**MEETING MINUTES – AUGUST 31, 2016**

- **In attendance:**
  - Eric Lagnese- ASME
  - Mikayla Ebeling- Chi Epsilon
  - Robby Tennant- ASCE
  - Lee Shields- ASCE
  - Matt Hergenroeder- Sigma Phi Delta
  - Taylor Davis- SWE
  - Alex Anderson- SWE
  - Emily Brezler- AOE
  - Shealyn Crowley- AOE/IISE
  - Derrick Banerjee- MRS/MA
  - Jordan Chapman- OXE
  - Greg Parker- ISEE/Mine Rescue
  - Jennifer Smith- Mine Rescue
  - Jacob Cordonier- MRS/MA
  - Ray Nevline- SPACE
  - Michael Fouts- EWB
  - Elizabeth Dang- Alpha Pi Mu
  - Shealyn Crowley- AOE/IISE
  - Matthew Burdette- Robotics Club
  - Todd Funkhouser- Solar House
  - Cynthia Lauer- AOE
  - Elizabeth Dang- Alpha Pi Mu
  - Ivy Kwan- SPACE
  - John Fadiga- NSBE
  - Joel Brown- EWB
  - Meg Neely- BMES
  - Cassidy Bland- BMES
  - Candace Kesselring- AIChe
  - Alex MacDonald- AIChe
  - Seth Aportadera- AIChe
  - Zack Layhew- SAE
  - Kyle Gillis- NSBE
  - John Fadiga- NSBE
  - Jessica Liu- ARC
  - Kenneth Hite- ARC
  - Benjamin Upton- HKN
  - Parker White- EVA
  - Katie Warnier- IEEE
  - Elena Patchan—SSAB
  - Zach Minton- ISEE
  - Robert Wilson- WVU Experimental

- **Gold and Blue Crew**—Ali Anderson presented about new student organization that connects current students to alumni. See Page 5 for more information and event schedule.

- **Student Advisory Council Website**—A website with all pertinent Student Advisory Council Information has been created. 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, etc, and a calendar of volunteer activities.

- **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 14 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 Heather Cross to gain approval before asking for money. You can email her which company you plan to ask, how much money you want to ask for, and what the purpose of the funding is. She will either approve or deny your request. You can also set up a meeting with her if you need help (Heather.Cross@mail.wvu.edu)

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

- **Proposal**—Proposals are due Wednesday, September 14 by close of business in G103 ESB. 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](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.

- **Office of Student Engagement and Leadership**—To be an active student organization within the University, you must also comply with all policies from the Office of Student Engagement and Leadership. You will need to ensure that your officer list is updated with this office as well. You can do so at: [http://wvu.qualtrics.com/jfe/form/SV_3mxPcri1j2OvOCN](http://wvu.qualtrics.com/jfe/form/SV_3mxPcri1j2OvOCN) You can see other information from the Student Engagement and Leadership office at: [http://studentengagement.wvu.edu/](http://studentengagement.wvu.edu/)

- **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/1FAIpQLSIV_6aMGFrcXSHn4hHJ8g7XSWst0EuURUiotXXstJzQbK8Q/viewform](https://docs.google.com/a/mix.wvu.edu/forms/d/e/1FAIpQLSIV_6aMGFrcXSHn4hHJ8g7XSWst0EuURUiotXXstJzQbK8Q/viewform) which can be found online at: [http://www.statler.wvu.edu/student-life/sac/procedures](http://www.statler.wvu.edu/student-life/sac/procedures) Travel for departmental groups should be booked through your department’s business office, and college-wide groups can work through our office.
Room Reservations- Conference Rooms and Classrooms can be booked by emailing Colin Frosch (cfrosch@mail.wvu.edu) or Cate Schlobohm (Cate Schlobohm). 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!

T-shirts- You cannot print any merchandise that represents WVU 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/ If you don't have a design, our office can help you. You will need to contact Brandon Diaz at bdiaz@mail.wvu.edu to get on his production schedule. Brandon will need a MINIMUM of 1 month prior to the date you need the shirts. There is a 13% royalty fee now for tshirts or other merchandise

Pumpkin Drop- Volunteers needed from 7 a.m. until ~5p.m. (Set up, vending, directing, clean up @ drop zone, cooking, tear down, STEM Zone) If you are interested in volunteering, contact ASME president Eric Lagnese at etlagnese@mix.wvu.edu If you would like to host a table at the STEM Zone, contact Cate Schlobohm (Cate.schlobohm@mail.wvu.edu)

B&E and Statler Networking Reception—A networking reception will be hosted the day before the Career Fair. It is only open to faculty, grad students, and student org leaders. You must register to attend http://tinyurl.com/networkingreception2016 The event is September 27 from 6-8 p.m. at the Alumni Center.

Student Org Volunteers Needed—Career Services is looking for a couple of student orgs that can help with PrepFest for the Career Fair. The dates and times that help is needed are Tuesday, September 20 from 2-5 p.m. in the atrium outside the ELC and Wednesday, September 21 from 11-2 p.m. outside the ELC. We can break it into shifts if your group can only help with a portion. We would like 2 volunteers at a time to help man the booth. Email Cate Schlobohm to volunteer (Cate.Schlobohm@mail.wvu.edu)

Adventure WV looking for Orientation Trip Leaders-- The Adventure WV Orientation Trips (AWOT) Program is accepting applications (due by October 5th) for our 2017 pool of Trip Leaders and Logistics Specialists. We are looking for a diverse group of motivated, dynamic, and caring individuals to join our summer leadership team. For more information, come to the AWOT Student Staff Info Session: Tuesday, September 20th, 6:30-8pm, Student Rec Center Room 102 For info about AWOT & for the application, visit our website: http://adventureorientation.wvu.edu/student-staff For further information, contact: Marion McClure at marion.mcclure@mail.wvu.edu 304-293-8503. Applications are due by 4pm on Wednesday, October 5th.

