In attendance:
Thaddeus Osborne- SPACE  Peyton Panger- TBP  Amber Barr- MA/MRS
John Jacko- ACM  Bert Wieliczko- ARC  Allison Arnold- MA/MRS
Morgan Menke- HKN  Will Howard- ACR  Megan Barthelmes- Alpha Pi
Bradlee Cruise- NSBE  Cassidy Bland- BMES  Mu
Sarah Moore-IEEE  Ahmed Haque- EWB  Corey Crumm- ISE
Garrett Smith- Sigma Phi Delta  Alex Gennusu- ASCE  Shivani Karlapati- AOE
Catherine Hines- HKN  Allison Givens- ASCE  Emily Brezler- AOE
Edward Custer- ASME  Syihan Muhammad- IEEE  Alexis Zini- EWB
Hudson Barrett- ASME  Conner Laney- ASME  Robert Tennant- Chi Epsilon
Robert Wilson- Rocketry  Ricky Lagnese- ASME  Matt Hudson- Chi Epsilon
Elena Patchan- SSAB  Cristobal Ildo- WVU Robotics  Syihan Muhammad- IEEE
Justin Kachel- SAE  Kelsey O’Haire- WVU Robotics  Jenna Henry- SWE
Skyler Comstock- SAE  Javier Cabrera Barbero- Madison Thompson- SWE
Kelly Martin- SSAB  SAMPE  Keegan Patrick- SME, ISEE
Jeremy Diehlmann-  Piyush Soti- SEIGSC  Katelyn Kosar- ASCE
SME/ISEE/Mine Rescue  Jonas Kavi- SEIGSC

EngineerFEST- If your organization would like to sign up for EngineerFEST you can do so here: https://tinyurl.com/yccpmnr EngineerFEST will be on Wednesday, August 30 from 6-9. You can start setting up at 5 p.m. Organizations must keep track of volunteers on the volunteer sign in sheet, and those sheets need to be dropped off in the collection bin outside of G103 ESB that night or the next morning to receive volunteer hours. So far the Statler groups that have registered for EngineerFEST include: Career Closet, Global Grand Challenges, WVU Rocketry Club, ARC, SSAB, MA/MRS, SPD, SPACE, AIAA, Robotics Club, EWB, SEIGSC, SWE, SPE, BMES, IEEE, NSBE.

Excused absence for Career Fair and Conference Attendance- Dr. Wyrick, the Associate Dean for Academic Affairs, announced that he and Dean Cilento both value professional development. To support this, Career Fair attendance will be seen as an excused absence and faculty have been asked to be flexible so that you can attend. Additionally, if you have a professional conference, if you alert Dr. Wyrick prior to your travel, he will write an excused absence for you. This MUST be done PRIOR to traveling.

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 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 6 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 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 Shams Khan from the development office to gain approval before asking for money. He will be at the September 6 meeting to discuss external funding sources/strategies/procedures.

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

There is now an appropriate channel to do external crowd funding: https://advancing.wvu.edu/about

Proposal- Proposals are due Wednesday, September 6 by close of business (4:45p.m.) 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 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/file/form/SV_3mxPcri1j2Ov0CN You can see other information from the Student Engagement and Leadership office at: 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_6aMGFr6cXSHn4hHJ8g7XSWsTuErU1W0tXXxlzjQk8Q/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, 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 (tasozinho@mail.wvu.edu) or Drew Lytton (avlytton@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!

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/ If you don’t have a design, most companies have a graphic designer that can work with you. Our office does not currently have a graphic design intern on staff. There is a 13% royalty fee now for tshirts or other merchandise. If your organization does not comply with trademark rules, you will be ineligible for SAC funding.

Career Fair Updates—There have been some changes to career fair. It is earlier this year (September 14), and it is on a Thursday. It will be held at the Rec Center from 10 a.m. to 3 p.m. Watch for updates from Career Services because some companies will be doing on the spot interviews, and you must do pre-employment screenings PRIOR to the Career Fair. Dr. Wyrick and Dean Cilento are considering attendance at the career fair an excused absence because some companies will be doing on the spot interviews, and you must do pre-employment screenings PRIOR to the Career Fair. Dr. Wyrick and Dean Cilento are considering attendance at the career fair an excused absence and are encouraging all faculty to be flexible so that you can attend this important event. There is an app that gives live updates during the career fair. You can find info about this at MountaineerTrak.

