Well-being Cluster Student Advisory Board (WCSAB)  
Includes Sub-Committee for Student Health Insurance Plan  
University of California, San Diego

The Well-being Cluster Student Advisory Board (WCSAB) provides guidance to the Executive Director of Student Health and Well-being, and the directors of the departments within the cluster which include: Counseling and Psychological Services, Student Health Services, Sexual Assault and Violence Prevention Resource Center and Health Promotion. The WCSAB helps to ensure that the health and well-being needs of UC San Diego students are identified and met, and their interests are represented in the development of policies, programs and services that support their health and well-being. The WCSAB helps to set future direction of health and well-being services including reviewing fees and providing input in the negotiations of the UC system-wide Student Health Insurance Plan (UCSHIP).

By-Laws

Article I:  NAME OF THE BOARD

The Board shall be known as the Well-being Cluster Student Advisory Board or WCSAB.

Article II: MISSION AND PURPOSE

The mission of the WCSAB is to serve as an advisory body to the University of California, San Diego Student Health and Well-being cluster, representing a diverse group of campus interests in promoting the health and well-being of the UC San Diego student enrollment. The mission includes ensuring that the health and wellness issues of the UCSD student population are communicated to UCSD Student Health and Well-being Cluster department heads and as necessary to the UC Office of the President, (particularly for the purpose of providing input and/or re-evaluating the UC SHIP benefits, and available services at SHS).

The purpose of the UC San Diego WCSAB is to serve as a voice and advocate for ensuring student satisfaction in quality health care and wellness services at UC San Diego, and to promote student well-being, and a healthy learning environment. The WCSAB also provides opportunity for formal, campus-level student participation in the administration of the UC SHIP.
Article III. MEMBERSHIP:

A. Non-Voting membership of WCSAB shall consist of the following:
   1. Director of Medical Services at Student Health Services (for SHIP sub committee only)
   2. Executive Director of Student Health and Well-being
   3. SHIP Insurance Manager (for SHIP sub committee only)
   4. Health Promotion Director or appointee
   5. Other Well-being Cluster staff and partners as needed/interested: Recreation, CAPS, SARC, SHS Health Promotion

B. Voting membership of WCSAB shall consist of approximately 10-20 undergraduate and graduate student members representing the following student organizations or groups.
   1. College Council Representatives - 6 Undergraduates representing each of the colleges (with a minimum of 3 to vote)
   2. The Village/Transfer Students - 1 representative
   3. Associated Students - 1 representative (also acts as Undergrad SHIP rep to System)
   4. Graduate Student Association - 2 representatives
   5. School of Pharmacy or School of Medicine - 1 representative
   6. International Center - 1 representative
   7. Recreation - 1 representative
   8. Reps from Student Health and Well-being Cluster Departments and related student orgs (3, with at least 2 reps from the Well-being Cluster)
   9. At-large (3) optional

C. UCSD SHIP Student Advisory Sub-Committee: Membership of the SHIP Student Advisory subcommittee will be comprised of the Director of Medical Services at Student Health Services, the Executive Director of Student Health and Well-being, the clinical director of CAPS, the SHIP Insurance manager, and 4-6 student members of the General WCSAB, with at least 1 Grad student. The subcommittee members will be selected by the WCSAB Co-Chairs and the Executive Director of Student Health and Well-being. The SHIP Student Advisory SubCommittee members will serve a two-year term when possible

D. Student Eligibility:
   1. All student members of WCSAB shall remain in good academic standing with the University during each term. Student members shall be registered UCSD students each term except summer.

E. Selection and Appointment
   1. Student members of the board shall be selected by their respective governing bodies, the Associated Students, Graduate Student Association, Colleges, etc. If at all possible appointments should be filled by the end of Spring quarter for the following year. If by week 5 of Fall quarter, all positions are not filled, the Executive Director of Student Health and Well-being and the Co-Chairs may solicit interested students from among the leadership of health-related student organizations and other organizations. All vacancies occurring during the year should be filled within one month of notification or the ED will appoint as noted above.
2. Board members shall be appointed for two-year terms when possible.  SHIP Student Advisory subcommittee members will agree to serve a two-year term when possible
3. Reappointment of members for a second term is permitted and encouraged.

Article IV. ROLES AND RESPONSIBILITIES

The WCSAB serves as a liaison between students and the directors of the Departments in the Student Health and Well-being Cluster. The WCSAB serves as a voice and advocate for UC San Diego students in promoting student well-being. The WCSAB supports efforts to identify best practices in support of creating a healthy learning environment, to make these services known to students and to advocate for culturally competent wellness interventions.

A. Solicit Student Opinion:
   I. General Membership: Through various methodologies, WCSAB shall:
      1. Provide an on-going mechanism to regularly gather student body opinion on student physical and mental health services, operations, and effectiveness.
      2. Promote the development of programs to enhance student health and well-being.
      3. Convey student feedback to the administration of UCSD Student Health and Well-being Cluster.

   II. UCSD SHIP Student Advisory Sub-Committee: Through various methodologies, the UCSD SHIP Student Advisory Sub-Committee shall:
      1. Determine student satisfaction with UCSD SHIP services.
      2. Participate in discussion related to UCSD SHIP-covered services.
      3. Participate in discussion and give feedback related to services at Student Health Services, and the interface with UCSD SHIP-covered benefits.
      4. Obtain information from, and disseminate information to, campus constituents.

B. Attend and Participate in scheduled WCSAB and/or SHIP Student Advisory Subcommittee meetings:
   1. General Body Meetings shall be held at 5:00 pm on Mondays of weeks 2, 4, 6, and 8 during Fall, Winter and Spring quarters.
   2. SHIP Student Advisory Subcommittee Meetings shall be held at 4:00 pm on Mondays of weeks 2, 4, 6, and 8 during Fall, Winter and Spring quarters. Only two members of the SHIP Subcommittee are required to also attend the general WCSAB meetings.
   3. Meetings shall be presided over by the Co-Chairs, who are elected each Spring for the following year.
   4. Minutes shall be taken either by one appointed committee member or rotated among members.
   5. Decisions shall be made by a simple majority vote of active WCSAB members. Decisions related to SHIP subcommittee will similarly require a simple majority vote. At the discretion of the co-chairs on issues of major importance (for WCSAB and SHIP subcommittee), voting may occur via email. Tie votes will be decided by ED.
   6. Attendance: Members (or designee with approval of co-chairs) are expected to attend all scheduled meetings. Only two members of the SHIP Subcommittee are required to also
attend the general WCSAB meetings. If the member is unable to attend, they should send a proxy in their place if possible and notify the co-chairs in advance. Excessive absences may result in removal from committee, at co-chairs discretion.

7. WCSAB meetings are open to the public; however WCSAB reserves the right to close a meeting or any part thereof to discuss confidential matters.

C. Promote Student Well-being:
   1. Disseminate information/findings/decisions from meetings with student groups.
   2. Participate in at least one well-being event

Article V. Amendment of Bylaws

These bylaws may be amended at a general business meeting. The amendment must have been circulated at least one week prior to the meeting.

May 2014