AMERICAN UNIVERSITY OF BEIRUT  
Minutes of the USFC Meeting  
Monday, January 27, 2015  

Present:  

Student representatives:  

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Absent: Dr. Noel Ghanem (excused), Loulya Halwani (excused), Fawzia Othman (excused), and Zakaria Haidar (unexcused)
Dean Talal Nizameddin called the meeting to order at 6:00 pm and started by welcoming Dr. Mohammad Abiad new faculty member representing the Faculty of Agriculture and Food Sciences in the USFC.

1- Approval of minutes

Vote 01-2015: Approved the minutes of the meeting that took place on November 24, 2014 as amended (unanimous)

2- Election of Standing Committee Members

- Finance Sub-Committee (election of 3 members): nominations from the floor included Loulya Halwani, Cesar Yazbeck, Meer Ako Ali, and Charbel Abboud.

Vote 02-2015: Elected Cesar Yazbeck (19 votes), Loulya Halwani (15 votes), and Charbel Abboud (13 votes).

- Information/PR Sub-Committee (election of 3 members): nominations from the floor included Sarah Bahr, Hana Salem and Fawzia Othman.

Vote 03-2015: Elected all three nominees by acclamation.

- Bylaws Sub-Committee: nominations from the floor included Mohammad Chahroul, Anthony Abi Nader and Ali Zeineddine.

Vote 04-2015: Elected Anthony Abi Nader (15 votes), and Mohammad Ali Chahroul (13 votes).

3- Setting Schedule for regular USFC meeting

All members agreed on holding regular USFC meetings bi-weekly on Tuesdays at 6:30 pm starting Tuesday February 10, 2015.
4- **Guidelines for spending procedures**

- VP Issam Chmaitilly briefed the USFC members on the funding criteria procedures and bylaws and recommended modifying the application forms for individuals and updating them on the USFC website. Members of the committee requested further information and voted to postpone discussion until the next meeting.

**Vote 05-2015:** Postpone action on the funding procedures for individuals to the next USFC meeting.

5- **Creation of events planning committee**

VP Issam Chmaitilly proposed the creation of an events planning committee to be composed of 5 USFC members chaired by the VP himself. The suggested tasks will mainly focus on AUB events.

- Dr. Nada Melhem highlighted the fact that such a committee already exists and this would only be a re-activation; however, the tasks of such a committee should be incorporated with those assigned to the PR committee.

- After a discussion was held, 5 USFC members volunteered to help the PR subcommittees with event planning and implementations. These members will be considered non-voting and include Issam Chmaitilly, Nour El-Haddad, Hana Salem, Sahar Al Ferekh, Maribelle Komives, and Meer Ako Ali.

6- **Funding request- Mr. Wassim Jaber**

Mr. Wassim Jaber, a graduate student in the mechanical department, has submitted an application for funding to attend a conference. Consequently, Mr. Jaber gave a brief presentation about the TMS Middle East- Mediterranean Materials Congress on Energy and Infrastructure Systems (MEMA 2015) held in Doha, Qatar where he gave an oral
presentation of his work. Mr. Jaber also shared with the USFC committee his expenses totaling to USD 975.00 and summarized hereafter:

Conference:
Some modifications were made regardless to his proposal:

- Registration fee: USD 295.00
- Airline ticket: USD 410.00
- Lodging: USD 160.00
- Transportation: around USD 110

Vote 06-2015: Award Mr. Jaber an amount of USD 750 as a partial coverage for his travel expenses to present at the TMS Middle East- Mediterranean Materials Congress on Energy and Infrastructure Systems (MEMA 2015). (Unanimous)

Meeting adjourned at 7:35 pm.

Minutes recorded by

Ms. Nour El-Haddad

USFC Secretary
Minutes of the USFC Meeting 2
Tuesday, February 10, 2015

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Absent: Dr. Fouad Zablith (excused), and Dr. Daniel El-Asmar (excused)
AGENDA

1- Approval of minutes
2- Committee updates
3- Discussion of the funding criteria and funding forms
4- Cultural Club of the South proposal
5- Maha Mrad individual funding request
6- Other businesses

Associate Dean Charbel Tarraf called the meeting to order at 6:30 pm.

1- Approval of minutes

**Vote 07-2015:** Approved the minutes of the meeting that took place on January 27, 2015 as amended. (Unanimous; 19-0-0)

*Dr. Abdel Fatah Abdel Rahman, Dr Nada Melhem, Nour Haddad and Farid Khaddaj didn’t vote as they were late to the meeting.*

2- Committees Updates

**Bylaws committee:** Head and VP. Issam Chmaitylly discussed what the committee is working on currently.

- Their regular meeting will take place on Mondays.

- Article 3 of USFC is not active and nothing in the bylaws mentions it.

- Article 6: Elections in the last two years were done on recommendations by the dean and approved by the senate on a one time basis. This must be changed and we need a new electoral law for it: Assignments per faculty and election of USFC members by the students directly. Members suggested that the committee needs to brief the USFC of the elections issues progressively because they consider it is an urgent matter.
**Finance committee:** Head and Treasurer Farid Khaddaj discussed his committee updates.

- Spending procedures have not been updated since 2011.

- He discussed the proposal and budget allocations of the USFC by stating that he met with Mr. Johnny Kanaan, responsible for the finances of the USFC. He only provided us with a rough estimate of USD 200,000.

- He also talked about the tuition increase issue that we still don’t know anything about.

- He discussed his basic plan of action which included different proposals like the one by Karim Ahmad, a previous USFC member regarding funds left by last year’s USFC cabinet.

**Information/PR committee:** Head and Secretary Nour Haddad discussed her committee updates.

- They are working on a facebook page that will keep students aware of what is happening within the USFC to keep the transparency between the student body and the people they elected.

- With the help of Ms. Hiba Hamade they are also working on updating the USFC website page and all the forms available on it.

3- **Discussion of the funding criteria and funding form**

Dr. Nada Melhem suggested that the new committee should give its input and we should do a new voting on the individual funding request forms instead of just updating the old ones as they are.

Some corrections were made to the previously corrected form and they included:
- Removing the “assisting a workshop” and “performing a speech” as options for the purpose of travel because as USFCs we cannot fund any participation of student in a workshop. It was adjusted to “poster” or “oral presentation” only.
- In the purpose of travel: remove the word “might” by “NOT”: “you will NOT be eligible if…”
- Remove the option of filling the “size of participants” and replace it with the purpose, the exposure (target audience), the importance, and the relevance of the conference.
- For the “funding policies”: correct the budget cap to USD 750 rather than USD 1,000. And, “No more than 50% of travel costs including lodging and transportation”.
- Fix the expenses in the table to: *Airline ticket
  *Conference registration fees
  *Lodging
- Correct the fact that the USFC cannot fund the registration fees. In fact, the USFC should cover the registration fee of the participants but not their ground transportation.
- Addition of a sentence in the beginning that encourages students to solicit funding events and sponsorship before requesting the help of the USFC that should only be a last resort.

- Addition of “alternative sources of funding” with 3 options:
  *Approved (please include source and amount)
  *Pending
  *Denied
  This should also be signed by the advisor of the participant

**Vote 08-2015:** Approve the form of individual funding request as amended and fix it until the next USFC meeting. (Unanimous; 23-0-0)

4- **Cultural Club of the South Proposal**

Mr. Ali Nasrallah, the treasurer of the Cultural Club of the south, has submitted an application for funding a trip the club was organizing to the South of Lebanon “Ya habibi Ya Jnoub” Consequently, Mr. Hassan gave a brief presentation about their trip and he discussed the different expenses it will include:

- Ticket price: 40,000 LL
- Transportation: 300$/bus (50 students/bus)
- Breakfast: 4$/person
- Lunch: 20$/person
- Other expenses: printing tickets for the guides, fuel for the escort’s car, additional water bottles and care needed.
If the USFC refuses to fund a part of their event, the club will have a deficit of USD 1,500.

Different USFC members asked various questions:

Mr. Ali Nasrallah responded and specified that they only have around USD 800 in their funds so they needed the USFC to cover their transportation costs at least which are 300 x 3= USD 900 in case 150 students attended their event. He also said they couldn’t find any sponsors to cover their event (Blom chabeib denied their request).

USFC members discussed and suggested many alternatives that considered renegotiating the lunch option, removing the breakfast item, CD/photos, bottles of water which will decrease the cost by 6$ per person (total of USD 900 if 150 persons assisted), or also increasing the ticket price. But all of this wasn’t possible because the club already started selling tickets.

Vote 09-2015: Award the cultural club of the south with USD 900 to cover the Cultural Club of the South’s transportation costs for their “Ya Habibi Ya Jnoub” event. (21-0-2).

5- Maha Mrad individual funding request

Maha Mrad, a master’s student in the department of civil engineer, has presented an application for funding to attend a civil engineering conference in Portland. Consequently, Mr. Mrad gave a brief presentation about the Geosynthetics 2015 Conference. She explained that she is the lead (corresponding) author who will be attending the conference alone but that they were 4 co-authors listed in alphabetical order on the paper.

Some modifications were made regardless to her proposal:

-Airline ticket (USD 1,000) was covered by the civil engineering department
-Registration fee was covered because she volunteered to work for 10 hours instead.
She only needed the USFC to cover her lodging fees which are USD 120 x 5 nights = USD 600 (From February 14 to February 18)

Dr. Abiad also suggested she should correct the name of her advisors on the proposal form to Dr. Chehab and Dr. Saab and not Dr. Harajli.

**Vote 10-2015:** Award Mr. Maha Jaber with USD 600 to attend the *Geosynthetics 2015 Conference* in Oregon, Portland on February 15 to February 18, 2015. (Unanimous; 23-0-0)

6- **Other business**

The development office talked to VP. Issam Chmaitiilly about the finger prints program. They want to present an application for the USFC to fund a part of it because in the past, the USFC used to participate in their program but they stopped in the last 10 years.

Dr. Abiad objected and suggested that they shouldn’t present their proposal.

**Meeting adjourned at 7:57 pm.**

Minutes recorded by

Ms. Nour El-Haddad

USFC Secretary
AMERICAN UNIVERSITY OF BEIRUT
Minutes of the USFC Meeting 3
Tuesday, February 24, 2015

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Absent: Dr. Nada Melhem (excused), Dr. Abdel Fatah Abdel Rahman (excused), Dr. Noel Ghanem (excused), Farid Khaddaj (excused), and Anthony Abou Nader (unexcused)
Agenda

1- Approval of the minutes of the second meeting
2- Proposal for the reactivation of the USFC Newsletter
3- Proposal for a virtual registration waitlist
4- Funding request of the International Affairs Club
5- Individual funding request by Rita Jalkh
6- Other businesses

Dean Talal Nizameddin called the meeting to order at 6:30 pm.

1- Approval of minutes

Vote 11-2015: Approved the minutes of the meeting that took place on January 27, 2015 as amended after the corrections were made and the minutes of the meeting of March 10,2015. (Unanimous; 20-0-0)

2- Proposal of the reactivation of the USFC Newsletter

VP. Issam Chmaytelli presented his proposal to reactivate the USFC Newsletter that used to be part of the Outlook and that was stopped in 2010. He suggested that the Information/PR committee will be responsible of working on the monthly issues that will include what the USFC members are working on whether it is the proposals made by the USFC members themselves or the funding requests that were presented to the USFC.

