

**Student Activity Fee Committee
Meeting Minutes
Capital Suite
September 23, 2011**

In attendance: Rebecca Stout, Chair and James Dutton, Vice Chair. Voting student members: Star Arvizo, Zain Malik, and Ben Williams. Alternate student members: Chris Brown and Allison Renyi. 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: Voting student members: Greg Hodgkin, Hanish Patel, and J. Tanner Plauche. Alternate voting student member: Elise Laplante and Shelby Lohr.

For this meeting Chris Brown (Alternate Student Member) voted in place of J. Tanner Plauche (Voting Student Member).

The Student Activity Fee Committee met on September 23, 2011 at 2:00 p.m. in the Capital Suite and took the following actions:

I. Approval of Minutes

The minutes were approved with no objection.

II. FY 2013 Process – Vote

- SA Fee Guidelines

James Dutton distributed copies of his suggested changes to the amended SAFC Guidelines as distributed on September 9, 2011.

Eric Blacknall motioned to approve the SAFC Guidelines as presented by James Dutton with the following changes (removal of the 4th sentence) to Section III - Membership of the Student Activity Fee Committee, paragraph four (see attachment 1).

“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. ~~Motions to limit debate will require a two thirds vote of those present and voting which must also include at least one non-student voting member.~~ All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote.

This motion was seconded by Ben Williams and approved with no objections.

- SA Fee Overview

Allison Renyi moved to approve the Student Activity Fee Overview document as amended. This motion was seconded by Joann Bacon and approved with no objections (see attachment 2).

III. Diversity Fee Council Update

The committee was informed that the Diversity Fee Council's Q&A Sessions would take place Friday, September 30, 2011 and their Deliberation and Vote would take place Friday, October 7, 2011.

IV. Fall Meeting Schedule- Revisited

- FY 2012 Diversity Fee Council Allocations
- University- Wide Fee Council Guidelines
- College/Fee Council Presentations and Fee Council Training FY 2013
- Mid-Year Process- Vote

The following amendments were made to the fall meeting schedule no objections (see attachment 3):

1. A special meeting was added to the schedule on Friday, October 14, 2011 to approve the FY 2012 Diversity Fee Council Allocation Process.
2. Discussion of the University-Wide Fee Council Guidelines was moved to Friday, November 4, 2011.
3. The College/Fee Council Presentations and Fee Council Training FY 2013 remains on Friday, October 28, 2011.
4. The Mid-Year Process –Vote was moved to Friday, November 4, 2011.

V. Mid-Year Process – Discussion

The committee decided to delay the discussion of the Mid-Year Process until the November 4th meeting.

VI. FY 2013 Fee Council Allocation – Discussion (Level of Funding)

Dr. Stout shared with the committee the importance the November 4th meeting. During this meeting the committee will determine the FY 2013 Fee Council Allocations.

The meeting was adjourned at 2:50 p.m.

STUDENT ACTIVITY FEE GUIDELINES

Revised by SAFC September 23, 2011

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-increases 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 following 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 or his/her 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.

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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. ~~This assures participation of at least three or more students.~~ 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. Motions to limit debate will require a two-thirds vote of those present and voting which must also include at least one non-student voting member. 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.

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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.

IV. ALLOCATION PROCESS & FUNDING CRITERIA PRIORITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

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.

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FEE REVIEW ALLOCATION PROCESS & FEE COUNCIL/COLLEGE RESPONSIBILITIES

④ ** The Student Activity Fee Committee allocates lump sums to fee councils and colleges. These councils Arts, Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Team Council, and University Wide, must have a student majority membership. The Student Activity Fee Committee shall serve as the University Wide Fee Council.

④ ** The Fee Councils, which include Arts, Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Team Council, and University-Wide, must have a student majority membership. The Student Activity Fee Committee shall serve as the University-Wide Fee Council. Fee councils report to the Student Activity Fee Committee.

⑤ ** 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.

④ ** The Student Activity Fee Committee provides some general procedural and philosophical guidelines to the Fee Councils and colleges, however the Fee Councils and colleges are given general procedural and policy guidelines but will have wide latitude in their allocation decision-making. It is expected that these fee councils will hold budgetary hearings during Spring Semester.

⑧ ** 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.

⑨ ** It is expected that these fee councils will hold budgetary hearings during Spring Semester.

** Fee Councils and colleges must notify the Student Activity Fee Committee 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.

