

Student Life Board Minutes

Wednesday, November 15, 2023

Attendance

Zach Callahan	Chair - BP
Maeve Oldre	Vice Chair - EP
Roman Johnson	BP Member
Ruth Mann	BP Member
Taylor Oswald	BP Alternate
Fateemah Jihad	EP Member
Stephen Harper	Staff
Pang Vang	Staff
Sheila Sylvander	Staff

1. Call to Order at 1:21 pm
2. New Business
 - A. Training

Stephen Harper, Director of Student Life and Career Development, presented training for the Student Life Board members. Powerpoint attached.
 - B. Election of Chair and Vice Chair

The board was asked for volunteers to be chair and vice chair. Zach Callahan was interested in running for Chair and Maeve Oldre for Vice Chair. As there were no other members interested, the group approved unanimously the appointment of Zach as Chair and Maeve as Vice-Chair.
 - C. SLB Budget

Stephen reviewed the process of collection of student fees, the allocations to the various areas, and how the board is responsible for allocating the Student Life Board budget.

Student Life Board Reserve + Estimated collected funds (2200 FYE)	\$388,300
Fitness Center Transfer + 2.15 FTE Salary and Benefits	\$225,000*
SLB Member Stipends	\$5,300
Club Staff Advisor Stipends	\$5,000
SLCD Programming Budget	\$43,450
Commencement	\$38,500
Fall Club Allocations	\$31,200
Spring Club Allocations	\$25,600
<i>Subtotal of Remaining funds</i>	<i>\$14,250*</i>
Amount currently available for Student Life Board Allocation for FY24	\$3,250

Last spring, the Student Life Board allocated funds to 13 clubs and organizations that requested funding for this academic year. After those allocations, there is

approximately \$3,250 remaining this academic year that could be allocated to clubs and organizations for new or additional funding requests.

D. Funding Requests

- 2pm Culinary Club \$2,000
Haley Christensen presented the Culinary Club funding request to the board. The have 15 active members currently. The board took time to ask questions about their request.

The board had a lengthy discussion about the funding request and available funds.

Zach made a motion to allocate \$500 to Culinary Club. Maeve seconds. No opposition. **Motion approved.**

E. Meeting Dates for the Year

Meetings are held on Wednesdays at 1:15pm via Zoom on the following dates:

- 12/13/23
- 01/17/24
- 02/21/24
- 03/20/24
- 04/10/24 (FY25 budget review—1:15-5pm)
- 04/17/24 (FY25 budget review—1:15-5pm)
- 05/08/24

3. Adjourn by 2:39pm

Student Life Board (SLB) Training

NOVEMBER

2023



What is the Student Life Board?

Responsible for the establishment of policies and procedures as they relate to the allocation of Student Life and Student Activity fees at Hennepin Technical College.

What does that mean?

- You have been appointed to speak on behalf of the interests of ALL students.
- Decisions should be made based on what best for the largest number of students.

Definitions

BPC

**Calendar
Year**

**Minnesota
State**

**Robert's
Rules**

FYE

**Conflict
of
Interest**

Staff

Quorum

Faculty

Lead MN

**Cost
Center**

EPC

FY

PTK

Bylaws

Who serves on the Student Life Board?

- 4 members and 1 alternate* for a total of 5 students from each campus.
- Director of Student Life & Career Development and three employees from the college.

*Alternate only has a vote when acting in the capacity of a full SLB member

What happens at a Student Life Board meeting?

- An agenda is set and we follow the agenda for each meeting.
- The agenda includes funding requests from clubs and hearing their members/advisor talk about the need for the request.
- After all requests have been heard, the board votes on funding requests.

Responsibilities

Student Life Board members

- Be on time
- Be prepared
- Stay for the entire meeting
- Foster a respectful, friendly, and inclusive meeting environment.
- Rule of 3
- Ask good questions of the members/advisors of each funding request.
- Remain impartial on all funding requests.
- Be aware of conflict of interest
- Report out to Student Senate about SLB once each month (student members)

Responsibilities

Chair and Vice Chair

Chair

- Run meetings
- Maintain list of current SLB members
- Report out to Student Senate about SLB once each month

Vice Chair

- Run meeting in the Chairs absence
- Maintain list of current SLB members
- Report out to Student Senate about SLB once each month

Student Life Board Bylaws Review



Student Life Board Budget Review

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Funding Requests 101

- Clubs submitting a request are asked to bring a member and/or advisor to support the request.
- SLB members should listen and ask relevant questions
- Student fees are intended to fund clubs to allow students opportunities to have fun, learn and enjoy their experience at HTC.
- This money belongs to the students so think of it as money to go back to the students.

Things we CANNOT fund

- Textbooks, tools, or materials required for courses.
- Requests for items that will be used by a club that also could be used in the classroom will be evaluated on a case-by-case basis.
- Donations to the college or college foundation
- Scholarships
- Alcohol, drugs, and/or paraphernalia
- Membership dues (in general are not funded but may be if travel to a conference/event is funded and membership dues are required or included in the cost)

Who do I contact if I cannot attend a meeting or have questions?

- Contact the Chair or Vice Chair to let them know in advance of the meeting.
- The Chair and Vice Chair are responsible to let the alternate know that they need to be in attendance if a member cannot make it.
- If you have questions about the meetings or bylaws, contact the Chair or Vice Chair or Director of Student Life and Career Development.