Student Activity Fee Committee
Meeting Minutes
Capital Suite
November 30, 2012


The Student Activity Fee Committee met on November 30, 2012 at 2:00 p.m. in Capital Suite and took the following actions:

I. Approval of Minutes

- November 2, 2012
  Taylor Briggs moved to approve the minutes. This was seconded by Tyler Lewis. With no objections, the minutes were approved.

- November 9, 2012
  Peter Imhoff moved to approve the minutes. This was seconded by Taylor Briggs. With no objections, the minutes were approved.

II. Sustainability/Environmental Issues

- Student Survey Feedback
  Dr. Stout reviewed the results of the Sustainability and Environmental Initiatives Interest Survey 2012 (see Attachment 1).

(Continued)
• Other

a) Sustainability Initiatives Council Guidelines
   Peter Imhoff moved to amend the Student Activity Fee Guidelines (see Attachment 2) to the following (Section IV., first paragraph, page 3) and to establish guidelines for the council (see Attachment 3):

   "The Student Activity Fee Committee allocates lump sums to fee councils and colleges. The Fee Councils, which include Arts, Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Team Council, Honors College, University-Wide, and Green Fee Council, must have a student majority membership. The Student Activity Fee Committee shall serve as the University-Wide Fee Council and the Green Fee Council. Fee councils report to the Student Activity Fee Committee."

   Taylor Briggs made a motion to amend to change the name of the fee council from Green Fee Council to Sustainability Initiatives Fee Council. Peter Imhoff accepted this as a friendly amendment. This motion was seconded by Amanda Antara and approved by the following vote: Yes: 6 No: 0 Abstain: 1

b) Sustainability Initiatives Council Budget Proposal
   Peter Imhoff moved to approve the Sustainability Initiatives Budget Proposal (see Attachment 4). This motion was seconded by Umma Kibria and approved with no objections.

c) Spring Meeting Schedule 2013
   Taylor Briggs moved to amend the Student Activity Fee Committee Spring Meeting Schedule. Adding an additional meeting on January 25, 2013 from 4:00 p.m. to 5:00 p.m. and extending the meeting hours on January 22, 2013 and March 1, 2013 until 6:00 p.m. (see Attachment 5). This motion was seconded by Peter Imhoff and approved by the following vote:
   Yes: 7 No: Abstain: 1
III. FY 2014 Council Allocations – Deliberations

James Dutton moved to decrease the average allocation for the Arts Fee Council by $5,000 to $272,742 and increase the average allocation for the Sustainability Initiatives Fee Council to $5,000. This motion was seconded by Tyler Lewis and approved by the following roll call vote:

Peter Imhoff – Yes
Amanda Antara – Yes
Joann Bacon – No
Taylor Briggs – No
Miguel Colmenares – Yes
James Dutton – Yes
Umama Kibria – Yes
Tyler Lewis – Yes

Peter Imhoff moved to decrease the over/under amount by $5,000 and increase the average allocation for the Sustainability Initiatives by $5,000 to $10,000. This motion was seconded by Taylor Briggs and approved by the following roll call vote:

Peter Imhoff – Yes
Amanda Antara – Yes
Joann Bacon – Yes
Taylor Briggs – Yes
Miguel Colmenares – Yes
James Dutton – Yes
Umama Kibria – Yes
Tyler Lewis – Yes

Taylor Briggs moved to decrease the over/under amount by $5,366 and increase the average allocation for the Academic Team Fee Council by $5,366 to $131,982. This motion was seconded by James Dutton and approved by the following roll call vote:

Peter Imhoff – Yes
Amanda Antara – Yes
Joann Bacon – No
Taylor Briggs – Yes
Miguel Colmenares – Yes
James Dutton – Yes
Umama Kibria – Yes
Tyler Lewis – Yes
Tyler Lewis moved to decrease the average allocation for University-Wide by $5,000 to $72,318 and increase the average allocation for the Academic Team Fee Council by $5,000 to $136,982. This motion was seconded by James Dutton and approved by the following roll call vote:

Peter Imhoff – Yes
Amanda Antara – Yes
Joann Bacon – No
Taylor Briggs – No
Miguel Colmenares – Yes
James Dutton – Yes
Umama Kibria – Yes
Tyler Lewis – Yes

Marcus Kernizan moved to decrease the average allocation for the Diversity Fee Council by $2,000 to $86,842 and increase the average allocation for the Media Fee Council by $2,000 to 217,141. This motion was seconded by Miguel Colmenares and approved by the following roll call vote:

