

# Student Activity Fee Committee

## Meeting Minutes

315 Dahlberg Hall

November 4, 2011

*In attendance: Rebecca Stout, Chair and James Dutton, Vice Chair. Voting student members: Greg Hodgkin, Zain Malik, Star Arvizo, James Gallagher, Hanish Patel, and Ben Williams. Non-student voting members: Joann Bacon, Eric Blacknall and Matthew Robison. Ex officio: Beth Jones, Edgar Torbert Jeff Walker and Shantavia Reid.*

*Not in attendance: Alternate voting student member: Chris Brown.*

The Student Activity Fee Committee met on November 4, 2011 at 2:00 p.m. in 315 Dahlberg Hall and took the following actions:

### I. Approval of Minutes

The minutes were approved with a correction made to the last name of one of the student representative from the Academic Teams Fee Council.

### II. FY 2013 Process –Vote

- Application

Zain Malik moved to approve the University-Wide Budget Request form (see attachment 1). This motion was seconded by Star Arvizo and approved unanimously.

- Spring Schedule

Ben Williams moved to approve the proposed spring meeting schedule (see attachment 2). This motion was seconded by Star Arvizo and approved unanimously.

### III. Appointments to the Diversity Fee Council

James Dutton informed the committee that he contacted the student members who served on the Diversity Fee Council for the FY 2012 allocation process held this semester to see if they were able to remain on the committee for FY 2013 allocation process. He has not received any responses as of yet.

### IV. University-Wide Fee Council Guidelines

The University-Wide Fee Council ah hoc committee will meet Monday, November 7, 2011 and bring their recommendations to the Student Activity Fee Committee Friday, November 11, 2011.

#### V. Young Democrats

Dr. Stout shared all of the documents regarding the Young Democrats funding request from the University-Wide Fee Council as well as the College of Arts and Sciences Fee Council. The Young Democrats were informed that their only source of funding for FY 2012 was the University-Wide Fee Council. They were given the option to choose which fee council (University-Wide Fee Council and the Arts and Sciences Fee Council) they can request FY 2013 funding from.

#### VI. Resolution from Mandatory Fee Committee

At this time no concrete proposal was submitted to the Student Activity Fee Committee to consider.

James Dutton informed the committee that they are looking at two areas: 1. Establishing an Office of Sustainability. 2. Building and refits for the university. Their plan will look at the total cost to the university and the funding source.

#### VII. Request for Variance in Policy (RCB Fee Council)

Ben Williams moved to consider the proposal from the International Business Association from the Robinson College of Business to receive a waiver from the food policy stated in the Student Activity Fee Overview document (see attachment 3). The motion was seconded by Greg Hodgkin and approved by the following vote: Yes: 6 No: 3

Ben Williams moved to deny the request from the International Business Association from the Robinson College of Business. This motion was seconded by Eric Blacknall and approved by the following vote: Yes: 8 No: 1

#### VIII. Mid-Year Process – Vote

Dr. Stout reported to the committee that there is \$120,000 available for the FY 2012 Mid-Year Allocation process. Ben Williams moved to allocate \$5,000 to the Student Government Association (SGA) to run a process for newly chartered student organizations and divide the remaining \$115,000 proportionally among the fee councils. The Diversity Fee Council and University-Wide Fee Councils' mid-year allocations will be given to the SGA to run a mid-year process for Diversity and University-Wide organizations (see attachment 4). This motion was seconded by Eric Blacknall and approved by the following roll call vote:

Star Arvizo – Yes  
Joann Bacon – Yes  
Eric Blacknall – Yes  
James Gallagher – Yes  
Greg Hodgkin – Yes  
Zain Malik – Yes  
Hanish Patel – Yes  
Matthew Robison – Yes  
Ben Williams – Abstain

Ben Williams indicated that any unspent funds remaining from the mid-year allocation to newly chartered student organizations will be allocated to the SGA for their co-sponsorship process.

#### IX. FY 2013 College/Council Allocations – Deliberation & Final Vote

James Dutton moved to decrease the average allocation for the Colleges by \$7,412 to \$250,895 and increase the average allocation for the Diversity Fee Council by \$7,412 to \$86,959 (motion 1). This motion was seconded by Matthew Robison. This motion was withdrawn, no vote was taken.

