

THE COUNCIL ON STUDENT AFFAIRS AND FEES (COSAF)
Chancellor's Administrative Advisory Committee
Bylaws

I. PREAMBLE

The Council on Student Affairs and Fees (referred to henceforth in the bylaws as “COSAF” or “the Council”) serves as the primary agency for channeling student input into decisions regarding the level and use of student fees that serve as the funding source for a variety of student programs, services, and facilities at UC Davis. It consolidates the charges of two former Administrative Advisory Committees: The Campus Unions Recreation Board (CURB) and the Student Service Fee Administrative Advisory Committee (SSFAAC). This Administrative Advisory Committee reports to the UC Davis Chancellor through the Vice Chancellor for Student Affairs.

COSAF is one of 14 UC Davis Administrative Advisory Committees that provide an opportunity for faculty, staff, and students to participate in the governance of UC Davis. The Administrative Advisory Committees serve in an advisory capacity to address topics such as the arts, athletics, childcare, student services, research, transportation and parking services, and safety.

II. PURPOSE

COSAF was established to advise the Chancellor through the Vice Chancellor for Student Affairs (who is authorized by the Regents to allocate Student Services Fee income) on: the use of student fees in Student Affairs units; the delivery of Student Affairs programs and services; and the use, management, and capital improvements of student fee funded facilities. This specifically includes providing input on:

- The use of the Student Services Fee (SSF) and Campus Based Fees (CBF) as they relate to the need, quality, and efficiency of student support services and activities.
- The use of Campus Based Fees in accordance with referendum language.
- The review and approval of annual CPI adjustments for Campus Based Fees.
- The level and use of student fee reserves.
- The review (at the request of the Vice Chancellor for Student Affairs) of new referenda that have been proposed to or by the Vice Chancellor, prior to being put before the student body for a vote.

COSAF strives to maintain the maximum degree of accountability and transparency in the use of student fees.

III. MEMBERSHIP COMPOSITION

COSAF consists of 17 voting members and 10 ex-officio non-voting members, as follows:

- 10 Voting Undergraduate Students, to include:
 - The ASUCD President or their designee
 - 1 Transfer Student (minimum)
 - 8 Undergraduate Representatives
- 4 Voting Graduate/Professional Students, to include:
 - 1 LSA Representative

1 GSA Representative
2 Professional/Graduate Students

2 Voting Faculty Members, appointed in consultation with the Faculty Senate and Faculty Federation

1 Voting UC Davis Staff Member, appointed by Staff Assembly

3 Alternates will also be selected from the application pool to serve in the event that voting member(s) are unable to serve an entire term.

10 Ex-Officio (nonvoting) Members, to include:

Student Affairs CFO (Council Advisor)

Vice Chancellor of Student Affairs Representative

Director, Recreation

Director, UC Davis Stores

Associate Director, Intercollegiate Athletics

ASUCD Business Manager

ASUCD Advisor to Athletics and Administrative Advisory Committees

Budget and Institutional Analysis (BIA) Rep

2 ASUCD Senate Appointees

IV. MEMBER SELECTION PROCESS

All students, staff, and faculty interested in serving will apply through the Administrative Advisory Committee Call for Applications for Membership, which occurs at the beginning of Spring Quarter, and is publicized through the Office of the Chancellor. A panel comprised of outgoing chairs, incoming chairs, ASUCD President (or designee), and the Student Affairs CFO (Council Advisor) will review student applications for membership in accordance with the Principles for Membership Selection (see below). Screened undergraduate applicants will be interviewed, selected, and forwarded to the Vice Chancellor of Student Affairs no later than the 8th week of Spring Quarter. LSA/GSA/Professional School applicants will be selected and/or appointed by their respective associations and forwarded to the Vice Chancellor for Student Affairs no later than May 15th of each year. The Vice Chancellor for Student Affairs will officially appoint all members prior to the end of the academic year. Terms will commence on July 1 and end on June 30 of the following year (with the possible exception of transfer students). Voting members may serve for multiple terms but must go through the application process for each term.

Principles for Member Selection

Efforts will be made to select student members who:

- Can provide a broad representation of UC Davis student interests/concerns.
- Reflect the diversity of the UC Davis campus community.
- Demonstrate an active interest in student programs and services on campus.
- Are full-time students who are in good academic standing.
- Are eligible to serve 2 or more years.

At least one space on the Council will be reserved for a transfer student. In order to give incoming transfer students an opportunity to apply and serve, it is possible that this member will not be appointed until Fall Quarter.

Selection of Co-Chairs

Each Spring Quarter, the outgoing Chairs and the Advisor will recommend to the Vice Chancellor for Student Affairs two of the voting student members to serve as Co-Chairs for the following year. Though both undergraduate and graduate members may serve as chairs, at least one of the co-chairs will be an undergraduate student for any given year. The Vice Chancellor, taking into consideration this recommendation, will appoint the Co-Chairs for a one-year period. The appointments will be presented to the COSAF voting membership for confirmation. A Co-Chair may serve no more than two consecutive years.

V. MEMBER COMPENSATION AND PARTICIPATION

Each Council Chair and voting member will be compensated at a rate determined by the Vice Chancellor of Student Affairs in consultation with Student Employment. Compensation will be paid on a biweekly basis through each quarter the member serves. Compensation rates will be reviewed for adjustment every three years.

