

Student Health Advisory Committee (SHAC) Charter

I. NAME

- A.** The official name of the committee shall be the Student Health Advisory Committee with the abbreviation SHAC.

II. ARTICLE II: PURPOSE AND STRUCTURE

- A.** SHAC's purpose is to create a bridge between the campus student body and Student Health Services (SHS) in order to provide formal student participation into the administration of SHS. This transparency is to keep students up to date with Student Health happenings that affect UCSB students. This includes operating changes, as well as projects and programs that generally cater to social, recreational, cultural, and health support services, with the intent of creating a supportive and enriched learning environment for undergraduate, graduate, and professional students.
- B.** SHAC shall support SHS's mission which is to: "provide exceptional, inclusive, compassionate, comprehensive, and integrated healthcare services to promote health and well-being in order to empower students to thrive throughout their university experience."
- C.** The Student Health Advisory Committee (SHAC, the Committee) consists of up to twelve voting members, four (or more) non-voting staff advisors, and five non-voting representatives from various areas of campus. The twelve voting members are drawn from a cross-section of the campus population which the committee feels represents the broader student body. These members may change at any time, under the discretion of the Executive Director of Student Health Services.
- D.** Advisory members are charged with bringing representation from their respective organizations and departments to ensure the inclusivity and efficiency of SHAC and SHS operations. Voting members must commit to meeting attendance to remain as active voters.
- E.** When providing committee feedback, the committee shall prioritize the following areas (in no particular order):
 - 1.** Health and safety
 - 2.** Legal requirements

3. Enhancing diversity
4. Number of students affected
5. Degree to which students are affected
6. Necessity to the functioning of a department
7. One-time needs vs. ongoing/recurring expenses

F. It is not Student Health Services' nor the Student Health Advisory Committee's purpose to endorse any movement, organization, people, or ideology. The Student Health Advisory Committee shall not make any statements of political nature. For this reason, the advisory board does not represent the views of all students, faculty, or staff at UCSB.

III. MEMBERSHIP REQUIREMENTS

- A. All members of the committee shall be enrolled as UCSB undergraduates or graduates.
- B. All staff or faculty committee members shall be current employees of UCSB.
- C. Student members must also currently be endorsed and active members of the department or entity which they are representing on the committee.

IV. VOTING MEMBERS

- A. The committee shall consist of the following voting members (one vote per entity) who are student representatives from:
 - ❖ The Student Fee Advisory Committee (SFAC)
 - ❖ Undergraduate representative from the Executive Oversight Board
 - ❖ Graduate representative from the Executive Oversight Board
 - ❖ Associated Students (A.S.) Government
 - ❖ Recreation Department
 - ❖ Intercollegiate Athletics (ICA)
 - ❖ Basic Needs Resource Center
 - ❖ Counseling and Psychological Services (CAPS)
 - ❖ Goodspeed Intern
 - ❖ The Committee Chairperson
 - ❖ Greek Life
 - ❖ Health Equity

B. General Duties of all Voting Members

1. Voting members are charged with accurately representing their department and the student voice. Members are required to vote in either the affirmative, negative, or abstention.
2. There may be times that voting members may be given tasks to complete outside of the committee. This may include but is not limited to additional meetings, student outreach, or various other committee functions.
3. All members are expected to attend all quarterly events and meetings, unless excused, in addition to fulfilling their general duties.
4. All members shall assume individual commitments for projects, activities, special events, and other work necessary to fulfill the goals and objectives of the committee.
5. All members are expected to become familiar with the Student Health Advisory Committee Charter.

C. General Duties of the Committee Chair

1. The Chair shall act as chairperson of the board and assume responsibility for beginning all meetings no later than fifteen (15) minutes after the appointed time. In the event meetings begin later than fifteen (15) minutes after the appointed time due to the Chair's absence and they fail to excuse two (2) absences in one (1) school year; the Chair will lose their eligibility to hold office.
2. In the absence of the Chair, the Executive Director of Student Health Services shall preside over the meeting.
3. Shall facilitate, organize, and schedule regular meetings between the committee and the SHS advisors.
4. The Chair shall be the primary point of contact for any person who wishes to communicate to the SHAC, unless the Executive Director of Student Health Services designates another member or advisor.
5. Shall maintain and grow a diverse pool of connections. This is either in the form, yet not exclusive to, organization/club leaders, students, faculty, staff, and directors, among others.
6. Shall email and coordinate at least two (2) SHAC meetings per quarter.
7. Shall facilitate meeting discussions.
8. Shall preside over all SHAC meetings. This includes setting the agenda for each meeting. Other members can add agenda items at the Chair's discretion.
9. Shall meet with the Executive Director of Student Health Services at least once a week.

10. Shall draft a formal report with the guidance of the Executive Director of Student Health Services to the Governing Body of Student Health Services, at minimum, twice a year on the recommendations made by SHAC and the results of those changes to SHS.

V. NON-VOTING MEMBERS

- A. The Committee will have staff and student advisors to aid them in their decision making and provide information related to Student Health Services.
- B. Ex-Officio Advisors
 1. The committee shall consist of the following ex-officio advisors from Student Health Services and the Office of the Vice Chancellor for Student Affairs:
 - ❖ The Executive Director
 - ❖ The Medical Director
 - ❖ The Behavioral Health Director
 - ❖ The Vice Chancellor of Student Affairs
 - ❖ The Director of the Alcohol and Drug Program
- C. Non-Voting Representatives
 1. The non-voting representatives are on the Committee to provide information and promote coordination between SHAC and other groups on campus. These representatives include the:
 - ❖ Resource Center for Sexual and Gender Diversity (RCSGD)
 - ❖ Other students from the broader student body that are not affiliated with a specific campus organization.
- D. Advisors shall not and cannot vote on any votable items to the committee.

VI. MEETINGS

- A. The committee shall meet at least twice a quarter or when otherwise deemed necessary by the Chair or Executive Director of Student Health Services.
- B. The presence of the Chair is necessary to begin a meeting.
- C. To meet quorum, a three-fifths (3/5) majority of voting representatives shall be present.

- D.** The assistant to the Executive Director of Student Health Services shall record the minutes of all SHAC meetings. They shall upload the recorded meeting minutes into Power DMS.
- E.** An open Committee atmosphere, tempered by confidentiality and mutual respect, has proven successful in fostering the development of successful policies. Without assured confidentiality, the SHAC would not have access to all of the relevant information that it requires and would cease to function as a competent advisory body. SHAC members review confidential material with the understanding that this information is only to be used in Committee deliberations. The issues discussed in the meetings are also confidential. Confidentiality allows members to be up-front and open in expressing their opinions and ideas during meetings.
- F.** The SHAC makes efforts to request student input into the decision making process. One way this is done is through open meetings. During this time, any student, staff, or faculty may address their concerns directly to the entire Committee. Members are encouraged to solicit additional input from interested parties by talking and listening to what peers have to say about Student Fee programs.

VII. CHARTER AMENDMENTS

- A.** The Charter may be amended, changed, or revised at any time if deemed necessary by a majority vote of the committee. However, recommendations or revisions should be laid out in advance prior to the following meeting as well as presented to the Executive Director of Student Health Services for approval.
- B.** An amendment shall be ruled an emergency only if an existing regulation is causing actual harm to an individual or organization. Such amendments shall take effect immediately. Inconvenience shall not be considered as harmful. No advanced outline needed.