Meeting Minutes – August 21, 2018

- **In attendance:**
  - Dylan Hupp-Alpha Pi Mu
  - Miranda Masters-TBP
  - Jasmine Grossman-BMES
  - Jaycie Saseen-SWE
  - Ryan Bumgarner-ASME
  - Connor Laney-ASME
  - Shivani Karlapati-AOE
  - Rose Weber-AOE
  - Ryan Rosier-SSAB
  - Kelly Martin-SSAB
  - Samantha Keyes-AIAA
  - Bryan Swauger-AIAA
  - Jeremy Diehlmann-SME
  - Robbie Harless-SME
  - Jessi Hartsell-AEC
  - Jarilyn Hernandez-ACM
  - Yasser Akheni-ACM
  - John McLaughlin-EWB
  - Sadaf Sarwari-EWB
  - Zachary Bailey-CyberWVU
  - Graham McConnell-Rocketry
  - Cameron Hale-Rocketry
  - Jonas Kavi-GSI SEG
  - Amber Barr-MA/MRS
  - Allison Arnold-MA/MRS
  - Philip Pennock-Sigma Phi Delta
  - Anika Solomon-AICHE
  - Ryan Bower-Omega Chi Epsilon
  - Ronald Alexander-Omega Chi
  - Epsilon
  - Andrew Moorehead-Robotics Club
  - Troy Pallay-ARC
  - Will Howard-ARC
  - Peyton Panger-TBP
  - Robert Phillips-IEEE
  - Taylor Bertholdt-ASCE
  - John Maaza-AADE
  - Brandon Slicklein-IISE
  - CJ Hores-IISE/Alpha Pi Mu
  - Kari Winston-SPACE
  - Ryan Dotson-SPACE
  - Natalie Marsh-SPACE
  - Morgan Tracey-SWE
  - Rose Weber-AOE
  - Ryan Rosier-SSAB
  - Kelly Martin-SSAB
  - Samantha Keyes-AIAA
  - Bryan Swauger-AIAA
  - Jeremy Diehlmann-SME
  - Robbie Harless-SME
  - Jessi Hartsell-AEC
  - Jarilyn Hernandez-ACM
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  - CJ Hores-IISE/Alpha Pi Mu
  - Kari Winston-SPACE
  - Ryan Dotson-SPACE
  - Natalie Marsh-SPACE
  - Morgan Tracey-SWE

- **EngineerFEST:** If your organization would like to sign up for EngineerFEST you can do so here: [https://docs.google.com/forms/d/e/1FAIpQLSdvklCdkpPlAzMIBIixqta1YI48NVLoE3c5wDyf1Na0piDw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdvklCdkpPlAzMIBIixqta1YI48NVLoE3c5wDyf1Na0piDw/viewform)

  EngineerFEST will be on Wednesday, August 29 from 5:30-8:30. This year EngineerFest will be run as conference style talks. Each group will have two ten minute periods to talk to freshmen. There will be a ten minute break between sessions to allow for attendees to move. Faculty and Graduate Assistants will be in rooms to assist in tracking the students. This is limited to Statler specific organizations, student service organizations will be at tables for students to visit before and after. **You must be registered for EngineerFest by Friday August 24th.** So far the Statler groups that have registered for EngineerFEST include: EcoCar, AIAA, IEEE, WVU Robotics Club, National Society of Black Engineers, SWE, MA/MRS, BMES, IISE, SME, ASCE, WVU ARC, EWB, WVU Society of Petroleum Engineers, SPACE, and WVU Experimental Rocketry.

- **Student Advisory Council Website:** A website with all pertinent Student Advisory Council Information is available. You can find the link at: [http://www.statler.wvu.edu/student-life/sac](http://www.statler.wvu.edu/student-life/sac) This site includes information about Meeting dates, how to update officers, what your proposal should include, procedures for reserving a room, creating a new organizations, a running total of all volunteer hours, etc, and a list of upcoming volunteer activities.

- **New Policy about Youth on Campus:** There is a new policy (Rule 1.7) about working with minors on campus. We are currently working with the Office of Diversity, Inclusion, and Equity to figure out the best way to reach all volunteers, and we will keep everyone posted. Ultimately, no one will be allowed to volunteer at events with minors without completing the online training.

- **SAC Hours/Funding:** Funding for the Student Advisory Council is based on volunteer hours from the previous year. To use this funding, each group must submit a proposal by Wednesday, September 5 with appropriate signatures. Information about what should be included in the proposal can be found at: [http://www.statler.wvu.edu/student-life/sac/funding](http://www.statler.wvu.edu/student-life/sac/funding) Your proposal should be a comprehensive overview of your organization's plan for the entire year.