- ⑩ ** 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.
- ⑪ ** 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.
- ⑩ ** ~~Appeals regarding policy and procedure are made to the Student Activity Fee Committee. Appeals regarding allocation amounts or denials must be made to the allocating fee council.~~
- ⑥ ** ~~Each college receiving funds shall have a committee equivalent to the Fee Councils to allocate their funds. Colleges receive lump sum allocations based on percentage of enrollment of majors in the preceding Fall semester.~~
- ⑬ ** ~~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.~~

ALLOCATION FUNDING CRITERIA

- ⑫ ** **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.
- ⑬ ** 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.
- ⑤ ** ~~Fee councils report to the Student Activity Fee Committee.~~
- ⑦ ** ~~The Student Activity Fee Committee provides some general procedural and philosophical guidelines to the fee councils.~~

- ① ** The Student Activity Fee Committee administers the general Contingency account through the Dean of Students Office.
- ② ** The Dean of Students shall make an annual presentation to the Student Activity Fee Committee regarding the Essential Services portion of the budget.

~~FEE COUNCIL RESPONSIBILITIES~~

⑧ ~~The Fee Councils shall attend a joint training session with the Student Activity Fee Committee prior to the annual budget hearing process. Fee Councils 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.~~

⑪ ~~Fee councils shall present their annual budget allocation proposals to the Student Activity Fee Committee. The Student Activity Fee Committee will approve the annual budget allocations of each fee council prior to May 1 each year. 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.~~

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

Student Activity Fee Overview

Most Recently Amended by the Student Activity Fee Committee September 23, 2011

The following are basic guidelines for the expenditure of Student Activity Fee Funds, as approved by the Student Activity Fee Committee (SAFC). These points will assist you in preparing your budget. The first fundamental concept is that fee funds are state funds and generally follow the same restrictions as those placed on revenue from tax dollars, with a few exceptions. Expenditures for items such as food and non-employee student travel are permitted. Purchasing Department guidelines and travel regulations are the same as with state funds.

All fee councils, as well as the college councils, are required to allocate funds with consideration given to the following criteria:

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

The following section of the Board of Regents Policy Manual defines the nature of fee funds and their expenditure:

1. Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 199-2000, p364). (Section 7.3.2.1. Mandatory Student Fees)

State of Georgia laws prohibits the following:

1. No activity fee funds may be expended for "personal use". This includes obvious items, such as a student's rent or power bill, but also includes personal telephone calls made from GSU, clothing, jewelry, books used for classes, magazine subscriptions, and travel expenses, to name only a few examples.
2. No honorarium may be paid to a political candidate seeking public office.
3. No donations to charities, churches, or any non-profit organizations are allowed.
4. All equipment and certain goods and services must be bid by the GSU Purchasing Department.
5. All equipment and materials purchased with fee funds become the property of Georgia State University and must be kept on campus unless authorized in the approved manner for that item.

The University requires the following in regard to the expenditure of fee funds:

1. Anyone who is not a classified GSU employee cannot obligate the university financially. This means that students are not authorized to purchase equipment or services. Students may purchase petty cash items if authorized by the organization's advisor, who must be a classified staff employee of GSU. (Student assistants are not classified staff). Likewise, students are not authorized to negotiate contracts, bid for services, hire student employees or conduct any financial transactions involving fee funds or other University funds beyond petty cash transactions.
2. All financial transactions must be approved and signed by a classified employee.
3. All transactions, including the purchase of goods, student travel, consultants, and contracts, must follow regular university procedures and policies applicable to fee funds.
4. Administrative regulations concerning the chartering of student organizations are contained in *Student Code of Conduct and Policies*. Please refer to the following webpage for complete information concerning the chartering process and requirements: www.gsu.edu/deanofstudents

Chartering requirements include the following:

- No student organization may collectively, or through the actions of its individual members, engage in discriminatory, harassing, obscene or indecent conduct.
 - Each organization is required to have and maintain an advisor who is a *full-time* faculty or staff member at Georgia State University.
 - Student organizations must follow all rules and regulations related to Student Fee Usage Guidelines. Any organization collecting monies through dues, sale of goods, donations, etc., other than through the Student Activity Fee Allocation Process, must open and maintain a bank account in the name of the student organization and run all of the non-fee money through the account. Only current officers of the organization are allowed to perform transactions on the account.
 - Student organizations must cooperate with all reasonable requests for information by the University including, but not limited to, requests to review financial information and records.
5. No university funds or student activity fees may be used for the purchase of alcoholic beverages.

