STUDENT RECREATION CENTER ADVISORY COMMITTEE OPERATING PROCEDURES

I. Purpose

The purpose of the Student Recreation Center Advisory Committee, referred hereafter as the SRC Advisory Committee, shall be to advise, through review, comment, and vote, the University President and Vice-President for Student Affairs via the Student Recreation Center Director regarding facilities, programs, and services of the Student Recreation Center.

The establishment of the SRC Advisory Committee shall not diminish and/or replace the executive authority of the University President, established by Title V, to make direct management decisions regarding the operation of Student Body Fee funded programs and facilities. The SRC Advisory Committee is designated to assist the University President and Student Recreation Center Director in maintaining the integrity of the Student Body Fee by honoring the applicable governing agreements.

II. Background

In the spring quarter of 2005, CSUB students approved a referendum in order to help move the university towards its new “Vision of Excellence”. One of the main initiatives on the ballot was the building of a Student Recreation Center. The Initial Implementation Document summarized the information the students used as a basis for their decision to approve the facility and established the initial framework of the operation of the facility.

One of the major components in the document was the intent to create a Student Recreation Center Advisory Committee that will consist of a majority of students and will be similar in composition to the Student Union Board (hereafter referred to as Board). This Committee will establish the policies for operation of the facility.

In May, 2008, the Student Union Board approved, and the University President and Chancellor’s Office agreed on Amendment 1 of the Operating Agreement/Lease COA0497 between Trustees & Student Union at California State University Bakersfield. Provisions of the amendment include:

- Establish a Student Recreation Center Advisory Committee in accordance with the Student Union Bylaws, Article VIII, to operate, administer and manage in accordance with Board policies, bylaws, and articles of incorporation.
- By establishing the SRC Advisory Committee, the Board grants autonomy to the SRC Advisory Committee with respect to the operational and fiscal policies of the SRC.
- The SRC Advisory Committee will report to the University President and the Vice President for Student Affairs via the SRC Director.
- The SRC Advisory Committee will develop and follow committee procedures defining governing rules for committee functions, tasks, membership qualifications and terms.
- The SRC Advisory Committee will operate and conduct its business in accordance with Board policies, bylaws, and articles of incorporation and will not jeopardize the Board’s standing as an approved CSU auxiliary.
- The Board will have oversight of the SRC Advisory Committee only to ensure adherence to policies, bylaws and articles of incorporation.
- In accordance with the student referendum authorizing the collection of fees for the construction and operation of the Student Recreation Center, Student Body Fees earmarked for the SRC will be placed in an account separate from the Student Union and will be used as directed by the SRC Advisory Committee. The Board will not have oversight of these monies.
- The SRC Advisory Committee and Board will review this governance structure in two (2) years and will recommend continuing or revising.
Additionally, since most Antelope Valley Center students will not migrate to the main campus and use the Student Recreation Center, the referendum provided that AVC will receive $100,000 annually from the Student Recreation Center portion of the fee. The use of this funding will be determined by a student committee from the AVC to support major initiatives, undertake major programs and develop student activity projects which will enhance the student experience on that campus. Suggested uses of this funding include free access to the Antelope Valley Community College Library services, access to child care services (e.g. a children's center), a coffee shop, and access to local fitness/recreation facilities.

II. Membership

Student Members (Voting)
- Students at Large (5) (Ideally one from each College and one Graduate Student Representative)
- Residence Hall Student Representative
- ASI President or Designee
- ASI Board Director Member at Large
- Chair of the Student Union Board or Designee
- Student Union Board Member at Large

Non-Student Members (Voting)
- Faculty Representative
- Staff Representative
- Alumni Representative

Advisors (Non-Voting)
- University President or Designee
- VP for Student Affairs or Designee
- VP for Business and Administrative Services or Designee
- Student Recreation Center Director
- Student Recreation Center Coordinator (3)
- Student Recreation Center Administrative Coordinator
- Student Union Director
- Student Union Legal Counsel
- Student Activities Director
- PEAK Department Chair or Designee

Student Member Appointments
- All student members will be selected through an application and interview process.
- The SRC Advisory Committee must approve all students recommended for membership.
- The following SRC Advisory Committee members will coordinate the selection process:
  - Chair of the Student Union Board or Designee
  - ASI President or Designee
  - Student Recreation Center Director
  - Student Union Director

Faculty, Staff, and Alumni Representative Appointments
- The Executive Committee of the Academic Senate shall appoint the Faculty Representative.
- The University President shall appoint the Staff Representative.
- The Director of Alumni Relations or Designee (designee must be an Alumni Relations staff member or CSUB alumnus).
- These voting positions on the SRC Advisory Committee exist to provide these users of the facility direct input into programs, services and operations.

