

Student Fee Advisory Committee Meeting Minutes 2/27/14 11:00 am

<u>Members present</u>	<u>Members not present</u>	<u>Non-members present</u>
Samantha Payne McKayla Frank Mike Reed Whitney King Yule-John Lin Kay Pleasant Howard Patterson, ex-officio	Kim Harvey-Livingston Patrick Shin William (Todd) Nelms Sheryl Dennis, ex-officio	Dawn Allen, Student Affairs Ona Tolliver, Student Affairs Katy Cline, Student Affairs

Ona Tolliver called the meeting to order at 11:08 a.m. and introduced members.

Ona Tolliver provided info about binders and introduced all members to the areas funded by the student service fee and rec facility fee. Ultimately, the president signs off on all recommendations made by this committee and determines where the funding is allocated. The Texas Education Code provides our guidance, charge and membership, copies of which are in the binders for your reference.

Ona Tolliver discussed the security of the information provided, discussed that we do review items that are beyond the committee’s purview such as salaries, fringe benefits, utilities, debt service for Rec Facility, etc. This information is for your reference but the committee will spend the bulk of time reviewing what the requests are regarding operational funds.

Ona Tolliver discussed the general process: you will be able to review the budgets then have an opportunity to ask questions of any individual budget authority or have someone come in to discuss as necessary. This year you’ll see that we have 1,880,131 available but after addressing adjustments from fringe benefits and longevity we only have between 6,000 and 10,000 available to allocate. Last year the Student Service Fee reserve account was used to spend down that for one-time allocations but after reallocating we should again be able to address one-time funding requests for this fiscal year. At this point there will be some requests that can be entertained because they’re one-time initiatives (non-ongoing positions). The process we have in place right now requires department submit priorities and determine how those priorities refer back to their mission.

Dr. Patterson requests we inquire of the Budget Office history of how the Financial Aid Office allocation was funded. In 2009 there was a process to remove that from SFAC funding that was not continued after 2010-2011. He indicated that Student Service Fee Funds are not use or loose but at the end of the fiscal year they do roll back to the SFAC reserve.

Ona Tolliver stated that the Budget Report tool (available at uttyler.edu/studentaffairs/sfac) has been provided to budget authorities and will be returned by March 3rd. She instructed the committee that at the next meeting you will provide your recommendations and priorities, we’ll have discussion of each budget. If you know beforehand that you’d like to see or visit with a budget authority please let us know.

Ona Tolliver indicated that as a committee you can decide to review budgets and allocate as flat then review adjustments and add.

Michael Reed inquired about whether currently issued funds are 'guaranteed' for the next year – Ona Tolliver stated that this is up to the committee and funds can be removed from one account and given to another if the committee determines that is the recommendation they would like to make.

McKayla Frank asked if we can review past budgets (actuals). Ona Tolliver answered that we can request that of any budget authority for as many years as the committee would like.

YJ Lin asked about new offices (recycling, etc.). Ona Tolliver answered that anyone can request Student Service Fees and that offices and areas can request funding for new programs or can choose to reallocate their funding for new programs.

Samantha Payne inquired about the Financial Aid office funding. Dr. Patterson addressed that he wanted to inquire of the budget office why this office was still funded at all from Student Service Fees and not other university funds.

Ona Tolliver described the rolls of chair and secretary: we need to appoint a STUDENT chair whose role it is to convene the committee, run the meetings using Roberts Rules of Order, work to clarify the committee's questions and information, & address any issues or concerns that come up. The STUDENT secretary takes notes, notifies others of meeting times and works with Katy Cline to post notes on-line. We are required to post the meeting minutes and supporting documentation as meetings are open to anyone and posted on-line.

Ona stated that the goal this year is to have this done within 4 meetings in March. Once the committee reviews requests and rate individual priorities, you will have an opportunity to meet to discuss and speak with budget authorities then vote.

Samantha Payne was nominated for chair, McKayla Frank was nominated for secretary. Both were unanimous elected by members present and will begin their duties effective immediately.

Ona Tolliver informed the committee that our next step is to load the requests to BlackBoard for you to review and reminded the committee these should not be saved or printed (printed copies will be available for review in Katy's office). The fee process is open but deliberations are confidential can be closed if the committee deems it necessary. Katy Cline will follow up with the Budget Office to address:

1. Whether to committee has access to Student Service Fee reserves for 1 time request
2. Get clarification for why Fin Aid, ESC, & Commencement are not funded elsewhere
3. What is the amount that last year the committee allocated that ended up being funded from elsewhere and can we have access to those funds again?

Meeting adjourned at 11:41 p.m.

Respectfully submitted,
Katy Cline