In addition to the above, the Student Activity Fee Committee (SAFC) has established additional restrictions:

1. Any student organization wishing to receive funds from the Student Activity Fee Committee must be a chartered student organization.
2. Fee funds are not to be used for academic departmental costs, such as office supplies, equipment, staff, or faculty.
3. Each student organization must have a staff or faculty advisor. This is, in effect, required for expenditures, as a student is not authorized to obligate the University financially or approve purchases without the approval of a University employee. This advisor must approve all expenditures and is responsible for adhering to these policies and other applicable policies of Georgia State University.
4. Pay of personnel (student assistants, temporary employees, extra compensation, fee based, etc) must be approved by the Student Activity Fee Committee in advance.
5. Unless approved by the SAFC, receiving pay for more than one position in one budget is not allowed. No stipend in a particular budget may exceed the stipend paid to the leader of that organization.
6. Any expenditures incurred by a fee budget which is not allowed by SAFC restrictions will be charged to the department to which the budget reports.
7. The purchase of food is approved only for on-campus events (the campus includes **property owned or controlled by the University, e.g., the Indian Creek Lodge, Alpharetta Center, Brookhaven Center, Buckhead Center, Henry County Center, Peachtree-Dunwoody Center** and Panthersville) such as speakers, concerts, and presentations. 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. The purchase of food for off-campus events is limited to approved travel authorizations and retreats or conferences which are coordinated and presented by Georgia State University staff. Reimbursement for meal expenses for travel under an approved travel requisition is not allowed if the destination is less than 30 miles from the downtown campus of Georgia State University.
8. No fee funding is allowed for permanently assigned rooms or space.
9. Sport Club student organizations cannot use fee funding appropriated by this committee for regular operations for which the organization was formed (e.g., uniforms, equipment, travel).

Approved by the Student Activity Fee Committee December 5, 2003
Amended by the Student Activity Fee Committee November 12, 2004
Amended by the Student Activity Fee Committee December 1, 2006
Amended by the Student Activity Fee Committee September 19, 2008
Amended by the Student Activity Fee Committee April 16, 2010
Amended by the Student Activity Fee Committee September 24, 2010
Amended by the Student Activity Fee Committee September 9, 2011
Amended by the Student Activity Fee Committee September 23, 2011

Student Activity Fee Committee
Meeting Schedule - Fall Semester 2011
Approved August 26, 2011
Revised September 23, 2011

Friday, August 19, 2011, 2:00 p.m. – 5:00 p.m.

Mandatory Student Fees Summary
Student Activity Fee Guidelines and Overview
FY 2012 Budget Summary and Allocations
FY 2012 Diversity Fee Council Process - Discussion
Student Activity Fee Committee Proposed Fall Meeting Schedule - Discussion

Friday, August 26, 2011, 2:00 p.m. – 5:00 p.m.

Academic Teams Fee Council - Presentation
Diversity Fee Council Proposal
FY 2013 Process – Discussion

- SA Fee Guidelines
- SA Fee Overview
- Applications
- University-Wide Fee Council Guidelines
- Spring Meeting Schedule

Student Activity Fee Committee Proposed Fall Meeting Schedule – Vote
Essential Services Report

Friday, September 2, 2011

Students serving on the Diversity Fee Council are identified by the SGA President

Friday, September 9, 2011, 2:00 p.m. – 5:00 p.m.

Academic Team Fee Council – Vote
FY 2013 Process – Vote #1

- SA Fee Guidelines
- SA Fee Overview

University-Wide Fee Council Guidelines - Discussion
Mid-Year Process – Discussion

Friday, September 23, 2011, 2:00 p.m. – 5:00 p.m.

FY 2013 Process – Vote

- SA Fee Guidelines
- SA Fee Overview – (Campus Locations, page 3, #7)

Diversity Fee Council Update
Mid-Year Process – Discussion
FY 2013 Fee Council Allocation – Discussion (Level of Funding)
Fall Meeting Schedule – Revisited

- FY 2012 Diversity Fee Council Allocations
- University-Wide Fee Council Guidelines
- College/Fee Council Presentations and Fee Council Training FY 2013
- Mid-Year Process - Vote

SAFC MEETING – 9/23/11
II. FY 2013 PROCESS (ATTACHMENT 3, PAGE 2)

Student Activity Fee Committee
Meeting Schedule - Fall Semester 2011
Approved August 26, 2011
Revised September 23, 2011

Friday, October 14, 2011, 1:00 p.m. – 2:00 p.m.
FY 2012 Diversity Fee Council Allocations

Friday, October 28, 2011, 2:00 p.m. – 5:00 p.m.
Fee Council Presentations and College and Fee Council Training FY 2013

Friday, November 4, 2011, 2:00 p.m. – 5:00 p.m.
University-Wide Fee Council Guidelines - Vote
FY 2013 Process – Vote #2

- Applications
- Spring Meeting Schedule

Mid-Year Process - Vote
FY 2013 Council Allocations - Deliberations & Final Vote

Friday, November 11, 2011, 2:00 p.m. – 5:00 p.m.
(If needed)

Friday, December 2, 2011, 2:00 p.m. – 5:00 p.m.
(If needed)