Membership Terms
- Student members of the SRC Advisory Committee shall be nominated for two-year terms and approved by the committee. Following completion of the two-year term student members may be nominated and re-appointed for an additional one-year term contingent on approval of the SRC Advisory Committee.
- The Student Union Board and ASI representatives are appointed annually.
- The terms of the faculty, staff, and alumni members are set by their representative bodies, but are recommended not to exceed two years.
Student Member Qualifications

- Current student employees of the Student Recreation Center are not eligible to be SRC Advisory Committee members.
- All student SRC Advisory Committee members shall be currently enrolled and in good standing.
- Undergraduate and graduate SRC Advisory Committee members must have earned no fewer than six (6) quarter units of academic credit, taken at California State University, Bakersfield with a cumulative grade point average of 2.25 or better during the twelve (12) months immediately preceding the term as SRC Advisory Committee member.
- Members must also earn a minimum of six (6) academic credits during the terms in which they serve, maintaining a 2.25 cumulative G.P.A.
- SRC Advisory Committee student members shall not be on either academic probation or under disciplinary sanction.
- ASI and Student Union Board student representatives to the SRC Advisory Committee are subject to the qualifications applicable to the positions they hold.

Chair

The SRC Advisory Committee Committee Chair will be a student member elected by simple majority vote of the SRC Advisory Committee during the first meeting of the academic year or as a vacancy occurs. They will serve a term of one year term as Chair and may be re-elected for a second term.

Vice Chair

The Vice-Chair shall be appointed by the Chair from the SRC Advisory Committee student membership and approved by a 2/3 majority vote of the SRC Advisory Committee. While serving as the Vice-Chair, the appointed member retains a seat as a student representative. The Vice-Chair serves as the Chair in the absence of the Chair.

III. Responsibility

The SRC Advisory Committee will provide recommendations regarding operation of the Student Recreation Center facilities, programs, and services as follows:

- Review and recommend action on the annual Student Recreation Center budget.
- Review fiscal and operational Student Recreation Center policies to insure that they remain current and continue to meet the needs of students, faculty, staff, and alumni.
- Develop, review, and recommend action on Student Recreation Center membership, eligibility, and use fee structure.
- Develop, review and recommend action on Student Recreation Center facility reservations, rentals, and space allocation.
- Review operating agreements and commercial leases and recommend action.
- Review potential donations and gifts, including overseeing the process of naming the facility. The Student Recreation Center may be named in honor of a major donor or supporter in accordance with the policies of the CSU Board of Trustees.
- Recommend plans regarding Student Recreation Center alterations, expansion, major repairs, equipment replacement, and capital improvements.
- Research and recommend action regarding long-term governance structure of the Student Recreation Center.
- Recommend recreation and fitness options to the Antelope Valley Center student committee responsible for determining uses of the referendum funds designated for AVC Programs.

Limits of Responsibility

- The University President and/or Vice President for Student Affairs may approve, reject, or return with comment any SRC Advisory Committee recommendation.
- The daily operation and management of Student Recreation Center facilities, programs, and services are the responsibility of the Student Recreation Center Director.
- All authority and responsibility vested in the SRC Advisory Committee shall comply with applicable State law, CSU Trustee policy, and CSUB policy.
- Bond Covenants shall be honored at all times.
VI. Meetings

Quorum
A quorum shall consist of 50% plus one voting member. Actions approved by a majority vote of the eligible members present at any SRC Advisory Committee meeting at which quorum is present is an action of the SRC Advisory Committee.

Schedule
The SRC Advisory Committee shall hold regular meetings a minimum of once per quarter scheduled based on student member availability. The times and places of those meetings shall be announced in writing at least seven (7) days in advance. The agenda shall be included with the meeting notice.

Meeting Structure
- The chair will conduct the meetings as an open discussion in which no member will be deprived of his or her privilege to voice his or her opinion on the issues at hand prior to the vote.
- The Vice Chair will keep a speaker list and the Chair will recognize the next person listed to ensure all have ample opportunity to be heard.
- All matters brought before the SRC Advisory Committee via agenda with 7 day notification may be voted upon at the meeting when introduced provided there is ample time for discussion and provided no member objects. If a member objects, the item will be held over for action at the next meeting.

Absences
Any appointed member of the SRC Advisory Committee who misses two meetings during one academic year without being excused shall be dropped from the SRC Advisory Committee. The SRC Advisory Committee Chair, subject to the review of the SRC Advisory Committee, may excuse absences.

V. Conflict of Interest

In conformity with Education Code Section 89906 et seq., SRC Advisory Committee members shall not engage in any activity during their membership on the SRC Advisory Committee which might impair their performance as a member of the SRC Advisory Committee or provide a conflict of interest. SRC Advisory Committee members individually or in association with another entity shall have no financial interest in any contract or other transaction with the Student Recreation Center. SRC Advisory Committee members shall not utilize any information, not a matter of public record, which is received by reason of their SRC Advisory Committee membership for personal pecuniary gain, regardless of whether they are or are not a member of the SRC Advisory Committee at the time such gain is realized. (Article XII, Section 6- Bylaws of CSUB Student Union)