ISAC Meeting
November 13, 2009

Agenda:

- Welcome & Introductions
- Our thanks to the many student organizations attending! We had more student leaders at this meeting than we've ever hosted! I believe there were 44 people in attendance at the Nov 13 meeting.
- International Education Week - reminders & updates
- Global Showcase, Nov 18, 11-1:30 – reminder for groups to participate
- Ethics Seminar, Nov 18 and Dec 2
- Insurance – brief overview – Gene Beyer – International insurance contracts and agreements are determined by UM system. Discussion of proposal & bid process. All proposals are reviewed to determine the best policies/best value for dollar. Representatives from all four campuses meet with the with system administrators to determine best policies for all UM students.
- Will invite insurance broker from AETNA to future meeting (January or February?)
- Immigration reminders
- Remind your members that all international students should have a signed I-20 if they are going to travel internationally. Deadline for requests? Need 5 working days.
- Graduation Reminders for your members
- Student Council – SAFB - Funding Overview
  - Matt Faulkner mtfnbb@mst.edu, Chair, Student Activity Funding Board – to discuss SAFB process & provide tips for successful applications
  - Kathy Allison, Administrative Assistant, Student Life kathy@mst.edu, 341-4295 – to discuss the accounting process and procedures that students must follow when using Missouri S&T funds
  - Tina Malchert, Secretary, Student Life, tinam@mst.edu, 341-4297. Working with Kathy to assist with club appropriations and campus event funding
  - Baheirah Khusheim, Diversity Liaison, Student Council (also vice president of SWE!) bhkrm4@mst.edu
  - SAFB discussion: Recognized Student Organizations (RSO’s) can apply for SAFB funding. New RSO’s can apply for funds. If a reoccurring event, SAFB can fund 70% if funds are available, but all requests must meet budget criteria. To review the regulations go to http://stuco.mst.edu/services/safb#safb-applications
    - Request must be submitted 60 days in advance of the event. CSSA must submit request 40 days prior to end of Fall semester for their Spring Festival.
    - Students must attend all scheduled interviews and Student Council meetings
    - Items that cannot be funded:
      - trips, gas, food, lodging for members or guest speakers, alcohol
      - Requests for food for regular meetings
    - Program must take place on campus. If space is not available and funding is requested, must get permission in advance
  - If you have questions – ASK! Ask Baheirah (B), Tina, Kathy or Matt
  - Student organizations must understand and abide by all portions of the SAFB code
  - Submitting the budget request
• An interview will be scheduled to review budget, discuss line items. Interviewees must understand all requests on the budget and must demonstrate that the student group will be responsible with the funds.
• After interview, the chair of SAFB will present recommendation to Student Council President so that it can be presented to Student Council.
• Student Council meets on Tuesday, alternating schedule with the Exec board
• It is critical that your group’s representative(s) be an active member of Stu Co or you should work with your friends & colleagues who are active in Student Council so that your groups proposal has an advocate.
  • If your organization has 50 members – you can have one StuCo rep; if 100 members group has two Stu Co reps
  o Remember to work with Baheirah throughout the proposal process. She is amazing and can help in assembling the budget, provide reminders, etc. She is not a voting member.
  o If you receive funding – before spending ANY MONEY! Meet with Kathy or Tina.
    • They will help you understand the university regulations, especially regarding reimbursements.
  o Student Council funding discussions can become heated.
  o SAFB recommends funding levels; Student Council makes the final vote to allocate funds.
  o Student Activity funds come from the Student Activity Fee (club appropriations ~$2.00) that all students pay – Students determine how this fee is spent (very unusual for universities to allow students this level of decision making)
  o Discussion of Special events
  • Event must be open to the public
  • Try to think of “what your event brings to campus – how does it benefit all?”
  o Question regarding Recognized Student Organization status – for more details go to - http://studentlife.mst.edu/organizations/new_so.html This website has all details regarding the process required for students to become an RSO.

Upcoming Events & Programs:
• Commencement, Dec 19, 11:00 am
• New Student Orientation, Jan 4, 2010
• Spring Festival-February 14, 2010
• International Student Day-March 7, 2010
• Saudi Student Association – April 11, 2010
• African Gala – April 18, 2010