Meer Ako Ali also suggested adding a box in which the students will be reminded of their rights.

Vote 12-2015: Approve the proposal of the reactivation of newsletter. (Unanimous; 20-0-0)
3- **Proposal of the virtual registration waitlist**

Meer and Judy did a presentation in which they proposed fixing the registration waitlist that was already available in some faculties. They mentioned the relevance of their proposal and wanted to avoid facing the problems occurred that occurred in the fall 2014 semester.

The updates will include:
- Making the waitlist available for all the courses
- Allowing seniors to register a course on the waitlist before the juniors, sophomores and freshmen could register
- Allowing students to register for a course and for the waitlist of the same course but in another section at the same time (not blocking these 3 credits)
- Mentioning the cue number and the capacity for waitlist

**Vote 13-2015:** Approve the proposal of the virtual registration waitlist after meeting with the registrar and the IT center to fix the technicalities. (Unanimous; 20-0-0)

4- **Funding request of the International Affairs Club**

**Note:** Cesar Yazbeck and Mari-Belle Komives are part of the International Affairs Club so they suggested there is a conflict of interest and that they will not participate in the discussion and the voting processes.

Lara Inja, president of the IAC and Farah Ali Hassan, treasurer of the same club has submitted an application for funding two trips to Seoul- South Korea for 11 students, and to New York- United States of America for 12 students. Consequently, they gave a brief presentation about their trip and they discussed the purpose and the different expenses of these trips:
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<th>Seoul total costs USD</th>
<th>New York total costs USD</th>
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<td>Airfare</td>
<td>11,055</td>
<td>8,136</td>
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<td>Hotel</td>
<td>8,250</td>
<td>8,460</td>
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<td>Registration</td>
<td>1,060</td>
<td>1,820</td>
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<td>Event fees</td>
<td>1,000</td>
<td>800</td>
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<td>Visa fees</td>
<td>400</td>
<td>600</td>
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<td>Total</td>
<td>22,305</td>
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⇒ Total = 22,305 + 19,816 = USD 41,921

Confirmed sponsorship: -BLC bank and FNB bank for the amount of USD 4,000
-Annahar and Future TV will be media partners only

⇒ Amount to request from the USFC: 42,121 – 4,000 = USD 37,921

Note: The hotel fees they’re asking for only include the 2 orientation days, 4 days of conference and 2 days afterwards. It doesn’t include the 12 whole days spent abroad.

Dean Nizameddin also said that an Ex-Associate of development office will donate USD 5,000 to this trip because he was interested in this type of events.

⇒ Total needs from the USFC: 37,921 – 5,000 = USD 32,921

Following the bylaws, the AUB USFC can give 10,000 $ + 60 % of what’s remaining.

The maximum we can fund for this event is:
10,000 + (60 % of 32,921 – 10,000)
= 10,000 + (60 % x 22,921)
= 10,000 + 12,752.6
= 22,752 USD

**Vote 14-2015:** Approve to cover USD 15,000 to the International Affairs Club for them assist the two conferences in Seoul-South Korea and New York- United States in Easter. (15-0-3)
5- Individual funding request by Rita Jalkh

Note: Dr. Abiad is the Advisor of Rita Jalkh suggested he has a conflict of interest and that he wouldn’t participate in the discussion and in the voting processes.

Rita Jalkh, a Graduate assistant department of Nutrition and Food Science, has submitted an application for funding to attend the Third Middle East Society of Asphalt Technology (MESAT) 2015, from April 6 to April 8 in the American University in Dubai, UAE. Consequently, she gave a brief presentation about the conference and the paper she wrote: “Oil extracts from spent coffee grounds to modify the physical properties of recycled asphalt binder”.

Expenses:
- Airline Ticket: USD 370
- Conference Registration fees: USD 130
- Lodging: 3 x 10 = USD 315

→ Total = USD 815

Vote 15-2015: Award Ms. Rita Jalkh with USD 750 to attend the Third Middle East Society of Asphalt Technology (MESAT) 2015 in Dubai. (17-1-1)

Dr. Abiad and Dr. Asmar left at 8:15 pm.

6- Other businesses

- During the last funding proposal’s discussion, Dean Nizameddin noticed an ambiguity about the 50 % and the cap that were part of the bylaws regarding the individual funding requests. He suggested that from now on we only vote on funding 50 % of the proposal with a maximum of USD 750 in all cases.

- Charbel Abboud (acting treasurer), took over Farid’s committee updates and informed us that Mr. Johnny was asking us to send him the minutes of our meetings so that he could manage the USFC funds in a better way.
A group of architecture students want to present a proposal for a funding request; however, they are not part of any club, organization, or department.

Dean Nizameddin clarified that in such cases, the department in question should fund these requests and not the USFC, it is academic and USFC isn’t responsible to cover such events.

Sarah Bahr also informed us of a change in one of her class’s schedule that will cause a time conflict with the USFC bi-weekly meetings on Tuesdays because her class will now be on Tuesdays from 5:30 to 8:00 pm. Dean Nizameddin suggested that she should talk to her professor about it and try to find a solution.

Meeting adjourned at 8:21 pm

Minutes recorded by

Ms. Nour Haddad

USFC Secretary
AMERICAN UNIVERSITY OF BEIRUT
Minutes of the USFC Meeting
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Absent: Dr. Noel Ghanem (Excused)
AGENDA

1- Approval of minutes
2- Briefing about a meeting with the President
3- Proposal for the reading period
4- Funding Proposal: IEEE Funding proposal- Middle East Student Branch Congress
5- Other businesses

Dean Talal Nizameddin called the meeting to order at 6:30 pm.

1- Approval of minutes

**Vote 16-2015:** Approval of the minutes of February 24, 2015 meeting as amended. (Unanimous; 22-0-0)

*Dr. Nada Melhem and Dr. Mohammad Abiad arrived at 6:34 pm*

Dr. Abiad requested the amendment of the previous minutes.

2- Briefing about a meeting with the President

The meeting took place with President Dorman, Provost Dallal, and Dean Nizameddin. The USFC members present were VP. Issam Chmaitilly, treasurer Farid Khaddaj, secretary Nour Haddad and student member Maribelle Komives.

The purpose of this meeting was to inform us about the tuition fees increase and the results of the movement that took place last year regarding this issue.

President Dorman promised to keep us updated and to incorporate the students in the planning of the budget by briefing them about the Board of Trustees meetings.

Another meeting will be assigned in the end of March after the first meeting of the Board of Trustees for the administration to have clearer answers to our questions.

Another item on the agenda was also to discuss the transparency of the finances and the financial aid allocation at AUB.
VP Issam ChmaitiIlly confirmed it was a friendly meeting which aim was to find a “win-win” situation to both the students and the administration by moving towards a common solution.

3- Proposal for the extension of the reading period

VP Issam ChmaitiIlly and Fawzia Othman presented a proposal for the extension of the reading period to provide students with more time to study for their final exams.

They suggested extending the reading period by replacing the last 2 days of teaching with 2 extra days of reading period.

Faculty members explained that there is a certain amount of weeks and hours of teaching that should be respected, which means that removing two days from the program will affect the whole curriculum.

This means that for a long-term change we should consider reducing the inter-semester break instead.

Another suggestion was also made to extend the examination period to 11 days instead of 10 in that case students will have a maximum of 2 exams per day and not more.

Dean Nizameddin recommended talking to the enrollment management to which we should present a concrete proposal to look for solutions to the issue.

Vote 17-2015: Approval of the extension of the reading period. Postpone action on the strategies of the extension of the reading period until the next meeting. (Unanimous; 24-0-0)

Dean Nizameddin and Mohammad Chahrour left at 7:10 pm

The meeting was chaired by Associate Dean Dr. Charbel Tarraf.
4- Funding Proposal: IEEE Funding proposal- Middle East Student Branch Congress

Petra Chidiac, 4th year CCE student and President of the IEEE AUB society, presented the society’s application for funding to attend the Middle East Student Branch Congress to Amman-Jordan from August 4 to August 7, 2015. Consequently, she briefed the committee about the conference.

The society sent an email to the 230 students registered in it, 13 students replied and 10 students of the IEEE AUB were selected to attend lectures on technical and non-technical skills (interpersonal and networking). They will also participate in a competition that is divided into three phases: the winner of this competition will be hosting the MESBC conference that will be taking place two years later.

Expenses:

- Registration fees: USD 450
- Flight fees: USD 230 (today), USD 450 maximum if they buy it during high season

→ Total = USD 900 / student → USD 9,000

USFC members suggested that they should go and try to find other sponsors to their event and then come back to us as a last resort.

Student members also pointed out the fact that the USFC cannot fund workshops and can only fund an event if students are presenting something in it. (In this case, it is the competition to host the next MESBC conference).

Vote 18-2015: Approved to delay action on this issue until we have proof that the IEEE AUB Club worked to find other sponsorship. (22-0-1)

5- Other businesses

- Dr. Abdel Rahman discussed an issue that faculties have been facing with the student work during summer semesters. Actually, professors are not allowed to ask students
to work in summer unless they are enrolled in summer courses these are not covered by the financial aid office. He also talked about the fact that teachers and students don’t have time to work correctly on a research if they are studying at the same time.

A suggested solution was to try to work on a solution that allows students to work with their faculties in summer even if they are not registered for courses, with the condition that they should be registered in the next fall Semester (be enrolled students and not graduating).

We should also consider taking into consideration the insurance of the students because they are not covered by AUB in summer.

Associate Dean Tarraf recommended we should raise this issue and discuss it with the Dean in the upcoming meetings.

- Meer Ako Ali updated us about the virtual registration waiting list proposal and told us that a specified group from the IT department is working on the new program.

Meeting adjourned at 7:43 pm

Minutes recorded by

Ms. Nour Haddad

USFC Secretary
Present:

Student representatives:

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Absent: Dr. Noel Ghanem (excused), Dr. Daniel Asmar (excused), Dr. Nada Melhem (excused), and Jaymie Frangieh (excused), Maribelle Komives (excused), and Judy Hussein (unexcused)
AGENDA

1- Approval of minutes
2- Proposal for the extension of the reading period
3- Proposal for the P.O. box notification
4- Proposal for the bidet installation
5- Funding proposal for the AUB Rally Paper by the FEA SRC
6- Individual funding proposal by Ms. Fatima Makki
7- Other businesses

Associate Dean Charbel Tarraf called the meeting to order at 6:35 pm

1- Approval of minutes

**Vote 19-2015:** Approved the minutes of March 10 meeting, as amended. Unanimous (13-3-1)

*Meer Ako Ali came in at 6:40 pm.*

2- Proposal for the extension of the reading period

The proposal for the extension of the reading period’s action was delayed from last meeting to this one.

VP. Issam Chmaitolly suggested removing the 2 last days of the curriculum and replacing them by a reading period for the spring 2015 semester. However, the faculty members explained it will be difficult for them to finish the material of the courses they’re offering on time.

Some also mentioned that it will be hard to apply it for the current semester because the Registrar office already sent the calendar to all the students a long time ago.

VP. Issam then proposed to cancel the proposal for this semester and only apply it for the summer semester and onward.
The USFC decided to separate this action into 2 motions: One for the extension of the reading period and the other one for the extension of the examination period so that no students will have more than 2 final exams in 24 hours.