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). Orgs can earn SAC hours for hosting approved CE sessions.

Items from the Floor:

- Uganda Clothing Drive—EWB will be setting up boxes to collect youth-sized clothing to send to children in Uganda. Clothing donations will be eligible for SAC hours.
- ARISS Event- Amateur Radio Club will be hosting a large event on either September 5 or 7. They will need student organization help. If your group is interested, you can reach out to wvu.ariiss@gmail.com or wwhoward@mix.wvu.edu They will hold a planning meeting 8/25 at 4 p.m. in 120 AERB
- GE/Diversity Luncheon-- GE Aviation is hosting a Diversity/Women in STEM luncheon on Wednesday, September 13 from noon to 1 p.m. in 120 AERB. We have a limited number of spaces available (40), so please sign up at this link if you would like to reserve a space at this luncheon: www.SignUpGenius.com/go/20F0C49A5A82BA4F94-geaviation Dress code is business casual. They will be at the career fair the next day, so this is a great way to have face time with their recruiters!
- SSAB Twitter—SSAB has started a twitter account: @SSAB_WVU
- Upcoming Events
  - Wednesday, August 30—EngineerFEST (6:00-9:00)
  - September 5 or 7—ARISS Event (ARC)
  - Wednesday, September 13- GE Aviation Diversity/Women in STEM Luncheon (12-1)
  - Thursday, September 14—Career Fair @ Rec Center (10 a.m. – 3 p.m.)
  - September 23—Fall Family Weekend Cookout (11 a.m.-2p.m.)
  - Saturday, September 30—Mystery Lunch
- Saturday, October 7 — Discover WVU Day (9:00-12:30)
- Saturday, October 14 — Home football game/Statler Tailgate in Tent City
- Saturday, October 21 — High School Visitation Day (7:30-4 p.m.)
  - Tuesday, October 24 — Discover-E Night at North Elementary (6:30-8 p.m.)
  - Friday, October 27 — MAE Pumpkin Drop
  - Friday, October 27 — Hiner Lecture (3-4 p.m.)
  - Saturday, November 11 — Discover WVU Day (9:00-12:30)
- November 18-26 — Fall Recess
- Monday, December 4 — Distinguished Scholar Event
- December 7-13 — Final exams
- Friday, December 15 — Commencement
- Friday, December 15 — North Elementary Science Fair (9 a.m.-11 a.m.) - 2 volunteers needed

- Monday, December 18 — North Elementary Science Fair (9 a.m.-11 a.m.) — 2 volunteers needed
- Monday, January 8 — First Day of Spring Semester
- Saturday, February 17 — 8th Grade Day/NEW event
- February 18-24 — Engineers Week 2018
- Saturday, February 24 — Merit Badge University
- Saturday, March 3 — TEAMS Competition
- March 10-18 — Spring Break
- Saturday, March 24 — Decide WVU Day
- Saturday, April 7-15 — Spring High School Visitation Day
- Saturday, April 14-15 — Decide WVU Day
- Saturday, March 21 — Girl Scout Day
- Tuesday, April 24 — Discover-E Night @ North Elementary (6:30-8 p.m.)
- May 2-9 — Final Exams
- Saturday, May 12 — Statler Commencement

Items from Student Engagement and Leadership Office
- 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](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/](http://studentengagement.wvu.edu/). The calendar can be viewed here, too: [https://calendar.wvu.edu/site/studentorgs/](https://calendar.wvu.edu/site/studentorgs/). Students looking for your meeting information can easily find it this way.
- Find the Student Organizations listing and hit “submit an event.” From there, choose the “create an event” at the top.
- 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
- All meetings are at 5:30 p.m. in G84 ESB during the fall semester:
  - September 6 (SAC Proposals are due)
  - October 4
  - November 1