Members in attendance:
Ona Tolliver, ex-officio
Sheryl Dennis, ex-officio
Kay Pleasant
Kim Harvey-Livingston
Leann Morgan
Brakeyshia Samms
Kenny Bowers

Non-members present:
Dana Welch, Director of Academic Success
Aviance Taylor, Coordinator of Learning Communities program
Katy Cline, Student Affairs (recorded minutes in secretary’s absence)

Members not in attendance:
Amber Amerson, SFAC chair
Emily Dickenson, SFAC secretary
Kenny Bizot

In Amber’s absence Ona called the meeting to order at 3:41pm.

The committee’s first order of business was to review and approve the minutes from meetings held 2/16 & 2/24.

Leann moved to approve, Kay seconds. All members in favor, no opposed; no abstentions.

Ona invited the committee to review the Learning Communities FY12 one time funding requests and reminded the committee that the $500 expense for a computer has been achieved from separate funds and the remaining requests are priority 2 and 3 totaling $1450.

Ona invited Dana and Aviance to discuss the request presented.

Aviance presented a brochure and sheet that details the budget for the last couple of years and objectives of the programs. Additional funding could be utilized to support instructional materials for students and professional development materials for the faculty and staff instructors that direct the courses. No course fees are associated with the courses. Student enrollment has increased drastically – doubling in the last two years. We’re working on the same budget as 2003 and this one time allocation would really give us a boost in preparation for fall 2012. Presented is growth as well as success rates in addition to information regarding our funding.

Kim asked if the 60 student workbooks would be enough and could be kept secure.
Aviance answered that the 60 student workbooks would be utilized as a classroom set ‘textbook style’ workbook rather than used individually. All the classes except nursing meet in the Learning Communities classroom.

Dana shared that since students are not being charged tuition and fees for these classes and are not receiving hourly credit the department has tried to hold the line in not required students to purchase a textbook. This request would assist in providing materials without cost to students.

Ona clarified and Dana confirmed that priorities 2 and 3 are independent of each other should only one be received.

Ona thanked Aviance and Dana for attending. Dana and Aviance departed.

Ona stated that the committee still has 6 requests that were tabled to discuss and decide allocation. The committee can either look at each budget individually and vote as they are reviewed or the committee can go through and review all requests then vote as a whole. The committee cannot allocate at all to a request, they can allocate in part or they can allocate in full. The committee can also invite individuals back to discuss requests.

Kay stated that it would be best to review all budgets and vote on the allocation as a whole at the end; Leann concurred and consensus was received from the rest of the members. Ona stated that all requests will be reviewed and the committee will recommend an approved amount then a vote will be called for at the end for the total discussed amounts.

**Discussion of the Campus Activities request.**
Sheryl stated that the President’s cabinet expressed a desire to see more activities in the UC; that is one of the President’s and executive cabinets priorities at this time.

Leann stated that it is a significant amount of money for one event rather then spread throughout a semester or year.

Sheryl stated that we could allocate 2 $20,000 events instead and discussed that we can encumber funds to next year through contracts. Sheryl’s recommendation is that we could still approve two and encumber funds for both events through FY13.

Brakeyshia and Kenny Bowers stated they would support that combination.
Sheryl’s recommendation is that we could approve two and could reach more students that way whether done in FY12 (summer and fall) or FY12 and FY13.

Brakeyshia clarified again that it would be a free event to students, open to all students, selected by students and includes all rider costs. The funds would not cover food but would cover reservation of facility and concert plans for fall events would begin now.

Leann stated that other requests may effect the availability of funds for this event/these events.

Kay recommended that the committee allocates $40,000 for 2 concerts scheduled at the discretion of the professional in the upcoming fall and spring semesters. All members agreed and the discussion was tabled.

Discussion of Counseling Center request.
Leann stated that this is a lot of work for a student worker and this request should be approved in full.

