



# The Council on Student Affairs

**ANNUAL REPORT 2019-2020**

*“CSA serves as the principal link between students, the student governments, the faculty and administration to encourage a sense of community and improve the quality of student life on campus.”*

# OVERVIEW

## Purpose

The Council on Student Affairs (CSA) is broadly responsible for overseeing the student experience from a co-curricular perspective. CSA serves as the principal link between students, the student governments, the faculty and administration to encourage a sense of community and improve the quality of student life on campus. Primary responsibilities include:

- Review, allocate, and administer the Student Activity Fee
- Review the Student Code of Conduct
- Administrate rules and regulations surrounding student organizations
- Initiate reviews of any issue that is relevant to the student co-curricular experience
- Advise the Vice-President for Student Life on the services, programs, and administration of the Office of Student Life
- Keep the best interest of all students at the forefront of the Council's mission

## Membership

There are 18 voting members of the Council on Student Affairs:

### *Ten Students*

- Anthony Long II, USG (Chair)
- Caroline Karwisch, USG
- Miles Sibley, USG
- Elizabeth Painter, USG
- Peyton Batiatio, USG
- Shivani Patel, IPC
- Jordan Vadja, IPC
- Stephen Post, CGS
- Mark Pauley, CGS
- Davonti Haynes, CGS

### *Six Faculty*

- Jill Heathcock
- Esperanza J. Carcache de Blanco
- Mandy Smith
- Ryan Skinner (Vice Chair)
- Lawrence Feth
- Lucille Toth

### *Staff Members*

- Alisa Tate
- Karen Leuthold

### *Non-voting Members*

- Dr. D'Andra Mull
- Dr. Melissa Shivers
- Dr. Matt Couch
- Angela Britton
- Brittany Crall
- Jordan Klapper (OUC Chair)
- Chase Moore
- Kyle Boyle (Allocations)
- Charita Dailey (Allocations)
- A'VA Dukes (Secretary)

### *Serving Alternates*

- Rachel Wyant
- TJ Beavers
- Amun Mehta



# ISSUE/PROGRAM REPORTS

## Overview of Topics Addressed

The Council on Student Affairs came in knowing we had some pre-set issues to address including an existing reconciliation/carry forward reserve, the Student Activity Fee Review, and the Student Code of Conduct. Other policy changes were addressed including the Student Organization Funding Guidelines and CSA's Operating Procedures. Student issues that CSA discussed included mental health, free speech on campus, and student transparency. The issues subcommittee began close work with and collaboration between the Undergraduate Student Government, Council of Graduate Students, and Inter-Professional Council to begin improvements to the overall student experience. Two pressing issues dominated the conclusion of the council's work: COVID-19 and Diversity.

## Reports Heard by the Council

The Council routinely hears reports from various University entities and committees based on the interests of the Council and the need for input on various Student Life policies. The Council heard reports from the following entities:

- Student Advocacy Center
- Ohio Union Council
- Ohio Union Activities Board
- Residence Life
- Sorority and Fraternity Life
- Recreational Sports



# COMMITTEES

## **Issues Committee**

The Issues Subcommittee devoted a large portion of time this year to reviewing the CSA Operating Procedures and passing Student Organization Funding Guideline changes with the help of the Allocations Committee. They outlined changes that streamlined CSA's processes and made certain policies clearer. These changes passed unanimously through the Council on Student Affairs. Further, the subcommittee discussed issues facing students on campus including mental health, food insecurity, diversity, international student concerns, student safety, and a concluding emphasis on COVID-19.

## **Allocations Committee**

Applications came from a variety of different types of student organizations: with applications coming from undergraduate student organizations, graduate student organizations, and professional student organizations. CSA makes available limited funds to registered and active student organizations for their programs. New & Re-Established Student Organizations may apply for up to \$2,000/year for their programs. Established Student Organizations may apply for up to \$3,000/year. Operating Funds (up to \$200 per year) cover administrative costs for student organizations and allocated out a series of approved applications for the three major student bodies. Outside of the direct allocation of the Student Activity Fee the subcommittee also took on the task of trying to revise the wording in the Student Organizations Registration Guidelines. These review changes are still currently in the works and will be fully reviewed on the first meeting of the Council in the Fall.

