

**Biological Science Student Fees Committee
Minutes for February 4, 2009**

Undergraduate Students Present:

Katie Berger
Ben Capper
Andrew Fitanides
Fed Ghali
Evan Markegard
Will Moorehead
Caitlin Ott-Conn
Stephanie Pirshafrey
Mike Pyle
Guy Shani
Zachary Sturbaum
Christina Williams

Graduate Students Present:

Jonathan Henzel - non voting
James Kelley
Anniken Lydon
Nick Nesbitt - non voting
Carlos Torres
Julia Walz
Johanna Weston

Faculty Present:

Dr. Chris Kitts
Dr. Mark Moline

The February 4, 2009 BIO – Student Fees Committee Meeting was called to order at 6:10pm.

Minutes

The 02/21/2009 Meeting Minutes were reviewed. Several corrections and changes were made to the Minutes.

Addition of New Undergraduate Members

There were six, Undergraduate Committee Member positions vacant from the previous meeting. A motion was made to fill the remaining positions. Andrew Fitanides, Fed Ghali, Mike Pyle, Stephanie Pirshafrey, Caitlin Ott-Conn, and Christina Williams were unanimously added to the BIO-SFC.

Meeting Protocol

Dr. Kitts followed up on last meeting's discussion about the Department's use of College Based Fees with two handouts. The handouts outlined the BIO Department's \$2.8M Budget from Fall 2002 to Fall 2008. These handouts once again highlighted the importance of BIO-SFC's role.

Dr. Kitts provided suggestions on how to maintain the flow and increase the efficiency of each meeting. "Motions" should be used to help move discussions along. "Call the question" signals a decision to move to vote or continue the discussion of the topic. A motion was made to adopt the terms "Motion" and "Call the question" to the meetings, followed by a unanimous acceptance of the new rules.

Future Meeting Schedule

Dr. Moline recommended two more SFC Meetings during the Winter Quarter. There was a motion and unanimous acceptance for the next meetings to be February 18 and March 4, 2009.

Dr. Moline agreed to request from faculty next year's equipment list during the next Department Faculty Meeting.

College Based Fee Increase Resolution

During the previous SFC Meeting, Dean Bailey spoke about Cal Poly's current budget crisis and proposed College Based Fee increase. BIO-SFC unanimously agreed to support the Fee increase, with an exemption of graduate Teaching Assistants. Nick Nesbitt and Guy Shani composed a BIO-SFC resolution. During the meeting, we edited the resolution two sentences at a time. There was a motion and unanimous agreement to adopt the resolution. The resolution was printed out, signed by the BIO-SFC members, and Dr. Kitts delivered the resolution to Dean Bailey.

Class Field Trips Budget Item

A portion of the BIO College Based Fee Budget is allocated for Class Field Trips. Currently, 75% of those funds are used by two classes, which is a disproportional amount. In the meeting, we discussed different ways to more equally distribute these funds. There was a motion to change the structure of the Class Field Trip Funds to require a proposed budget from field faculty (much like the current equipment list). This motion was accepted, even though one member voted no. The next BIO-SFC Meeting will discuss what is acceptable in a Class Field Trip Proposal.

Non-Presenting Scientific Conference Attendance

BIO College Based Fee allocates funds for undergraduate and graduate students to attend scientific conferences. If a student is presenting at a conference, then he/she has access to these funds. Clarification of funding is needed for students who attend but do not present at conferences.

Motion was made to require non-presenting student to either work at the conference, be accompanied by a faculty member or graduate student, or give presentation to their research lab or department club about the conference. These requirements will help to ensure that conference experiences are the most beneficial for the student. This motion was unanimously accepted.

Adjournment

The February 4, 2009 BIO-SFC Meeting was adjourned at 8:00 pm.