Peter Imhoff – Abstain
Amanda Antara – Yes
Joann Bacon – Yes
Taylor Briggs – Yes
Miguel Colmenares – Yes
James Dutton – Yes
Umama Kibria – Yes
Tyler Lewis – Yes

Umama Kibria moved to decrease the average allocation for the Student Government Association by $1,522 to $138,677 and increase the average allocation for the Media Fee Council by $1,522 to $218,663. This motion was seconded by James Dutton and approved by the following roll call vote:

Peter Imhoff – Yes
Amanda Antara – Yes
Joann Bacon – Yes
Taylor Briggs – Yes
Miguel Colmenares – Yes
James Dutton – Yes
Umama Kibria – Yes
Tyler Lewis – Yes
James Dutton moved to decrease the average allocation for the International Student Association Council by $1,000 to $51,227 and increase the average allocation for the Student Government by $1,000 to $139,677. This motion was seconded by Peter Imhoff and approved by the following roll call vote:

Peter Imhoff – Yes  
Amanda Antara – No  
Joann Bacon – No  
Taylor Briggs – No  
Miguel Colmenares –Yes  
James Dutton – Yes  
Umama Kibria – No  
Tyler Lewis – Yes  
Marcus Kernizan -Yes

Tyler Lewis moved to decrease the average allocation for the Honors College by $4,000 to $22,833 and increase the average allocation for the University-Wide Fee Council by $4,000 to $76,318. This was seconded by James Dutton and approved by the following roll call vote:

Peter Imhoff – Abstain  
Amanda Antara – Yes  
Joann Bacon – Abstain  
Taylor Briggs – Yes  
Miguel Colmenares –Yes  
James Dutton – Yes  
Tyler Lewis – Yes

Peter Imhoff moved to decrease the average allocation for the Honors College by $2,000 to $18,833 and increase the average allocation for the Colleges by $2,000 to $263,200. This was seconded by James Dutton and approved by the following roll call vote:

Peter Imhoff – Yes  
Amanda Antara – Yes  
Joann Bacon – No  
Taylor Briggs – Abstain  
Miguel Colmenares –Yes  
James Dutton – Yes  
Umama Kibria – Yes  
Tyler Lewis – Yes
Taylor Briggs moved accept the budget as amended as the FY 2014 allocation (see Attachment 6). This motion was seconded by Tyler Lewis and approved by the following roll call vote.

Peter Imhoff – Yes  
Amanda Antara – Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Miguel Colmenares – Yes  
James Dutton – Yes  
Umama Kibria – Yes  
Tyler Lewis – Yes

Note: Peter Imhoff and Umama Kibria voted in place of Mona Abdulrab and Lanier Henson.

The meeting was adjourned at 4:45 p.m.
SAFC Meeting – 11/30/12  
II. Sustainability/Environmental Issues  
Student Survey Feedback (Attachment 1)

Student Activity Fee Committee - November 2012  
Sustainability and Environmental Initiative Interest Survey  

Total surveys administered: 34,437  
Response rate: 5%

Table 1.

Question: How important are Sustainability/Environmental issues at Georgia State University (the efforts to improve environmental balance within GSU)?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very unimportant</td>
<td>366</td>
<td>25.3</td>
</tr>
<tr>
<td>Somewhat unimportant</td>
<td>182</td>
<td>12.6</td>
</tr>
<tr>
<td>Neither important nor unimportant</td>
<td>131</td>
<td>9.0</td>
</tr>
<tr>
<td>Somewhat important</td>
<td>324</td>
<td>22.4</td>
</tr>
<tr>
<td>Very important</td>
<td>445</td>
<td>30.7</td>
</tr>
</tbody>
</table>

Graph 1.

[Bar graph showing importance levels with 'Very important' having the highest frequency and 'Neither' having the lowest frequency.]
Table 3.

Question: Would you be in favor of adding a new mandatory student fee for Sustainability/Environmental efforts (students would incur an additional fee for various projects to be implemented within the GSU community)?

<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>775</td>
<td>53.5</td>
</tr>
<tr>
<td>No</td>
<td>674</td>
<td>46.5</td>
</tr>
</tbody>
</table>
Table 5.

Question: Would you be in favor of allocating funds from the existing Student Activity Fee for sustainability/environmentally focused student activities, events, and organizations (student fees would not increase; existing funds would be used to support student activities)?

<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1207</td>
<td>83.1</td>
</tr>
<tr>
<td>No</td>
<td>245</td>
<td>16.9</td>
</tr>
</tbody>
</table>

Graph 5.

In Favor of Allocating Existing Funds from the Student Activity Fee
Environmental Science Core Curriculum courses!!!! NEEDED!!!!