Ben Williams moved to decrease the average allocation for the Student Bar Association Fee Council by \$769 to \$60,000 and increase the average allocation for the University-Wide Fee Council by \$769 to \$61,731 (see attachment 5, motion 2/amendment 2). This motion was seconded by James Gallagher and approved by the following roll call vote:

Star Arvizo – Yes  
Joann Bacon – Yes  
Eric Blacknall – Yes  
James Gallagher – Yes  
Greg Hodgkin – Yes  
Zain Malik – Yes  
Hanish Patel – Yes  
Matthew Robison – Yes  
Ben Williams – Yes

James moved to accept the amended totals as the allocation for FY 2013 (motion 3). This motion was seconded by Greg Hodgin. This motion was withdrawn, no vote was taken.

Greg Hodgin moved to decrease the average allocation for the Arts Fee Council average allocation by \$3,002 to \$267,768 and increase the average allocation for the University-Wide Fee Council by \$3,002 to \$64,733 (see attachment 5, motion 4/amendment 4). This motion was seconded by Ben Williams and approved by the following roll call vote:

Star Arvizo – Yes  
Joann Bacon – Yes  
Eric Blacknall – Yes  
James Gallagher – Yes  
Greg Hodgin – Yes  
Zain Malik – Yes  
Hanish Patel – Yes  
Matthew Robison – Yes  
Ben Williams – Yes

Ben Williams moved to decrease the average allocation for the Colleges by \$112 to \$258,195 and increase the average allocation for the Media Fee Council by \$112 to \$218,663 (see attachment 5, motion 5/amendment 5). This motion was approved by the following roll call vote:

Star Arvizo – Yes  
Joann Bacon – Yes  
Eric Blacknall – Abstain  
James Gallagher – Yes  
Greg Hodgin – Yes  
Zain Malik – Yes  
Hanish Patel – Yes  
Matthew Robison – Yes  
Ben Williams – Yes

James Dutton moved to accept the budget as amended as the FY 2013 allocation (see attachment 5, amended final/motion 6). This motion was seconded by Ben Williams and approved with the following roll call vote:

Star Arvizo – Yes

Joann Bacon – Abstain

Eric Blacknall – No, with explanation, “I feel too much has been allocated to the Academic Teams Fee Council.”

James Gallagher – Abstain

Greg Hodgins – Yes

Zain Malik – Yes

Hanish Patel – Yes

Matthew Robison – Abstain

Ben Williams – Yes, with explanation, “I feel I would be in dereliction of my position not to vote in favor of the fee allocation, but I think the Academic Teams Fee Councils’ funding level is too high.”

James Dutton requested the following statement be recorded in the minutes: “I think that decreasing the Academic Teams Fee Councils’ funding goes against the university’s’ strategic plan and decreases the opportunity the university has to increase its national and international prestige and recognition, thus decreases the value of our degree.”

Note: The following guests were present during the meeting: Jocelyn Crawley and Michael Black.

The meeting was adjourned at 5:06 p.m.

Please return to the Office of the Dean of Students, Suite 300  
Student Center, by 5:15 p.m. Friday, February 3, 2012.

## STUDENT ACTIVITY FEE BUDGET REQUEST

### University Wide Fee Council

### Chartered Student Organizations Form

FY 2013 (July 1, 2012 – June 30, 2013)

Application Must Be Typed

NAME OF CHARTERED STUDENT ORGANIZATION/DEPARTMENT \_\_\_\_\_

TOTAL REQUEST FOR FY 2013 \$ \_\_\_\_\_

GSU ACCOUNT NUMBER OR SPEEDTYPE (If an existing account) \_\_\_\_\_

STUDENT OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT OFFICER NAME \_\_\_\_\_ TITLE \_\_\_\_\_

STUDENT OFFICER'S PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

ADVISOR'S PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

OFFICIAL CONTACT EMAIL ADDRESS \_\_\_\_\_

NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN CHARTERED \_\_\_\_\_

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 2012 (July 1, 2011 – June 30, 2012).
3. On page 2 of this application, type a narrative summary of your financial request for fiscal year 2013 (July 1, 2012 – June 30, 2013). 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 2013. 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 2013 (July 1, 2012 – June 30, 2013). 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 University Wide Fee Council funding, and any other foreseeable expenditures not listed.**

**This page must be completed and typed to receive funding**

**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.)**

Non-Programming Services	Description	Expenditure
1. Non-event Printing		
2. Non Programming Food		
<b>Total Non- Programming cost</b>		

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

**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		
<b>Total Travel Cost</b>		

Personal services	Description	Expenditure
1. Student Assistants	Number SA(s) if applicable	
2. GRAs	Number GRA(s) if applicable	
3. Stipends	Who are stipends designated for if applicable	
<b>Total Personal Services Cost</b>		

**OTHER:**(Please include details in financial request summary)

**Total Other \$** \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_



**Student Activity Fee Committee Proposed Schedule  
Spring 2012**

Approved November 4, 2011

**Friday, November 11, 2011** - Students serving on the Diversity Fee Council are identified by the SGA President

**Monday, December 5, 2011** – 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 20, 2012** – Information Session for U-Wide Fee Council Applicants, conducted by DOS Business Operations – Location TBA, 2:00 p.m. - 4:00 p.m.

