

Student Activity Fee Committee
Meeting Minutes
217 Student Center East
November 06, 2015

In attendance: Darryl Holloman, Chair. Voting student members: Alejandra Cardenas and Tobi Soyebo. Non-student voting members: Boyd Beckwith, Melissa Buchheit and Misty McDonald. Alternate voting student member: David Jackson, Jeanette McFall and Anthony Nguyen. Ex officio: Latisha Barnes and Shantavia Reid-Stroud.

Not in attendance: Sebastain Parra, Vice Chair. Voting student members: Beau Evans, Teara Mayfield, Lakshay Gilja and Shamari Southwell. Alternate voting student member: Daniel Duhart, Fortune Onwuzuruike, Gerardo Perez and Nick Smith.

The Student Activity Fee Committee met on November 6, 2015 at 2:00 p.m. in 217 Student Center East and took the following actions:

I. Approval of Minutes

Anthony Nguyen moved to approve the minutes. This motion was seconded by David Jackson. With no objections the minutes were approved.

II. FY 2017 Process – Vote (Applications)

Tobi Soyebo moved to approve the FY17 applications for the Diversity & University-Wide Fee Councils. This motion was seconded by David Jackson. With no objections the motion was approved (Attachment 1 & 2).

III. Mid-Year Process – Discussion

Dr. Holloman explained to the committee that there will not be a mid-year process for Fiscal Year 2016, due to a decrease in enrollment numbers. Dr. Holloman further explained that because of budget shortfalls, that programs such as Digital Readership, SGA Co-Sponsorships (Organizations United, Newly Chartered Student Organization Fund) may be obsolete.

IV. FY 2017 Fee Council Allocations – Deliberations & Final Vote

Tobi Soyebo moved to increase/decrease the average voting allocation amounts as follows, for the colleges/fee councils. This motion was seconded by Alejandra Cardenas and approved by the following roll call vote (Attachment 3):

- Decrease Student Bar Association by \$900 to \$66,453
- Increase the Colleges by \$1,000 to \$264,384
- Increase International Student Association Council by \$1,000 to \$63,071
- Decrease Student Government Association by \$2,104 to \$130,000
- Increase University-Wide Fee Council by \$1,500 to \$86,443

- Increase Diversity Fee Council by \$1,500 to \$92,783
- Decrease Media Fee Council by \$1,000 to \$175,041
- Increase Honor's College by \$1,000 to \$24,705
- Decrease Arts Fee Council by \$2,000 to \$258,759

Boyd Beckwith – Yes
Melissa Buchheit – Yes
Alejandra Diaz – Yes
David Jackson – Yes
Misty McDonald – Yes
Jeanette McFall – Yes
Anthony Nguyen – Yes
Tobi Soyebó – Yes

The meeting was adjourned at 3:07 p.m.

II. FY 17 Process – Vote SAFC Meeting 11/06/15 (Attachment 1)

Diversity Fee Council Student Activity Fee Funding for Fiscal Year 2017

The Student Activity Fee Committee (SAFC) has released the University-Wide Fee Council Budget Request for Fiscal Year 2017 (July 1, 2016 – June 30, 2017) and the Student Activity Fee Overview document, which lists restrictions placed on the expenditure of fee funds.

This allocation process applies only to the allocation of Student Activity Fee funds assigned to the **Diversity Fee Council**, which fund a wide range of chartered student organizations and services not served by other fee councils.

This is **not** the process used by the various colleges to allocate funds to chartered student organizations whose mission or membership is closely related to their degree programs i.e., Chemistry Club, History Society, Social Work Club, etc. Please visit your college Dean's Office for further information about their funding process. This process is also not associated with other fees for Athletics, Transportation, Health, Recreation, International Education, and the Student Center.

If you are unsure as to which funding process applies to your organization, please direct all questions to Shantavia Reid-Stroud, Director, Student Affairs Administration, at 404.413.1522 (email: sreid@gsu.edu) or Latisha Barnes, Business Manager II, at 404.413.1707 (email: lbenoit@gsu.edu). Latisha is located in the Office of the Dean of Students (Suite 303 Student Center East).

To assist those applying for funding, there will be a Pre-Proposal workshop on Friday, January 22, 2016 at 2:00 p.m. in 464 Student Center West. This workshop will explain the process in detail for applying for Student Activity Fee funding and provide guidance in completing the application. Attendance is not mandatory, but will be helpful.

Please do not change the format of the request form, as the committees need to be able to locate data quickly among all the forms they review.

Funding categories are: Non-programming, Programming and Travel. For a description of each refer to the Funding Application Category Description document at: <https://orgsync.com/22540/files/882926/show>.

Applications must be submitted by Friday, February 5, 2016 at 5:00 p.m. to the Office of the Dean of Students, Suite 303 Student Center East. Late applications will not be accepted.

Please return to the Office of the Dean of Students, Suite 303
Student Center East, by 5:00 p.m. Friday, February 5, 2016.