I have always been environmentally conscious. It is a battle within my office and with my students to get them to recycle even though the bins are everywhere. I also compost at home, so I would love to see compost stations around campus. There are m...

Recycling in the food vendors (I see a lot of plastic containers being thrown away)

Education, education, education. For example, we have the high efficiency toilets in the PTC building where all of my classes are. However, without happening to notice on the handle that you can control the amount of water that is used for flushing, ...

Less expensive or free parking options on campus for students.

Increased exposure to aquaponics and hydroponics through vertical gardening

I am in favor of all of these options but not as a part of the student activity fee. "Green" student organizations and earth day activities deserve our fees but efficient buildings and sustainable food choices are not a student activity. This survey...

All of these ideas should be considered!!

Venders need to package items in recyclable packaging

n/a

Study abroad programs to study international green organizations, green project competition, water campaing

I am in a Master's program at GSU. I was told I would be surrounded by other smart people. Are we really all so stupid that half the student population cannot tell the different between trash and recycling? From where I sit, environmental issues at G...

none; we should not raise or create new fees for any reason.

Comment on question 1.4 regarding Fee, I think innovative ways of funding should be thought through. These effort should in a longer term be self-financing. Therefore when thinking about cost, its benefits should be weighed simultaneously.

Smoke-free environment

- Allot space and funding for campus farmer's market
- Encourage student purchasing of healthy foods by preparing and selling healthy, pre-made meal items at farmer's market
Campus wide energy saving, improved efficiency with panthershuttles, etc

To not eliminate jobs of important faculty within the institution of Georgia State University

Keep the air-conditioning temperature a few degrees higher in the summer as it is extremely cold indoors and every degree increase in temperature of the indoor environment will help save thousands of dollars and lots of energy.

Restricted smoking areas

Get rid of paper towels in the bathrooms, all it does is create more waste for janitorial employees to ignore.

I am highly in favor in eco friendly measures but it isn't always eco friendly to tear out the old and replace with new eco friendly measures such as lighting, toilets, etc. It probably should be slowly done with other need remolds to limit the amou...

Places other than the water fountain to fill up water bottles. "Water bottle stations"

If they're going to spend money to implement an environmental initiative, they should focus their efforts on making actual sustainability changes like the solar panels and water efficiency systems instead of simply raising awareness or putting on mor...

This pertains to 1.4 & 1.5. I would support an additional fee for Environmental efforts IF I saw specific substantiation of how the fee would be used. Furthermore, I support a DECREASE in the athletic fees. As a graduate student already paying much h...

I oppose this backdoor attempt to give more of our money to business developers for "economic development", enriching their pockets on this fraudulent backdrop of "greening" the university.

Focus on measures that reduce costs, disregard environmental impact otherwise.

Making it safer to walk to and from Aderhold would be very green! I hate waiting for twenty minutes and riding for ten when I could just walk. Walking is healthier and the buses aren't very green. I'm too scared to walk across campus so I ride.

There is way too much cigarette smoke on campus and I find it hard to breathe and cough a lot in class especially after running through it.

Maybe Look into the new Pave Green Tiles http://www.pavegen.com......they convert kinetic energy from walking into electrical energy. If these tiles were in the entrances to GCB, Kell, Aderhold, Etc, the student would be powering the lights just by w...

I only chose other because I wanted to give a good option for a speaker. It would be Ian Somerhalder, who is not only an actor, but also is founder of the Ian Somerhalder Foundation
Instead of spending the money on high efficiency toilets, you could simply place something in the tank (e.g. soda bottle filed with sand) to displace some of the water. Also, using long lasting energy efficient light bulbs will also save the univ...

It really isn't that hard for GSU to provide more recycle containers around campus. Sometimes all you'll see are paper containers. And then the only other aluminum recycling container is across campus. It's silly and you're making it inconvenient for...

Incorporate LEED standards into new construction.

Collaborate with MARTA to encourage students to ride transit more.

Eliminating the use of "general" trashcans as much as possible in favor of only assortments of recycle-able/non-recyclable receptacles, so people are pushed to recycle their trash.

In the spirit of sustainability, the idea would be to implement these things without additional costs - self-sustainability. And the organic food grown should be sold at the school very inexpensive, not some jacked up price. Campus food is too expen...

*with the expansion of recycling have bins next to trash cans so people are more likely to recycle.
*Make flower gardens into vegetable gardens and have the vegetables go straight into the cafeteria eateries or sell produce to students at a reduced...
We REALLY need to improve our recycling program

More recyclable trashcans, esp in library, for aluminum, plastic, and Styrofoam.