Brakeyshia asked about pay rate Sheryl clarified that this request is in the pay range of $10 to $15. Brakeyshia clarified that there are no additional stipends or

Leann recommend that the committee allocates $11,995 to this request. All members agreed and the discussion was tabled.

Discussion of Patriot Center request.
Kay motioned that we table the Patriot Center request for the end of our review. Kenny seconds.

Brakeyshia asked if the athletic fee can provide some funding for this request.

Sheryl addressed that the athletic fee funds coaches, travel of players, equipment of the sport and memberships but is not available to support facilities or enhancements; those are considered recreational.

All members in favor of tabling; discussion tabled for end of meeting.

Discussion of Learning Communities request.
Ona restated their requests for priority 2 and 3 only.

Kay stated that the retention of the students is significant within this program and the students’ they are serving.
Leann asked if there was money for this in the retention budget.

Sheryl clarified that most of the retention dollars that the university allocates is going toward a mentoring program and faculty training; this has not been included in that. Faculty will be included in facilitating retention.

Leann stated that retention money could be better spent on the Learning programs rather than faculty training and suggested the committee make a recommendation that funding from retention could be used for this project.

Kay stated that she's worked as a mentor for the Learning Communities and being able to have materials would have been so useful to facilitate this program.

Ona stated that the committee can recommend approval and send a recommendation back to the budget authority to pursue funds from another source.

Kay asked if the mentoring program was successful and Sheryl stated that the mentoring program saw retention fall to spring at 74% of non-affiliated freshmen. $80,000 was set aside for retention with $50,000 was set aside for mentoring.

Brakeyshia stated that groups like this is a significant retention tool and not having course materials was very challenging when she participated as a mentor.

Leann stated that rental money would be better spent on training in a 'renttion' department or program like this rather than faculty training.

Sheryl stated that pressure is coming from a number of areas to retain students and enhance the teaching experience as a whole in awarding faculty through evaluations and excellent teaching abilities in the process of retaining the students.

Brakeyshia recommended that the one time allocation be approved in full and the committee send a recommendation that funds be sought out from retention or other resources. All members agreed and discussion was tabled.

Discussion of Greek Life request.
Sheryl asked if the cost of $1500 is to cover one conference. Ona confirmed that the $1500 would cover travel for only one conference NASPA or AFA.
Leann clarified that the cost is significant and stated that this request seems a little less urgent than some of the other requests that have been received but could fall under retention of staff which is important.

Ona stated that these conferences are expensive with the currently available $600 covering only registration costs.

Kay stated that there are other requests that are more student focused.

Kim stated that the only way Student Affairs professionals can make our programs in student affairs better is to travel to get ideas on retention, etc. Student Affairs has not been able to travel for a number of years and that potentially if we don’t participate programs can become stagnant.

Leann stated that with no professional development staff can be stale.

Brakeyshia stated that it is important for the professional to be up to day and get new ideas and that now is a crucial time with these areas expanding to get new information to students and advisors.

Leann asked if student fee reserves can be used for expenses. Sheryl clarified that reserve funds can only be used for one time capital expenses.

Leann recommended the committee approve the 1500 allocation and Brakeyshia recommended that a stipulation be added that the professional attend a Student Affairs conference. All members approve; discussion tabled.

Discussion of Student Life & Leadership request
Leann recommended that in light of potential reserve funds being available the committee approve this request in full from the available FY12 funding. All members approve; discussion tabled.

Katy clarified that $79,393 are left to allocate from FY12 funds with above recommendations included.

Discussion of Patriot Center request.
Sheryl stated that there are a large amount of reserve in the student fee account. Reserves can be spent on one-time expenditures that are capital type expenditures as long as a justification can be written to the Board of Regents. If the committee felt like the $79,000 was not enough for Bob’s request there are some reserves that are available and those are the restrictions attached to the reserves. Reserves could not be used for operating expenses (like student employment).
Ona asked if the Rec fee has reserves; Sheryl stated that the Rec fee has no reserves due to roof replacement and that the Rec fee account is below the mandatory required reserves as is the athletic fees. The university is working this year to get both to the required reserve amounts.

