USHE Campus Safety and Equity Advisory Council

CHARTER

Section 1: Mission and Purpose
The Campus Safety & Equity Advisory Council (CSEAC) 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, and Terms
1. The Campus Safety & Equity Advisory Council includes the following individuals and groups:
   a. Eligibility:
      i. Students must be enrolled at a USHE degree-granting institution at the time of their application and must remain enrolled for the full academic year of their term (fall and spring semesters).
      ii. Student Body Presidents at USHE degree-granting institutions are not eligible to serve on CSEAC.

   b. CSEAC Leadership: Chair & Vice Chair
      i. The appointed Board of Higher Education Student 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.

1 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)
iii. The appointed Chair will begin service on July 1, and the elected Vice Chair will begin when elected.

c. CSEAC Members

i. CSEAC will include eight student members from degree-granting USHE institutions in addition to the appointed Student Board Member. The review committee (see Section 3, 3) will strive to ensure CSEAC membership consists of one student from each of USHE’s eight degree-granting institutions. If there are no qualified applicants from a given institution, the review committee reserves the right to select more than one student from a different institution.

ii. Each new Advisory Council member will serve a term lasting one academic year (August to May, fall and spring semesters). All non-leadership terms will begin on August 1.

iii. Consistent with the 2022-2023 CSEAC charter, students who started their service on CSEAC during the 2022-2023 academic year are eligible to apply to serve a second term. If these students wish to return, they must complete a form indicating continued commitment to their responsibilities as CSEAC members. Returning students are still subject to review (see Section 3, 2) based on active participation on the Council and are not automatically entitled to receive a second term.

Section 3: Recruitment and Selection

1. Each degree-granting USHE institution with a vacant spot on CSEAC shall support the Commissioner’s Office in outreach for CSEAC and in promoting and encouraging students of diverse backgrounds, identities, and lived experiences\(^2\) to apply. Applications are due in Spring (exact deadline may vary by year).

2. (For the 2023-2024 cycle only): The Commissioner’s Office Director of Student-Centered Initiatives and the CSEAC Chair (Student Board Member) will review members who completed the form indicating their intent to return for a second term. Decisions will be made based on the level of active participation and commitment the member demonstrated to their CSEAC-related responsibilities over the first term.

3. The following committee will review applicants and select new CSEAC members: The CSEAC Chair (Student Board Member), the Chair of the Utah Board of Higher Education Student Affairs Committee, the Associate Commissioner for Student Affairs and Access, the Assistant Commissioner for Equity, Diversity, and Inclusion, and the Commissioner’s Office Director of Student-Centered Initiatives.

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\(^2\) See footnote 1
Section 4: Scope

1. The Council advises the Utah Board of Higher Education and engages with policy makers, 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 of 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, diversity, inclusion, and belonging
   - Physical safety
   - Campus law enforcement
   - Sexual misconduct
   - Discrimination
   - Emergency procedures & protocols
   - Community involvement with safety
   - Mental health
   - Basic needs
   - Accessibility
   - Affordability, including scholarships, funding, and financial aid
   - Completion
   - Admissions
   - Student resources

2. Outside experts in areas within the scope of CSEAC may be invited to participate as consultants in CSEAC meetings. Any CSEAC member may suggest experts to CSEAC leaders and members for a potential invitation to participate.

Section 5: Responsibilities and Duties

1. Chair
   a. Complete administrative tasks, meeting scheduling, email communications, etc.
   b. Act as the liaison to the Utah Board of Higher Education and provide updates to associated Board Committees.
   c. Provide updates to CSEAC 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 CSEAC members.
   f. Meet 1:1 with CSEAC members as needed to obtain additional feedback and insight in the case of absence from group meetings.
   g. Participate in all duties of CSEAC members (see Section 4, 3).
2. **Vice Chair**
   a. Consult with Chair on meeting agendas and CSEAC direction and work of the group.
   b. Provide direction, continuity, and guidance to incoming Chair and CSEAC members.
   c. Assume the duties of Chair of CSEAC in the absence of the Chair.
   d. Meet 1:1 with CSEAC members as needed to obtain additional feedback and insight in the case of absence from group meetings.
   e. Participate in all duties of CSEAC members (see Section 4.3).
   f. The Vice Chair’s may serve one term (from the date of election in Fall semester to May).

3. **Advisory Council Members**
   a. Attend and contribute to CSEAC meetings and conversations.
   b. Complete preparatory assignments, research, work, etc. as required prior to meetings.
   c. Engage in shared leadership by facilitating CSEAC 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 CSEAC topics.
   e. Bring forward ideas, recommendations, etc. for the CSEAC to discuss.
   f. Participate in other Board and USHE meetings as invited to present on CSEAC’s work.

4. **USHE Staff: Director of Student-Centered Initiatives**
   a. Consult regularly with CSEAC on potential agenda items and outside meeting attendees/organizations.
   b. Provide resources and recommendations for CSEAC work and discussion items.
   c. Attend, record, and take notes for CSEAC meetings.
   d. Assist in the selection of CSEAC members (see Section 3, 2, and 3).
   e. Write reports summarizing CSEAC’s anonymous feedback after each month’s CSEAC meeting. Post reports on the CSEAC website, and share them with the Commissioner, Deputy Commissioner, Associate Commissioner for Student Affairs, Assistant Commissioner for Equity, Diversity, and Inclusion, Institutional Vice Presidents of Student Affairs, Chief Diversity Officers, and any other relevant stakeholders.
   f. Write an accountability report at the end of each semester informing CSEAC members about how their feedback has been analyzed, shared, and applied.
   g. Manage CSEAC’s communication channels, website, application, Zoom meetings, calendar invitations, scholarship disbursement process, Vice Chair election process, and other resources.

5. **USHE Staff: Assistant Commissioner for Equity, Diversity, and Inclusion**
   a. Consult regularly with Director of Student-Centered Initiatives on potential discussion questions in alignment with the topics CSEAC members choose for each meeting.
   b. Provide resources and recommendations for CSEAC work and discussion items.
Section 6: Meetings and 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 Director of Student-Centered Initiatives in consultation with CSEAC members. Students are required to attend each monthly meeting to maintain scholarship eligibility; however, in the event that a student cannot attend the regularly-scheduled CSEAC monthly meeting, alternative meetings will be scheduled as needed so that they can meet this requirement.
2. Meetings shall be facilitated by all CSEAC members on a rotational basis to encourage the principle of shared leadership and accountability to CSEAC.
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 CSEAC accurately, they may request intervention from the Commissioner of Higher Education and/or the Chair of the Utah Board of Higher Education.

Section 7: 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 each September.
2. Eligible (see Section 6, 4) 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. Each CSEAC member, 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. Any new or returning CSEAC members are eligible to run for Vice Chair, with the exception of the previous year’s Vice Chair, who is only eligible to serve one term.

Section 8: Scholarships
1. With the exception of the Chair, the members of 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. Students who miss a regularly scheduled meeting must attend the corresponding make-up meeting. The Chair receives a separate scholarship for fulfilling their duties as Student Board Member, which already includes serving as CSEAC Chair.