Policies and facilities should be put in place as cooperative efforts with university courses - subject areas, freshman Writing Across the Curriculum or learning communities, etc. to spread impact and awareness as well as authentic learning opportuni...

I suspect the social oriented projects will have lower expenses, but I question the long term effectiveness of such programs given many elementary-high schools discuss this. They may amount to little more than feel good exercises that achieve little...

These activities and programs should be pulled from the student activities that we currently have in place. The budget should be reworked to help the environment and make it easier for students.

More of the fountains that encourage you to bring your own bottle by having a bottle refill spout.

Since there is not another area for comment, I would like to state here that portions of current Student Activity Fee funds that go to athletics should be diverted to sustainability, since this is much more important than athletics to the health, sus...

the recycling at the Lofts is atrocious, unorganized, and lacking.
the entire student body how much they and other members...

common sense handling of the environment. "Green" initiatives are a waste of time and money for the most part.

Look into Hydroponics for the urban gardens. I think that anything other than a high yield garden open to the human body is a gimmick at best. If you have space you can build an entire greenhouse that produces thousands of pounds a food a year for a ...

Increase initiatives to reduce commuter students which reduces car usage.

None

Fees are very high already and they especially impact part-time students like me. I'm not interested in paying more to support initiatives like these that have no material impact.

Trees Atlanta

Electric car outlets in parking garages.

I would be willing to pay for the Sustainability?Environmental fee if I can eliminate the other fees that I do not benefit from. For example, there are students that pay fees for sports and transportation, but they do not attend the sporting events n...

Actual change, not a bunch of hippies playing drums. The most effective way students can actually make a difference is by recycling more. There are not enough bins on campus. I have to search to find one and I do because its important to me, but for...

Including recycling in outdoor waste not just in the buildings.

The cool roof initiative is extremely important in Atlanta. Basically, white roofs that emit well will save tons on cooling costs during the summer. See http://www.epa.gov/heatisland/mitigation/coolroofs.htm

More important than the food served, ma...

Make healthier options more accessible for students because most students would ratehr pay 50-99 cents for an apple rather than $1.50 when they can eat candy and other snacks 3 for $1.50.

Limit elevator usage, encourage students to take the stairs.

I would like to see initiatives that strive for both environmental and economic efficiency. I think the high efficiency light bulbs and perhaps the water reduction/reuse technologies are good ideas. However, I believe the awareness events would not...
I. PURPOSE/PHILOSOPHY STATEMENT OF THE STUDENT ACTIVITY FEE COMMITTEE

The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants or beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development, and forms a joint partnership with student affairs administration and faculty, thus enhancing the quality of the educational experience.

II. RESPONSIBILITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

The charge of the Student Activity Fee Committee is as follows:

◆ To make recommendations to the Dean of Students regarding the allocation of student activity fee funds fairly to all eligible chartered student organizations and support offices that create, enhance and promote student life at Georgia State University.

◆ Develop, implement and enforce policies that insure compliance with applicable university, Board of Regents, state and federal laws.

◆ To review stipends for student leaders at least every three years and make recommendations regarding the pay scale in force at that time.

◆ As directed by the Dean of Students, review and make recommendations to the Dean of Students regarding allegations of fee misappropriation by various groups receiving SA funds; make recommendations to the Vice President for Student Affairs (with Dean of Students oversight) for fair disciplinary actions of those groups violating SA Fee policies as written in the SA Fee Guide.

◆ Make recommendations to the Dean of Students regarding proposals to: 1) increase the student activity fee or, 2) make a substantive change in purpose of the Student Activity Fee. (Board of Regents Policy Manual Section 7.3.2.1. Mandatory Student Fees). The Student Activity Fee Committee is responsible for holding at least two campus-wide open hearings on the proposed fee increase in order to accumulate student feedback. Upon completion of the hearings, the Student Activity Fee Committee shall make a formal recommendation to the Student Mandatory Fee Committee, who will review the request and forward to the Fiscal Advisory Committee to the President (FACP). Upon review, FACP will forward their recommendation to the president for final action.

◆ Administers the general Contingency account through the Dean of Students Office.
III. MEMBERSHIP OF THE STUDENT ACTIVITY FEE COMMITTEE

The Student Activity Fee Committee shall consist of the Dean of Students, the President of the Student Government Association, seven student members and three non-student members. The seven student members of the committee are appointed annually by the President of the Student Government Association, in consultation with the Vice President for Student Affairs and the Dean of Students. The Student Government Association President shall make recommendations of students who are interested in serving on the Committee for the fiscal year. Appointments are made with the objective of achieving a broad representation of students. At least two of the appointees must be graduate or professional students. Six student alternates should be selected to serve as substitute members for members who are unable to attend. These students should attend all meetings, but vote only as designated by the Dean of Students in place of an absent member. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Committee as required by the GSU Student Code of Conduct.

