

Differential Tuition Steering Committee Bylaws

- I. The purpose of this committee shall be to actively evaluate, review, and recommend changes to Differential Tuition. The Differential Tuition Steering Committee shall be actively involved in the allocation of funds collected by Differential Tuition to the areas of bottleneck courses, financial aid, and academic and career advising.
- II. The purpose of these bylaws is to ensure the transparent, inclusive, and orderly implementation of the Differential Tuition Program. The bylaws govern the processes to be used and the decision-making authority for each party involved in the Differential Tuition Program.
- III. Any Differential Tuition fee not approved through the Student Government Association cannot be assessed to the students of the University of Wisconsin- Stevens Point.
- IV. Institution-wide differential tuition programs are defined as tuition that is added to the base tuition level set by the Board of Regents to supplement services and programming for students within that institution above and beyond existing activities supported by GPR and PR funding, per Regent Policy Document 32-7.
- V. Meetings
 - a. The Differential Tuition Steering Committee shall meet no less than twice a semester during the academic year.
 - b. All meetings of the Committee must adhere to Wisconsin Open Meeting Law requirements.
- VI. Membership
 - a. The voting membership of the committee shall consist of six undergraduate student members and two faculty/staff members. All memberships shall run from the start of fall semester until the end of the summer.
 - i. One student seat shall be reserved for an undergraduate student of each college, with the remaining two seats available to all undergraduate students.
 1. If all student seats are not filled by September 30th, the remaining seats shall be opened to undergraduate students from any college.
 - ii. The voting student members shall complete and submit a Differential Tuition Steering Committee Application to the Speaker of the Senate for inclusion on the following General Senate meeting agenda.
 1. Applicants will be approved with a majority vote of the Senate.
 - iii. The voting faculty/staff members shall be appointed by the Common Council and shall serve two-year terms.
 - b. The ex-officio, non-voting membership of the committee shall consist of the Student Government Association Academic Affairs Director, or their designee, except in the case that the Academic Affairs Director is an approved voting member of Differential Tuition Steering Committee; Vice Chancellor for Student Affairs, or their designee; the Vice Chancellor for Business Affairs, or their designee; and the provost or their designee; and Vice Chancellor for Academic Affairs, or their designee.
 - c. The Differential Tuition Steering Committee shall be co-chaired by the Student Government Association President and the Student Government Association Budget Director.
 - i. The Student Government Association President shall be a non-voting member.

- ii The Student Government Association President or their designee shall vote only in the case of a tie.

d. Co-Chair Duties

- i. The Co-Chairs shall ensure that minutes are taken at each meeting and disseminated to the committee no later than 24 hours prior to the following meeting.
- ii. It shall be up to the Co-Chairs of the committee to determine amongst themselves the equal and successful splitting of responsibilities that being Chair shall entail.
 - a. Individual duties of the co- chairs shall include, but are not limited to:
 - i. Room Reservations
 - ii. Guest and presenter Correspondence
 - iii. Recruitment of Differential Tuition Steering Committee voting members
 - iv. Spokesperson to the SGA General Assembly Meetings
 - v. Agenda Setting
 - vi. Appoint a minute's taker, or share the responsibility amongst themselves
 - iii. The Co-Chair shall report the activities of the committee to general Assembly at least once a semester.

- e. The committee reserves the right to include and invite additional guests and advisory members to meetings.

VII. Funding

- a. All funding from differential tuition must be approved by the Differential Tuition Steering Committee
- b. The initial Differential Tuition value shall be \$200 per semester per student, pro-rated by credit for non-fulltime students.
- c. Increases in the Differential Tuition or alterations to the funding areas may only be approved if by the explicit approval of the Differential Tuition Steering Committee and the Student Government Association, via a 3/4 majority vote of the full seated General Assembly and committee.
 - i. Any increase greater than 10% of the current fee must be approved through a student referendum.

VIII. Budget Proposals

- a. All funding from differential tuition must be approved by the Differential Tuition Steering Committee.
- b. Every year, each unit receiving funding must submit a complete budget proposal for all funding they wish to receive from the Differential Tuition Steering Committee for review.
 - i. Any proposed change to campus-wide Differential Tuition rates will require a robust educational campaign in consultation with the Student Affairs Office and Academic Affairs Office
 - ii. The Differential Tuition Steering Committee may choose to hold a student body wide referendum on changes to the campus-wide differential tuition rate.

- c. All budget proposals must be submitted by January 31st for the next fiscal year.
- IX. Differential Tuition Differential Tuition funds are subject to audit and review by the Differential Tuition Steering Committee. Therefore all budget managers shall ensure that documentation of all expenses within their Differential Tuition area is maintained.
- X. Budget managers are not authorized to overspend the budgeted amount in their area from funds received from the Differential Tuition.
- XI. Annual Review Process
 - a. Every department and unit receiving differential tuition must be reviewed every year and shall be assessed on how effectively it uses differential tuition dollars. All units shall be assessed on, at minimum:
 - i. A description of how funds from the previous year were used
 - ii. Identification of the amount of funds used for salaries and fringe benefits, supplies, expenses, and equipment.
 - iii. How many students are served or impacted iv. How effectively the unit was able to accomplish the outcomes that were set.
 - v. The minutes of the Differential Tuition Steering Committee shall be forwarded to the Student Government Association Speaker of the Senate, Common Council, and the Chancellor's office.
- XII. Review Process
 - a. Formal 5-year Review Process
 - i. Every five years, a formal review shall be conducted by the Differential Tuition Steering Committee, which will begin one year in advance of the review for the Board of Regents.
 - ii. The findings of the review shall be forwarded to the Chancellor's Office, Student Government Association, Common Council, Board of Regents, and the UW System President.
 - iii. The Differential Tuition Steering Committee reserves the right to issue a vote of no confidence in the Differential Tuition following a failed evaluation.
 - iv. In the event that the Differential Tuition Steering Committee and the SGA Senate both vote no confidence in the Differential Tuition Program, a proposal requesting to end the program shall be forwarded to the Board of Regents.
 - b. Review at Any Time
 - i. If the Differential Tuition Steering Committee decides they no longer find the Differential Tuition effective, there will be a one-year probationary period for further analysis with due time to gather necessary student input. At the end of this probationary period, the Differential Tuition Steering Committee will send their formal recommendation of action to the SGA Senate, Common Council, the Chancellor, and finally the Board of Regents.
 - ii. If the SGA finds the Differential Tuition to be no longer successful in accomplishing its purposes, they shall forward their findings to the Differential Tuition Steering Committee, Administration, and Common Council.
 - iii. The Differential Tuition Steering Committee shall reserve the right to forward a request to the SGA for re-evaluation of the Differential Tuition at any time. iv. The SGA may at any time initiate an institution-wide evaluation

process of the Differential Tuition involving the campus governance organizations.