**Friday, February 3, 2012** – 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 7, 2012** – DOS Business Operations Distributes Copies of Applications to U-Wide Councils

~~**Friday, February 10, 2012** – University-Wide Fee Council Conducts Q&A Session  
Location TBA, 2:00 p.m. - 5:00 p.m.~~

**(February 27, 2012 – March 4, 2012 – Spring Break)**

~~**Friday, March 9, 2012** – University-Wide Fee Council Deliberates and Votes on FY 2013 U-Wide Fee Council Allocations Location TBA, 2:00 p.m. - 5:00 p.m.~~

**Monday, March 12, 2012** – DOS Business Operations Notifies University-Wide Fee Council Applicants of FY 2013 Recommended Allocations and Appeal Process

**Monday, March 19, 2012** – Deadline for University-Wide Fee Council Applicants to Appeal FY 2013 Allocations

~~**Friday, March 30, 2012** – SA Fee Committee Hears Fee Council Presentations  
Location TBA, 2:00 p.m. - 5:00 p.m.~~

~~**Friday, April 6, 2012** – SA Fee Committee Deliberation and Final Confirmation Vote on FY 2013 SAFC Budget  
Location TBA, 2:00 p.m. - 5:00 p.m.~~

**Friday, April 13, 2012** – If needed  
Location TBA, 2:00p.m. – 5:00 p.m.

**Tuesday, April 17, 2012** – DOS Business Operations Notifies Colleges/Fee Councils of FY 2013 Approved Allocations

**Shantavia T Reid**

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**From:** Mary Colleen Joyce  
**Sent:** Thursday, November 03, 2011 4:14 PM  
**To:** Shantavia T Reid; Jeff William Walker  
**Subject:** FW: re: Proposal to Student Advisory Fee Committee  
**Attachments:** Student Activity Fee Council proposal 26oct11.docx

Hi Shantavia and Jeff

I have attached the proposal RCB would like to have the committee review at the Nov 4 meeting. Over 50% of the student groups with RCB voted and agree with the proposal

If you have any questions, please let me know  
Thank you

Colleen

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**From:** Karen Diane Loch  
**Sent:** Wednesday, October 26, 2011 7:12 PM  
**To:** Mary Colleen Joyce; Marlene L Saname  
**Subject:** re: Proposal to Student Advisory Fee Committee

Colleen,  
Please see the attached document. Let me know if you advice any changes or need additional information. Thanks again very much.

Karen

Dr. Karen D. Loch  
Professor, Institute of International Business  
Director, Global Partners MBA  
J. Mack Robinson College of Business  
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Atlanta, Georgia 30303  
Voice: 404-413-7295  
Web: <http://iib.gsu.edu/IIB/iba.aspx>

## **MEMO**

**TO:** Student Activity Fee Committee

**FROM:** Karen D. Loch  
Professor, Institute of International Business  
Faculty Advisor, International Business Alliance (IBA)  
[kloch@gsu.edu](mailto:kloch@gsu.edu)  
404-413-7295

**DATE:** October 26, 2011

**CC:** M. Colleen Joyce

**RE:** Proposal for Student Activity Fee Policy Review

I am the faculty advisor for the International Business Association (IBA), a GSU chartered student organization housed in the Robinson College of Business. IBA received \$2300 in student fees for 2011-2012. I would like to request consideration for a change in the current student activity fee policies specifically with regards to the purchase of food policy, as outlined in the Student Activity Fee Overview document, item #7. The requested change would be to allow all chartered student organization to use their allocated student fee funds to cover food expenses incurred by the organization on behalf of its members and in direct benefit to the members, as a result of a formal club event.

The reason for this request is outlined below.

Background of IBA: The mission of the IBA is to *help students make a global connection*. (<http://iib.gsu.edu/IIB/iba.aspx>). The IBA sponsors a variety of programs and forums for members to interact and build relationships with organizations and seasoned business executives in international business, and to enhance and build their knowledge and skills in the international arena. Our two most popular and impactful programs are placed in jeopardy. The two programs are 1) the Mentor Program and 2) Dine-and-Unwind series.