STUDENT ACTIVITY FEE BUDGET REQUEST
Diversity Fee Council
Chartered Student Organizations Form
FY 2017 (July 1, 2016 – June 30, 2017)

Application Must Be Typed

NAME OF CHARTERED STUDENT ORGANIZATION

TOTAL REQUEST FOR FY 2017 \$

GSU SPEEDTYPE (If an existing account)

STUDENT OFFICER NAME/TITLE

STUDENT OFFICER GSU EMAIL/PHONE

STUDENT OFFICER SIGNATURE & DATE

FACULTY/STAFF ADVISOR NAME

FACULTY/STAFF ADVISOR GSU EMAIL

FACULTY/STAFF ADVISOR GSU PHONE

FACULTY/STAFF ADVISOR'S SIGNATURE & DATE

OTHER OFFICIAL CONTACT EMAIL ADDRESS

NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN CHARTERED

1. Describe the mission and purpose of your student organization, include number of members.

2. Does the student organization collect dues or generate revenue? Receive funding from outside resources? Intend to fundraise?

3. Amount of funding received for FY 2015 _____
Amount of funding received for FY2016 _____

b) How did attending the event from question 6(a) benefit Georgia State University students?

Below, type a narrative summarizing your financial request for fiscal year 2017 (July 1, 2016 – June 30, 2017). Explain the programs or services you wish to provide to students of Georgia State University. Specifically,

- a) What benefit will the programs and/or activities provide to the student body?
- b) How will these programs and/or activities be used to support the institution's mission to enrich the educational, institutional and cultural experience of students?
- c) Describe any travel plans and how the conference/event will benefit the student body.

Fiscal Year 2017 Budget Allocation Request

NOTE: Funding requested should match the narrative summary on page (5). Under each description please provide examples of purchases which will be made related to the itemize areas.

Non-Programming Services	Description	Expenditure
1. Non-event Printing		
2. Non Programming Food		
Total Non- Programming cost		

Programming/ Publicity/ Event Supplies Speaker / Presenter/ DJ Cost etc.	Description	Expenditure
1. Promotional Items		
2. Event Printing		
3. Non-GSU Rentals		
4. Programming Equipment		
5. Room Charges		
6. Event Food		
7. Fees or Honorariums		
8. Transportation		
9. Hotel Expenses		
Total Programming Cost		

Fiscal Year 2017 Budget Allocation Request

NOTE: Funding requested should match the narrative summary on page (5). Under each description please provide examples of purchases which will be made related to the itemize areas.

OFF CAMPUS STUDENT TRAVEL:

Name, date and location of conference/convention:

Number of students attending:

Travel	Description	Expenditure
1. Airfare/Transportation		
2. Registration Fees		
3. Lodging		
4. Meals		
Total Travel Cost		

Other Operating Expenses Not Categorized	Description	Expenditure
1. Miscellaneous		
Total Other Operating Cost		

GRAND TOTAL: \$

II. FY 17 Process – Vote SAFC Meeting 11/06/15 (Attachment 2)

University-Wide Fee Council Student Activity Fee Funding for Fiscal Year 2017

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University Wide Fee Council
Chartered Student Organizations Form
FY 2017 (July 1, 2016 – June 30, 2017)

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TOTAL REQUEST FOR FY 2017 \$

GSU SPEEDTYPE (If an existing account)

STUDENT OFFICER NAME/TITLE

STUDENT OFFICER GSU EMAIL/PHONE

STUDENT OFFICER SIGNATURE & DATE

FACULTY/STAFF ADVISOR NAME

FACULTY/STAFF ADVISOR GSU EMAIL

FACULTY/STAFF ADVISOR GSU PHONE

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Fiscal Year 2017 Budget Allocation Request

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Total Other Operating Cost		

GRAND TOTAL: \$

IV. FY 2017 Fee Council Allocations - Deliberations & Final Vote - SAFC Meeting 11/06/15 (Attachment 3)

Georgia State University
 Student Activity Fee Committee (SAFC) FY 2017
 November 6, 2015

	FY 2016 Amended Allocation	FY 2017 Final Allocation
SAFC Contingency (5%)	\$96,431	\$138,268
Colleges	\$287,830	\$264,384
Academic Teams	\$158,513	\$144,251
Arts	\$285,813	\$258,759
Diversity	\$98,625	\$92,783
Honors College	\$29,213	\$24,705
International Student Association Council (ISAC)	\$68,009	\$63,071
Media	\$197,014	\$175,041
Student Government Association (SGA)	\$153,293	\$130,000
Student Bar Association	\$76,098	\$66,453
University-Wide	\$89,834	\$86,443
Essential Services w/o Contingency	\$1,252,285	\$1,321,201
Totals		\$2,765,359
FY 2016/2017 Allocation	\$2,792,958	\$2,765,360
(Over)/Under Allocation		\$1