**Vote 20-2015:** Approved the extension of the reading period by removing 2 days of the inter-semester break starting summer and onward. Unanimous (18-0-0)

**Vote 21-2015:** Approved the extension of the examination period so that no students will have more than 2 exams in 24 hours; effective summer 2015. Unanimous (18-0-0)

3- **Proposal for the P.O box notification**

USFC members suggested it will be easier for students if the Post Office sent them an automated email to notify them whenever they receive an item in their PO Box. It will probably be a simple process because every mailbox belongs to one student and the Post Office already has access to the emails of the students.

We also suggested using a new system where each mailbox is correspondent to a barcode that will only need to be scanned and that way the email will directly be sent to students.

**Vote 22- 2015:** Approved the proposal for the P.O box notification, pending the feasibility and approval of the Post Office. Unanimous (18-0-0)

4- **Proposal for the bidet installation**

The USFC committee presented a proposal to install bidet (water sprinklers that can be placed in bathrooms for hygiene purposes) all over the campus but with some areas having a higher priority (West Hall, Jaffet, OSB, Engineering and Physics building). The USFC will not fund this project, it will be sponsored by the physical plant office.
Vote 23-2015: Approved the proposal for installing water sprinklers in toilets all over campus. Unanimous (18-0-0)

Mohammad Ali Chahrour came in at 7:10 pm.

5- Funding proposal for the AUB rally paper by the FEA SRC

Karl Kattar, executive of the rally paper 2015, presented the FEA SRC’s application for funding their annual rally paper event that will take place on April 18 and 19. Consequently, he briefed the committee about the event.

He explained that the rally paper is an annual awaited event with huge exposure and that their aim was to breakeven.

They expect to have around 1,000 participants (20 teams of 50 members each) and there are 58 organizers for this event, their tasks distribution is divided into 4 teams: team ‘challenges’, team ‘questions’, team ‘treasures’, and team IT.

Sponsors:
- 2 silver sponsors (USD 3,000 each)
- 3 bronze sponsors (USD 1,000 each)
→ Total = USD 9,000

Roadster dinner is also their food sponsor and they will cover the lunch for the organizers staying at the base (around USD 1,000)

Expenses:

- Food: USD 800 (covered)
- Food for the challenges: USD 360
- Beverages: USD 116 (covered)
- Fuel for challenge days and organizers: USD 1600
- Car rental for 6 cars: USD 900
- Communication means- sim cards: USD 125
- Internet access for cars: USD 150
- Website hosting and website domain: USD 40
- Prizes: USD 18,000
-Printing: USD 1,500  
-Safety equipment: USD 400 (estimate)  
-Camp equipment: USD 500 (estimate)  
-Emergency for cars: USD 600  
-GoPros: USD 3,200

⇒ Total: USD 28,291

They are only requesting the USFC to fund the prizes (USD 18,000)

Vote 24-2015: Approved to fund the AUB rally paper by the FEA SRC an amount of USD 12,000 to cover the costs of their event. (18-1-0)

*Dr. Mazen Kurban left at 7:59 pm.*

6- **Individual funding proposal by Ms. Fatima Makki**

Fatima Makki, graduate student at the department of computer science, presented her request for funding to attend the *NetMob 2015* Conference from April 7 to April 10, 2015 in Boston- United States. Consequently, she briefed the committee about the poster presentation she is going to present.

*Expenses:*

- Airline ticket: USD 1,000  
- Registration fee: USD 100  
- Lodging fees: USD 250 per night (5 nights)  
- Pocket money: USD 100 per day (we cannot fund these)

⇒ Total: USD 2,850

Her department agreed to fund her with USD 1,500

Vote 25-2015: Award Ms. Fatima Makki up to USD 750 to cover her expenses incurred during the conference *NetMob 2015* in Boston. Unanimous (19-0-0)
7- Other businesses

-We discussed the issue of getting a minor even after graduation.

Associate Dean Tarraf suggested we should talk to the registrar and get their approval before working on a proposal because a minor is not a degree and this change might not be possible.

Meeting adjourned at 8:16 pm

Minutes recorded by

Mrs. Nour Haddad

USFC Secretary
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Absent: Dr. Noel Ghanem (Excused), Dr. Mazen Kurban (excused), Dr. Fouad Zablith (excused), Hana Salem (unexcused), Charbel Abboud (unexcused).
AGENDA

1- Approval of minutes
2- Proposal for USFC Suggestions and Complaints
3- Proposal for the FAS DHL
4- Proposal for study rooms
5- Proposal for Fingerprints
6- Presentation of the suggested bylaws amendments
7- Proposal for youth sports event
8- Proposal for AREC Day
9- Proposal for toastmasters
10- Other businesses

Dean Talal Nizameddin called the meeting to order at 6:34 pm.

1- Approval of minutes

Vote 26-2015: Approval of the minutes of March 24, 2015 meeting, pending the amendments. (Unanimous; 19-0-0)

Mohammad Chahrour came in at 6:40 pm

2- Proposal for USFC Suggestions and Complaints

USFC students presented a proposal to add a suggestion box on AUB SIS where all the students can post their suggestions and complaints. It will be made accessible for all USFC members to check it and work on the students’ concerns.

The key objectives of this box will be to provide the USFC with a bigger pool of ideas and allow all students to file complaints to the USFC anonymously and in a much easier way.

Faculty members pointed out that this was actually the SRC’s job (redundant kind of step) and instead it will be better to intensify meetings with the student pool and the elected members.
Another issue was the scope of concerns that can actually be solved by the USFC; in fact, we need to clarify what type of complaints can be posted on this new platform so it can be feasible for the USFC to work on them without replicating the already existing platforms for specific complaints (bullying, registration…)

The speaker’s corner and the USFC newsletter were proposed as a substitution to the addition of the proposed section to be added on the banner.

3- Proposal for the FAS DHL

USFC members shed the light on the fact that FAS students on the Dean’s honor list only receive a printed copy of the list of all the students’ names (freshmen, sophomores, juniors & seniors) rather than receiving an individualized certificate with their name on it which will be more meaningful to them.

Vote 27-2015: Approve the proposal to award students on the Dean’s honor list of all faculties to receive a unique, individualized certificate. (Unanimous; 20-0-0)

4- Proposal for study rooms

Recently, the Antoun Ghattas Karam E-classrooms, which were located just next to the group study rooms, have been displaced. This has created an empty space. There are already 4 group study rooms; however, 4 additional rooms can fit now and this could benefit the students more as the final examination period is approaching.

Dean Nizameddin said that the librarians are already working on this project but they are doing it in phases according to the available funding they have.

USFC cabinet suggested adding tables at least, to allow students to study for their finals as a momentary solution.

As for the addition of more group study rooms, the USFC will contact the library and space committees to get additional information before voting for a motion.
5- Proposal for Fingerprints:

Dr. Baalbaki presented a proposal for the fingerprints program. Consequently, he gave a brief presentation about the fingerprints that is a fundraising program launched in 2002 and that its main aim was for students to help other students. Fingerprints encourages AUB graduate to donate to help other students by making a contribution of a minimum of USD 25 in support of AUB’s financial aid program.

He explained that the money collected goes into an endowment fund where 4 % of it is given to the financial aid office and the remaining is used for investments.

He also emphasized the fact that some trustees usually help them by also donating money with ratios of 2 to 1 or 1 to 1 (For every dollar donated by students, the donors will donate 1 or 2 dollars based on what they previously agreed on with the office of development).

He highlighted the fact that the fingerprints program proved to be a highly valuable and successful undertaking where they went from 24 % of students donating money in 2002 to 61 % in the years 2009-2010 and back down to 41 % last year (2014). With its 13th year of existence, the value of the Fingerprints Endowed Scholarship is now more than USD 1,777,000 and has so far generated a return of around USD 400,000 all of which was spent to support financially needy students and he stated that 185 students have benefited of this amount.

He also described how the USFC has helped them in the previous years. In fact, during the first 8 years USFC donated 2 USD for each 1 USD donated by students, 3 years ago this ratio changed to 1 to 1, and finally during the last 2 years the USFC wasn’t donating money at all.

Dr. Baalbaki then explained that the fingerprints program just received a confirmation from the Dutch Foundation and they approved a 4 for 1 match for the upcoming 5 years (every 4 USD that go into financial aid, they will fund 1 USD up to a maximum/cap of 25,000 USD).

USFC faculty members didn’t really agree with what Dr. Baalbaki was saying and they explained that the university is actually cashing this endowment fund which is not supposed to be the case, and this issue was raised by faculty members as well.

Another issue was the fact that this endowment can generate 9 % for the students; whereas, it is only issuing 4 % without using the 5 % remaining for the same beneficial cause.
In addition to this, faculty members think the way the fingerprints program is run is inefficient and not transparent enough.

The USFC would eventually rather give money directly to the financial aid office instead if we still have enough money in our fund.

A motion was made to dismiss the funding for the fingerprints programs for this year and it was seconded. However, VP Issam Chmaitilly made a substitute motion to fund 0.5 to 1 ratio with a cap of 20,000 USD but it wasn’t seconded.

**Vote 28-2015:** Approve to dismiss the funding of the fingerprints for this academic year. (16-3-1)

6- **Presentation of the suggested bylaws amendments**

VP. Issam Chmaitilly presented the amendments of the bylaws he worked on with the bylaws committee.

He started with the “Conditions of holding office and replacement procedures” where it should be stated and clarified that “According to university bylaws, faculty members who are on leave will be replaced by an active member voted by its committee.”

Second was the adjustments made for the PR Committee’s responsibilities that were all approved.

The third issue was the “Elections and composition of the USFC” where the bylaws committee suggested separating the USFC into two identities the Undergraduate Student Faculty Committee and the Graduate Council.

It was also stated that the voting for Engineering and Architecture should be merged as a request from the Dean of Student Affairs who also previously discussed it with Dean Soueidan (Dean of FEA).

Many USFC members didn’t agree with these amendments and had different opinions about it:

- Some members thought that we were not a big enough university to run 2 different councils separately (unlike the Ivy League universities).
-Dr. Abiad suggested reconsidering the composition by taking into account a ratio of electing 1 USFC member for each 500 students in different faculties. He also explained that AUB is a small university so there were no benefits in dividing and separating grads and undergrads which he thinks will weaken the USFC as a whole.

-Meer Ako Ali focused on the fact that this process will increase the bureaucratic system at AUB and that the Missouri and MIT examples rather reflect the SRC at AUB instead of the USFC (SRC’s that are divided according to class standing). He also thinks that if we take the graduates out, we are completely removing them from the student life on campus. He also added that the USFC is a coordinates committee by nature between all students and faculty members at AUB. Splitting grads and undergrads will create the need for a higher coordinating committee.

-Cesar Yazbeck thinks that the Graduate USFCs should regularly meet to work on the graduates concerns and that they should also meet with the SRCs of the graduate classes as an additional thing and by remaining a part of the USFC instead of having a council on their own.

-Ali Zeineddine explained that graduate students are busy and that they are more efficient when working with the undergraduates. He considered them to still be students with the same concerns. He also added that he thinks this new composition is incoherent and that he doesn’t agree with the merging of the Architecture and Engineering voting.

