Industrial and Manufacturing Engineering – Student Fee Committee
California Polytechnic State University

General Meeting
October 6, 2011

I. Call to order: The general meeting was called to order by Claire Lyles at 11:12 A.M.

II. Committee Members (7): Claire Lyles, Weston Burke, Michael Gage, Jeff Yuan, Annamarie Kepple, Mitch Ambrosini, Marshall Jones
Advisors(1): Tao Yang
Other (1): Stephanie Allen

III. New Business:
   • History of Student fee Committee:
     o Sustain quality of academic programs
     o Today’s Budget (2011/2012): $15,000
     o Last year spent( 2010/2011): $8,552
   • Bylaw Revision Proposals
     o Article III: Voting
       ▪ 6) Poll the students on what they want SFC money to be spent on.
         • Claire will send out email to students asking what their priorities are for the year.
       ▪ 3) Faculty conflict of interest: Student would request student fee money on-behalf of professor. Faculty members could use it as leverage against students.
         • Tabled till next meeting
     o Article V: Membership Requirements
       ▪ 3) How long should membership last for?
         • Tabled till next meeting
o Article IV: Meeting Guidelines
  ▪ 1) The committee must meet a minimum of once per quarter
  ▪ Final wording to be voted on at next meeting

o Article VI: Role of Student Elected Chair
  ▪ 2) Remove

o Article VIII: Role of Secretary
  ▪ 1) Take minutes for each meeting
  ▪ 2) Send completed minute to Stephanie
  ▪ Final wording to be voted on at next meeting

o Role of Treasurer
  ▪ Detail responsibilities
  ▪ Final wording to be voted on at next meeting

o Michael – Put SFC form on website and set regular dates for proposal submission.

o Approved proposals requesting travel arrangements must fill out travel forms in IME office prior to assigned deadline.
  ▪ Minimum processing time 2 weeks for domestic travel, international travel 40-60 days.

• IME 101 “Club Day”
  o Represent IME SFC in Karen’s 101 class
  o 1 Representative: Tuesday Oct. 11th (8:30-9:30): Michael, Claire
  o 2 Reps: Thursday Oct. 13th (12:30-1:30) : Marshall

• Dr. Yang
  o List of equipment purchased by SFC?
    ▪ Lab equipment, tools...etc.
    ▪ Claire will look into how complete our existing list is and whether it requires updating.

• Meeting adjourned at 11:45 AM