Ona clarified that if we tap into the reserve account it would be from the student services fee account form something that would normally be addressed by the rec fee reserve; Sheryl confirmed.

Sheryl clarified that $60,000 for the pool deck, because of the safety issue, could be requested from the reserve but this committee has to approve the use of any of the student fee reserves.

Ona clarified that this committee would allocate the $79393 first and then could address the potential reserve request separately.

Brakeyshia asked that if we were to use the reserve fee would it be a significant impact to the reserve fee.

Sheryl stated that there is 1.2 million in reserve so funding would be available and there is no other place for funding for any structural repairs. Going into reserves is a significant endeavor and a full justification must be provided to the Board of Regents including minutes from this meeting and these are not submitted lightly.

Kim asked about the possibility of funding from either the contractors that repaired the floor incorrectly or the original constructors of the building.

Sheryl stated that the gym floor replacement was a significant cost and confirmed that funding is not available from any of the construction companies or accounts due to the way construction contracts are negotiated through system (not at the local level). Sheryl stated that when you get down to things like the floors or HVAC facilities corners can be cut and it was not the floor that was originally requested.

Kim stated that looking at safety issues and the things that are most important; the pool is extremely important and updating equipment is important.

Ona confirmed that the committee is looking at $60,000 on priority 3 and has excluded the lighting. All members confirmed.
Kim stated that looking at what do you need until the end of this fiscal year; there won’t be that much this summer so the $24,000 for fitness equipment is the one time thing that could make a big difference.

Leann stated that item number 1 is a necessity to keep the facility open for student use.

Kim stated that if we’re in the summer and there is not activity going on why do we need more hours for open gym.

Ona stated that Bob shared that some of the costs for the PHE in the summer is for camps. Ona would recommend that student fees would not cover revenue generating or external funding.

Kay stated that cost for summer use should be charged to the user.

Leann stated that more revenue may be generated in the future this summer through camps and summer memberships.

Kim stated that she would look at funding student employees through the end of the semester only.

Ona stated that the committee can approve this cost in full or part and can make a recommendation that only spring semester hours should be covered; Katy clarified from the request that $10,200 is for open gym this semester and the additional $1,800 could cover summer cost (totaling $12,000).

Brakeyshia asked if there would be any more requests; Ona clarified that we have received all requests and are closing FY12 requests.

Ona asked if the committee is indicating their approval for allocating the remaining $79,393 for FY12 in student fees be allocated to the Patriot Center in the amounts of for $10,200 to priority one for student hours $24,000 to priority 2 for equipment and $45,193 to priority 3 for pool repair. All members agree. Discussion tabled.

**Approval of allocations.**

Leann motioned to approve the allocations that were recommended earlier and are restated below for the $137,798; Kay seconds.

All members in favor, no opposed, no obtains

- $40,000 to Campus Activities with the recommendation that two concerts be held, one at the beginning of the school year and if feasible one at homecoming or if that is not feasible, one at the
beginning of the school year and one in the spring and the students will be a part of the selection process.

- $11,955 to the counseling center for 2 graduate student workers
- $79,393 to the patriot center with an allocation of $10,200 to priority 1 for spring semester student employment, $24,000 to priority 2 for new equipment and $45,193 to priority 3 for the pool repair.
- $1,450 to Learning Communities to cover both priorities 2 and 3 in full.
- $1,500 to Greek Life for travel with the recommendation the professional attendance at general student affairs conference
- $3,500 to Student Life & Leadership for a student organization leadership retreat.

Sheryl stated can cover the remaining $14,807 for the pool resurfacing from gap funding.

Ona stated that at this point the committee has allocated the remaining funds and we will notify budget authorities of the allocations.

Katy clarified that we will not meet Friday but please block 3:30p – 5p Wednesday and Fridays following Spring Break.

Kay made a motion to adjourn; Brakeyshia seconded. All members agree.

Meeting adjourned at 4:50pm.

Respectfully submitted,

Katy Cline