The three non-student members of the committee are nominated by the Dean of Students and approved annually by the University Senate Student Life and Development Committee. The non-student members may be nominated from the members of the Senate committee, the University Senate, or the faculty and staff at large. This election will occur in the Spring semester for service for the following fiscal year. A representative of the Office of The Vice President for Finance and Administration and the Office of the Provost will serve as ex-officio, non-voting members of the committee. In addition to regular membership of the committee, the Dean of Students may designate certain faculty and staff as non-voting resource persons for the committee.

The Dean of Students, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote. The President of the SGA is the vice chair of the committee and votes only in the cases of a tie vote by the other members of the committee. In absence of the President of the SGA, tie votes are treated as failed-to-pass.

The quorum for all votes of the committee shall consist of six voting members which must include at least four student voting members, ensuring a student majority membership. Proxy voting is not allowed. The chair shall utilize Robert’s Rules of Order to recognize motions and to proceed with Committee business that are not inconsistent with these Guidelines, University and Board of Regents policies, or state and federal laws. All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote.

Student vacancies on the Committee will be filled by the Student Government Association President in consultation with the Vice President for Student Affairs and the Dean of Students. Non-student vacancies on the Committee shall be filled by the University Senate Student Life and Development Committee upon recommendation by the Dean of Students. Members and student alternates who are consistently absent from meetings will be asked to resign, and will be automatically removed in the event of three consecutive absences.
IV. ALLOCATION PROCESS & FUNDING CRITERIA OF THE STUDENT ACTIVITY FEE COMMITTEE

FEE ALLOCATION PROCESS & FEE COUNCIL/COLLEGE RESPONSIBILITIES

** The Student Activity Fee Committee allocates lump sums to fee councils and colleges. The Fee Councils, which include Arts, Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Team Council, Honors College, University-Wide, and Sustainability Initiatives Fee Council, must have a student majority membership. The Student Activity Fee Committee shall serve as the University-Wide Fee Council and the Sustainability Initiatives Fee Council. Fee councils report to the Student Activity Fee Committee.

** Colleges receive lump sum allocations based on percentage of enrollment of majors in the preceding Fall semester. Each college receiving funds shall have a student majority committee equivalent to the Fee Councils to allocate their funds.

** The Student Activity Fee Committee provides some general procedural and philosophical guidelines to the Fee Councils and colleges, however the Fee Councils and colleges will have wide latitude in their allocation decision-making. It is expected that these fee councils will hold budgetary hearings during Spring Semester.

** The Fee Councils and colleges shall attend a joint training session with the Student Activity Fee Committee prior to the annual budget hearing process. Fee Councils and colleges will be briefed on Student Activity Fee Committee regulations and university accounting measures. Each council will be required to develop a goal statement and establish meeting protocols. Fee councils are to submit copies of any allocation determinations to the Student Activity Fee Committee within one week of their previous meeting.

** Fee Councils and colleges must notify the requestors of their allocations within one week of making their decisions. Organizations may appeal fee council or college decisions regarding allocation amounts to the allocating fee council or college within one week of notification of the allocation or denial.

** Organizations may appeal Fee Council decisions to the Student Activity Fee Committee only after an initial appeal to the fee council. Appeals to the Student Activity Fee Committee must deal only with policy and procedure issues, not allocation amounts. Appeals to the Student Activity Fee Committee must be submitted prior to the final annual meeting of the Committee.

** Fee councils and colleges shall present their annual budget allocation proposals to the Student Activity Fee Committee on a date determined by the Committee. The Student Activity Fee Committee will approve the annual budget allocations of each fee council prior to May 1 each year.
ALLOCATING FUNDING CRITERIA

** Certain essential services and salary/benefit obligations must be met first. Other programs/services which are designed to be utilized by all will be given first consideration. The Dean of Students shall make an annual presentation to the Student Activity Fee Committee regarding the Essential Services portion of the budget.

** Second priority in funding is given to programs that are designed for all students.

** Third priority is given to programs of special interest groups.

** Then, in non-priority order, budget requests will be reviewed based on the following criteria:

◆ Past performance and budget management of the organizations requesting funds.
◆ Programs or services with broad appeal to various constituents.
◆ Programs and services that serve the greatest number of students.
◆ Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
◆ Programs and services that support the development of community on campus and maximize the rich legacy of cultural diversity of the institution.
◆ Programs and services that complement the academic mission of the institution.