  If your organization is seeking outside funding (from a company or donor) you must work with the development office to gain approval before asking for money.

  We will invite someone to the next meeting to discuss the SGA Grant process.

- **Proposal:** Proposals are due Wednesday, September 5 by close of business (4:45p.m.) in G103 ESB. Proposals must have signatures of your department chair and advisor. Past proposals are available if your organization would like to look at them. If your organization does not turn in a proposal with the appropriate
signatures, you will not be considered for SAC funding for this academic year. Information about what should be included in the proposal can be found at: http://www.statler.wvu.edu/student-life/sac/funding. Your proposal should be a comprehensive overview of your organization’s plan for the entire year.

- **Travel Rules**—Before traveling with your student organization, please make sure to fill out the following Google Form: https://docs.google.com/a/mix.wvu.edu/forms/d/e/1FAlpQLSIV_6aMGFrXSHn4hhH8g7XSWsToEuURUlwotXXstUzxQbK8Q/viewform which can be found online at: http://www.statler.wvu.edu/student-life/sac/procedures. Travel for departmental groups should be booked through your department’s business office(found at https://www.statler.wvu.edu/student-life/sac/funding under EBO), and college-wide groups can work through our office. If you are traveling on behalf of the University, make sure you are acting appropriately and representing the University in a professional Manner.

- **Room Reservations** - Conference Rooms and Classrooms can be booked by emailing Cate Schlobohm, Felipe Sozinho (fasozinho@mail.wvu.edu) or Jared Bartrug (jdbartrug@mail.wvu.edu) Your email should include: preferred room number, date, time, contact person’s name, contact person’s phone number, plus number of people and reason for event. Reservations require 3 days prior notice. Scheduling all meetings at once is encouraged! All of this information can also be found at https://www.statler.wvu.edu/student-life/sac/procedures.

- **Tshirts** - You cannot print any merchandise that represents WVU or your organizations without working through Trademark and Licensing. If you have a design already completed, your organization can fill out the TM forms at: https://urwvu.wufoo.com/forms/internal-request-form-to-order-wvu-branded-product/. Allison Stickel is our current Design Graduate Assistant and she can assist in designing and working with trademark. Make sure if you want to work with Allison you give her at least 4 weeks notice due to design time, time for trademark approval, and print time. If your organization does not comply with trademark rules, you will be ineligible for SAC funding and will be reported to Student Organization Services.

**Items from the Floor:**
- **CAD Class** - MA/MRS will be hosting a CAD class sometime in October details to follow soon.
- **Trunk or Treat** – IISE will be organizing the annual Trunk or Treat this year. Dates will be announced soon.
- **National Conference** – IEEE and IISE will be hosting their respective national conferences this year. Detail will be provided closer to the event.

**Upcoming Events**
- August 27 2-3 p.m. -Cookies with the Dean
- August 29 5:30-8:30- EngineerFEST
- September 18- GE Diversity Lunch
- September 20- Statler College Career Fair 10-3
- September 29- Fall Family Weekend Cookout 11-1
- October 8-11- Call Campaign 5- 8 p.m.
- October 13- Discover WVU Day- 9:00-12:00
- October 19- Pumpkin Drop
- October 20- Fall High School Visitation Day 7a.m.-4 p.m.
- October 27- Mystery Lunch
- October 29-November 1- Call Campaign 5-8 p.m.
- November 3- Discover WVU Day- 9:00-12:00
- November 17-25- Thanksgiving Break
- December 10-14- Final Exams
- December 15- Commencement 10 a.m.-12:00
- February 9—Merit Badge University
- February 22-24- IISE Conference
- February 23- TEAMS Competition
- March 2- SWE STEM Event (Formerly Girl Scout Day)
- March 9- 17- Spring Break
- March 18-21- Call Campaign 5- 8 p.m.
- March 23- Decide WVU Day 9:00- 12:00
- March 30- High School Visitation Day 7 a.m.-4 p.m.
- April 5- Honors Day 1:30-3:00
- April 5-7- IEEE Student Activities Conference
- April 8-11- Call Campaign 5-8p.m.
- April 13- Decide WVU Day 9:00-12:00
- April 29-May 3- Finals
- May 11- Statler Commencement 12:30-2:30

**Upcoming SAC meetings**
- All meetings are at 5:00 p.m. in G39 ESB during the fall semester:
  - September 18, 2018
  - October 16, 2018
  - November 13, 2018
  - January 22, 2018 Room TBD
- February 19, 2018 Room TBD
- March 19, 2018 Room TBD
- April 16, Room TBD