The Allocations Subcommittee met on the alternating weeks that the Full Council did not meet. The group reviewed Programming Requests for 893 in FY19 and FY 20 from a variety of unique organizations. Of these requests, 683 were granted approval, initially or during the appeals process, to host Student Activity Fee sponsored event. See the table below for full Programming and Operating Funds information broken down by funding window.



Summer 2019 Overview	
Programming	
Number of requests	24
Number of Unique Org Requests	21
Number of Approved Requests	19
Number of Denied Requests	12
Number of Approved Appeals	7
Number of Cancelled events	2
Number of Unclaimed / audits not turned in	1
Number of Audits Turned in	16
Funds Allocated	\$23,876
Actual Amount Reimbursed	\$ 16,537.85
Average Amount Reimbursed	\$1,033.62
FY 19 request that paid in FY 20	\$ -
Funds returned	\$ -
<b>Total Funds Reimbursed</b>	<b>\$ 16,537.85</b>
Summer Operating	
Number of Requests	79
Number of Unique org Requests	76
Number of Approved Requests	71
Number of Requests that could not be completed	8
Funds Dispersed	\$8,090.00
FY19 request that paid in FY 20	\$0.00
Unused funds returned by group	\$489.22
<b>Total funds Paid</b>	<b>\$7,600.78</b>

Fall 1 2019 Overview	
Programming	
Number of requests	120
Number of Unique Org Requests	80
Number of Approved Requests	92
Number of Denied Requests	45
Number of Approved Appeals	23
Number of Cancelled events	0
Number of Unclaimed / audits not turned in	35
Number of Audits Turned in	63
Funds Allocated	\$ 85,581.75
Actual Amount Reimbursed	\$ 67,964.47
Average Amount Reimbursed	\$ 1,078.80
FY 19 request that paid in FY 20	\$ -
Funds returned	\$ -
<b>Total Funds Reimbursed</b>	<b>\$ 67,964.47</b>
Fall 2 2019 Overview	
Programming	
Number of requests	201
Number of Unique Org Requests	144
Number of Approved Requests	152
Number of Denied Requests	86
Number of Approved Appeals	44
Number of Cancelled events	5
Number of Unclaimed / audits not turned in	34
Number of Audits Turned in	119
Funds Allocated	\$ 155,896.72
Actual Amount Reimbursed	\$ 100,981.22
Average Amount Reimbursed	\$ 848.58
FY 19 request that paid in FY 20	\$ -
Funds returned	\$ -
<b>Total Funds Reimbursed</b>	<b>\$ 100,981.22</b>
Fall Operating	
Number of Requests	268
Number of Unique org Requests	251
Number of Approved Requests	212
Number of Requests that could not be completed	56
Funds Dispersed	\$ 36,644.00
FY19 request that paid in FY 20	\$0.00
Unused funds returned by group	\$ 2,718.98
<b>Total funds Paid</b>	<b>\$33,925.02</b>



Spring 1 2020 Overview	
Programming	
Number of requests	280
Number of Unique Org Requests	176
Number of Approved Requests	220
Number of Denied Requests	87
Number of Approved Appeals	67
Number of Cancelled events	23
Number of Unclaimed / audits not turned in	112
Number of Audits Turned in	121
Funds Allocated	\$ 247,092.20
Actual Amount Reimbursed	\$ 35,155.26
Average Amount Reimbursed	\$ 290.54
FY 19 request that paid in FY 20	\$ 31,089.29
Funds returned	\$ 863.95
<b>Total Funds Reimbursed</b>	<b>\$ 65,380.60</b>
Spring 2 2020 Overview	
Programming	
Number of requests	268
Number of Unique Org Requests	206
Number of Approved Requests	200
Number of Denied Requests	70
Number of Approved Appeals	30
Number of Cancelled events	214
Number of Unclaimed / audits not turned in	N/A
Number of Audits Turned in	14
Funds Allocated	\$ 286,170.54
Actual Amount Reimbursed	\$ 2,619.95
Average Amount Reimbursed	\$ 187.14
FY 19 request that paid in FY 20	\$ 18,941.47
Funds returned	\$ 4,520.35
<b>Total Funds Reimbursed</b>	<b>\$ 17,041.07</b>
Spring Operating	
Number of Requests	148
Number of Unique org Requests	142
Number of Approved Requests	95
Number of Requests that could not be completed	52
Funds Dispersed	\$13,263.00
FY19 request that paid in FY 20	\$200.00
Unused funds returned by group	\$ 422.54
<b>Total funds Paid</b>	<b>\$13,040.46</b>