** The Student Activity Fee Committee must withhold a minimum of 5% of the total budget for contingency, and decide what to do with that money.

Approved by the Student Activities Fee Task Force, 1998
Revised by the Student Activity Fee Committee, November 12, 2004
Revised by the Student Activity Fee Committee, December 1, 2006
Revised by the Student Activity Fee Committee, November 30, 2007
Revised by the Student Activity Fee Committee, September 19, 2008
Approved by the Student Activity Fee Committee, September 18, 2009
Revised by the Student Activity Fee Committee, April 16, 2010
Revised by the Student Activity Fee Committee, September 17, 2010
Revised by the Student Activity Fee Committee, September 23, 2011
Revised by the Student Activity Fee Committee, September 21, 2012
Revised by the Student Activity Fee Committee, November 30, 2012
SUSTAINABILITY INITIATIVES FEE COUNCIL GUIDELINES

Approved by the Student Activity Fee Committee – November 30, 2012

I. PURPOSE/PHILOSOPHY STATEMENT OF THE SUSTAINABILITY INITIATIVES FEE COUNCIL

The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants and beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development. The Student Activity Fee Committee allocates a lump sum to the Sustainability Initiatives Fee Council and provides the Sustainability Initiatives Fee Council with wide latitude in its allocation decision-making.

II. MEMBERSHIP

The Sustainability Initiatives Fee Council shall consist of the members of the Student Activity Fee Committee. The quorum for all votes of the Fee Council shall consist of six voting members which must include at least four student voting members, ensuring a student majority. Proxy voting is not allowed. All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote. The Chairperson of the Fee Council does not vote. The President of the SGA may vote only in the cases of a tie. In the absence of the President of the SGA, tie votes are treated as failed-to-pass.

III. MEETINGS

The Student Activity Fee Committee will schedule the meeting dates for the Sustainability Initiatives Fee Council at the first meeting. Meeting dates will include:

- A meeting to provide an overview of the Sustainability Initiatives Fee Council and reviewing the criteria for evaluating the proposals.
- At least one meeting to conduct a Q&A Session with those entities who have submitted applications for funding to the Fee Council.
- As well as one meeting to deliberate and vote on the Sustainability Initiatives Fee Council allocations.

If needed, the committee will schedule other meetings to deal with issues such as Mid-Year and any other issues that arise.

IV. FEE COUNCIL TRAINING

The members of the Sustainability Initiatives Fee Council will participate in the same training that is offered by the Student Activity Fee Committee to all Fee Councils/Colleges.

V. CRITERIA FOR EVALUATION PROPOSALS

In non-priority order, the following are the criteria for evaluating the proposals:

- Programs and services that serve the greatest number of students.
• Past performance and budget management of the various organizations.
• Programs or services with broad appeal to various constituents.
• Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
• Programs and services that support the development of community on campus and maximizes Georgia State University’s rich legacy of cultural diversity.
• Programs and services that complement the academic mission of the institution.

VI. PROPOSAL EVALUATION AND DETERMINING ALLOCATIONS
Prior to the final meeting, only voting members who have read all the proposals and have attended the entire Q&A Session shall submit their recommended allocations to the Office of the Dean of Students. The average of the submitted recommended allocations shall be the starting point of discussion during the meeting in which allocations are determined. All voting members in attendance at the final meeting are eligible to vote on the final allocation which shall be recorded in a roll call vote.

VII. INFORMATION REQUIRED TO BE ACCESSIBLE ON THE WEB
The following information shall be available on the Student Activity Fee Committee website: The names, majors, and academic classifications (year in school) of all student members, the names, titles and university department affiliation of all non-student members, the minutes of all meetings, the application form to be used by the Sustainability Initiatives Fee Council to determine allocations, the Sustainability Initiatives Fee Council guidelines, as well as any additional operational procedures will be posted on the internet.

In addition: All completed applications will be kept on file in accordance with Board of Regents policies in the Office of the Dean of Students for inspection by request. The summary of the average recommended allocations shall be included in the minutes of the meeting in which allocations are determined.

VIII. OTHER SUSTAINABILITY INITIATIVES FEE COUNCIL OPERATING PROCEDURES
The chair shall utilize Robert’s Rules of Order to recognize motions and proceed with Fee Council business that is not inconsistent with these Guidelines, the Student Activity Fee Committee Guidelines, the Student Activity Fee Overview document, University and Board of Regents policies, or state and federal laws. The Sustainability Initiatives Fee Council may also develop additional operating procedures that do not conflict with these guidelines.
STUDENT ACTIVITY FEE BUDGET REQUEST
Sustainability Initiatives Fee Council
Chartered Student Organizations Form
FY 2014 (July 1, 2013 – June 30, 2014)

Application Must Be Typed

NAME OF CHARTERED STUDENT ORGANIZATION/DEPARTMENT
Click here to enter text.