-Sarah Bahr stated that it is true that the Ivy league universities have a graduate council that is separated from the undergraduate committee but she also clarified that they have a common council where both undergraduates and graduates committees have representatives that meet together on a regular basis.

Faculty members suggested that at least one of them will have to sit with the bylaws committee and give them their opinions from the professors’ point of view.

Also, the proposal should be further adjusted and the whole package of bylaws with all its details should be added for each of the USFC members to study it more deeply and to vote objectively in the next meeting.

➢ This topic will further be discussed in one of the upcoming meetings.
All the other items on the Agenda were tabled for the next meeting.

Meeting adjourned at 8:58 pm

Minutes recorded by
Ms. Nour Haddad
USFC Secretary
AMERICAN UNIVERSITY OF BEIRUT
Minutes of the USFC Meeting
Tuesday, April 21, 2015

Present:

Student representatives:

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Absent: Dr. Nada Melhem (excused), Dr. Mohammad Abiad (excused), Dr. Daniel El Asmar (excused), Dr. Mazen Kurban (excused), Cesar Yazbeck (excused) and Hana Salem (excused).
AGENDA

1- Approval of minutes
2- Proposal for AREC Day
3- Proposal for toastmasters
4- Update about the meeting with the administration
5- Proposal for study areas in HSON
6- Proposal for umbrellas
7- Other businesses

Associate Dean Charbel Tarraf called the meeting to order at 6:33 pm

1- Approval of minutes

Vote 29-2015: Approval of the minutes of April 14, 2015 meeting as amended. (17-1-0)

Dr. Abdel Fattah Abdel Rahman came in at 6:40 pm.

2- Proposal for AREC Day

Mohammad Murtada, President of the FAFS SRC, and Chafik Abdallah, student member of the FAFS SRC presented the FAFS SRC’s application for funding their annual AREC Day event. Consequently, they briefed the committee about it and gave a detailed description of their expenses.

Vote 30-2015: Approve to fund the FAFS SRC’s event “AREC Day 2015” the full amount of USD 3,272.47. (Unanimous, 19-0-0)

3- Proposal for toastmasters

Mahdi Hijazi, vice president of public relations, and the secretary of the toastmasters club presented the toastmasters club’s application for funding to attend a regional competition for Speakers & Leaders in Jordan on the 25th of April, 2015. Consequently, they gave a brief presentation about the event.
In fact, they are requesting the USFC to fund 4 of their students consisting of 2 competitors and 2 judges. The competitors were selected based on the winners of the local competition that took place earlier this year. As for the judges, they chose to allow 2 additional students to travel with them to increase their chance of winning the competition (According to them, Jordanian judges are usually biased).

It is important to note that they are only staying there for 1 night and that no prizes will be won during this competition. However, if they win, they will be qualified to the district competition (international round).

A motion was made to fund the airline ticket price, the accommodation fees and the conference registration fees which sums up to USD 1,500. (7-8-4)

A substitute motion was made to only fund USD 750 (including tickets and hotels for the 2 competitors). (9-7-3)

The two motions failed because in this case we need 2/3rd of the present members for a motion to pass.

Note: Dr. Abdel Fattah Abdel Rahman highlighted the fact that it was important for the current USFC members to have access to the archived minutes of previous USFCs to keep track of what was done in the preceding years.

4- Update about the meeting with the administration

VP Issam Chmaitilly, Treasurer Farid Khaddaj, Secretary Nour Haddad and student member Maribelle Komives met with President Peter Dorman, Provost Ahmad Dallal and Dean of student affairs, Talal Nizameddin.

Their Agenda consisted of discussing tuition fees, shared governance, transparency and the previously approved proposal of the extension of the reading period and the examination period as well.

1- Tuition fees

President Dorman and Provost Dallal said that they are still working on the campus budget and that they did not reach a conclusion concerning the tuition fees increase for the upcoming years. We will be meeting again with them on Monday for further information.
2- **Shared governance**
   During the first meeting with the President, the Provost and the Dean, we agreed on the fact that students must have the right to meet with the concerned people representing the administration to reach out their demands. The first meeting will take place on Saturday, May 2\textsuperscript{nd}, 2015.

3- **Transparency**
   President Dorman promised to give us a clearer picture of the campus budget as soon as the administration is done working on the campus budget.

4- **Extension and reading period**
   As for this issue, it is more complicated than what it seems to be. In fact, as USFC members, we need to present a proposal to the senate because they already approved the next university calendar for the upcoming academic year.

Some students believed that we have been meeting with the administration for several times without getting any clear answer about the tuition fees increase. Some suggestions to face this problem were either to set a deadline that will be given to the administration and for us to get a range of the tuition fees increase or to proceed with writing a letter phrasing all our concerns in a simple and clear way, also stating that students will be objecting an increase that will exceed a certain limit.

Dr. Noel Ghanem suggested writing a letter that will further be discussed in our next meeting.

5- **Proposal for study areas in HSON**
   Fawzia Othman, USFC member, worked on a proposal to create a study area in the Hariri School of Nursing. In fact, she explained that there are no libraries in their school and that there is an empty space at the end of the lobby that could be turned into a study area just by adding tables and chairs. She also previously discussed this issue with the Dean of HSON who approved these changes.

However, Associate Dean Tarraf suggested that the Dean of HSON had to officially approve the proposal in a written way first and then we should consider talking to the
President’s club and to the planning and physical plant committees as well before voting upon this proposal.

6- **Proposal for umbrellas**

USFC Student members talked about the absence of umbrellas for outdoor spaces all around campus, whether upper or lower. They suggested adding some umbrellas so that students could utilize these spaces more regardless of the seasons.

Associate Dean Tarraf also suggested we should talk to the physical plant committee before really discussing this issue.

7- **Other businesses**

- Dr. Abdel Fattah Abdel Rahman asked for an update about the bylaws amendments that were previously presented by VP Issam Chmaitylly. He wanted to remind us of his opinion that was emphasized on the fact that the future USFC composition should be reconsidered by keeping in mind the size of the Faculty of Arts and Sciences that teaches 58% of all the courses at AUB. He considered that removing an FAS faculty member will be illogical as he already judges his faculty to be underrepresented with 2 faculty members only. He added that the representatives of each faculty should, in fact, be proportional to the size of the faculty and the number of students enrolled in it. We need to work on something reasonable that will function for everybody. He ended by saying that this issue is a very important one and that it should be given enough time of reflection by being worked on professionally before proceeding to the voting.

Dr. Noel Ghanem seconded what Dr. Abdel Rahman said and agreed with him on all the points raised.

- The BDS group was working on a protest during the Job Fair to disapprove the presence of companies that they believe to be helping Zionist organizations. Concerning this issue, Dean Nizameddin and VP Issam Chmaitylly decided to meet with active members of this group. After discussion, they agreed that a peaceful protest will take place without interrupting the smooth flow of the event.
- The USFC student members had an official meeting where the AUB After grad event was discussed. Faculty members suggested discussing this topic during one of the following meetings in order to take everyone’s opinion into consideration.

**Meeting adjourned at 8:22 pm**

Minutes recorded by

  Ms. Nour Haddad

  USFC Secretary
AMERICAN UNIVERSITY OF BEIRUT  
Minutes of the USFC Meeting  
Thursday, May 21, 2015

Present:

Student representatives:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Issam Chmaitilly</td>
<td>Vice president</td>
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<tr>
<td>Farid Khaddaj</td>
<td>Treasurer</td>
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<tr>
<td>Nour Haddad</td>
<td>Secretary</td>
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<td>Meer Ako Ali</td>
<td>Student member</td>
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<td>Ali Haidar Zeineddine</td>
<td>Student member</td>
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<td>Loulya Halwani</td>
<td>Student member</td>
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<td>Cesar Yazbeck</td>
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<td>Student member</td>
</tr>
<tr>
<td>Charbel Abboud</td>
<td>Student member</td>
</tr>
</tbody>
</table>

Absent: Dr. Nada Melhem, Dr. Mohammad Abiad, Dr. Fouad Zablith, Dr. Daniel El Asmar, Dr. Mazen Kurban, Dr. Abdel Fattah Abdel Rahman, Dr. Noel Ghanem, Sarah Bahr, Jaymie Frangieh, Maribelle Komives, Judy Hussein, Mohammad Ali Chahrour, Anthony Abou Nader, Fawzia Othman, and Hana Salem.

AGENDA

1- Approval of minutes
2- Electoral debate proposal by Mr. Tony Narciss
3- IEEE funding proposal
4- Toastmasters funding proposal
5- Extension of the opening hours of the dorm gates
6- Financial aid donation proposal
7- Other Businesses
Associate Dean Charbel Tarraf called the meeting to order at 5:05 pm

A motion was made to add the AIChE item on the agenda as the item number 7, before other businesses as it was already on the agenda of Meeting 7. It was approved. (Unanimous)

1- Approval of minutes

**Vote 38-2015:** Approval of the minutes of May 5, 2015 meeting as amended.

(9-0-0)

2- Electoral debate proposal by Mr. Tony Narciss

Mr. Tony Narciss apologized because he cannot attend the meeting. VP Issam Chmaïtilly is presenting on his behalf and he explained that the aim of this proposal was to have a sort of debate between the candidates running for any seat (whether SRC or USFC). His main aim is to give candidate students the chance to express themselves and to convince the whole student body to vote for them.

Student members suggested it was better to wait for the USFC to have an electoral law before voting upon this proposal because they consider these 2 issues correlated. (It depends on how the SRC’s and USFC’s will be elected by students).

The question of the feasibility of this idea was raised as well; in fact, USFC members believe that the information and PR committee will be responsible to host this event. However, a lot of details are still missing and some members believe it will be very time consuming and ineffective.

*Meer Ako Ali came in at 5:14 pm.*

Dr. Tarraf suggested that this topic should be further discussed with a bigger group of people.

Cesar agreed, but he doesn’t believe it will be discussed in a future meeting.

**Vote 39-2015:** Approve to table this item for further discussion in the next meeting.

(7-0-3)
3- IEEE Funding proposal

Petra Chidiac, CCE graduate (Spring 2015) and president of the IEEE club came to the meeting to update us about their event. She updated us about the sponsors they worked on having as we asked to do in a previous meeting.

Expenses:

450 USD: conference registration fees, accommodation and transportation
250 USD: ticket per person
➔ USD 4,900

Sponsors:

IEEE Lebanon: USD 350
MESBC committee decided to fund 6 students: 2 will be covered for the registration fees (USD 450) and 4 will be covered for their airline tickets (USD 1,000) ➔ Total: USD 1,900
ECE department: 2 tickets ➔ USD 500

➔ Total sponsors: USD 2,750
The dean of the department said that he will fund the remaining amount after the USFC meeting and upon the USFC’s decision

➔ Total amount requested from the USFC: USD 2,100

Vote 40-2015: Approve to fund 60% which totals up to USD 1,300 for the IEEE competition. (Unanimous)
4- Toastmasters funding proposal

Mahdi Hijazi, vice president of toastmasters Lebanon, came to present a proposal for funding in the district level after they have won in the division level (Lebanon and Jordan). The competition will take place in Dubai, next week from May 27 to May 29, 2015. He is going there alone because he won the first place in the division competition.