### *Recommendations:*

This year the allocations subcommittee created a special review committee to begin the editing process of the 22page Registration Guidelines for Student Organizations. The Chair of Allocations, Kyle Boyle, along with the Fiscal Coordinator, Angela Britton, worked to complete this process Autumn 2019 semester. Following the review, special recommendations were enacted in light of the recent university communications about events and programs on campus due to COVID-19. The Full Council voted in temporary revisions for Programming Funds, events scheduled between March 16-May 31, and generally about CSA funds and processes:

- All student organization programs approved for Programming Funds between March 16-April 20 are cancelled. In-person programs may not be held on campus during this time.
  - If student orgs would like to revise their program to offer it virtually, instead of in-person, an updated budget and program description can be submitted to [CSAfunding@osu.edu](mailto:CSAfunding@osu.edu) for review.
- For cancelled programs, CSA will reimburse any purchases/ payments made on or before [2 days after this announcement is sent] with the submission of an audit and receipts.
- If program purchases/ payments exceed the available balance Programming Funds for a student organization, those additional expenses will be at the organization's expense.
  - For organizations needing to pick up Programming Funds reimbursement checks, please note the Resource Room will have modified hours of operation through April 20, 2020: Monday-Friday 9am-6pm and Saturday-Sunday Noon-6pm.
- If organizations are unable to pick up checks within 90 days of being issued, expired checks will be reissued.
- If organizations would prefer checks be mailed to them, please email [CSAfunding@osu.edu](mailto:CSAfunding@osu.edu) with the name and address of the recipient. Please note, the recipient must be listed on the organization roster in the Student Org Management System.
  - The Operating Funds application deadline is April 1 and audits are due no later than May 1 for the 2019-2020 academic year. There will be no changes to this process.
  - Programming Funds applications in the appeal process will end because even if they were approved, their program would be cancelled.





# REVIEWS

## Student Organization Guidelines Review

Chair of CSA, Anthony Long II, established the Ad Hoc Committee during Fall Semester 2019 and reconvened in Spring Semester 2020 to address the complete revision of the Student Organization Guidelines. The Ad Hoc Committee members were:

- Jennifer Pelletier (Student Life)
- Angela Britton (Student Life)
- Brooke Olson (Student Life)
- Brittany Crall (Student Life)
- Kyle Boyle (USG, Chair of Allocations)
- Anthony Long II (Chair, USG)

Per CSA operating procedures the Student Organization Guidelines must be revised every other year. The Allocations committee shall be responsible for overseeing the use of the student activity fee. This includes allocating funding for student organizations while maintaining “viewpoint neutrality” as defined in *University of Wisconsin v. Southworth* (529 U.S. 217). Groups are not awarded or denied funds because of views they espouse. Main updates are as follows:

Programming expenses

- OSU physical facilities
  - Rain site deposits are contingent upon event occurrence
  - Bar set-up fees are non-fundable
- Personnel
  - Bartenders and non-essential personnel are non-fundable
- Consumable supplies
  - Changed non-fundable language to align with rest of section
- Food & Beverage
  - Added clause in category box to emphasize food/beverage cost limits
- Take-aways
  - No raffles
- Apparel
  - Apparel to identify volunteers is fundable



## Program Auditing Process

- Programming funds reimbursement checks will not be reissued due to check expiration.
- Added last paragraph to address event occurrence

## Appeal Process

- Revise appeal process so CSA full council will review all available materials should an org be denied twice

## New & Re-established Student Organizations

- Can use university charter services vehicles, not Motorpool

## Honor Societies

- Deleted language about Association of Ohio State Class Honoraries

## Student Governments

- Government presidents are exempt from mandated president training

## Center Cohort Programs

- Deleted language about Coca-Cola interns

## Service and Outreach

- Activities constituting service/outreach must include a diversity of volunteer participants outside of the sponsoring organization(s). Due to the nature of service/outreach activities, event beneficiaries can outnumber the number of Ohio State students.

## Student Org Funding Guidelines

- Updated SAF percentages, added Pay-It-Forward
- Added new language about Signature Events funding
- Updated paragraph regarding Resource Room Funding

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