

Governing Document
Office of the Vice President for Student Affairs
Health & Recreation Fee Student Advisory Board
(Updated: February 2017)

Introduction:

Initially, on March 11, 2010, the Arizona Board of Regents approved a revised proposal from UA President, Dr. Robert Shelton, to phase in a new \$306/year mandatory fee over a two-year period beginning in FY 2011 to help support the UA Campus Health Service and UA Department of Campus Recreation. Then, on April 7, 2011, the Arizona Board of Regents approved a revised second phase Health & Recreation Fee proposal from UA President, Dr. Robert Shelton. The second phase of the mandatory Health & Recreation Fee request was revised to \$150/year for a total of \$300/year. The second phase amount was split \$79/year for the Campus Health Service and \$71/year for the Department of Campus Recreation.

The first year of the two-year phase in provided for a mandatory Health & Recreation Fee of \$150/year with a larger proportionate share of the Fee being directed to the Campus Health Service. A subsequent agreement was reached within the Division of Student Affairs that directed \$80/year of the \$150/year Health and Recreation Fee to the Campus Health Service and the remaining \$70/year to the Department of Campus Recreation. In full, the revised \$300/year mandatory Health & Recreation Fee is effective beginning fall semester 2011 and \$159/year will be directed to the Campus Health Service with the remaining \$141/year going to support portions of the Department of Campus Recreation.

The institution of a mandatory Health & Recreation Fee directly results from the need to move from a less predictable funding model associated with State and Retained Fees to a UA student enrollment based fee funding model to ensure a greater degree of predictability. Both UA students and parents of UA students were surveyed and supported (64% and 78%, respectively) the institution of a mandatory Health & Recreation Fee. The institution of a Health & Recreation Fee will help to assure that services associated with the Campus Health Service and the Department of Campus Recreation are in place and available to the UA student population.

Very importantly, the Health & Recreation Fee approval also includes a provision to have in place a Student Advisory Board that will serve to offer input and perspectives concerning the use of the Fee funding for both the Campus Health Service and Department of Campus Recreation. In turn, key members of the Campus Health Service and Department of Campus Recreation leadership will be present during Health & Recreation Fee Student Advisory Board meetings and will share financial and relevant operational information concerning the planned use of the Fee funding to keep the advisory board well informed.

Health and Recreation Fee Student Advisory Board

Student Advisory Board Role:

The Health & Recreation Fee Student Advisory Board is advisory only and will work with leadership of the Campus Health Service and the Department of Campus Recreation to offer UA student input and perspectives. Should any issues arise that require further UA administrative consideration, the Vice President for the Division of Student Affairs will have final decision-making authority.

Throughout the Health & Recreation Fee Student Advisory Board meeting cycle, questions will be answered and information shared so as to provide clarity and understanding relative to how the units are funded and how the Fee dollars are being applied.

Student Advisory Board Membership Composition/Selection:

In order to ensure a good cross-sectional representation of UA students and to assure that definitive information from the Campus Health Service and Department of Campus Recreation leadership is available for the Advisory Board, the following Advisory Board composition is recommended:

UA Student Composition – 2-ASUA (1-SHAC and 1-RAC), 2-GPSC, 1-RHA, 1-Internation, 1-Off Campus Housing, 2-At Large, 1-Fraternity and Sorority Programs, 1-CHS Student Employee, 1-CRC Student Employee.

Ex-Officio Members – 1-Campus Health Service Director, 1-Department of Campus Recreation Director, 1-UA Budget Office professional and the Student Affairs Division Business Manager.

Selection to the Advisory Board – ASUA, GPSC, RHA, Off Campus Housing, and Fraternity and Sorority Programs will appoint the members they wish to have on the Advisory Board. The International student member of the board may be selected via appointment by their leadership or if necessary a run-off election held by their constituency. The CHS student employee, CRC student employee, and At-Large members will be selected by the Student Advisory Board through an application process.

Student Advisory Board Structure

The composition of the Health & Recreation Fee Student Advisory Board shall be comprised of a cross-section of the UA student population to ensure good representation on this Board. Therefore, undergraduate, graduate, and professional students will be asked to participate including those who may be international and/or minority students and domestic students, living on or off campus.

- In order to be effective, a minimum of twelve (12) students representing a cross-section of the UA student population will be offered Advisory Board positions.
- The Advisory Board will be led by a Chair (or co-Chairs) who will be selected through Advisory Board election to help ensure that meetings are scheduled, properly conducted and documented. In addition, a Vice Chair (for succession purposes) and a Secretary will also be elected by the Advisory Board membership for up to two-year terms.
- Designated Directors of Campus Recreation, Campus Health, a representative from the Budget office, and the SA Division Business Manager will serve as ex-officio members of the group.
- The Health & Recreation Fee Student Advisory Board will be expected to meet at least 3-times per year. The first meeting in early to mid-fall semester will be dedicated to sharing information about the Health & Recreation Fee Proposal and financial structures of the Campus Health Service and the Department of Campus Recreation to bring the Advisory Board up to speed – (information packets will be provided). The second meeting later in the fall semester will be a pre-budget construction meeting and will allow for input from the UA students into how the Fee funding might be applied. The third meeting in early spring semester will focus on how the Health & Recreation Fee dollars will be applied during the budgeting process for the next fiscal year.
- Attendance will be taken and Minutes of these board meetings will be constructed by the Secretary, approved by the Board and distributed to the Health & Recreation Fee Student

Advisory Board members, appropriate UA leadership and placed on Unit and Division websites for public viewing.

- It is further recommended that Health & Recreation Fee Student Advisory Board Meetings take place at either Campus Health Service or Department of Campus Recreation.

Health & Recreation Fee Student Advisory Board – Membership Terms/Conditions:

Terms of UA Student Membership – A UA student member may serve for a minimum of one term which will be one Fall-Spring cycle, up to a total of 3 terms. If a UA student member wishes to stay on for an additional term past their initial 3 terms, the Board must vote to allow the student member to stay for an additional term. A two-thirds favorable vote must be reached by the Board.

Vacancies – Vacancies will be replaced in a manner that assures the best cross-sectional UA student representation possible.

Expulsions and Impeachment – The Vice President of Student Affairs may remove a UA student member of the Board for violations of the UA Student Code of Conduct. All other expulsions and impeachments will be conducted according to Robert’s Rules of Order. In these instances, it must be evident that a Board member’s actions are being disruptive or deleterious to the constructive proceedings of the Board’s activities.

Process to Amend Governing Document

In the event that any member of the Board deems it necessary to adjust, or add to, the Governing Document, the following process must be followed:

- The Board member's request for change must be presented to the Board along with any relevant documentation.
- After Board discussion, a vote may be taken on the issue at hand.
- If a vote is considered, at least two-thirds of the student Board members must vote in favor of the issue.
- Should a student member be absent from the meeting in which the vote is taken, they must be contacted within 24 hours of the meeting, informed of the issue and be given the opportunity to vote. A request for their vote on the issue must be specifically stated in this email.
- Absent members have 24 hours to respond to the initial email with their vote.
- After 24 hours, all votes will be tallied (excluding members who were absent and did not respond) by the Secretary of the Board.
 - A two-thirds favorable majority must be reached in order to amend the Governing Document.