

USHE Campus Safety and Equity Advisory Council CHARTER

Section 1: Mission & Purpose

The Campus Safety & Equity Advisory Council was formally established by the Utah Board of Higher Education in November 2021 to capture the student voice on issues related to safety and equity at public Utah colleges and universities across the state. CSEAC serves as an organized feedback group of students from diverse backgrounds, identities, and lived experiences to ensure institutional and state-level safety and equity-related policies, procedures, and programs successfully capture the student perspective.

Section 2: Membership & Organization

1. The Campus Safety & Equity Advisory Council includes the following individuals and groups:
 - a. Chair and vice chairs
 - i. The appointed degree-granting institution student representative Board member shall act as chair.
 - ii. One vice chair shall be elected from the body of the CSEAC by the council's members as described in Section 6.
 - iii. The appointed chair will begin service on July 1, and the elected vice chair will begin when elected.
 - b. Institution student members
 - i. The CSEAC will include 16 student members in addition to the appointed student representative Board member.
 - ii. Each USHE institution shall support the Commissioner's office in outreach for CSEAC and in promoting and encouraging students of diverse backgrounds to apply. The Commissioner's office shall work with the CSEAC student leaders including the chair and vice chairs, members of the Utah Student Association Board, and members of the Student Affairs Committee to select Advisory Council members to be brought forward to the full Board for approval, including returning members. Applications are due in April (exact deadline may vary by year).
 - iii. Each institution student member will serve a one-year term with the opportunity to re-apply for one additional term for a maximum of two terms. Re-application is a signed form for incumbent members to indicate continued

- commitment to the mission of the Advisory Council and associated responsibilities. Returning students are still subject for review (see Section 2, 1, b, ii) based on participation on the Council and may not receive a second term. Terms will begin on August 1.
- c. Utah System of Higher Education Staff
 - i. The Director of Student-Centered Initiatives shall be a member of the CSEAC. Other USHE staff members may attend CSEAC meetings or act as consultants as described in Section 2, 1, b.
 - d. Others
 - i. Outside experts in areas within the scope of the Advisory Council may be invited to participate as consultants in Advisory Council meetings and reviews. Any Advisory Council member may bring forward experts to the Advisory Council leaders and members for a potential invitation to participate and consult.

Section 3: Scope

The council advises the Utah Board of Higher Education and engages with policymakers, leaders, organizations, and other student groups across the state. CSEAC is committed to providing honest feedback, recommendations, and student insight and advocates for the well-being, safety, and equity for each student across the state. The feedback and recommendations are focused on ensuring Utah students, including those who have historically been underserved or under-represented such as undocumented, BIPOC, LGBTQIA+, and first-generation students, have a safe and equitable experience throughout their time at Utah colleges and universities, focusing on areas including (in no particular order):

- Equity, inclusion & belonging
- Physical safety
- Campus law enforcement
- Sexual harassment
- Sexual assault
- Discrimination
- Emergency procedures & protocols
- Community involvement with safety
- Mental health
- Accessibility
- Affordability
- Admissions
- Sports teams

- Student resources
- Scholarships, funding, & financial aid

Section 4: Responsibilities & Duties

1. Chair
 - a. Complete administrative tasks, meeting scheduling, email communications, etc.
 - b. Act as the liaison to Utah Board of Higher Education and provide updates to associated Board committees
 - c. Provide updates to Advisory Council members on Board movements on safety & equity items
 - d. Confirm meeting agendas including setting expectations for meeting preparation and applicable assignments
 - e. Assist in the selection of Advisory Council members to be brought forward to the full Board
 - f. Meet 1:1 with council members as needed to obtain additional feedback and insight in the case of absence from group meetings.
 - g. Participate in all duties of institution student members
2. Vice chair
 - a. Consult with chair on meeting agendas and Advisory Council direction and work of the group
 - b. Provide direction, continuity, and guidance to incoming chair and council members
 - c. Assist in the selection of Advisory Council members to be brought forward to the full Board.
 - d. Meet 1:1 with council members as needed to obtain additional feedback and insight in the case of absence from group meetings.
 - e. Participate in all duties of institution student members
3. Institution student members
 - a. Attend and contribute to Advisory Council meetings and conversations
 - b. Complete preparatory assignments, research, work, etc. as required prior to meetings
 - c. Engage in shared leadership by facilitating Advisory Council meetings and assisting in meeting preparation on a rotational basis
 - d. Engage with their institutional leaders, students, and staff, especially in the areas of campus safety and equity to obtain feedback and their students' voices on Advisory Council topics
 - e. Bring forward ideas, recommendations, etc. for the Advisory Council to discuss
 - f. Participate in other Board and USHE meetings as invited and required to present on council's advocacy and feedback efforts
4. USHE Staff

- a. Consult regularly with Advisory Council chair and vice chair on potential agenda items and outside meeting attendees/organizations
- b. Provide resources and recommendations for Advisory Council work and discussion items
- c. Attend and contribute to Advisory Council meetings
- d. Own and operate communication channels and other resources

Section 5: Meetings & Procedures

1. The Advisory Council shall hold formal monthly meetings seven times during the academic year (September, October, November, January, February, March, and April) at a day and time determined by the chair in consultation with the vice chairs and Advisory Council members. Students are required to attend seven meetings to maintain scholarship eligibility; alternative meetings will be scheduled as needed for students who cannot attend the regularly-scheduled CSEAC monthly meeting.
2. Meetings shall be facilitated by all Advisory Council members on a rotational basis to encourage the principle of shared leadership and accountability to the Advisory Council
3. If the institution student members do not feel the chair and/or vice chair are fulfilling their duties or representing the voice of the Advisory Council accurately, they may request intervention from the Commissioner of Higher Education and/or the chair of the Utah Board of Higher Education.

Section 6: Vice chair elections

To ensure continuity of the council, one vice chair shall be elected from the body of the council according to the following guidelines:

1. Elections shall be held and completed between December 1 and January 31.
2. Eligible (see item 4 regarding eligibility) candidates shall either submit a write-up statement (1 page or less) or a video (2 minutes or less) indicating their interest and why they believe they are the right candidate. The entire CSEAC, except the chair, shall review the candidates' materials and submit their single vote via an anonymous form.
3. The candidate with the most votes shall be elected to the position. If there is a tie between candidates, a secondary tie-breaking election shall be held.
4. Eligible candidates are any council members who have served on the council for a period of at least 6 months and who will be a matriculated student through the Spring and Fall semesters of the following year.
 - a. If there are no candidates with prior service interested in the role, the opportunity to run for the position shall be opened to all council members, including new members.

Section 7: Scholarships

1. The student members of the CSEAC shall receive a scholarship in an amount determined and controlled by the Office of the Commissioner and the Utah Board of Higher Education. Students must attend seven CSEAC meetings per academic year to maintain scholarship eligibility.

*Below is language from the [USHE Equity Lens Framework](#) on how we define diverse and intersectional identities.

This lens considers the following emergent, fluid, and intersectional identities as part of the Board's efforts to value the perspective and knowledge that each student brings to higher education learning spaces; this list is neither comprehensive nor exhaustive:

- Age
- Gender identity and expression
- Sexual orientation
- Religious affiliation
- Socioeconomic status
- Citizenship status and country of origin
- Ability/disability
- Veteran status
- First-generation student status
- English language learners
- Geographic location (including rural, urban, sheltered, and unsheltered)