Members will be expected to attend all meetings. Members may be excused from meetings for reasons of illness, family emergencies, or academic requirements, and must provide notification of absence to the Chair prior to the meeting. If a member has two consecutive unexcused absences or more than three unexcused absences in one quarter the Council may recommend to the Vice Chancellor of Student Affairs that the member be removed from the Council. If at anytime during the academic year a member can no longer serve, he/she will notify the Chair in writing. The Chair, in turn, will advise the Committee Advisor and the Vice Chancellor for Student Affairs of the resignation and request that an alternate member be officially appointed to serve out the term of the person leaving the Council.

VI. COUNCIL RESPONSIBILITIES

A. Review and Oversight of the Use of Student Fees

COSAF will oversee the allocation of student fees, ensuring allocations are spent in a manner consistent with the terms of the appropriate referendum and that ensures optimal accountability and transparency. This oversight shall be conducted as follows:

Student Services Fee

The Council will review Student Service Fee Allocations (SSF) on an annual basis. SSF funded departments will provide annual budgets and additional information to the Council upon request.

Campus Based Fees

Each month of the academic year the Council will review a single Campus Based Fee (CBF) and the departments receiving funding from that fee. (A CBF funded department, at the discretion of the Council, may or may not be reviewed every year.) Departments being reviewed will present the following to the Council during meetings:

- Budgetary information (specificity TBD).
- Basic statistics on student usage.
- Unit changes or initiatives for new projects.
- State of reserves for the fee.

At the conclusion of each month, the Council will:

- Review and vote to approve the CPI (Consumer Price Index) adjustment to the Fee reviewed that month in accordance to referendum language. The Council will

use Consumer Price Index as determined by the Bureau of Labor for the San Francisco Area.

- Draft a short executive summary on the fee.
- Draft a short list of recommendations to the Vice Chancellor regarding the CPI, the use of the fee, and the budgetary priorities of the department.

At the end of the year, COSAF will review and ratify all CPI increases voted throughout the year. The Co-Chairs will:

- Compile the executive summaries into an annual report.
- Draft an advisory letter to the Vice Chancellor for Student Affairs outlining all recommendations of the Council.

The annual report and letter of recommendations will be posted on the COSAF website and added to the Committee orientation manual for the subsequent year.

B. Input on CBF Funded Facilities

COSAF will participate in planning for capital improvement projects as requested by the Vice Chancellor, including development of project planning guides, selection of facility sites, selection of architects and review of design facilities. In addition, the Council may be asked to review:

- The quality of operations of facilities, and the degree to which these meet student needs.
- Proposed capital improvements of CBF facilities.
- Major maintenance projects.

C. Input on Fee Funded Programs and Services

At the Vice Chancellor's request, the COSAF will:

- Advise on the quality and character of programs and services funded by student fees.
- Assess and prioritize the unmet needs of Student Affairs departments and their long-range plans.
- Advise on the development of new policies relative to the implementation of programs and services funded by student fees.

D. Additional Responsibilities

COSAF will:

- Provide input and recommendations on Student Affairs issues as requested by the Vice Chancellor for Student Affairs. This includes the review of new referenda that have been proposed to or by the Vice Chancellor for Student Affairs, prior to being put before the student body for a vote.
- Conduct a periodic review of existing bylaws to ensure the appropriate degree of oversight, accountability, transparency, and ongoing relevancy. An existing bylaw can be changed by the Vice Chancellor at the recommendation of the Council after a vote is put before the membership.
- At the Vice Chancellor's request, appoint members to serve on various campus and divisional committees.

VII. CHAIR RESPONSIBILITIES

Responsibilities for the co-Chairs will include the following:

- Schedule meetings and ensure meeting times are announced on the COSAF website.
- Set agendas and preside at all meetings.
- Plan training/informational sessions for the sitting committee members.
- Screen and interview applicants for new members.
- Serve as liaisons to the UC system-wide Council on Student Fees.
- Prepare the Committee's Annual Report and the Letter of Recommendations to the Vice Chancellor for Student Affairs.

VIII. MEETINGS

COSAF should meet twice a month unless otherwise warranted to fulfill its charge. Additional meetings may be scheduled as needed. All regular meetings will allow time for comments and questions from members as prescribed by the Chair. Meetings will be open only to campus community members. Campus community members include currently enrolled students, faculty, and staff.

Minutes will be taken at each meeting and may be distributed to members of the Council. Minutes will be posted on the committee website prior to the date of the next meeting.

Voting on issues associated with CPI's for fees must have a quorum, defined as half the voting membership, rounded up to the nearest number.

IX. VOTING

All voting members, including chairs, will vote on all CPI increases with the exception of the FACE/LEAAP fees. When the CPI adjustment for the FACE/LEAAP fees come to the Council for a vote, the LSA representative (and any other voting members who are law students) will only vote on the LEAAP CPI, and not the FACE CPI. The remainder of the Council will vote on the FACE CPI, but not the LEAAP CPI. The results of both votes will be forwarded to the Vice Chancellor in an advisory letter.

Votes to approve CPI adjustments on Campus Based Fees must pass by 66% (rounded to the nearest number), with the exception of LEAAP. Voting will take place using anonymous paper ballots. Votes on issues other than fee adjustments will pass with a simple majority.

A quorum of (50% of voting members rounded up) must be present for the committee to vote. Members with an excused absence may submit an absentee ballot, but absentee ballots will only be counted if a physical quorum is present at the meeting when the vote takes place.

Only voting members representing student associations may vote by proxy at the meeting. These include the President of ASUCD or his/her designee, the GSA appointed representative, and LSA appointed representative.

X. STAFF SUPPORT

The Department of Campus Recreation and Unions will provide staff support for COSAF. This support will include, but is not limited to, recording the minutes of the meetings, arranging for

meeting facilities, providing the Committee with copies of budget requests, maintaining the COSAF website, and maintaining the COSAF budget.