

**Student Activity Fee Committee**  
**Meeting Minutes**  
**470 University Center**  
**April 12, 2013**

*In attendance: Rebecca Stout, Chair. Voting student members: Taylor Briggs, Peter Imhoff, Tyler Lewis and Loren Johnson. Non-student voting members: Amanda Antara, Joann Bacon and Matthew Robison. Alternate voting student member: Ashley Epperson. Ex officio: Shantavia Reid-Stroud.*

*Not in attendance: Marcus Kernizan, Vice Chair. Voting student members: James Dutton, Lanier Henson, and Mona Abdulrab. Alternate voting student member: Brandon Roberts and Umama Kibria. Ex officio: Beth Jones, Edgar Tolbert and Jeff Walker.*

The Student Activity Fee Committee met on April 12, 2013 at 2:00 p.m. in 470 University Center and took the following actions:

I. Approval of Minutes

Tyler Lewis moved to approve the minutes. This motion was seconded by Amanda Antara. With no objections the minutes were approved.

II. Repair & Replacement Plan

Dr. Covey and Jeff Walker discussed the need to replace the WRAS transmitter. The WRAS transmitter was originally installed in 1985. Replacing the transmitter would bring the university into the digital era. The estimated cost to replace the transmitter ranges from \$676,000 to \$750,000 (see attachment 1).

Taylor Briggs moved to support the proposal to replace the WRAS transmitter and antenna. This motion was seconded by Tyler Lewis and approved unanimously.

III. Final Vote to Confirm (as presented) FY 2014 Overall Budget

Tyler Lewis moved that the Student Activity Fee Committee approve the FY 2014 budget as proposed on November 30, 2012 and affirm that the fee councils met all the requirements listed in the Student Activity Fee Guidelines (see attachment 2). This motion was seconded by Taylor Briggs and approved by the following roll call vote:

Amanda Antara – Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

#### IV. Spring Budget Update

Ashley Epperson moved to approve a one-time allocation to the Readership Program for summer 2013 in the amount of \$4,901, with a review to take place next year to determine whether the summer program should continue (see attachment 3). This motion was seconded by Peter Imhoff and approved by the following roll call vote:

Amanda Antara –Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

Taylor Briggs moved to increase the amount of funding allocated to the Newly Chartered Student Organization fund from \$15,000 to \$20,000 (see attachment 4). This motion was seconded by Tyler Lewis and approved by the following roll call vote:

Amanda Antara –Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

Tyler Lewis moved to approve the Panther Breakaway International Exploratory Trip in the amount of \$10,000 (see attachment 5). This motion was seconded by Ashley Epperson and approved by the following roll call vote:

Amanda Antara –Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

Peter Imhoff moved to allocate the remaining \$53, 980 proportionally to the Colleges for a one-time allocation to include the Honors College (see attachment 6). This motion was seconded by Tyler Lewis and approved by the following roll call vote:

Amanda Antara –Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

#### V. Readership Review Process (2011-2012)

Tyler Lewis moved to continue the current level of funding for the Readership Program (\$67, 680) for FY 2014. This motion was seconded by Peter Imhoff and approved by the following roll call vote:

Amanda Antara –Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

#### VI. Newly Chartered Student Organization Fund (Funding for student organizations who missed the process)

Taylor Briggs moved to approve the Newly Chartered Student Organization fund as amended (see attachment 4). This motion was seconded by Tyler Lewis and approved by the following roll call vote:

Amanda Antara –Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

## VII. Diversity Fee Council Guidelines

The committee decided that this topic should be discussed during the first meeting of next year's committee.

## VIII. Sustainability Initiatives Fee Council

Peter Imhoff moved to approve the Sustainability Initiatives Fee Council Guidelines as amended (see attachment 7). This motion was seconded by Taylor Briggs and approved by the following roll call vote:

Amanda Antara – Yes  
Joann Bacon – Yes  
Taylor Briggs – Yes  
Peter Imhoff – Yes  
Loren Johnson – Yes  
Tyler Lewis – Yes  
Matthew Robison – Yes  
Ashley Epperson – Yes

## IX. Recommendations for 2013 -2014 SAFC

The Student Activity Fee Committee made the following suggestions to the 2013-2014 Student Activity Fee Committee:

1. Review the Diversity Fee Council Guidelines.
2. Explores ways to increase the advertisement for the Sustainability Initiatives Fee Council.
3. Create a document listing all fee council appointments and how they are made.
4. Examine options for mid-year funding allocation.

The meeting was adjourned at 3:39 p.m.

## WRAS Replacement Schedule Request

April 12, 2013

For the past several years, plans have been underway to replace the 28 year-old transmitter and antenna for WRAS, upgrading the facilities to digital (HD) transmission. Only WRAS and one other FM station in Atlanta have not converted to HD. This is the first transmitter expense for WRAS since 1985.

