

## COSAF Bylaw Highlights and Understanding Key Components of Council Work

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- **The Council on Student Affairs and Fees is a Chancellor's Administrative Advisory Committee (AAC).**  
There are 12 AAC's on campus. For more information on UC Davis AAC's, visit [aac.ucdavis.edu](http://aac.ucdavis.edu).
- **What is an AAC?**  
Administrative Advisory Committees provide an opportunity for faculty, staff, and students to participate in the governance of UC Davis. This concept is often referred to as shared governance.
- **COSAF reports to:**  
The UC Davis Chancellor through the Vice Chancellor of Student Affairs and Vice Chancellor of Finance, Operations and Administration.
- **What is the membership composition of COSAF?**
  - 12 Voting Undergraduate Students
  - Up to 4 Undergraduate Student Alternates
  - 4 Voting Graduate/Professional Students
  - Up to 3 Graduate/Professional Student Alternates
  - 1 Voting Faculty Member
  - 2 Voting Staff Members
  - 12 Ex- Officio members (department representatives, non-voting)
- **What is the meeting schedule?**
  - Regular meetings are typically held every other Friday from 11:30 am – 1:00 pm during the academic year. (with the exception of Winter & Spring breaks)
  - Undergraduate members will be asked to serve on a *subcommittee*, which will meet on alternate Fridays, 11:30 am – 1:00 pm.
  - See [cosaf.ucdavis.edu](http://cosaf.ucdavis.edu), Meetings tab, for the most up to date meeting schedule.
- **What is the purpose of COSAF?**
  - To advise the Chancellor, through the Vice Chancellor of Student Affairs and Vice Chancellor of Finance, Operations and Administration on the use of student fees.
  - To advise on the delivery of Student Affairs programs and services.
  - To advise on the use, management and capital improvements to student fee funded buildings and facilities.
- **What does COSAF specifically provide input on?**
  - Student Services Fee
    - The Student Services Fee is paid by students on all UC campuses and each campus chooses how to allocate the fees to support student services. The level of the fee is determined by the UC Regents.
  - Campus Based Fees
    - Campus Based Fees are fees specific to UC Davis that were passed by a vote of the students when they were proposed. This vote is referred to as a *referendum*.
    - COSAF provides input on the use of campus based fees in accordance with the referendum language.
    - COSAF provides recommendations for CPI adjustments to some Campus Based Fees. (with the exception of **SASI**, which automatically receives the adjustment each year)
  - New referenda that has been proposed to the Vice Chancellor prior to being put before the student body for a vote.
  - Student Programming Fund. An allocation of up to \$100,000 for qualified applicants, to provide student programming and/or services. This is one-time funding.
  - Provide approval/denial of Dean Witter Fund applications, which support informal events with student and faculty.
  - Provide approval/denial of Student Development Fund applications, which promotes development of Undergraduate students by reimbursing costs such as conference registration and travel.

- **What is CPI?**

The *Consumer Price Index* measures changes in the price level of a market basket of consumer goods and services that are purchased by households in a given region. Another way to think of CPI is as a measurement of inflation. So to apply CPI is essentially to keep the purchasing power of fees the same as in a prior year. Not applying a CPI adjustment will cause the student fee to not be able to support the same level of purchasing power as in the prior year.

- **Who determines the CPI rate?**

The Bureau of Labor Statistics, which is the principal fact finding agency for the US Government, is the agency that measures the Consumer Price Index or CPI. The Bureau of Labor Statistics is a unit of the United States Department of Labor.

- **What does CPI apply to?**

CPI is only applied to operating expenses.

- It is assumed that operating expenses go up each year, hence the need for a CPI adjustment to keep programs from having to be cut, because inflationary pressures reduce the purchasing power of the fee.
- CPI is not applied to the debt service portion of each fee, as those costs are fixed.

- **What should be considered when determining CPI on programs versus facilities?**

- Facilities are owned by students and need consistent upkeep which is necessary versus optional. Value judgments on the program application of CPI is appropriate versus letting buildings degrade.
- COSAF provides input on the level and use of student fee reserves.

- **What is a reserve?**

A reserve is like a savings account that is used to ensure you can maintain facilities. Examples of why you need to save money in reserve accounts.

- Synthetic turf on a playing field has a life of 8-10 years, so if turf was bought in 2015, we need to plan to have enough money to replace it sometime around 2025.
- Carpet in a high traffic building may need to be replaced every 5 years. If we installed new carpet in 2022, we need to be saving money to replace it in 2027.
- A roof may need to be replaced every 25 years, so we need to save money to be able to replace the roof.

- **How does voting work?**

- The CPI vote must pass by 66%. All other non-fee adjusting votes will pass with a simple majority.
- A quorum of 50% of voting members must be present for the committee to vote.
- Members with an excused absence can vote absentee, 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, the Graduate Student Association (GSA) representative and the Law School Association (LSA) representatives.

- **We will be discussing Return to Aid during the year. What does this mean?**

In general, return to aid is 25% of fees- Student Services Fee and Campus Based Fees. For example, if a fee were \$10, \$2.50 of that fee would go into a pot of money we call Return to Aid. This money is then allocated to need based grant funding for students. It is a critical component of Financial Aid.