.

C. Structure

1. Membership Composition

6 students selected by Student Senate

4 faculty selected by Faculty Senate

4 staff members

All members will assume yearly positions and must be reappointed each spring for the following year. Any open positions may be filled the following fall.

2. Selection

The 6 students will be appointed by the Student Association Student Senate Shared Governance Committee, subject to confirmation by the Student Association Student Senate. The 4 faculty will be appointed by the Faculty Senate, and the 4 staff members will be chosen at-large.

3. Officers

The committee will report to the Facilities & Fees Board. All students will be elected by the Shared Governance Committee of Student Senate and one of the 6 students will serve on the Facilities and Fees Board.

D. Responsible Area Director

The Budget Officer to the Vice Chancellor of Administration & Finance is in charge of this committee

E. Meeting schedule

This committee is required to meet at least 6 times per year, or as deemed necessary.

F. Fee Change

In the event that there is a need to change the differential tuition fee, only the student members of the committee will be allowed to vote on the measure. If approved by the students on the committee, it will be forwarded to the Facilities and Fees Board and then to Student Senate.

Student Academic Success Center Advisory Board

A. Purpose

To ensure that students have the tools needed to succeed at UW-River Falls

B. Scope of Concern

To provide advice, guidance and recommendations as to appropriate policies and programs related to student academic success.

C. Structure

1. Membership

8 At-large Students

1 Student Representative from the Facilities and Fees Board/Clinical Services Committee.

4 Faculty/Staff (one representative from each college)

2. Selection of members

Students Chosen by the Student Senate Shared Governance Committee with confirmation by the Student Senate. College representatives chosen by the appropriate shared governance group.

3. Officers

The committee shall be directed by a student chair. The chair shall be selected through an application and interview process (open to all members on the Student Association), conducted by the Student Senate Shared Governance Committee, and appointed by Student Senate. The chair will be appointed to a one-year term beginning the following academic year.

D. Responsible Area Director

The Director of the Student Academic Success Center and staff are responsible for this area.

E. Meeting Schedule

The Student Academic Success Center Advisory Board is required to meet at least monthly.

University Committees

Please refer to the Student Senate Shared Governance Director for currently operating university committees.

Faculty Senate and Administrative Committees

Please refer to the University of Wisconsin-River Falls Faculty Handbook for committee description.

Ad-Hoc Committees

Students may serve on these committees through appointment by Student Senate or upon request of an administrator, a faculty member or staff person.

Policy Formation and Review

Policy Definitions

In order to 1) provide a more complete understanding of the UW-River Falls method of implementation, and to 2) hold the model in proper perspective and context, the following definitions/limitations are offered:

Definition of Policy

Policy shall be defined as a “definite guideline that shall be utilized to prescribe a determined course of action (decision) under certain and specified conditions.” It shall include these guidelines that pertain to 1) general student life/conduct, 2) overall facility utilization, and/or 3) overall educational/programmatic concerns.

Limitations Of Agencies:

The agency will be allowed to recommend action on “minor” policy concerns directly to the Area Director for decisions and implementation. The Area Director will accordingly seek channel approval from the next appropriate level (if determined necessary by the Area Director and his/her supervisor). The agency should forward all “major” policy recommendations through the prescribed channels as delineated in “Student Participation at UW-River Falls,” (pgs. 4-6) and in the detail as requested by Policy Formulation Documents.

Definitions Of “Major” Policy:

“Major” policy shall be defined as a “policy that results in a major, substantial impact on the community of students being served by the particular student agency.” The “labeling” of major or minor shall be determined by the Vice Chancellor, in consultation with the area director, channel authority, Student Senate and the appropriate student agency. The decision of the Vice Chancellor may be appealed to the Chancellor.

Process of Policy Formation and Review

Step #1

The appropriate agency/committee reviews, considers and evaluates the specific agency major policy matter (whether it is a new major policy or possible revision of an existing policy). The agency/committee then formulates its specific recommendation or proposal by a step process and approval procedure as delineated below.

As a matter of procedural policy, no decision will be made by the agency/committee without first initiating at least a seven (7) day review/waiting period. In this manner, the appropriate sub-

groups of the agency/committee will be able to effectively consider the proposed policy matter prior to a final decision by the agency/committee. As a result, first-hand involvement and informed input can be reasonably assured in the initial formulation of policy.

Step #2

The agency's/committee's recommendation will be forwarded to the Student Senate for review in the format that follows. (Policy Formulation Documents). Student Senate is given ten (10) to respond to the recommendation of the agency, and may elect to perform one of the following two courses of action (note: if Student Senate does not reply either positively or negatively, the recommendation will be sent through the appropriate channel automatically):

Student Senate reviews and supports the recommendation of the agency/committee. The recommendation then proceeds to Step #3 (review and approval at Dean/Budget Officer level).

