

## **Student Governance Implementation Plan**

### **1. Background**

Wisconsin State Statute 36.09(5), corresponding case law, and UW System policy, grants students the right and responsibility to actively participate in the governance of the University of Wisconsin-Stevens Point. UW-Stevens Point has a long, rich, and innovative history of student governance that began in the 1960's. This Implementation Plan is an update of the 2017 iteration of the Implementation Plan: it is a recommitment to student shared governance that is specific to UW-Stevens Point, aligns current practices with updated UW System policies, and it is an effort to clarify and update student shared governance. This version shall officially replace the 2017 "UWSP Shared Governance Implementation Plan," and this shall be the sole implementation plan, as recognized by Regent Policy 30-3, outlining the roles of the Student Government Association and the student body in the shared governance of UW-Stevens Point.

### **2. Wisconsin State Statute 36.09(5)**

*"The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty shall have primary responsibility for advising the chancellor regarding 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."*

### **3. Regent Policy Documents – Section 30-3**

As a specific stipulation of the statute, as outlined in Board of Regent Policy 30-3, students *"shall have the responsibility for the disposition of allocable portions of the revenue received from student fees. Students, acting through the SUF Allocations Committee (SUFAC) or other designated institution-wide body, shall be responsible for formulation of the allocable SUF budget, subject to the responsibilities of the chancellor. 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 [they recommend] to the SUF budget for student consideration and decision before the chancellor forwards the institution's budget to System Administration and the Regents.*

*The chancellors are 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 for any expenditure of public funds held by the University System or its institutions.*

*[University of Wisconsin System guidelines concerning the approval and administration of segregated fees are contained in the UW-System Administrative Policies (SYS), see e.g., SYS 820, Segregated University Fees.]*

#### **4. Student Government Association**

Wisconsin State Statute 36.09(5) *“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 students of the UW-Stevens Point campus have chosen to organize themselves as the Student Government Association (SGA), which is sole body representing the students on this campus for the purpose of governance and the overseeing of student fees. The SGA has the authority to represent and advocate for the student body. Every enrolled student is a member of the SGA, and it is led by an elected and appointed body of officers that comprise of a Legislative, an Executive, and a Judicial Branch. The SGA has the sole authority to appoint students to all governance committees unless that power is otherwise delegated by the SGA. For more information on the SGA, please refer to the SGA Constitution, Bylaws, and Statutes.

##### **4.1 Organizational Status**

The SGA shall be recognized and treated as a shared governance entity, not as a student organization. Annual reapplication for SGA’s office and cabinet space shall not be necessary.

##### **4.2 Student Organization Recognition and Policy**

The SGA is the governing body of student organizations. It shall collaborate with the Campus Activities and Student Engagement (CASE) Office to determine policy for student organizations. CASE shall continue to administer and enforce this policy, as well as develop student leaders through programming, employment, and involvement. CASE shall be responsible for recognizing and derecognizing student organizations.

##### **4.3 University Centers Policy**

Policy for the University Centers is created and reviewed in the University Centers Advisory Policy Board (UCAPB). UCAPB does not do any budget work; however, the SGA UCAPB chairperson may choose to seek budget feedback from UCAPB to inform their voting on NUFAS. UCAPB is a standing committee of the SGA.

##### **4.4 Text Rental Policy**

Policy for text rental is created and reviewed in the Joint Committee on Text Rental (JCTR). This Joint Committee shall be made up of equal representatives from Common Council, identified by the executive committee, and the SGA, shall elect its own chair. The University Centers Student Director and the Director of the University Centers, or their designee, shall both be non-voting ex-officio members on this committee. The JCTR shall be the sole body governing text rental policies, and changes to text rental policies shall be sent to the Academic Affairs Committee and the SGA for deliberation and vote. Only policy finally approved by both Common Council and SGA shall be adopted, and that policy should be identical (e.g., if one body amends a policy and the other one does not, then it must be sent back to the JCTR until a compromise policy is formed.)