The Mentor Program is the flagship program for the IBA. This year is its 20<sup>th</sup> anniversary, having matched well over 300 students with mentors. It is a semi-structured program formally running between September through April / beginning May each academic year. Students are matched with a seasoned, international business leader based on several parameters, including but not limited to business function interest, industry interest, and geographic interest. Each year we have between 12-18 matches. This year we have 16 matches – or 16 student protégés and 16 mentors. The IBA Officers and perhaps a special invited guest may also be in attendance at one of the common meetings. We host four common sessions where all the mentors and student protégés meet. These sessions are generally Friday mornings from

7:30-9:30 a.m and the first three are typically held in the former Commerce Club building. The first three sessions – called Cross-talks (September, November, January) are very interactive sessions covering current and substantive discussion topics related to all aspects of international business. The fourth session's format typically includes a keynote speaker and formally ends the annual program, thanking the mentors for their time. The mentors offer invaluable advice and guidance to the students, help them network in the international business community, and think long range about their career aspirations and overall professional development. The cross-talks are a very effective mechanism to maintain momentum and keep everyone engaged during the 8-9 month duration of the program. In addition, they afford each student to meet all the mentors and in many cases, have multiple sources for advice.

A catered continental breakfast is provided for the first three sessions; the fourth session is typically a breakfast buffet. The food costs for each of the cross-talks will run around \$225.00. That runs around \$6-8 / head. The closing session with a breakfast buffet has been traditionally held at the 191 Club, and the per head costs runs around \$20-22 per head. The entire delivery of the mentor program is designed to benefit the student participants.

The second program is our popular Dine-and-Unwind series. The students and IBA officers select a country of interest, chose a local restaurant serving the target country's cuisine, and we invite country experts. The operating title of each Dine-and-Unwind is *Doing Business in XXX* – with XXX being the target country. The country expert(s) will lead a discussions on the country and business climate. The discussions are interactive and provide a very fun, and hands-on way to educate our students on doing business in the target country. We research candidate restaurants for the event, verify the veracity of the cuisine (is it real or Americanized version), the ambiance, meeting space, and a menu.

Last spring, we held a Dine-and-Unwind at Truva, a Middle-East / Turkish restaurant. The country expert was a senior executive from Coca-Cola who was recently transferred from Turkey to Atlanta. More recently, IBA sponsored a Dine-and-Unwind at a local Indian restaurant as India was the country of focus. We had two country experts – both native Indians with deep corporate and entrepreneurial experience – in India and now in the US. The discussions were interactive and exceptionally informative; while the formal time of the event is until 6:30-9:00, it is not unusual for the students and the country experts to stay much longer talking and asking questions. Depending on the venue and the expert, we have slides, videos, flip-charts, - an on-site mini-class situated in the simulated country. The format is fluid, and affords lots of opportunity for the students to ask questions. The country expert(s) are not paid; IBA does pay for their meal. The students experience first-hand the target country's ambiance, cuisine, customs, and learn from the country experts. In addition, it's another opportunity for the students to have excellent face time with international business leaders from major firms in the Atlanta metro area.

Logistically, IBA sets a menu and negotiates a price with the restaurant. The students are asked to pay \$20 - \$22 dollars. IBA pays for the country expert (generally one guest, occasionally two) , and the tip, and any overages. If the students wish to have an alcoholic beverage, they must pay for it directly themselves. We typically have 20-25 students but have had as many as 40 students. The students are the direct beneficiaries of these events.

The current food purchase policy, item # 7 states

1. "The purchase of food is approved only for on-campus events,;" and
2. "The purchase of food for meetings is limited to no more than 10% of the organization's approved budget or \$2,000, whichever is less."

Both of IBA's programs provide exceptional educational opportunities that cannot be replicated in the classroom, nor on campus. In the case of these two programs and the standing fee policy, IBA would be restricted from offering these opportunities. The Dine-and-Unwind series is off-campus as described

above and each event expense is plus/minus the 10% of our approved budget. We sponsor 2-3 Dine-and-Unwind events per year. The Mentor Program, while delivered in an on-campus setting, meets or exceeds the 10% cap of approved budget as stated in the policy. IBA is designed to benefit its student members as they seek to develop their international business skills and knowledge. We have a documented history of delivering meaningful, successful programs, It is therefore my request, on behalf of IBA, to modify item #7 .

IBA does not have travel expenses, purchase any significant equipment, and the host of other allowed expenses.

