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**S.R. 2019.2020.24**

**Date of First Reading: November 4, 2019**

**A Resolution –**

To be known as “A Resolution to Establish an Environmental Service Fee Committee University Policy and Procedure Statement” which calls on the University Administration establishes a Environmental Service Fee Committee by University Policy and codifies student representation by Student Body President appointment therein.

**WHEREAS:** Student Government serves as the official voice for students at Texas State University; and

**WHEREAS:** The university collects nearly $86,000 annually in environmental service fees for projects that affect the environment on campus, just like with all other compulsory fees, the students elected representatives should play a key role in decision making; and

# **WHEREAS**: In 2003 Student Government spearheaded to the creation of the environmental service fee that charges every student $1.00 a semester for environmental projects; and

**WHEREAS** Student Government was essential in the implementation of this fee by lobbying the legislature to enact the enabling law authorizing the fee, approving the student referendum that established the fee at Texas State, and creating the controlling committee that oversees the fee allocation; and

**WHEREAS:** Since the fee’s creation students, through their democratically elected representatives in Student Government, have always been envisioned as a majority stakeholder in the allocation and governance of these funds; and

**WHEREAS:** The Environmental Service Committee’s structure is unusual – the committee does not have a University Policy or Procedure Statement governing its operations, membership, meetings, and purpose. In addition, it does not recognize Student Government’s role as the only recognized forum for democratic student engagement and opinion; and

**WHEREAS:** Student representatives, selected by the Student Body President, have experience with this kind of responsibility on a large-scale including majority membership on the Student Service Fee Advisory Committee which is responsible for the allocation of over $6 million annually; and

**WHEREAS:** The Student Service Fee Advisory Committee serves as an instructive model for student centered governances of compulsory student fees, where decision making authority is delegated to students in a collaborative and empowering structure with majority student membership selected by their elected representative, the Student Body President; and

**WHEREAS:** Students, are the key stakeholder in all compulsory fee decisions, as it is student money and not a state funding allocation – as a result the university faculty, staff, and administration should react to changes in student opinions and ultimately student decisions should determine where student money is spent; and

**WHEREAS:** Representatives that are selected by the Student Body President serve as the most directly democratic method of appointment for members of compulsory fee committees; and

**WHEREAS:** The university should demonstrate a commitment to transparent process, led by students, as selected by their representatives by codifying the Environmental Service Fee Committee process and provide for proper representation of students through appointment by their Student Body President; NOW, THEREFORE;

**BE IT RESOLVED:** The Student Government at Texas State University call on the University President to institutionalize the Environmental Service Fee Committee, modeled after the Student Service Advisory Committee including majority representation as selected by Student Body President in accordance with the University Policy and Procedure Statement proposal in appendix A.

**Appendix A**

**Environmental Service Fee Committee** **UPPS No. ##.##.##**

**Issue No. #**

**Revised: MM/DD/YYY**

**Effective Date: MM/DD/YYY**

**Next Review Date: MM/DD/YYY (E2Y)**

**Sr. Reviewer: Associate Vice President for Facilities**

1. **POLICY STATEMENTS**

01.01 Specific purposes of this policy are to:

1. establish an Environmental Service Fee committee (ESFC)
2. ensure full student participation in the allocation of environmental service fee

1. ensure the appropriate allocation and use of the environmental service fee reserve fund

01.02 Specific objectives of this policy are to:

1. provide a mechanism for allocation of environmental service fees;

1. provide a mechanism for review of requests for expenditures from the environmental service fee and reserves and presentation to the Associate Vice President for Facilities;

1. define the roles of the various participants in this process;

1. ensure representative student participation in the process of allocation from environmental service fee; and

1. provide a means for the annual updating of reference material for use by other compulsory student fee committees and the President's Cabinet.