#### **4.5 Student Health Services Policy**

Policy for Student Health Services is created and reviewed in the Student Health Advisory Committee (SHAC). The SHAC does not do any budget work; however, the SGA SHAC chairperson may choose to seek budget feedback from SHAC to inform their voting on the NUFAS. SHAC is a standing committee of the SGA.

#### **5. Segregated University Fee Allocation Committee**

The Segregated University Fee Allocation Committee (SUFAC) is a standing committee of the SGA Senate, and shall operate under Board of Regents, UW-System, and UWSP policies as well as viewpoint neutrality and other applicable case law. SUFAC approves all allocable segregated fee decisions, approves Non-allocable University Fee Allocation Subcommittee (NUFAS) decisions, and approves any inter-institutional organizations fee. SUFAC shall also review any student fee, including the auxiliary fees (outlined in section 9) and the municipality fee. Any segregated fee (as defined in Wisconsin State Statute 36.09(5) and Regent Policy) not approved by SUFAC and the SGA senate cannot be assessed to the students. Only currently enrolled students may be voting members of SUFAC. SUFAC actions are subject to final approval by the SGA Senate. SUFAC membership shall be defined as written in the SUFAC Bylaws, as well as briefly outlined in this document.

The Chancellor reserves the right to overturn any decision made by SUFAC or SGA Senate.

#### **6. Non-allocable University Fee Allocation Subcommittee**

The Non-allocable Segregated University Fee Subcommittee (NUFAS) is a subcommittee of SUFAC and shall operate under Board of Regents, UW-System, and UWSP policies. NUFAS approves all non-allocable segregated fee decisions and new non-allocable fees. Only currently enrolled students may be voting members of NUFAS. NUFAS actions are subject to intermediate approval by SUFAC, and then final approval by the SGA Senate. NUFAS membership shall be defined as written in the NUFAS Bylaws, as well as briefly outlined in this document; members of NUFAS do not need to be SUFAC members, however membership in both committees shall not be prohibited.

The Chancellor reserves the right to overturn any decision made by SUFAC or SGA Senate.

#### **7. Allocable Segregated Fees**

Allocable segregated fees go through an annual budgeting process through SUFAC and are classified into categories, as defined below. After being deliberated and approved in SUFAC, all allocable segregated fees are sent to the SGA Senate for approval before being forwarded to the Chancellor. The Senate may not amend a SUFAC decision. The Senate may only approve of individual budgets or send them back to SUFAC for further deliberation. The Senate may only refer proposed budgets back once. Any vote less than 2/3 majority of the seated Senate is required to overturn the SUFAC decision. Any vote less than 2/3 in opposition to the SUFAC proposed budgets, results in the SUFAC decision confirmation.

The chancellor reserves the right to overturn any decision made by SUFAC or SGA Senate. In accordance with Wisconsin State Statute 36.09(5), Board of Regents Policy 30-3 and 30-5, SGA reserves the right to appeal to the Board of Regents.

### **7.1 Subsidy Budgets**

As part of the allocable segregated fee process, SUFAC can distribute subsidies to UWSP departments. Other than those defined below, non-allocable fee-receiving entities may not receive subsidies. These must come up for approval each year.

### **7.2 Student Organization Budgets**

Only recognized student organizations may request funding annually from SUFAC, in accordance with current SGA governing documents.

### **7.3 Green Fund Budget**

This fund is for sustainable capital investments and is managed by the Environmental Sustainability Affairs Director (ESAD), SUFAC, and SGA in accordance with current SGA governing documents.

### **7.4 Student Government Association Budget**

The SGA budget shall come as a standalone budget item. This includes the SGA operating budget and any contracted services such as permitted by the allocable definition within UW System Administrative Policy 820 "Segregated University Fees".

## **8. Non-allocable Segregated Fees**

Non-allocable segregated fees go through an annual assessment process through NUFAS. NUFAS, in consultation with the Vice Chancellor for Student Affairs, will set segregated fee rates. After assessment from NUFAS, and intermediate review by SUFAC, the Senate may only approve the proposed non-allocable fee or vote in opposition to the proposed fee. SGA Senate may refer the action back the originating committee exactly one time for revision. If a vote in opposition to the fee is held, the Chancellor shall call a meeting and make the final decision after a hearing with relevant stakeholders.