TOTAL REQUEST FOR FY 2014 $ Click here to enter text.

GSU ACCOUNT NUMBER OR SPEEDTYPE (If an existing account) Click here to enter text.

STUDENT OFFICER SIGNATURE ___________________________ DATE ____________

STUDENT OFFICER NAME Click here to enter text. TITLE Click here to enter text.

STUDENT OFFICER’S PHONE Click here to enter text.
GSU EMAIL Click here to enter text.

FACULTY/STAFF ADVISOR’S SIGNATURE ___________________________
DATE ____________

FACULTY/STAFF ADVISOR’S NAME Click here to enter text.

FACULTY/STAFF ADVISOR’S PHONE Click here to enter text.
GSU EMAIL Click here to enter text.

OFFICIAL CONTACT GSU EMAIL ADDRESS Click here to enter text.

NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN CHARTERED Click here to enter text.

1. Attach a one-page description of your student organization, including information about its purpose, number of members, current budget, services provided to students, dues or revenue collected, and funding received from outside sources.

2. Attach a one-page description of how your organization has expended its SA Fee funding for fiscal year 2013 (July 1, 2012 – June 30, 2013).

3. On page 2 of this application, type a narrative summary of your financial request for fiscal year 2014 (July 1, 2013 – June 30, 2014). Explain the programs or services you wish to provide to students of Georgia State University and include the number of students you anticipate will participate in the activities.

4. On page three of this application, list the subtotals for each category of spending requested for fiscal year 2014. Please ensure that the subtotals and grand total match the narrative summary of your request on page 2. Completion of page three is required to be considered for funding.
Below, type a narrative summarizing your financial request for fiscal year 2014 (July 1, 2013 – June 30, 2014). Explain the programs or services you wish to provide to students of Georgia State University. Additionally, provide a description of organizational conference/convention(s) in which student attendance would be subsidized by Sustainability Initiatives Fee Council funding, and any other foreseeable expenditures not listed.

Click here to enter text.
NOTE: Under description please provide examples of purchases which will be made related to the itemize areas i.e. Promotional Items: (T-shirts, hats, key chains, etc.)

<table>
<thead>
<tr>
<th>Non-Programming Services</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-event Printing</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. Non Programming Food</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Total Non-Programming cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programming/ Publicity/ Event Supplies Speaker / Presenter/ DJ Cost etc.</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promotional Items</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. Event Printing</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3. Postage</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>4. Programming Equipment</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>5. Room Charges</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>6. Event Food</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>7. Fees or Honorariums</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>8. Transportation</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>9. Hotel Expenses</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Total Programming Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFF CAMPUS STUDENT TRAVEL:**
Name, date and location of conference/convention

Number of students attending: Click here to enter text.

<table>
<thead>
<tr>
<th>Travel</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Airfare/Transportation</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. Registration Fees</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3. Lodging</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>4. Meals</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Total Travel Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal services</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Assistants</td>
<td>Number SA(s) if applicable Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. GRAs</td>
<td>Number GRA(s) if applicable Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3. Stipends</td>
<td>Who are stipends designated for if applicable</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Total Personal Services Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER: (Please include details in financial request summary)

Total Other: $Click here to enter text.

**GRAND TOTAL:** $Click here to enter text.
Student Activity Fee Committee Schedule

Spring 2013

Approved September 21, 2012
Revised November 30, 2012

**Wednesday, December 5, 2012** – U-Wide Fee Council Budget Request Applications are available on Dean of Students website and in the Office of the Dean of Students. Advertising begins

**Friday, January 25, 2013** – Information Session for U-Wide Fee Council Applicants, conducted by DOS Business Operations – Location TBA, 2:00 p.m. - 4:00 p.m.

**Friday, January 25, 2013** – Sustainability Initiatives Fee Council
Location TBA, 4:00 p.m. - 5:00 p.m.

**Friday, February 8, 2013** – Applications are due from U-Wide Fee Council Applicants to DOS Business Operations. Applicants will have an opportunity to sign up for Q&A Sessions

**Tuesday, February 12, 2013** – DOS Business Operations Distributes Copies of Applications to U-Wide Councils

**Friday, February 22, 2013** – University-Wide Fee Council & Sustainability Initiatives Fee Councils Conduct Q&A Sessions Location TBA, 2:00 p.m. - 6:00 p.m.