**02. PROCEDURES FOR ESTABLISHING FOR ENVIRONMENTAL SERVICE FEE COMMITTEE (ESFC)**

02.01 Membership on the committee.

1. By September 1 each year the voting committee membership will be appointed and comprised of 11 members as follows:
   1. One faculty member appointed from the department of Agriculture,
   2. One faculty member appointed from the department of Geography,
   3. One faculty member appointed from the department of Biology
   4. One staff member appointed by the Director of Housing and Residence Life; and
   5. One staff member appointed by the Vice President for Finance and Support Services, or designee.
   6. Six student members and one alternate student member, whom only votes in the event of a student absence, as appointed by the Student Body President.
2. There will be one non-voting member of the Office of the Vice President for Finance and Support Services to serve as account manager.

02.02 An individual appointed to a vacancy in an appointed position will serve the term’s unexpired portion in the same manner as the original appointee.

**03. PROCEDURES FOR ENVIRONMENTAL SERVICE FEE COMMITTEE**

03.01 Meetings of the Committee:

1. Meetings of the committee will occur at least once a month, but more are recommended.
2. A Quorum of a least 6 voting members, of which at least 3 must be students, are required for any votes to be made.

03.02 Officer Roles:

1. Of the 11 voting members, two students will be chosen to serve as Committee Chair and Secretary. The committee will conduct elections for these positions at their first meeting of the fall semester.

03.03 Voting:

1. Voting is limited to the 11 voting members on the Committee, who all share equal votes where each voting member has one vote.
2. Discussion is required on all votes, especially those regarding approval of applications.
3. Votes must pass a majority of the voting members present and a vote only counts as valid if the voting member is present.

03.04 Application Process

1. University Students, Faculty, Staff, Alumni or members of the community of the City of San Marcos, Texas may apply for funding by going to the website http: www.txstate.edu/esc and filling out an application request.
2. The application shall include a project sponsor who is either a University faculty or staff member and who is willing to be responsible for the purchasing records of the project (see Purchasing process ESFC Handbook)
3. The application has a better chance of being approved if:
4. The project is sustainable in some way (meaning that once the funding gets a project started, it resumes goals on its own), and
5. If it benefits the University community, and
6. If it will not require funding repeatedly for an unknown period of time.
7. The application shall be submitted online to the ESC email address or emailed to the ESC Chair.
8. The application will be reviewed by the Committee, discussed with the applicant, revised if any changes seem necessary, and then voted upon for approval.

**04. PROCEDURES FOR PLANNING, REPORTING, AND ACCOUNTABILITY**

04.01 At the request of the chair of the ESFC and the vice president for Finance and Support Services, the director of Institutional Research will conduct a comparative study of funding for all environmental service fee areas at comparable Texas universities as needed. This study will be used to assist the ESFC in determining the broad areas of interest that merit funding emphasis.

04.02 On or before March 1 of each year, the associate vice president for Budgeting, Financial Planning, and Analysis will prepare a detailed statement of environmental service fees available for the forthcoming fiscal year. He or she will submit this statement to the vice president for Finance and Support Services and the chair of the ESFC.

04.03 The vice president for Finance and Support Services, or designee, will provide the ESFC with an annual statement indicating balances for environmental service fee reserve funds.

04.04 The university will hold account managers responsible for budget overruns. Account managers will receive a copy of the August 31 account balance each year. They will have ten working days to zero out the balance through appropriate fund transfers.

04.05 The committee will review and revise a Environmental Service Fee Committee Handbook that outlines the program and funding continuity and accountability process as well as relevant purchasing procedures and financial processes for funding applicants and awardees.

**05. REVIEWERS OF THIS UPPS**

06.01 Reviewers of this UPPS include the following:

Position Date

Associate Vice President for Facilities January 1 E2Y

Vice President for Finance and January 1 E2Y

Support Services

Student Body President, Student January 1 E2Y

Government

**07. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Student Body President

Associate Vice President for Facilities; senior reviewer of this UPPS

Vice President for Finance and Support Services

President