Non-allocable fee requests will be due to the SGA Budget Director by a time determined by the SGA Budget Office and University Budget Office each fall semester. Non-Allocable budget hearings will take place between the fourth week of November and the last week in February.

The Chancellor reserves the right to overturn any decision made by SUFAC or SGA Senate.

### **8.1 General Non-Allocable Fees**

As part of the non-allocable segregated fee process, NUFAS can hear requests from any UWSP department that is defined as a non-allocable fee under the UW System Policy 820. Other than those defined below, non-allocable fee-receiving entities shall follow the process outlined in the NUFAS bylaws. These must come up for approval each year. SGA reserves the right to ask a non-allocable fee-receiving unit not to bring a request;

however, cannot stop a request from being submitted. The non-allocable fee receiving areas below detail additional processes that must be followed supplementary to the processes outlined in the NUFAS Bylaws.

## **8.2 University Centers Operations and Administration Budget**

As outlined in UW-System Policy 820, these are “ongoing operation costs of student unions.” The non-allocable budgets from the University Centers shall be compiled annually by the University Centers Director and the University Centers Student Director (UCSD) and presented to NUFAS for assessment and/or revision. The UCSD is a voting member of NUFAS.

## **8.3 Fitness and Recreational Programs**

The non-allocable budget from the Fitness and Recreational programs shall be compiled annually by the University Centers Director, the Assistant Director for Fitness and Recreation, and the University Centers Student Director (UCSD), or other designee, and presented to NUFAS for assessment and/or revision. The UCSD, or designee, is a voting member of NUFAS.

## **8.4 Campus Activities and Student Engagement**

The non-allocable budget from the Campus Activities and Student Engagement programs shall be compiled annually by the University Centers Director or their designee, the Assistant Director for Campus Activities for Student Engagement, and the University Centers Student Director (UCSD) or designee and presented to NUFAS for assessment and/or revision. The UCSD, or designee, is a voting member of NUFAS.

## **8.5 Text Rental Budget**

UWSP has a long and proud tradition of offering an affordable text rental services to its students. The budget and proposed fee are compiled by the Director of University Centers, or designee, and the UCSD and submitted to NUFAS for assessment and/or revision.

## **8.6 Student Health Services Budget**

In accordance with Board of Regent policy 23-1, the Basic Health Module shall continue to be a non-allocable fee. Lab services, pharmacy, and physical therapy have also been identified as long-term non-allocable services. Non-allocable budgets for Student Health Services shall be compiled annually by the Director of Student Health Services, or their designee, with the SGA Health Services Student Director and presented to NUFAS for assessment and/or revision. The SGA Student Health Services Director is a voting member of NUFAS.

## **8.7 Counseling Center Budget**

The Counseling Center has been identified as a long-term staffing commitment by university leadership. Non-allocable budgets for the Counseling Center shall be

compiled by the Director of the Counseling Center, or designee, with the SGA Health Services Student Director and presented to NUFAS for assessment and/or revision.

### **8.8 Athletics Budget**

In accordance with UW-System Policy 820, athletic travel will be a non-allocable fee. Non-allocable budget requests for Athletics shall be compiled by the Athletics Director with the SGA Vice President and Student Life and Academic Affairs Director or a director designated by the SGA President, submitted to the Student Life and Academic Affairs Committee or designated committee for input and recommendations if requested, and then presented to NUFAS for assessment and/or revision. The SGA Vice President is a voting member of NUFAS. Athletics non-allocable requests shall only include funding for travel and programming costs.

### **8.9 Readership Program**

The Readership Program non-allocable budget request shall be compiled by the SGA President, SGA Vice President, SGA Budget Director, and the SGA Chief of Staff and presented to NUFAS for assessment and/or revision. SGA will be the sole administrator of the Readership Program contract if they wish to submit the non-allocable request.