**Friday, March 1, 2013** – University-Wide Fee Council Deliberates and Votes on FY 2014 U-Wide Fee Council Allocations Location TBA, 2:00 p.m. - 6:00 p.m.

**Monday, March 4, 2013** – DOS Business Operations Notifies University-Wide Fee Council Applicants of FY 2014 Recommended Allocations and Appeal Process

**Monday, March 11, 2013** – Deadline for University-Wide Fee Council Applicants to Appeal FY 2014 Allocations

(March 18, 2013 – March 24, 2013 – Spring Break)

**Friday, April 5, 2013** – SA Fee Committee Hears Fee Council Presentations
Location TBA, 2:00 p.m. - 6:00 p.m.

**Friday, April 12, 2013** – SA Fee Committee Deliberation and Final Confirmation Vote on FY 2014 SAFC Budget Location TBA, 2:00 p.m. - 5:00 p.m.

**Friday, April 19, 2013** – If needed
Location TBA, 2:00p.m. – 5:00 p.m.

**Tuesday, April 23, 2013** – DOS Business Operations Notifies Colleges/Fee Councils of FY 2014 Approved Allocations
# Georgia State University

**Student Activity Fee Committee (SAFC) FY 2014**

**Approved - November 30, 2012**

<table>
<thead>
<tr>
<th></th>
<th>FY 2013 Budget</th>
<th>FY 2014 Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAFC Contingency (5%)</strong></td>
<td>$129,867</td>
<td>$129,867</td>
</tr>
<tr>
<td>Colleges</td>
<td>$258,195</td>
<td>$263,200</td>
</tr>
<tr>
<td>Academic Teams</td>
<td>$136,818</td>
<td>$136,982</td>
</tr>
<tr>
<td>Arts</td>
<td>$267,768</td>
<td>$272,742</td>
</tr>
<tr>
<td>Diversity</td>
<td>$79,547</td>
<td>$86,842</td>
</tr>
<tr>
<td>Honors College</td>
<td></td>
<td>$18,833</td>
</tr>
<tr>
<td>International Student Association Council (ISAC)</td>
<td>$44,626</td>
<td>$51,227</td>
</tr>
<tr>
<td>Media</td>
<td>$218,663</td>
<td>$218,663</td>
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<tr>
<td>SGA</td>
<td>$137,093</td>
<td>$139,677</td>
</tr>
<tr>
<td>Student Bar Association</td>
<td>$60,000</td>
<td>$60,434</td>
</tr>
<tr>
<td>University-Wide</td>
<td>$64,733</td>
<td>$76,318</td>
</tr>
<tr>
<td>Sustainability Initiatives</td>
<td>$0</td>
<td>$10,000</td>
</tr>
<tr>
<td>Essential Services w/o Contingency</td>
<td>$1,200,023</td>
<td>$1,132,548</td>
</tr>
</tbody>
</table>

**Mandatory Insurance/Internet Streaming Adjustment**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>$2,597,333</td>
<td>$2,597,333</td>
</tr>
<tr>
<td>FY 2014 Allocation</td>
<td></td>
<td>$2,597,333</td>
</tr>
<tr>
<td>(Over)/Under Allocation</td>
<td></td>
<td>$0</td>
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</tbody>
</table>

---

### Colleges

<table>
<thead>
<tr>
<th>Colleges</th>
<th>FY 2013 Budget</th>
<th>FY 2014 Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S College Student Funds</td>
<td>$118,173</td>
<td>$123,352</td>
</tr>
<tr>
<td>BA College Student Funds</td>
<td>$66,014</td>
<td>$67,483</td>
</tr>
<tr>
<td>Education Student Funds</td>
<td>$29,883</td>
<td>$28,127</td>
</tr>
<tr>
<td>Law Student Funds</td>
<td>$5,672</td>
<td>$5,686</td>
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<tr>
<td>Policy Studies Student Funds</td>
<td>$16,868</td>
<td>$17,685</td>
</tr>
<tr>
<td>B.F. Lewis School of Nursing &amp; Health Professions Student Funds</td>
<td>$20,227</td>
<td>$19,159</td>
</tr>
<tr>
<td>Public Health Student Funds</td>
<td>$1,358</td>
<td>$1,708</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$258,195</strong></td>
<td><strong>$263,200</strong></td>
</tr>
</tbody>
</table>

Updated 12/6/12 4:39 p.m.

*Note: The FY 2013 ($55,000) allocation for the Honors College was not included in the total.*