Thank you very much for your consideration of this request. If you have any questions, I'm happy to meet or talk at your convenience. I know that our student officers or members who are participating and have benefitted from previous events would be happy to talk with you as well, if that would be desired. I look forward to hearing from you soon. I have included all my contact information below. I can best be reached through email at [kloch@gsu.edu](mailto:kloch@gsu.edu) or by mobile at 404-409-8988/



Dr. Karen D. Loch  
Professor, Institute of International Business  
Faculty Advisor, International Business Alliance  
Director, Global Partners MBA  
Email: [kloch@gsu.edu](mailto:kloch@gsu.edu)  
O: 404-413-7295 // M: 404-409-8988

SAFC Meeting - 11/4/11  
 VIII. Mid-Year Process - Vote (Attachment 4)

Georgia State University  
 Student Activity Fee Committee (SAFC)  
 FY 2012 Allocations Amended Budget (Mid-Year)  
 Approved 11/4/2011

	FY 2012 Final Allocation	FY 2012 Amended Budget (Nov 4, 2011)	FY 2012 Mid-Year Allocation	FY 2012 Approved Budget as Amended
SAFC Contingency (5%)	\$128,767	\$128,767		\$128,767
Colleges				
Student Bar Association	\$250,895	\$250,895	\$23,146	\$274,041
Media	\$60,397	\$60,397	\$5,572	\$65,969
Arts	\$218,663	\$218,663	\$20,173	\$238,836
SGA	\$267,768	\$267,768	\$24,703	\$292,471
Diversity	\$141,284	\$141,284	\$13,034	\$154,318
International Student Association Council (ISAC)	\$57,550	\$57,550	\$5,309	\$62,859
University-Wide	\$42,562	\$42,562	\$3,927	\$46,489
Academic Teams	\$57,917	\$57,917	\$5,343	\$63,260
Essential Services w/o Contingency	\$149,507	\$149,507	\$13,793	\$163,300
	\$1,200,023	\$1,200,023		\$1,200,023
<b>Additional Allocable FY 2012 Revenue as of 11/1/11</b>		<b>\$120,000</b>		
Newly Chartered Student Organizations				\$5,000
Totals	\$2,575,333	\$2,695,333		2,695,333
(Over)/Under Allocation				

Updated 11/7/11 11:40 a.m.

Georgia State University  
 Student Activity Fee Committee (SAFC)  
 FY 2012 Allocations Amended Budget (Mid-Year)  
 Approved 11/4/2011

FY 2012 SAFC College Allocations - Post Reorganization	FY 2012 Final Allocation	FY 2012 Mid-Year Allocation	FY 2012 Approved Budget as Amended
A&S College Student Funds	\$113,848	\$10,503	\$124,351
RCB College Student Funds	\$66,076	\$6,096	\$72,172
Education Student Funds	\$30,346	\$2,800	\$33,146
B.F. Lewis S.O.N.&H.P. (Formerly HHS)	\$16,675	\$1,538	\$18,213
Law Student Funds	\$5,456	\$503	\$5,959
Policy Studies Student Funds	\$16,157	\$1,491	\$17,648
Public Health (New for FY13)	\$2,336	\$216	\$2,552
<b>TOTAL</b>	<b>\$250,894</b>	<b>*\$23,147</b>	<b>\$274,041</b>

Updated 11/11/11 11:06 p.m.

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SAFC Meeting - 11/4/11  
 IX. FY 2013 College/Council Allocations - Deliberation & Final Vote (Attachment 5)

Georgia State University Student Activity Fee Committee (SAFC) FY 2013 Approved November 4, 2011						
	FY 12 Budget	FY 2013 Avg Allocation	Amended Final FY 2013 Allocation	Amd #2	Amd #4	Amd #5
SAFC Contingency (5%)	\$128,767	\$129,867	\$129,867			
Colleges	\$250,895	\$258,307	\$258,195			
Academic Teams	\$149,507	\$136,818	\$136,818			
Arts	\$267,768	\$270,770	\$267,768			
Diversity	\$57,550	\$79,547	\$79,547			
International Student Association Council	\$42,562	\$44,626	\$44,626			
Media	\$218,663	\$218,551	\$218,663			
SGA	\$141,284	\$137,093	\$137,093			\$112
Student Bar Association	\$60,397	\$60,769	\$60,000	-\$769		
University-Wide	\$57,917	\$60,962	\$64,733	\$769	\$3,002	
Essential Services w/o Contingency	\$1,200,023	\$1,200,023	\$1,200,023			
Enrollment Increase for FY 2013						
Total	\$2,575,333	\$2,597,333	\$2,597,333			
FY 2013 Allocation		\$2,597,333	\$2,597,333			
(Over)/Under Allocation		\$0	\$0			

Updated 11/11/11 11:16 p.m.