Expenses:

Airline ticket: USD 400
Visa: USD 100
Registration fees: USD 150
Transportation: USD 30

Note: He will be staying with a relative there

⇒ Total amount requested from the USFC: USD 680

We cannot fund transportation fees (USD 30) but we can still fund the remaining total amount (USD 650) because he is asking for funding from a club’s point of view and not as an individual.

Vote 41-2015: Approve to fund USD 650 for Mahdi to compete in the toastmasters’ district level in Dubai between May 27 and 29, 2015. (Unanimous)

5- Extension of the opening hours of the dorm gates

VP Issam Chmaitilly presented a proposal to extent the opening hours of the dorm gates and he distributed a survey for students on campus to see their preference. All students were in favor of this extension:

-120 students preferred opening the gate for 10 minutes every hour. (Between 2:00 am and 2:10 am; 3:00 am and 3:10 am; 4:00 am and 4:10 am…)
-More than 200 students preferred the extension of the opening hours of the dorm gates. (It closes at 1:30 am and opens at 5:00 am)

Captain Chalak was quoted saying he doesn’t mind opening the gates for a longer period of time if the dean approves.
A motion was made to extend the opening hours of the gate to close at 1:30 am and open at 5:00 am during the weekdays and for 10 minutes every hour for the weekends (Friday, Saturday and Sunday).

**Vote 42-2015:** Approve to extend the opening hours of the dorm gates to close at 1:30 am and open at 5:00 am during weekdays and to open in the first 10 minutes of every hour during the weekends (Friday, Saturday and Sunday). (Unanimous)

6- **Financial aid proposal**

A proposal was made by USFC students to use the amount we still have in our USFC account or the USFC endowment fees (from previous years) to come up with an idea to generate money for the financial aid office in order to help students in need.

Note: we need 2/3rd of the USFC members in order to reach an agreement and thus we cannot vote upon this proposal because of the lack of members present in the meeting.

**Vote 43-2015:** Approve to table this proposal until further notice. (Unanimous)

7- **AIChE funding proposal**

Sami Kontar, president of the AIChE and Nadine Fayad, secretary of the club are here to propose a funding request for their annual farewell dinner for graduating students.

The event took place on May 21, 2015 in Blanc de Chaine, in Bekfaya.

- Total costs of the event: USD 7,500 including venue, food, lighting, sound and DJ.
- Revenues: USD 5,000
  Ticket price: USD 50 (100 people attended) → each ticket generated 10 USD for the venue and 40 USD for the food.
- Total amount needed: USD 2,500
Sponsors: Chemical engineering department pay 1,000 USD to cover DJ, sound and lightings.

➔ Amount requested from the USFC: USD 1,500 to cover the remaining part of the venue costs

The student affairs office did not allow them to cover this remaining amount from the society funds (the requested amount is actually available there). USFC members didn’t really understand the reason behind this and they think there is a bigger problem with this issue.

-A motion was made to postpone discussion on this issue for us to understand the reason why they got rejected from their account. It wasn’t seconded.

-A motion was made to fund the whole amount for the venue. It was seconded.

-A substitute motion was made to fund USD 1,500 from the society’s account; if it fails we will fund it. It was retracted.

**Vote 44-2015**: Approve to fund USD 1,500 to the AIChE society to cover the remaining venue cost for their annual farewell dinner event. (9-1-0)

8- Other businesses

Farid, treasurer of the USFC informed the remaining members that he will be sending the final year budget to all the USFC members.

**Meeting adjourned at 6:40 pm.**

Minutes recorded by

Ms. Nour Haddad
USFC Secretary
AMERICAN UNIVERSITY OF BEIRUT
Minutes of the USFC Meeting
Thursday, July 21, 2015

Present:

Student representatives:

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<td>Judy Hussein</td>
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<td>Mohammad Ali Chahroum</td>
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Faculty representatives:

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<tr>
<td>Dr. Fouad Zablith</td>
<td>Olayan School of Business Faculty representative</td>
</tr>
<tr>
<td>Dr. Noel Ghanem</td>
<td>FAS Faculty representative</td>
</tr>
</tbody>
</table>

Absent: Dr. Nada Melhem (excused), Dr. Mohammad Abiad, Dr. Daniel El Asmar, Dr. Mazen Kurban, Dr. Abdel Fattah Abdel Rahman, Jaymie Frangieh (excused), Charbel Abboud (excused), and Sahar Ferekh (excused).
Dean Talal Nizameddin called the meeting to order at 12:06 pm

Note: Issam Chmaitinly, Farid Khaddaj, Loulya Halwani, Hana Salem and Meer Ako Ali graduated.

The new cabinet consists now of 20 members.

*Cesar Yazbeck came in at 12:08 pm.*

1- **Elections to replace graduated student cabinet vacant positions**

Candidates for the VP position: Cesar Yazbeck (8) and Ali Zeineddine (4)

*Vote 45-2015: Cesar Yazbeck was elected as the new USFC Vice President*

Candidates for the treasurer position: Anthony Abi Nader

*Anthony Abi Nader is the new USFC treasurer*

2- **Funding request by ASCE**

Tony, presented a proposal for funding the ASCE “AUB Summer Volunteering Camp” that will take place from August 21st to 29th in Tyre, South of Lebanon.

In each village, 20 to 25 students will be working on a project that’s aim is to benefit the society: finish and paint a wall, do a roundabout in the center of the city, renovate a football field, renovate a school, and give computer classes for children…

They already have 5 projects, aiming to get a 6th one.

*Total Costs: USD 53,680*

*Estimate Revenues: USD 33,500*

⇒ Balance: USD 20,180

However, they are only asking for **USD 15,000** from the USFC.
USFC members wanted to make sure future projects will be more related to the people of the cities (paint houses, give food…)

**Vote 46-2015:** Approve to fund USD 15,000 to the ASCE “AUB summer volunteering camp”. (Unanimous)

NB: We need to get an update on the USFC account to see where we stand for the future funding requests.

3- **Funding request by Ms. Fatima Ghaddar**

Ms. Fatima Ghaddar couldn’t be present but Dean Nizameeddin said that this student funding was also supported by the FHS dean.

**Vote 47-2015:** Approve to fund Ms. Fatima Ghaddar USD 750 for her to attend the APHA in Chicago, Illinois, United States between October 31st and November 4th, 2015. (Unanimous)

4- **Funding request by Neil Singh**

Neil Singh already graduated; he is not illegible for funding anymore.

5- **Other businesses**

- The other funding requests whether individuals or clubs should be sent to the USFC email and the SAO to be added on the agenda of the next USFC meeting.

- Dr. Haddadin, acting president, came to meet with the USFC and represent the newly elected president Fadlo Khoury who will start working on September 1st, 2015. He was ready to answer any of the USFC members’ questions.

Students are requesting to maximize the quality to cost ratio at AUB and are asking the new president to work efficiently on this in order to keep AUB as one of the best universities in the Middle East.
Dr. Haddadin agreed that we have a lot of waste in the university and that we should work on this issue; however, he also said that corruption is found in all the big organizations and not just AUB.

*Dr. Noel Ghanem, Fawzia Othman, Judy Hussein and Anthony Abi Nader left at 1:30 pm.*

**Meeting adjourned at 1:33 pm.**

Minutes recorded by

Ms. Nour Haddad

USFC Secretary
Present:

Student representatives:

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<td>OSB Faculty representative</td>
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<td>Dr. Noel Ghanem</td>
<td>FAS Faculty representative</td>
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<tr>
<td>Dr. Yasser Abunnasr</td>
<td>FAFS Faculty representative</td>
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</tbody>
</table>

Absent: Dr. Rabih Talih, Judy Hussein (excused), Sarah Bahr (excused), Fawzia Othman (excused) and Charbel Abboud.
Dean Nizameddin called the meeting to order at 6:03 pm

1- Approval of minutes

Vote 48-2015: Approval of the minutes of July 21, 2015 meeting as amended.

2- Introduction and short Q&A with president Dr. Khuri

USFC cabinet welcomed new President of AUB, Dr. Fadlo Khuri and his associate provost.

President Khuri started by explaining his new plan of action and said that now is the time for AUB to have a sustainable strategy in order to keep on excelling. He considers the American University of Beirut to be one of the most influential universities in the region which makes him want to come to a closure with all the issues the organization is currently facing.

Dr. Khuri also encouraged the idea of having a clear, fruitful, non-violent and consistent dialogue with the students.

VP Cesar Yazbeck thanked the president for chairing the meeting and said that the students are ready to open a new page with the priority of solving the previous issues carried over by the old administration.

USFC members raised some questions students would like to have an answer to. In fact, concerning the transparency the students have been asking for, President Khuri said that the new administration will not promise the students a say in the budget allocation of AUB; however, students will get to see the budget like the faculty members at an earlier point in time (compared to the end of the month of May in the last years). He will also work, with the help of his new administration, to deliver a projection of a 3 and 4 years academic program for students and parents to be aware of what is awaiting with no surprises. Nonetheless, he considers that this work will not happen overnight and that they will need around 18 to 24 months in order to achieve their goals.

The president also promised to deliver a balanced budget; he emphasized the fact that there will surely be an increase in tuition fees, but that more money will be invested in student services from now on.
Another view the new president has concerning AUB is to reconsider the administration’s resources by slowing down the rate of tuition increase, while increasing the university’s revenue sources without dramatically increasing the number of enrollments dramatically.

Dr. Khuri will do his best to try and eliminate the corruption wherever he finds it by getting external experts to review the organization’s expenses and issue official reports. For example, student members raised the injustice faced with the financial aid office but both the president and the dean agreed that, in Lebanon, it is very hard for the office to investigate and evaluate someone’s economical background in order to be able to judge and allocate different levels of financial aids to different people equitably.

Another main point the president believes in is to have student participation in different influential committees in AUB, making the students more involved in the system of work, including committees on career development, selection committees for deans and provost, and on campus life.

In conclusion, President Khuri is encouraging the dialogue between students, himself, the provost, associate provosts, and the deans in order to work together to make AUB a better university. The level of trust between faculty, staff and student has to be reestablished and maintained.

3- Treasurer presentation about budget status

Treasurer Anthony Abi Nader presented a short summery of the USFC budget (2014-2015)

<table>
<thead>
<tr>
<th></th>
<th>Individuals (10% of budget)</th>
<th>Student activities (60% of budget)</th>
<th>Faculty proposals (30% of budget)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Beginning balance</td>
<td>$ 15,475</td>
<td>$ 92,850</td>
<td>$ 46,425</td>
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<td>Spent</td>
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<td>$ 16,772.47</td>
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<tr>
<td>End balance</td>
<td>$ 10,375</td>
<td>$ 54,000</td>
<td>$ 29,652.53</td>
<td>$ 94,027.53</td>
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</table>

Anthony explains that the final budget’s value is not very accurate due to the fact that the comptroller’s office did not finalize the budget yet and that the exact number may be around USD 74,000.
He also explained that the budget for the next academic year will be approximately USD 160,000.

4- **NODL (National Organization for Organ & Tissue Donation and Transplantation conference & stand proposal).** (Cesar Yazbeck)

VP Cesar Yazbeck presented a proposal for the USFC to fund an event that will consist of a conference and a stand which aims to raise awareness concerning organ donation in Lebanon and that will be done with the help of the National Organization for Organ & Tissue Donation and Transplantation NGO.

*Expenses:* The expenses of this event should be around USD 200 according to estimations.