Also, Georgia State University holds an FCC Construction Permit to install its main antenna on a downtown tower, allowing for a much improved signal in North Georgia, especially on campus, and in the Georgia Dome. Our FCC permit expires in April of 2014, so we must go out to bid this Summer for the equipment.

The main benefits of this project are:

- 1) Replacement of aging analog transmitters with CD quality HD technology.
- 2) Much stronger signal on campus and in the Georgia Dome, with deeper penetration into buildings.
- 3) Greatly improved signal across North Georgia especially in cars.
- 4) Protection against other new FM stations encroaching on our signal.

Cost Estimates (Retail prices – items will be bid by GSU Purchasing)

\$120,000	-	Antenna (2)
\$ 6,000	-	Antenna tuning by manufacturer
\$ 70,000	-	Antenna/Transmitter installation
\$320,000	-	Transmitter (2)
\$160,000	-	Electrical wiring, facility modifications and ancillary equipment
\$676,000	-	Total (Pending bid results)

**Georgia State University**  
**Student Activity Fee Committee (SAFC) FY 2014**  
**Approved - November 30, 2012**

	<b>FY 2013 Budget</b>	<b>FY 2014 Allocation</b>
SAFC Contingency (5%)	\$129,867	\$129,867
Colleges	\$258,195	\$263,200
Academic Teams	\$136,818	\$136,982
Arts	\$267,768	\$272,742
Diversity	\$79,547	\$86,842
Honors College		\$18,833
International Student Association Council (ISAC)	\$44,626	\$51,227
Media	\$218,663	\$218,663
SGA	\$137,093	\$139,677
Student Bar Association	\$60,000	\$60,434
University-Wide	\$64,733	\$76,318
Sustainability Initiatives	\$0	\$10,000
Essential Services w/o Contingency	\$1,200,023	\$1,132,548
<b>Mandatory Insurance/Internet Streaming Adjustment</b>		
Totals	\$2,597,333	\$2,597,333
FY 2014 Allocation		\$2,597,333
(Over)/Under Allocation		\$0

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

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.

## **Georgia State University**

### **Georgia State University Student Government Association-USA Today Collegiate Readership Program Summer Fund**

The USA Today Collegiate Readership Program would make available to the student body at Georgia State University a maximum of 89 copies of the New York Times and 97 copies of the USA Today per day at no additional cost to the students for Summer Semester.

#### **Funding**

The Student Government Association of Georgia State University-USA Today Collegiate Readership Program Fund is to be funded from the Student Activity Fee in the amount of up to \$4,901 per academic year with expenditures being authorized under the signature authority of the Vice President of Student Affairs. The aforementioned allocation of each fiscal year will be derived from Student Activity Fee funds remaining at the end of the previous fiscal year to the extent that revenues exceeded expenditures.

#### **Review**

The Summer readership program is a one year program. The program shall be reviewed by a committee chaired by the Student Government Association President (as Vice Chair of the Student Activity Fee Committee), and comprised of the SGA Executive Vice President, the SGA Vice Presidents of Academic Affairs, of Budget and Finance, of Public Relations, of Student Life, and of Student Services, and the SGA President Pro Tempore. Non voting members would consist of the SGA Advisor and a representative from the Office of the Dean of Students. Recommendations concerning whether the program should be continued are to be forwarded to the Student Activity Fee Committee.

#### **Rationale**

Bringing this program, which is already present on over 500 other college and university campuses, to Georgia State University will have many positive benefits for the student body. By providing students access to two major national newspapers such as USA Today and the New York Times the University is broadening Georgia State University student's knowledge of national and world events. This knowledge will prove useful not only in the students' studies here at Georgia State but also in helping form them as well rounded individuals. In today's world, newspapers provide one of the few remaining outlets for investigative journalism as opposed to cable news which often simply re-reports stories gathered from newspapers and colors them with their own commentary. This program will not only help make Georgia State students one of the most informed student bodies in the nation, but also help foster a sense of university culture as students on campus are able to discuss current events with each other. Due to the fact that this would be the first time that GSU extends the program into the summer and given that the number of copies and locations would be reduced due to Residence Halls not operating in the Summer, a separate fund was developed to test whether this should be continued at Georgia State University for years to come.