Student Senate reviews the recommendation and does not favor the recommendation in part and/or in total. If such is the case, the following alternatives exist:

Direct input to the Dean/Budget Officer level - Student Senate, by a majority vote, does not favor the recommendation and therefore may submit its views directly to the designated Dean or Budget Officer with appropriate information (rationale, decisions, etc.) included in the "Policy Formulation Document". (Copies of any correspondence from the Student Senate substantiating their position shall also be forwarded to the initiating agency/committee).

Compromise Method - Student Senate by majority vote does not favor the recommendation either in part or in its entirety. The Senate will request the agency to reconsider its recommendation based on the rationale and position presented by Student Senate. After reconsidering its position at its next regularly scheduled meeting, the agency may then 1) accept Student Senate's position, and forward its amended recommendation through the channels, beginning again with the Student Senate, or 2) reject part and/or all of the Senate's position and forward its original recommendation through the channels, beginning again with Student Senate.

As is the case with the Faculty Senate, Student Senate has as an alternative the option to use the hearing/forum method to analyze positions/recommendations, etc., which they feel, require further study and/or action. The results of the hearing/forum may be shared with appropriate persons and/or parties.

Step #3

The Dean or Budget Officer receives and reviews policy recommendations from the Student Senate (possibly amended as a result of Step #2). The Dean or Budget Officer may solicit recommendations, comments, observations, etc, from the appropriate Area Director(s). The Dean or Budget Officer has 15 days after receipt of Student Senate recommendation to forward this policy recommendation to the Vice Chancellor for Administration & Finance or the Vice Chancellor/Provost (depending on initiating agency) with appropriate personal comments, observations, recommendations, etc, attached.

Step #4

The Vice Chancellor for Administration & Finance or the Vice Chancellor/Provost follows the same procedure as the Dean of Students, but after a maximum of 15 days from receipt of recommendation forwards the policy to the Chancellor.

Step #5

The Chancellor reviews and considers the policy recommendation of the originating agency/committee as well as other input from the Student Senate, Area Directors, and Administrators. The Chancellor then formulates a decision on the policy recommendation after a maximum of 15 days from receipt of recommendation. If approved in its entirety, the Chancellor informs the originating agency, the Student Senate, the Dean and/or Budget Officer and the appropriate area director. If the Chancellor vetoes a portion of the policy recommendation, or the entire recommendation, the basis for changing or denying such recommendation, shall be substantial and shall be communicated to the recommending student agency, with copies sent to the Vice Chancellor for Administration & Finance, Vice Chancellor, the Dean, Budget Officer, the Area Director(s), the Student Senate and any other appropriate agency or staff person.

Policy Implementation Analysis **(Student Life Policy Development)**

Student Life, Services, Interests:

W. H. Hunt Arena

Special Programs

Student Center

Financial Assistance

Food Services

Health Services

Residential Living

Residential Programming

Intramural Activities

Intramural Complex

Parking

Diversity Programming

Allocable Fee Distribution

University Reserve Expenditures

Student Organizations

Off-Campus Housing

Textbook Services

Miscellaneous Services

Agencies/Committees Serving:

Recreation Committee – F & F

Leadership Development and Programming Board

University Centers Committee – F & F

Financial Assistance Advisory Committee

Joint Food Services Committee – F & F

Clinical Services Committee – F & F

Residential Living Committee – F & F

East and West Area Councils

Recreational Activities Committee - LDPB

Recreation Committee – F & F

Parking Committee

Diversity Awareness Committee – LDPB

Student Senate

Student Senate

Student Organizations Committee – LDPB

University/Community Advisory Housing Committee

Textbook Services Committee – F & F

Student Senate

Policy Formulation Documents

The following seven pages contain the policy formulation documents.

- 1) Policy Formulation Initiation
- 2) Policy Formulation Student Senate Response
- 3) Policy Formulation Agency Disposition
- 4) Policy Formulation Student Senate Second Response
- 5) Policy Formulation Dean/Budget Officer Response
- 6) Policy Formulation Vice-Chancellor for Administration & Finance or Vice Chancellor/Provost Response
- 7) Policy Formulation Chancellor's Decision

Policy Formulation Initiation

Agency:

Policy Recommendation:

Date Recommended:

Members Present:

Voting Results: ___ Yes ___ No ___ Abstain

Agency Chairperson's Signature

Date Forwarded To Student Senate

Policy Formulation Student Senate Response

_____ Favor policy recommendation in entirety

_____ Not in favor of policy recommendation, sending direct communication to the Dean of Students/Budget Officer

_____ Not in favor of policy recommendation, request that agency reconsider position

Date acted upon:

Vote results: _____Yes _____No _____Abstain

Members Present:

Rationale:

Student Senate President Signature:

Forwarded to:

Date:

Segregated University Fees (SUF)

As a specific stipulation of the statute, students “shall have the responsibility for the disposition of” allocable portions of the revenue received from student fees. The Chancellor shall work closely with the students in defining allocable and non-allocable portions of the student fee with particularity, observing that this area shall not and cannot, without appropriate policy action by institution and board, include withdrawal of fee support from on-going fiscal commitments such as debt service, or the support of staff personnel on continuing appointments. Students acting through the Segregated University Fees Allocations Committee (SUFAC) or other designated institution-wide body shall be responsible for formulation of the allocable SUF budget, subject to the Chancellor’s approval. The basis for denying or changing the student decision shall be substantial and shall be communicated by the Chancellor to the recommending student agency in a timely manner. The Chancellor shall discuss any changes s/he recommends to the SUF budget for consideration and decision before the Chancellor forwards the institution’s budget to the UW System Administration and the Regents.

The Chancellor is responsible for administering funds received from student fees. Specifically, no expenditure of such funds can be authorized except with the approval of the Chancellor through the processes established for any expenditure of public funds held by the University System or its institutions.

At UW-River Falls, allocable and non-allocable fees are defined as follows:

User Charges

Food service residential dining rates, residential living room rates, and parking fees are all reviewed by their respective committees. The entire budgets for these three areas are non-allocable.

Segregated Fees

1. Recreational Facilities

The Facilities & Fees Board Recreation Committee provides students and staff an opportunity to participate in policy and budget decisions affecting the Hunt Arena, Intramural Complex and other appropriate recreational facilities. All rate increases, facility rental charges, product prices, and building use policies are directed to the Facilities & Fees Board-Recreation Committee for its consideration. All fees are used for maintenance and staffing of the facility, making the entire budget non-allocable.

2. Health

The Facilities & Fees Board Clinical Services Committee reviews the budgeted expenditures (i.e. student health contract with the River Falls Medical Clinic) and makes a recommendation on the fee level. The committee approves changes in service levels offered by this fee. This fee is non-allocable.

3. Textbook Services

The Facilities & Fees Board Textbook Services Committee serves in an advisory capacity concerning textbook rental fees and operational costs. The textbook fee covers the purchase of textbooks and the personnel to maintain the service. This fee is non-allocable.

4. University Centers (Hagestad Student Center & Rodli Commons)

Student involvement in the preparation of the Student Center budget is of an indirect nature. The Facilities & Fees Board University Centers Committee advises on budget policies and operations. The monies from this fee are used for expenses including the maintenance, services, supplies and salaries that are required to keep the Student Center and Rodli Commons operational. This fee is non-allocable.

5. Leadership Center

The Leadership Development & Programming Board reviews the budgeted expenditures from this fee. The monies collected are used strictly for funding the Leadership Center (including staff salaries, supplies and equipment and professional development). This fee should not be used to fund programs. This fee is non-allocable.

6. Student Programming

This fee is controlled by the Leadership Development and Programming Board. The Board allocates the monies collected from this fee to their various sub-committees that deal with a wide spectrum of student programmatic needs. The sub-committees, in-turn, determine the expenditure of those fees, which is consistent with their mission. This fee is allocable.

7. Municipal Services

The University Budget Officer is informed annually by System Administration on the cost to campus for these services (which includes city police and fire protection). This is a non-allocable fee.

8. Shared Governance Fee

The Student Senate allocates this fee to Student Senate and each of the three Boards. This fee is intended to support students' rights in the institutional governance process. This is an allocable fee.

9. Intramural Activity Fee

This fee is collected in support of a comprehensive intramural recreation program. It is considered non-allocable with the stipulation that any increases to this fee be allocable and require the approval of Student Senate.

10. Athletics

In 1989, Student Senate created this non-allocable fee with the stipulation that any increases to the fee be allocable, needing the approval of Student Senate.

Student Senate clarified its intentions regarding the athletic fee with motion, SS-94-95-38. It reads:

Move to continue to define and to collect the UW-River Falls Athletic fee as a non-allocable fee as established by Student Senate motion SS-91-92-083, and followed by Student Senate motion SS-91-92-088. These motions, and others that ensued (see SS-91-92-106 and SS-92-93-088), define the Athletic fee as non-allocable, with increases to the fee needing the approval of the Student Senate (SUFAC) and the Chancellor.