Faculty and student members suggested working on a more lasting and permanent project as well.

**Vote 49-2015:** Approve to fund the NODL event. (Unanimous)

5- **Hadi Jomaa funding proposal**

Mr. Hadi Jomaa, a master student in the ECE department, presented a proposal to fund him with the expenses for him to attend the “18th International conference on image analysis and processing (ICIAP 2015).” conference in Genoa, Italy; from September 8 till September 11, 2015. Consequently, he gave a brief presentation about the event.

*Expenses:*

- Flight ticket (Alitalia): USD 755
- Hotel: USD 400
- Daily expenses: USD 350
- Registration fees: EUR 650 (covered by the faculty of engineering)

⇒ He needs around 1,500 USD; however, USFC cannot fund the daily expenses.
Vote 50-2015: Approve to fund Mr. Hadi Jomaa with USD 750 for him to attend the ICIAP conference in Genoa, Italy. (Unanimous)

NOTE: For individual funding request, the USFC has a cap of USD 750 that we cannot exceed, regardless of the amount requested.

6- Youssef Jaffal funding proposal

Mr. Youssef Jaffal, a PhD student in the ECE department, presented a proposal to fund him with the expenses for him to attend the SPAWC 2015 conference in Stockholm from June 28th to July 1st, 2015. Consequently, he gave a brief presentation about the conference.

Note: The proposal was presented to the USFC before the date of the conference and thus, it will be considered as a “Retrospective funding”.

Expenses:

- Registration fees: USD 519
- Flight ticket: USD 490
- Hotel: USD 307

→ Department covered the registration fees, remaining amount requested: USD 797

Vote 51-2015: Approve to fund Mr. Hadi Jomaa with USD 750 for him to attend the SPAWC conference in Stockholm. (14-1-0)

7- Ali Harakeh funding proposal

Note: Dr. Daniel El Asmar announced a conflict of interest considering that Mr. Ali Harakeh is his student and accordingly excused himself from the presentation, discussion and voting.

Mr. Ali Harakeh, a student in the mechanical engineering department, presented a proposal to fund him with the expenses for him to attend the “IEEE international
conference on intelligent Robots and Systems (IROS 2015)” in Hamburg, Germany, from September 28th to October 1st, 2015. Consequently, he gave a brief presentation about the conference.

Expenses:

- Registration fees: 358.1 + 55.95 = USD 414
- Flight ticket: USD 500
- Lodging: USD 420
- Insurance: USD 18
- Food/land transportation: USD 250
- Visa: USD 66.37

⇒ Total: USD 1,668.42

Dr. Asmar accepted to fund him with USD 600

Vote 52-2015: Approve to fund Mr. Ali Haraket with USD 750 for him to attend the IEEE conference in Hamburg, Germany. (Unanimous)

8- 4th Organic Chemistry Competition funding proposal

The proposal consists of different part from which they are requesting the USFC to fund the first 3 items:
A- Marketing (Printing and Mailing) ⇒ USD 8,050
B- Decoration and Setting ⇒ USD 3,200
C- Awards ⇒ USD 3,700

⇒ Total amount requested from the USFC = USD 14,950

NOTE: Dean Nizameddin explained that the comptroller’s office faced problems with the Organic Chemistry Competition’s funding proposal years ago because the proposal is presented too far in advance compared to the event that will take place in May, 2016.
He suggested discussing and voting on item A only during this meeting while items B and C are not urgent and can be discussed in a meeting that will take place at the beginning of the spring 2016 semester.

*Dean Nizameddin left the meeting at 7:36 pm. Associate Dean Tarraf is now chairing the meeting.*

**Vote 54-2015:** Motion to discuss item A and leave the discussion of items B and C for the first meeting of the next USFC cabinet in February, 2016. (Unanimous)

*Expenses of item A (Marketing):*

- Printing: USD 4,050
- Mailing: USD 4,000

⇒ Total: USD 8,050

**Vote 55-2015:** Approve to fund 8,050 USD. (Unanimous)

Note: In a future meeting, the USFC will be considering the funding of the remaining USD 6,900 from the total requested amount of USD 14,950.

9- **Other businesses**

- Increase in prices of the cafeteria

VP Cesar Yazbeck explained that the cafeteria prices have increased from the last spring 2015 semester; accordingly, he suggested having a group of USFC members investigate and talk to the management of the cafeteria.

**Vote 56-2015:** Approve to delegate USFC members (cabinet and volunteers) to discuss the cafeteria prices with the cafeteria management. (Unanimous)
- Water dispensers being temporarily out of service

All around campus, there are a lot of water dispensers that remain out of service for long periods of time. This issue should be further discussed.

- Park meters installed on the Cornish

Students have been complaining about the new park meters that were installed on the seaside road. USFC members suggested having representatives talking to Dr. Hamad being responsible of the Beirut Municipality.

Meeting adjourned at 8:10 pm.

Minutes recorded by

Ms. Nour Haddad

USFC Secretary
Present:

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Absent: Dr. Farid Talih (excused), Judy Hussein (excused), Jaymie Frangieh (excused), and Zakarya Haidar (excused).
Dean Nizameddin called the meeting to order at 6:00 pm

1- Approval of minutes

Vote 57-2015: Approval of minutes of September 2\textsuperscript{nd}, 2015 meeting as amended, pending the corrections. (Unanimous)

2- Update on Previous Proposals Status (Cafeteria & NOOTDT)

Anthony Abou Nader explained that the USFC students were going to meet with the cafeteria administration in the beginning of next week. Therefore, to be prepared, we got the historical data of the cafeteria prices for the last couple of years and prepared a comparison between last year’s prices and the prices of this year to show where the increase is coming from and to try to find a solution for it.

Maribelle Komives, who’s working on the NOOTDT proposal, explained that she contacted the head of the NGO’s PR who asked for more details about the conference before taking any decision. Maribelle also believes that we should work on a proposal in order to be able to contact different media agencies to have coverage outside AUB’s community.

3- Student Subcommittees (Update)

Bylaws committee:
The bylaws committee’s main aim is to work on a new electoral law with the basis of having every student’s vote equal to another and a foundation of a ratio of USFC representatives within each faculty taken into consideration.

Information/PR committee:
The information/PR committee assigned a meeting with the new outlook editor in chief to make sure that they will still be able to issue the monthly USFC newsletter as a section of Outlook.

Finance committee:
The finance committee is still waiting to get the new USFC budget that will supposedly be ready by next week to start working on the new expenses.
Note: It is important to have re-elections to replace the people who had positions in the subcommittees and who graduated.

Maribelle left at 6:30 pm

4- Ali Zeineddine Proposal

Ali Zeineddine explained that the proposal he was going to present was initiated by faculty and students.

This is the proposal:

“In accordance with Article II.2 of the USFC bylaws which states that it is a USFC responsibility to defend the right of all students to have freedom of speech and an opportunity to express their opinions responsibly and within the bounds of Lebanese law; and in light of the recent violent repression of unarmed peaceful civilians, many of whom were AUB students exercising their basic human rights; and in light of the pervasive corruption and mishandling of public services by the Lebanese ruling class as most recently manifested in the ongoing garbage crisis; the USFC resolves to:

1. Support the demands of the civil protest movement, specifically holding accountable the ministers of Environment and Interior & Municipalities for their mishandling of their public functions and the unwarranted violence towards peaceful protesters including AUB students;

2. Boycott and refrain from inviting ministers or MPs of the ruling class to any event or public function at AUB as long as the repression of peaceful protesters continues.”

During the discussion, some USFC members explained that they support the cause Ali is presenting; however, they don’t believe that it is in the scope of the USFC to work on issues outside the walls of the university. In fact, even if AUB is part of the community and that we should take a stand concerning what is going on in the country, the main problem we’re facing is with the wording of the proposal. Actually, we are faced with a technical issue that needs to be fixed before deciding whether to approve the proposal or not. The committee also had questions concerning the point of this movement; some students didn’t understand where it was going and what was going to happen after this proposal passes.
Moreover, president Khuri explained that any demands without dialogue will be rejected and suggested writing a petition asking the administration to support the cause and to represent our aspiration as a university to always be a good example to everyone instead of asking them on taking measures like boycotting…

He continued by saying that the administration is definitely against all types of violence but that it will be much better to have the USFC and the administration draft something together and reach a better result by leading through impactful words as he considers it to be more efficient to think about something that’s more principle based rather than political.

In addition to this, we cannot ignore the fact that some MPs are involved as staff or board of trustees which puts AUB in a critical position in case we choose to approve this proposal. Also, the registrar of the university meets with the ministry and the minister of education every week, with the minister of work and health as well.

There was a suggestion to have a substitute motion to rephrase the proposal by taking into account the feedback of the USFC and the administration and vote on it next meeting.

**Vote 58-2015:** Approve to study again a statement that may be acceptable to the whole body and will be subject to discussion and voting in the next meeting. (11-3-0)

*Dr. Daniel el Asmar left the meeting at 7:10 pm*

**5- Water Fountains Proposal (Cesar Yazbeck)**

VP Cesar Yazbeck is presenting a proposal to re-activate the drinking water fountains that have been “temporarily unavailable” for the last 2 to 3 years.

Dean Nizameddin clarified that these fountains have been out of order due to safety issues due to the current infrastructure that may cause bacterial contaminations. The USFC will talk to the physical plant office to make sure that the water will be safe, in case of re-activation of these fountains, because the students’ health is a priority.

**Vote 59-2015:** Approve to discuss these issues with the concerned departments to see if it is feasible first. (13-0-0; Unanimous)
Dr. Abunnasr left the meeting at 7:25 pm

6- Bylaws Amendment Proposal (Presentation to be voted on next meeting)

The bylaws amendment is only targeting Article 12 of the bylaws:

Article XII – Standing Committees

“All Standing Committees shall meet on a regular basis and report to the USFC.”

BECOMES:

“All Standing Committees shall meet on a bi-weekly basis with one of the members taking minutes; the standing committees shall abide by the latest edition of Roberts’ Rules of order. Minutes should be sent to the secretary of the USFC for archiving purposes. Standing committees should present a short update about their activities at the start of each USFC meeting.”

According to the bylaws, the USFC will vote on this amendment during the next meeting; 2 weeks later.

7- USFC Social Media Presence

The PR committee is asking for advice concerning the presence of the USFC on social media. Some members advised having a Facebook page in addition to the Facebook private group because of the bigger exposure and the higher number of people a page can reach.

The page will also serve the students to communicate their demands so that the USFC will have a larger pool of ideas to work on.

8- Other businesses

- Mohammad Chahrour wanted to ask the President about an Article where he was interviewed in and that was posted on the web on September 10, 2015:

  Mohammad explained that according to the latest ranking (2015-2016), AUB’s position went from 249 to 268 in the world; therefore, he wanted to understand
what exactly the president meant when he said that ‘while paying the fees we should keep in mind the great “value” of AUB’

The president clarified that what he meant with the world “value” was not its monetary aspect at all but rather the whole benefits AUB tries to give its students.

- Dean Nizameddin was interviewed by Al-Jazeera and we wanted to make sure that what he said concerning the increase in the Financial Aid’s budget was true. He affirmed that the budget has increased and that the numbers will be available online for students to be able to check them.

- Mohammad Chahrour also tried getting information regarding the Work Study Program but the concerned office did not agree to tell him anything.

