

Student Activity Fee Committee  
Meeting Minutes  
Lucerne Suite  
August 26, 2011

*In attendance: Rebecca Stout, Chair and James Dutton, Vice Chair. Voting student members: Star Arvizo, Zain Malik, and Ben Williams. Alternate voting student member: Elise Laplante. Non-student voting members: Eric Blacknall and Matthew Robison. Ex officio: Beth Jones, Edgar Torbert, Jeff Walker and Shantavia Reid.*

*Not in attendance: Voting student members: Greg Hodgkin, Teodor Markov and J. Tanner Plauche. Alternate voting student member: Shelby Lohr, Allison Renyi, Jamie Stewart and Mary Yupari. Non-student voting members: Joann Bacon.*

The Student Activity Fee Committee met on August 26, 2011 at 2:00 p.m. in the Lucerne Suite and took the following actions:

I. Approval of Minutes

The minutes were approved unanimously.

II. Academic Team Fee Council – Presentation

Dr. Jeannie Grussendorf presented the Academic Team Fee Council's FY 2012 budget to the committee.

III. Diversity Fee Council Presentation

Ben Williams presented the recommendations from the Diversity Fee Council Ad Hoc Subcommittee. The committee reviewed the Diversity Fee Council Guidelines.

Ben Williams moved to approve the Diversity Fee Guidelines as amended (see attached). This motion was seconded by Elise Laplante and approved by the following vote: Yes: 6  
No: 0 Abstain: 0

Ben Williams moved to approve the Diversity Fee Council Ad Hoc Subcommittee's recommended solution to correct the procedural error (#1 of the Motion from Diversity Fee Council Ad Hoc Subcommittee document) This motion was seconded by Eric Blacknall and approved by the following vote: Yes: 6 No: 0 Abstain: 0

1. The ad hoc subcommittee recommends the following solution to correct the procedural error:
  - All FY2012 Diversity Fee Council funded groups shall be notified that a new allocation process will be conducted in order to address a procedural error in the initial allocation process.
  - All FY 2012 Diversity Fee Council funded groups shall immediately be allocated \$576 (1% of the total amount of the Diversity Fee Council budget) so that they are able to sponsor student activities while the new allocation process takes place.
  - A new allocation process utilizing the new Diversity Fee Council Guidelines shall begin as soon as possible with a goal to conclude as close to September 23, 2011 as possible.
  - Only groups that received FY 2012 Diversity Fee Council allocations during the Spring 2011 process may participate in the new allocation process.
  - The groups' original funding proposals, as submitted for the Spring 2011 process, shall serve as their funding proposals in the new process.
  - At the conclusion of the allocation process, the Diversity Fee Council will present its process and allocation recommendations for affirmation by the Student Activity Fee Committee.
  - If the allocation process concludes after September 23, 2011, the Student Activity Fee Committee will hold a special meeting to affirm the process and allocations.

Ben Williams moved to suspend the rules of the Diversity Fee Council Guidelines only during the Diversity Fee Councils new process to correct the procedural error (#2 of the Motion from Diversity Fee Council Ad Hoc Subcommittee document). This motion was seconded by Elise Laplante and approved the by the following vote: Yes: 6 No: 0 Abstain: 0

2. The ad hoc subcommittee recommends that the Student Activity Fee Committee approve the newly developed Diversity Fee Council Guidelines (see attached) with the following exceptions:
  - Suspend the rules (Diversity Fee Council Guidelines) as described below **only during this allocation process**.
    - Combine meetings #1 and #2 in order to expedite the allocation process.
    - The SGA President and the Dean of Students shall make their respective annual appointments by Wednesday, August 31, 2011.

#### IV. FY 2013 Process - Discussion

- SA Fee Guidelines

The committee reviewed the guidelines. James Dutton proposed that the guidelines be changed in accordance with the Board of Regents Policy Manual (Section 7.3.2.1. Mandatory Student Fees)

- SA Fee Overview

The committee reviewed the SA Fee Overview.

- Applications

The committee reviewed the University-Wide Fee Council and the Diversity Fee Council funding proposals.

- University-Wide Fee Council Guidelines

Dr. Stout informed the committee that she would appoint an ad hoc committee at the next meeting Friday, September 9, 2011 to develop the University-Wide Fee Council Guidelines.

- Spring Meeting Schedule

The committee reviewed the proposed spring schedule.

#### V. Student Activity Fee Committee Proposed Fall Meeting Schedule-Vote

James Dutton moved to approve the fall meeting schedule. This motion was seconded by Elise Laplante and approved by the following vote: Yes: 6 No: 0 Abstain: 0

#### VI. Essential Services Report

Dr. Stout reviewed the Essential Services report.

Note: During this meeting alternate voting student member Elise Laplante served as a voting student member.

The meeting was adjourned at 3:56 p.m.

## DIVERSITY FEE COUNCIL GUIDELINES

Approved (as amended) by the Student Activity Fee Committee - August 26, 2011

### I. PURPOSE/PHILOSOPHY STATEMENT OF THE DIVERSITY 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 Diversity Fee Council and provides the Diversity Fee Council with wide latitude in its allocation decision-making.

### II. MEMBERSHIP OF THE DIVERSITY FEE COUNCIL

The President of the Student Government Association (SGA) shall annually appoint seven voting student members and three non-voting student alternates, who represent, in totality, the breadth of the diversity of Georgia State University. The Dean of Students shall annually appoint one voting non-student member and one non-voting non-student member. The one non-voting non-student member shall serve as Chair of the Diversity Fee Council. All members shall be appointed by October 1<sup>st</sup> with their terms to conclude by May 1<sup>st</sup>.

All members, voting and non-voting, are expected to attend all scheduled meetings. In the absence of a voting student member, a non-voting student alternate becomes a voting student member for that meeting as designated by the chair. In the absence of the chair, for that meeting, the voting non-student member becomes the chair and does not vote. The quorum for all votes shall consist of four voting members. Motions require a simple majority vote to pass. Tie votes are treated as failed-to-pass.

### III. SEQUENCE OF THE MEETINGS

After the appointment of members to Diversity Council, mutually agreed upon meeting dates will be identified. Specifically identified meeting dates will include a separate meeting for:

1. Providing an overview of the Diversity Fee Council, participating in a diversity training; and reviewing the criteria for evaluating the proposals
2. Determining the questions for the Q&A Session
3. Attending the Q&A Session and reviewing the answers to the questions asked at the Q&A Sessions
4. Evaluating the proposals and determining the Diversity Fee Council allocations

**IV. DIVERSITY TRAINING**

During the first meeting, all members of the Diversity Fee Council will participate in a diversity training that will focus upon increasing members' cultural awareness, knowledge, and skills. Particular emphasis will be placed upon how to develop and to ask questions during the Q&A Session that comply with the University's Non-Discrimination Statement.

**V. CRITERIA FOR EVALUATION PROPOSALS**

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

- Past performance and budget management of the various organizations.
- 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 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, voting members who have read all the proposals and have attended the 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. Voting for the final allocation 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 Council to determine allocations
- The Diversity Fee Council guidelines, as well as any additional operational procedures

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 DIVERSITY FEE COUNCIL OPERATING PROCEDURES**

Rules of order shall be decided by Diversity Fee Council at its first annual meeting. The Diversity Fee Council may also develop additional operating procedures that do not conflict with these guidelines.