Collegiate Engagement (Formerly OCE)-President/VP can sign off on CE Events for freshman. Freshman must attend 2 meetings and get signatures at both—it is their responsibility to keep track of the form. If an outside guest speaker presents, freshmen may get credit by only attending one meeting. To have events added as a CE event, contact Michelle Poland (Michelle.Poland@mix.wvu.edu).

ASCE planning Flood Relief Clean Up Trip—ASCE is working to plan a trip to Clendenin, WV to assist with Flood Relief efforts. The trip is planned for Saturday, August 24. For details contact ASCE president Robby Tennant (rmtennant@mix.wvu.edu)

Upcoming Events
- Saturday, September 10—Home football game
- Saturday, September 17—Murder Mystery Lunch
- Wednesday, September 28—Career Fair @ Rec Center (10 a.m. – 3 p.m.)
- Saturday, October 1—Home football game/Statler Tailgate in Tent City
- Saturday, October 8—Fall Family Weekend Cookout (11 a.m. – 2 p.m.)
- Saturday, October 8—STEM Day at Morgantown Public Library 9 a.m.-2p.m.
- Wednesday, October 12—Cheat Lake Elementary Science Fair (6-8 p.m.)
- Saturday, October 15—Discover WVU Day (10:30-12:30)
- Thursday, October 20—Lights on After School- Preston County High (5-7 p.m.)
- Saturday, October 22—Home football game
- October 27-30—SWE Annual Conference
- Friday, October 28—MAE Pumpkin Drop
- Friday, October 28—Trunk or Treat (5-7)
- Saturday, October 29—High School Visitation Day
- November 1-4- SciTech Days @ Carnegie Science Center
- Saturday, November 12—Discover WVU Day (10:30-12:30)
- Saturday, November 19—Home football game
- November 20-27—Fall Recess
- Monday, December 5—Distinguished Scholar Event
- December 8-14—Final exams
- Friday, December 16—Commencement
• Monday, January 9—First Day of Spring Semester
• Saturday, February 11—9th Grade Day
• Saturday, February 18—TEAMS Competition
• February 19-25—Engineers Week 2017
• Saturday, February 25—Merit Badge University
• March 4-11—Spring Break
• Saturday, March 18—Girl Scout Day

• Saturday, March 25—Decide WVU Day
• March 29-April 2—NSBE Annual Conference
• Saturday, April 1—High School Visitation Day
• Saturday, April 8—Decide WVU Day (Open House)
• May 1-5—Final Exams
• Saturday, May 13—Statler Commencement

Items from Student Engagement and Leadership Office
  o As a reminder, please be sure to put your meetings and events on the WVU Student Orgs calendar here: http://universityrelations.wvu.edu/digital-services/web-calendar. This info is displayed across campus on the Info Stations and on our website: http://studentengagement.wvu.edu/. The calendar can be viewed here, too: https://calendar.wvu.edu/site/studentorgs/. Students looking for your meeting information can easily find it this way.
  o Find the Student Organizations listing and hit “submit an event.” From there, choose the “create an event” at the top.
  o Helpful tips:
    ▪ If it is a series, check the “this event repeats” box under the date
    ▪ Be sure to check “student organization” under the categories/keywords section
    ▪ Select the location under the locations section - students need to know where to find you!

Upcoming SAC meetings
  o All meetings are at 5:30 p.m. in G39 ESB during the fall semester:
    ▪ September 21
    ▪ October 19
    ▪ November 16
NASA
WV Space Grant
Consortium
Undergraduate Student Fellowship

Not just for Aerospace...

All fulltime undergraduate engineering students are eligible to apply!

U.S. Citizenship and minimum 3.0 GPA required

Apply now for the Space Grant $1,000 Undergraduate Student Fellowship!
Application Deadline is September 26, 2016.
- Develop your research skills
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  - Variety of exciting projects

Please visit our web site at: WVSPACEGRANT.ORG
  click "for Students"

CONTACT
NASA WV Space Grant Consortium
Room G68 Engineering Sciences Building
Kashby1@mail.wvu.edu
(304) 293-4099
The Gold and Blue Crew connects all West Virginia University students with the 190,000+ alumni base through programming, mentorships and events.

https://www.mountaineerconnection.com/goldandbluecrew
@goldandbluecrew

- **Friday September 2nd:** Career Kickoff Tailgate, MountainLair Green, 12-3 p.m

- **Wednesday September 21st:** Beers and Bingo Fundraiser, Erickson Alumni Center, 6-8 p.m.
  - $5 for your ticket, cash bar, pizza slices, & awesome prizes!

- **September 23:** Pioneer Session, Erickson Alumni Center, 10-11 a.m.
  - Interview Skills, sponsored by Deloitte

- **Saturday October 29th:** WVU Football Watch Party, Erickson Alumni Center
  - In partnership with the Maniacs

- **November 6th:** Thank-a-thon, WVU Foundation
  - Call WVU donors and thank them for their support.
  - iServe opportunity. 2 Hours. Free Lunch 😊

- **November 14-18th:** National Philanthropy Week

- **November 15th:** Tag Day
  - “Tagging” all donations across campus to bring awareness to general student population on the importance of giving back.
  - Set up on Sunday November 13th. iServe opportunity.

- **Sunday December 4th:** Breakfast with Santa (tentative), Erickson Alumni Center

- **Cram Week:** Erickson Alumni Center will be open from 8AM-11PM during finals week for free. Take advantage of free study rooms and coffee!

President: Abby Roberts - abby.roberts@mail.wvu.edu
Event Coordinator: Ali Anderson – ali.anderson@mail.wvu.edu