  He will meet with Associate Dean Tarraf who will give us the number of students benefiting from this program and the evolvement of the rate they are paid. (5,000 LL)

- The provost asked about the feasibility of bus shuttles that could take students from outer Beirut to AUB and vice-versa; however, dean Nizameddin affirmed that this issue was raised before but that AUB cannot transport students outside the University for safety and insurance purposes. This item should be further discussed in a future meeting as we consider it to be beneficial for the students’ comfort, the traffic issue and the parking issue as well.

Meeting adjourned at 7:42 pm.

Minutes recorded by

Ms. Nour Haddad

USFC Secretary
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Absent: Dr. Nada Melhem, Dr. Daniel El Asmar, Maribelle Komives, and Jaymie Frangieh (excused).
Associate Dean Tarraf called the meeting to order at 6:04 pm

1- Approval of minutes

**Vote 60-2015:** Approval of minutes of September 16, 2015 meeting as amended. (Unanimous)

_Fawzia Othman came in at 6:07 pm_

2- Election of students to vacant sub-committee spots

1 position for the Information/PR committee:

Candidates for the position: Sahar Al Ferekh

_Sahar Al Ferekh won by acclamation/

2 positions for the Finance committee:

Candidates for the position: Mohammad Ali Chahrour and Zakarya Haidar

_Mohammad Ali Chahrour and Zakarya Haidar won by acclamation._

3- Voting Bylaws amendment (Sub-committees)

The bylaws amendment is only targeting Article 12 of the bylaws:

**Article XII – Standing Committees**

“All Standing Committees shall meet on a regular basis and report to the USFC.”

BECOMES:

“All Standing Committees shall meet on a bi-weekly basis with one of the members taking minutes; the standing committees shall abide by the latest edition of Roberts’ Rules of order. Minutes should be sent to the secretary of the USFC for archiving purposes within 48 hours. Standing committees should present a short update about their activities at the start of each USFC meeting.”
Note: We added “within 48 hours” after ‘minutes should be sent to the secretary of the USFC for archiving purposes.’

Dr. Farid Talih came in at 6:12 pm. He is the new representative of the School of Medicine.

Vote 61-2015: Approve to have these amendments made to Article 12 of the bylaws. (Unanimous)

Note: Because it is a bylaw amendment, we need 2/3 of the committee in order for the proposal to pass (14 out of the 20 members).

4- Proposal “Trustee of Student Affairs”

In order to increase the transparency between the students and the administration and to minimize the misunderstanding of a student body action or a BoT decision, we thought of having a member of the board of trustees working directly and closely with the student body.

Some members of the USFC even suggested having a student contacting the board of trustees instead of a member of the board of trustees being responsible for the liaison between the students and the administration but we judged it was harder to achieve this as a first step because the board of trustees usually meet in New York and most of the its members are not residing in Lebanon.

Another question was raised concerning the role of the president. He is the chair of the USFC meetings and he is also in direct contact with the board of trustees which puts him in a position where he can enforce the link between these two parties. However, VP Cesar explained that this might cause a conflict of interest and students will not be comfortable conveying all their messages directly to the president.

To further clarify things, Cesar explained that there are 2 main aspects for this proposal: first, it is mainly done to bridge the gap between the students and the BoT and to enhance and reach a better level of communication; and second, it helps in the logistical aspect of forwarding different proposals to the BoT in a more professional way.
After the discussion, a suggestion was made to rethink the proposal in order to have more specific objectives and think more thoroughly about the mechanism of the way we will deal with this issue. We will have to rewrite it in a more explicit way (bullet point) and have a more direct procedure; write it as a research project (Hypothesis, background…).

**Vote 62-2015:** Approve to modify the proposal and discuss it in another meeting. (13-3-0)

_Sarah Bahr came in at 6:57 pm_

### 5- Shuttle Proposal

The shuttle that transports students from lower to upper campus and vice-versa used to operate between 11:30 am to 2:30 pm from 2008 to 2014; however, the operating hours were changed last year and the shuttle is no longer available at these times. The USFC is asking the university to go back to the old schedule, at least during the winter season.

The committee considered we should add evidence to this proposal (heavy rain can destroy the landscape students’ projects for example) and that it should be forwarded to the auxiliary office.

**Vote 63-2015:** Approve the proposal with the amended form of motion. (15-1-0)

### 6- Electoral law proposal and discussion

Changes done to the previous electoral law:

- The campaign:
  Previously, there were no bylaw articles that discuss the campaign. This is why we want to establish an online platform within the AUB website for candidates; in addition to organizing debates and discussions between them.
The voting system:
AUB currently uses the plurality voting system and we are aiming at changing it to a single transferable voting.
This means that students will vote for their candidates by ranking them (1st choice, 2nd choice…)
  ➔ Your vote only goes for your first choice candidate
  ➔ The last candidate is directly eliminated
  ➔ Whoever voted for the eliminated candidate will have their 1st vote cancelled and we will consider their 2nd option in the counts instead

The faculty members:
  ➔ 3 options are available:
    - All faculties will get only 1 USFC representative
    - FEA and FAS will have 2 USFC representatives
    - It will remain the way it is: FAS will have 2 USFC representatives and FEA will only have 1

Dr. Abdel Rahman explained that FAS has around 300 professors; whereas, FEA has around 150 professors only. He also emphasized on the fact that FAS teachers teach around 40% of the courses of the FEA students.

Seat distributions for USFC students
The seats are going distributed according to one of the following 2 methods:

1- Considering a minimum of 2 representatives per faculty (if they have below 1,000 students) and adding 1 extra representative for each 500 students above the cut-off of 1,000 students (any faculty with more than 1,250 students gets an extra USFC representative)

  ➔ A suggestion was made to apply the ratio according to the number of students and to re-calculate the ratio we want to use (explain where the 500 is coming from)

2- Having 1 representative only for small faculty and considering a maximum cap: no matter how much a faculty growth, they can never have more than 1/3rd of the whole USFC body

  It is important to note that the whole body agreed that the lower the number of USFC students the more efficient the body will be.
We prefer keeping the USFCs around 17, 18 or a maximum of 19 members.

- FEA, Architecture and Graphic design representatives

Currently, FEA has 4 USFCs from which 1 is only elected by the Architecture and Graphic Design students.
We considered it was better to keep it that way for a better representation of students.

We can also compare it to the representatives of the School of Nursing and the Faculty of Medicine who are part of the same faculty but who are elected separately.

Charbel Abboud and Zakarya HAidar left at 7:52 pm
Dr. Talih and Judy Hussein left at 7:55 pm

The draft of the new electoral law will be proposed as a formal proposal in the next meeting.

Meeting adjourned at 8:05 pm.

Minutes recorded by

Ms. Nour Haddad
USFC Secretary
AMERICAN UNIVERSITY OF BEIRUT
Minutes of the USFC Meeting
Wednesday, October 28, 2015

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Absent: Dr. Yasser Abunnasr (excused), Jaymie Frangieh (excused), Fawzia Othman (excused), and Charbel Abboud (excused).
Associate Dean Tarraf called the meeting to order at 6:30 pm

1- Approval of minutes

Vote 64-2014: Approve minutes of September 30, 2015 in the next meeting or by circular voting after the amendments are made. (13-1-1)

Dr. Abdel Fattah Abdel Rahman came in at 6:35pm

2- Sub-committees updates

Bylaws committee: The bylaws committee is currently focusing on the electoral law bylaws amendment with the help of the Dean of Student Affairs.

Finance: No real updates as the USFC was not receiving any funding requests.

Information and PR: The Information and PR committee is currently working on the ISLC (International Student Leadership Conference) that is supposed to take place at AUB in March, 2016. The committee is trying to finish up the reservations of the rooms and the whole preparation process before being able to start sending invitation to the different American University that usually get invited to this conference; in the addition of all the American Universities in the Middle East region.

Maribelle Komives also wanted to remind everyone that the NOD, with the help of the USFC, was organizing a conference on organ donations this Friday, October 30, at 10:00am in West Bathish.

3- Electoral law bylaw amendment

The amendments were made to the electoral law bylaws that were discussed in the previous meeting.

The Bylaws committee restudied the numbers of students and they noticed that OSB is increasing drastically in size so they preferred keeping it with 3 USFC representatives as well as keeping FHS with 2 USFC representatives to avoid having small faculties underrepresented in the USFC.

Also, FAS will have 5, FEA will have 5, FAFS will have 2, Faculty of Medicine will have 1 and School of Nursing will have 1 which totals up to 19 student USFC members.
- Voting System: Plurality
- Reviewability of the electoral law: bi-yearly to reestablish the numbers
- No faculty will have less than 1 USFC member
- No faculty will have more than \(\frac{1}{3}\)rd of the total USFC student members
- Faculty representatives: FAS will have 2 faculty representatives while all the other faculties will have 1 faculty member only
- Accountability: each candidate will have to present a platform and it will remain on the AUB website for future accountability
- There will be a proposal to activate debates between candidates
- Continuity: A common meeting will be held between the old USFC members and the new elected ones to discuss all the “on-hold” issues. Small orientations will also be carried by the old USFC cabinet to the new one for the to know how to tackle different problems
- Casual vacancy: the USFC considered it would not be a bad idea to have the runner up in elections become a USFC member once the student member elected graduates or loses his position in order for the number of student members to always remain at 19 for better efficiency
- Quotas: there should be minimal quotas not to underrepresent anyone

President Khuri also suggested dividing FAS to different positions to represent Arts, Social Sciences and Sciences. USFC members that it will be complicated to be consistent in the divisions of all the faculties into sub-majors.

Concerning the proposal to be voted on in the next USFC meeting, there are 3 options:

**Option 1:**
The USFC members will be elected by 1 pool of eligible voters of each faculty:

- FAS (5 seats): elected by all eligible voters of faculty
- FEA with the Architecture students (5 seats): elected by all eligible voters of the faculty
- OSB (3 seats): elected by all eligible voters of faculty
- FAFS (2 seats): elected by all eligible voters of faculty
- FHS (2 seats): elected by all eligible voters of faculty
- FM (1 seat) and School of nursing (1 seat): elected by all eligible voters of respectful faculties
Option 2:
The USFC seats will be divided per year:

- FAS (5 seats): 1 for each of the freshmen, sophomores, juniors, seniors and grads
- FEA (5 seats): 1 for each of the E1, E2, E3, E4 with the graduates, and one seat for the Architecture & Graphic design Students
- OSB (3 seats): 1 for each of the sophomores, juniors, and the seniors & grads together
- FAFS (2 seats): 1 pool of voters
- FHS (2 seats): 1 pool of voters
- FM (1 seat) & School of Nursing (1 seat): 1 pool of voters

→ The small faculties will only have 1 pool of voters; whereas the bigger faculties will be divided according to years.

Option 3:

In this proposal, the FEA positions will be separate from the Architecture position as it was the case in the previous bylaws.

- FEA: 4 seats
- Architecture & Graphic design: 1 seat

→ All the other faculties’ distribution of seats will remain the same

Some USFC members showed their concerns regarding this last option because of some rumors they heard about the senate rejecting it. Even if this proposal passes through the USFC, the senate would reject it. However, the USFC entity should not be pressured by external factors and they should vote on the proposal they think is the most fair to everyone

In conclusion, the bylaws committee stated they were open to any proposals from USFC members whether faculty or students. We also agreed to have an exceptional meeting in the first half of next week to vote on a final proposal and forward it to the senate for them to vote on it as well as soon as possible.