### Georgia State University Summer Session 2013

Recommended Hall	Newspaper	Cost Per Copy	Number of Days	Total Cost Per Day
Library	22 NYT	\$0.600	50	\$660.00
	24 USAT	\$0.460	50	\$552.00
Student Center	22 NYT	\$0.600	50	\$660.00
	24 USAT	\$0.460	50	\$552.00
Sparks	22 NYT	\$0.600	50	\$660.00
	24 USAT	\$0.460	50	\$552.00
General Classroom	23 NYT	\$0.600	50	\$690.00
	25 USAT	\$0.460	50	\$575.00
<b>Total Cost for Program</b>	<b>186 copies daily</b>		<b>50</b>	<b>\$4,901.00</b>

USAT     USA TODAY  
 NYT     New York Times

Calculated Days from May 28, 2013 through August 6, 2013



**Georgia State University  
New Organization Fund**

**Amended by the Student Activity Fee Committee April 12, 2013**

The student organizations of Georgia State University work diligently to ensure high quality programs, events, and educational experiences to the student body. It is difficult for Student Organizations who are approved by the Student Life and Development Committee of the University Senate to adequately program and create a brand without funding. Furthermore, transitions in leadership during the school year also may lead to existing student organizations missing out on Fee allocation deadline. It is proposed a structure that allows for allocations to be made Student Organizations under Diversity and University-Wide fee councils who did not meet their funding deadlines who request funds to be made in the Maximum amount \$500.00.

**Funding**

It is proposed that the New Organization Fund be funded from the Student Activity Fee in the amount of **\$20,000** per academic year. The aforementioned allocation of each fiscal year will be derived from student Activity Fee Funds remaining at the end of the previous fiscal year to the extent that revenues exceed expenditure. The Student Organization Advisor shall verify that the organization is eligible and the Dean of Students office shall ensure that expenditures adhere to university, Board of Regents, state and federal laws. Organizations shall be eligible for utilization of these funds from date of chartering to the end of the academic year in which they were chartered.

**Review**

An Annual report shall be produced in the Spring Semester before the final Student Activity Fee meeting to showcase the number of organizations benefited, the programs facilitated, any recommendations for adjustments and the overall functions of the fund by the SGA Vice President of Student Life.

**Disbursements of funds**

Approved disbursements shall be administered through Office of the Dean of Students. Applications shall be housed in the Dean of Students office as well.

**Rationale**

To exist in a space where programming opportunities, space, and printing are not able to be granted on a large scale to our student organizations it is the responsibility of this committee to act to ensure students have appropriate access to their fee money. A continual lack of funding for new student organization exists. The Partnership Funds from the Student/University Center, Co-Sponsorship from the Student Government Association, and Collaborations with Spotlight Programs Board are great resources but also have limits. With access to additional sources of funding student organizations can start building their brand on campus and will be able to show past budget performance during the funding process for the subsequent year.

**Georgia State University  
New Panther Breakaway  
International Exploratory Trip**

**Amended by the Student Activity Fee Committee April 12, 2013**

The Student Activity Fee is of Georgia State University to ensure high quality programs, events, and educational experiences are available to the student body. Service oriented trips abroad will help students connect to the different cultures represented at Georgia State University.

**Funding**

It is proposed that the international exploratory trip by the Office of Civic Engagement for Panther Breakaway be funded from the Student Activity Fee in the amount of \$10,000. The aforementioned allocation will be derived from Student Activity Fee Funds remaining at the end of this FY 2013. This was voted and approved by the Student Activity Fee Committee.

**Review**

This trip must be completed by March 31, 2014. A detailed report of the trip must be provided by the final Student Activity Fee Committee meeting in spring 2014.

**Disbursements of funds**

Approved disbursements shall be administered through Office of the Dean of Students. Travel authorizations shall be housed in the Office of Dean of Students.

**Rationale**

Panther Breakaway is a large student organization that fairly represents a vast amount of students. This is a great opportunity for Georgia State University to make a positive impact on the international usage.

Georgia State University  
 Student Activity Fee Committee (SAFC)  
 FY 2014 Additional Allocation (Colleges and Honors College)  
 Approved - April 12, 2013

<b>Colleges</b>	<b>FY 2014 Allocation</b>	<b>FY 2014 Addt'l Allocation</b>	<b>FY 2014 Total Allocation</b>
A&S College Student Funds	\$123,352	\$24,941	\$148,293
BA College Student Funds	\$67,483	\$13,645	\$81,128
Education Student Funds	\$28,127	\$5,687	\$33,814
Law Student Funds	\$5,686	\$1,150	\$6,836
Policy Studies Student Funds	\$17,685	\$3,576	\$21,261
School of Public Health	\$1,708	\$345	\$2,053
B.F. Lewis School of Nursing & Health Professions Student Funds	\$19,159	\$3,874	\$23,033
Honors College	\$18,833	\$762	\$19,595
<b>TOTAL</b>	<b>\$282,033</b>	<b>\$53,980</b>	<b>\$336,013</b>

## SUSTAINABILITY INITIATIVES FEE COUNCIL GUIDELINES

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

Revised – April 12, 2013

### 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

This council aims to serve student organizations who emphasize Sustainability Initiatives as their primary focus.

- Programs and services focusing on Sustainability Initiatives and 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.

Approved by the Student Activity Fee Committee November 30, 2012

Amended by the Student Activity Fee Committee January 25, 2013

Amended by the Student Activity Fee Committee April 12, 2013