By way of this motion, it is also understood that the three-year minimum allocation required for athletics, as outlined in the University of Wisconsin System's Financial Policy and Procedure Paper Number 37, will not be determined annually by Student Senate, but rather will be assumed to be the same amount as the current year's funding. Should SUFAC desire to decrease the athletic fee, it may do so by passing a fee reduction plan that must begin no sooner than three years after the fiscal year in which the motion was passed.

For example, if Student Senate passed a reduction to the athletic fee during the 1995-96 allocation process, it could not go into affect until 1998-99. This proposed fee plan, like all other actions of SUFAC, must have the approval of the Chancellor.

In addition, this motion continues to assume, that with proof of identification, UW-River Falls students will be admitted into all athletic events free of charge. The athletic budget, and pertinent fee information, must be presented to Student Senate semi-annually, along with other non-allocable budget information, by the Budget Officer and the Athletic Director(s).

The UW-River Falls Allocable Segregated Fees Budget Process:

Organized Activities:

A. Student Fee Review and Recommendation by Student Senate Finance Committee

1. Membership: Student Senate Finance Committee

2. Procedures:

a. The Facilities & Fee Board Chair and Leadership Development and Programming Board Chair, in consultation with the University Budget Officer, will present possible allocable fee levels to the Student Senate Finance Director. This information will be used to determine the level of an allocable fee.

b. Budget hearing(s) with the Chairs of the Fees and Facilities and Leadership Development and Programming Boards are held before the entire Student Senate.

c. The Finance Committee forwards their recommendations directly to Student Senate.

B. Budget consideration and Approval by Student Senate (SUFAC)

1. Membership—Duly elected student senators

2. Procedures—Recommendations for fee levels from the Finance Committee are considered and approved by the full Senate and forwarded to the Chancellor.

C. Budget Action by the Chancellor

1. Chancellor accepts or changes Student Senate's recommended fee levels and notifies Student Senate of his/her actions.

2. Chancellor forwards recommendations to UW System for final Board of Regents approval.

D. Budget Reports from the President's Council (Senate President, Vice-President, Finance Director and the Chairs of Fees and Facilities and LDPB)

1. The President's Council coordinates each shared governance group in determining a budget for all allocable fees at the approved fee rates.

2. Each shared governance group submits the budget to the President's Council for passive review.

3. The President's Council submits the budget for each allocable fee to the Student Senate and Chancellor for passive review.

E. Budget Approval by Board of Regents

1. Chancellor's recommended budget is reviewed and approved by UW System unless there is disagreement between Student Senate and Chancellor's recommendations.

2. If irreconcilable differences in judgment of the uses of allocable student fee income develop between the Chancellor and Student Senate, the views of both may be brought to the Regents, and the Regents may determine the distribution of such resources.

3. The Board of Regents makes final budget approval.

Summer Session Student Activities:

A. Budget review and recommendation

Summer session fees are allocated by the appropriate shared governance groups and follow the same allocation processes as listed on the preceding page.

The UW-River Falls Non-allocable Segregated Fees Budget Process

The University Budget Officer will present the total fee package to the Facilities & Fees Board Chair in sufficient time so as to allow the student to participate in an advisory role in the budgeting of non-allocable fees. The Facilities & Fees Board Chair and University Budget Officer then present a report to the Student Senate on the total fee package. The final decisions regarding non-allocable fee levels rest with the Chancellor, with ultimate authority placed in the Board of Regents.

Appeals

A. In the event an irreconcilable difference of opinion develops at any institution between or among student organizations, faculty the academic staff and the Chancellor, over whether or not a particular campus policy or procedure meets the letter and spirit of 36.09(5), and after institutional procedures have been exhausted, any of the contending parties may request the System President to review the dispute and take such action as may be appropriate to its resolution. The request for review shall be made in writing, and shall include the evidence and reasoning upon which the request for review is made. If decision is necessary, the System President shall render the decision within 20 working days of receiving the request for review. Upon receiving the decision of the System President, any of the contending parties may request a review of the System President's decision by the Board of Regents by writing to the President of the Board.

Upon receiving such a request, the Board shall determine whether or not to provide a review.

B. If irreconcilable differences in judgment on the uses of allocable student fee income develop between a Chancellor and the student organization charged with responsibility for initiating recommendations in the regard, the views of both shall be brought to the Regents through the System President's Office in a timely manner and the Regents shall determine the distribution of such resources for the particular institution. System Administration may attempt to mediate and resolve the dispute before it is forwarded to the Board.

Review of this Document

This document may be reviewed on an annual basis by the Student Senate and any changes made will be approved by the Chancellor.