### **8.10 University of Wisconsin – Stevens Point / City of Stevens Point Transportation Agreement**

The UWSP/City of Stevens Point Transportation Agreement is a fixed-cost contractual obligation that SGA maintains on behalf of the student body. As such, the Transportation Agreement non-allocable budget request shall be compiled by the SGA President, SGA Vice President, SGA Budget Director, and the SGA Chief of Staff and presented to NUFAS for assessment and/or revision. SGA will be the sole administrator of the Transportation Agreement if they wish to submit the non-allocable request.

## **9. Auxiliary (user-only) Fees**

There are three auxiliary fees at the UWSP – dining, housing, and parking. As opposed to segregated fees or tuition, auxiliary fees are only paid by those who use the services. Budgets, fee rates, and policies are conducted in the three below committees.

In accordance with UW Board of Regents guidelines, reports about budgets, fee rates, and policies shall be sent to the SGA and SUFAC as informational items.

### **9.1 Residence Halls**

Student involvement in decision-making for the residence halls is delegated to the Residence Halls Association (RHA). The RHA General Assembly is made up of voting student members from each residence hall and the RHA Advisors. They approve auxiliary fee budget recommendations, major renovations, and program/policy initiatives. Reports of the above shall be sent to the SGA as informational items.

### **9.2 Parking Services**

Student involvement in decision-making for parking services rests with the Parking Advisory Board (PAB). The PAB's purpose is to represent the interest of the students, faculty, and staff in guidance of the university's parking services. The committee shall be the sole advisory body on parking, and will work to advise programs, policies, contracts, and budgets of parking services, including the authority over fee rates. The PAB is made up of students, faculty, staff, and members of parking services. As a Joint Committee that crosses multiple governance groups, policies and fee changes passed in the PAB are subject to approval through the legislative process of the SGA and the Common Council.

### **9.3 Dining Services**

Student involvement in decision-making for dining service rests in Dining Advisory Board (DAB). The DAB makes recommendations on policy and provides input on dining service's budget each year. The board is made up primarily of students but has staff members present as determined by the DAB Constitution. DAB shall provide a report to SGA upon request.

## **10. Reserves and Carryover**

Reserves are any unspent segregated fees that exist, allocable or non-allocable, that have been collected at the end of the fiscal year.

### **10.1 Student Organization Reserves**

SUFAC is responsible for the keeping of allocable fee reserves, including travel, programming, unanticipated, and the organizational and operational expense fund (OOEF), accessible only to student organizations. The process of these reserve accounts, their minimum/maximum levels, and means for applying for these funds, is outlined in the SUFAC bylaws.

### **10.2 Main Reserve**

The Main Reserve is SGA's primary account, with the exception of the SGA main operating account, that is used to help fund unanticipated expenses due to extenuating circumstances related to other activities funded by segregated fees. The Main Reserve is used as a sweeping account for any unspent or excess segregated fees at the end of the fiscal year. SGA is the sole authority in allocating Main Reserve funds.

All allocable segregated fees that have gone unspent at the end of the fiscal year will be moved back into the SGA Main Reserve unless the department/unit has received explicit permission to maintain their own reserves.

### **10.3 Subsidized Department Carryover**

Carryover requests for subsidized departments must come in the form of a written request to Summer SUFAC, which shall consist of the SGA President, Vice President, and Budget Director. It is at the sole discretion of Summer SUFAC to approve or deny any request for carryover.

#### **10.4 Non-allocable Units**

Carryover produced by non-allocable collecting units must stay within that unit and be spent according to UW-System policy and guidelines. NUFAS will review the annual year-end balance report produced by each non-allocable entity as part of the following year's budget process.

#### **11. Assessments**

No assessment or interdepartmental transfers (other than as directed from the UW System, Board of Regents, State Legislature, or Federal Government) may be made to segregated fee accounts without approval from SUFAC and SGA Senate.

#### **12. Review Process**

This document automatically renews. This document cannot be altered or changed unless all of the undersigned parties agree to initiate a review.

#### **13. Supremacy Clause**

All agreements, documents, constitutions, bylaws, contracts, etc., concerning student shared governance at UW-Stevens Point must be in agreeance with this Implementation Plan. Any document, or portion thereof, in conflict with this Implementation Plan will be invalid. The Implementation Plan is subject to Wisconsin State Statute 36.09(5) and UW Regent Policy.