President Khuri will try to have a circular vote in the Senate for this proposal to pass the soonest in order for elections to take place before the end of this fall 2015 semester.
4- AUB IAC proposal

The vice president and the secretary of the AUB IAC presented the club’s application for funding proposal to host the “BeiMUN” which is International Model UN in Beirut, at AUB in April, 2016. Consequently, they gave a brief presentation about the event.

They explained that it was important for them to host this event in Lebanon because they consider having such a discussion is very relevant in a culturally diverse country like ours. They also emphasized the fact that AUB IAC already has a 70% winning rate and that this would be a chance for them to make all the other university students know more about AUB and it being the first event of its kind in Lebanon and the region.

They also explained the process of the conference by stating that their 400 highly motivated members will run the conference; their theme will be about the refugee crisis in Europe and they expect around 300 delegates to show up. As a start point, a website should be up and running for delegates to start registering at the end of November.

**Budget:**

Based on the registration of 180 delegates:

- Delegate fees: 20$ needs to be settle in delegating period

Total sum: 3,600 USD which covers more than half the total fees

They further divided their remaining budget into 2 payments:

- USD 900 for website, graphic design fees and down payment for procurements
- USD 1,200 Miscellaneous and emergency fund (Amounts not used will be given back to the USFC)

➡ The total amount requested is equal to USD 2,147; however, they are currently requesting the USFC to fund the USD 900 only as they need this money really fast to be able to start setting up their website

Concerning the website, some USFC members suggested AUB’s IT to create a sub-page for them; nonetheless, the payment of the fees online may cause a problem and this is why we will advise them to check with the IT department for further information.

As for sponsors, they explained that it is not the norm in such universities events because the students who are organizing them usually turn to their respective university funding when needed.
Vote 65-2015: Approve to tentatively fund the USD 900 needed, pending the response they get from the IT concerning the website. (Unanimous)

5- Prayer room proposal

President Khuri asked us to postpone this item to the next meeting because he had to leave early and he really wants to take part of the discussion concerning this subject.

Vote 66-2015: Approve to postpone the proposal for the next meeting. (Unanimous)

6- Shuttle proposal

The USFC members wanted to bring up this topic in the presence of President Khuri to understand his point of view concerning this topic.

President Khuri explained that he doesn’t believe the rain is a strong enough reason to shifting back the operating hours of the shuttle to the old schedule. In fact, he needs a stronger rationale to approve this proposal because he is trying to decrease the overall university budget and he needs founded causes to be able to add costs to it.

He also made it clear that in the case of student disabilities, the administration arranges with the protection office to ensure their displacement from lower to upper campus and vice-versa.

Moreover, President Khuri supposed the hybrid bus suggestion is not an irrational proposal but that this might take time to occur.

In the meanwhile, he promised to look at shifting the operating hours with the budget committee and the nature conservation office to have an assessment of the environmental aspect of it before making any decision.

The president will give us some answers in the next USFC meeting.
7- Amendments to Ali Zeineddine’s proposal

The main amendments are:

"In accordance with Article II.2 of the USFC bylaws which states that it is a USFC responsibility to defend the right of all students to have freedom of speech and an opportunity to express their opinions responsibly within the bounds of Lebanese law; and considering the recent violent persecution of peaceful civilians, many of whom were AUB students exercising their basic human rights; and in light of the pervasive corruption and mishandling of public services by the Lebanese ruling class as most recently manifested in the ongoing garbage crisis; the USFC declares that:

1. The USFC denounces police brutality against peaceful demonstrators and stands in solidarity with the students who have been subjected to unwarranted violence.

2. The USFC does not welcome the presence of ministers and MPs of the ruling class at events and public functions in AUB, as long as they fail to find solutions to the demands raised by the movement, and the repression of peaceful protesters continues."

Some USFC members still don’t understand where they want the USFC to go with this proposal. Ali clarified things by explaining that this proposal will be published in Outlook and shared on the USFC Facebook page.

Also, USFC members still consider the second point to be harsh and they believe they will not get any support from the administration if it remains this way. In fact, they consider the alternative of pushing for solutions better. For example, they would clarify that they want to take a stand because the current situation is affecting our health.

A motion to approve it with amendments made to the second item. It was seconded. A substitute motion was made to postpone this item to the next regular meeting after the PR and the students working on this proposal figure out a way to reformulate the amendments. It was seconded.

**Vote 68-2015:** Approve to postpone this item to the next regular meeting after reformulation of the amendments. (15-1-0)

*Dr. Nada Melhem left at 8:15 pm*
8- Other businesses

- Cafeteria prices:
  VP Cesar Yazbeck spoke to the COO of the AUBMC who stated that she is willing to receive a list of the most important items to the students and consider reversing the price increase of them.

- Video conference rooms:
  The USFC is working on making video conference rooms available for reservation online for student interviews work and university. They found an external funding source, and this proposal will be implemented soon.

Meeting adjourned at 8:24 pm.

Minutes recorded by

Ms. Nour Haddad

USFC Secretary
Present:

Student representatives:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Cesar Yazbeck</td>
<td>Vice President – School of Medicine</td>
</tr>
<tr>
<td>Anthony Abou Nader</td>
<td>Treasurer – OSB</td>
</tr>
<tr>
<td>Nour Haddad</td>
<td>Secretary – FAFS</td>
</tr>
<tr>
<td>Sahar Al Ferekh</td>
<td>Student member – FHS</td>
</tr>
<tr>
<td>Ali Zeineddine</td>
<td>Student member – FAS Graduate</td>
</tr>
<tr>
<td>Zakarya Haidar</td>
<td>Student member – FEA Freshman</td>
</tr>
<tr>
<td>Judy Hussein</td>
<td>Student member – Architecture and Graphic Design</td>
</tr>
<tr>
<td>Sarah Bahr</td>
<td>Student member – FHS Graduate</td>
</tr>
</tbody>
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Faculty representatives:

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Fouad Zablith</td>
<td>OSB Faculty representative</td>
</tr>
<tr>
<td>Dr. Ahmad Dhaini</td>
<td>FAS Faculty representative</td>
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<tr>
<td>Dr. Farid Talih</td>
<td>School of Medicine representative</td>
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<tr>
<td>Dr. Nada Melhem</td>
<td>FHS Faculty representative</td>
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<tr>
<td>Dr. Daniel Asmar</td>
<td>FEA Faculty representative</td>
</tr>
<tr>
<td>Dr. Yasser Abunnasr</td>
<td>FAFS Faculty representative</td>
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Absent: Dr. Abdel Fattah Abdel Rahman (excused), Maribelle Komives (excused), Jaymie Frangieh (excused), Fawzia Othman (unexcused), Mohammad Chahrour (excused) and Charbel Abboud (excused).
Associate Dean Tarraf called the meeting to order at 6:10 pm

1- Approval of minutes

Vote 69-2015: Accept to approve the minutes of September 30, 2015 as amended by circular voting. (Unanimous)

Vote 70-2015: Approve minutes of October 28, 2015 as amended. (Unanimous)

2- SME funding proposal

Four AUB mechanical engineering students want to participate in the SAE Supermileage Competition as representatives of the Society of Manufacturing Engineers (SME). This is the first time that AUB students participate in this competition that will be taking place in Marshall, Michigan, USA on June 9 and 10, 2016.

The deadline for registration is at the end of November 2015.

Expenses:

- Travel: 5,750 USD
- Shipping: 1,830 USD
- Accommodation: 1,680 USD
- Competition Registration Fees: 800 USD

⇒ Total: 10,060 USD

They explained that the budget accounts for a 5th person who will be a faculty member traveling with them.

The USFC bylaws clearly state that we cannot fund faculty members this is why we decided to exclude 20% (1/5th) of the travel and accommodation expenses.

⇒ Remaining amount for possible funding: 8,574 USD
Note: There is a cap for society funding which is equal to 10,000 USD or 60% of the total requested amount if it exceeds 10,000 USD.

USFC students think that this project is very interesting as it will push students to work hard for a serious and well-known competition.

Zakaria Haydar came in at 6:30 pm

Vote 71-2015: Approve to fund the 8,574 USD for the SME to attend the SEA Supermileage Competition in Michigan, USA on June 9 and 10, 2016. (Unanimous)

3- Philosophy Student Society funding proposal

Philosophy graduate students requested the USFC to fund them for their “Infinite Jest”-Graduate conference. Consequently, they gave a brief presentation about their event. They came up with the idea of having a graduate conference that will happen on May 12 and 13, 2016 in West Hall Auditorium A at AUB which will also be the first of its kind in Lebanon and the region. They are going to invite philosophy graduate students from many universities in Lebanon and the Middle East to send their papers in order for them to choose 9 speakers (2 of which will necessarily be AUB students).

Also, they will be inviting a keynote speaker which will be a doctor in philosophy coming from abroad. As their guest of honor, they will need to fund her air ticket and accommodation for 3 nights in Beirut.

Expenses:

-Catering for 2 days: 200 USD
-Lunch (15 people for 2 days): 400 USD
-Dinner (15 people for 2 days): 600 USD
-Hotel (1 person for 3 nights): 400 USD
-Transportation (airport pickup/delivery):20 USD
-Posters: 50 USD
-Airfare: 1,500 USD
-Group excursion: 750 USD

Total amount requested: 3,920 USD
We asked them about sponsors and they explained that they didn’t try to look for ones and that they didn’t try to approach their department of faculty.

The USFC bylaws clearly states that the USFC cabinet cannot fund anything related to food (catering, lunch and dinner) which totals up to 1,200 USD from the requested amount.

Also, the USFC discussed the funding of the Group excursion that is equal to 750 USD. Some members didn’t find it necessary to fund this amount.

Remaining possible amount to fund: 1,970 USD

A motion was made to fund the philosophy society for their graduate student society with the total amount requested excluding food items (catering).

A substitute motion was made to fund the graduate student society for the total amount requested excluding the food items and the group excursion.

**Vote 72-2015**: Approve to fund the total amount requested excluding the food items and the excursion costs. (9-3-1)

*Sarah Bahr came in at 6:53 pm*

4- **Mr. Shanouha conference funding request**

Mr. Shanouha and Mr. Taha sent their papers to present them in the “International Conference for digital archives and digital humanities” when they were still students; however, the conference will be taking place after their graduation. In fact, they worked on their project in the last spring 2015 semester and they graduated in May, 2015; whereas the conference will be taking place on November 30, 2015.

Thus, the USFC considered them not to be illegible to funding.

**Note:** Future cabinets should make sure not to accept these proposals from the beginning.

**Vote 73-2015**: Approve to dismiss the proposal. (12-2-0)
5- Other businesses

- Electoral bylaw

The USFC was briefed as to the status of the bylaws, the Senate met and decided to implement the last unexceptional bylaws for this year's elections and based on that the USFC no longer went forward with the proposer electoral bylaws amendments, since some student members preferred the bylaws implemented by the office of student affairs for this year's elections and withdrew their support from the USFC proposal agreed upon in previous meetings.

Meeting adjourned at 7:15 pm.

Minutes recorded by

Ms. Nour Haddad

USFC Secretary