Members in attendance:
Amber Amerson, chair
Ona Tolliver, ex-officio
Sheryl Dennis, ex-officio
Kim Harvey-Livingston
Leann Morgan
Kenny Bizot
Brakeyshia Samms
Kenny Bowers

Non-members present:
Rosemary Cooper, Director of the Enrollment Services Center
Bob Hepler, Director of the Herrington Patriot Center
Jennifer Skinner, Coordinator of Campus Activities
Brittany Childs, Assistant Director of Student Life & Leadership & Greek Life Coordinator
Katy Cline, Student Affairs (recorded minutes in secretary’s absence)

Members not in attendance:
Julie Ann Apoderado
Kay Pleasant
Emily Dickenson, SFAC secretary

Amber began the meeting at 8:34am.

Amber Requested that for our regular meeting times please try and block off Wednesday and Friday from 3:30pm to 5pm as that appears to work for everyone.

Amber stated that in lieu of an agenda we have these spreadsheets that display in the 3rd column the requests we have received for FY12 one-time allocations. We will begin reviewing requests in the order we received them.

Ona stated that we have a copy of the code in our binders and it dictates what we are able to allocate resources for. Some of the requests we receive may or may not be something we should consider; please keep in mind what the student fee is intended to fund and make sure we abide by what the code tells us is our charge.

Ona provided another reminder that we have some individuals here today that are submitting requests for funds; you can deliberate and have them answer questions you have now or you cannot
ask questions. These requestors just happen to be present today but we can and will follow up with any questions you have of requestors not here.

Amber stated that the committee will review the ones that we have all the way through then allocate funds after reviewing all requests. The committee will vote to table each after their review once all questions have been asked.

Amber invited Rosemary Cooper to address the first request, received for the Enrollment Services Center (ESC) account.

Rosemary Cooper stated that currently the university uses Lotus Notes, an outdated software package that will be phased out by the university this summer. A number of campus areas will be affected by this phase out but it’s such a significant issue for the ESC as without this software they have nowhere to keep historical scholarship data or facilitate current scholarship requests. Without this database there is no way to electronically review rewards/applicants; students would have to apply on paper; the ESC would have to go back to using spreadsheets to keep track of scholarships, etc. As a department the ESC has to find their own funding for this as there are no other university resources available. It’s a need for the department to manage all of the scholarships. Peoplesoft has been consulted as have computer programmers and Rosemary advised that the university can add a ‘scholarship modification’ to Peoplesoft; an $80,000 package. This package will be able to manage scholarship as well as keep all of the historical data on file.

Leann asked if there is money in Dr. Whatley’s budget for this.

Sheryl stated that there is not; those funds have already been depleted. The university does not have peoplesoft programmers in-house so we must outsource for these kind of modifications.

Rosemary stated that the ESC has pursued funding from all other known areas.
Kenny Bizot asked if the program would allow employees to look at available scholarship offers.

Rosemary stated that it would and that the entire campus is currently able to review available scholarships, scholarship management plans, and this modification would offer the same options.

Ona asked if students would be able to view available scholarships.

Rosemary stated that our students currently submit one application and the scholarship office uses this software to match that applicant with all applicable scholarships. ESC facilitates over $2million in award and over 300 individual scholarships each year.
Brakeyshia asked if this modification is a separate process from financial aid.

Rosemary stated that this is a part of Peoplesoft but yes it’s separate. This would allow us to streamline to have applications feed directly into Peoplesoft, making the facilitation process smoother.

Brakeyshia asked if the modification would handle certain scholarships for individual majors?

Rosemary stated yes it would.

Amber motioned to table the discussion of this request; all members approve.

Amber asked the committee to review the Student Activities account request then invited Jennifer Skinner to provide additional information on this request.

Ona stated that Student Activities is constantly asked by students to do bigger events for students and have done some assessment through the UC and CAB and have had some faculty/staff ask for the same kind of event. The year before last we brought an American Idol winner to campus [David Cook] and it was a great success. Our attempt to do a large concert last year was a collaboration with a community sponsor that did not happen due to weather.

Sheryl asked where the large event would be hosted.

Jennifer stated the Cowan Center would be ideal as it limits additional technical costs as well as holds the large number of attendees.

Brakeyshia asked if the event would be free to all student.

Jennifer stated that they hope to make it free for students with a small charge for guests and a larger charge for community members.

Ona stated that the rule of thumb for artists is that their riders match the cost of their requests.

Jennifer stated that David Cook was paid $5,000 but the concert costs $17,000. Riders are technical requirements, sound requirements, subwoofers, certain park hand lights, hospitality as well. We can cross off some of those rider requirements off but as a whole they are a part of the contract. What we are able to remove from a rider also depends on the artist and their flexibility.

Brakeyshia asked if there have been attempts to collaborate with TJC.
Jennifer stated that Student Activities have talked about that often in the past and TJC has been able to host some of these type concerts with their larger budget. The largest issue with a combined concert is generally location; Student Activities would be more than happy to work on that and look at hosting at the Cowan Center.

Jennifer clarified that the request has a $50,000 option and a $20,000 option not both and that the amounts include the rider costs.

Kenny Bizot asked how Jennifer would you decide day/time.

Jennifer stated that this type of event would be held this fiscal year during welcome week and the events of the week would be reviewed to see what night would have the least conflicts or events that are already planned, availability of the Cowan center and of course of the artist. The artist would be selected by survey of the current student body to facilitate the greatest interest.

Amber motioned to table the discussion of this request; all members approve.

Amber invited Kim to discuss the Counseling request.

Kim stated that Disability Services has grown exponentially with changes in the American’s with Disability Act (ADA) greatly increasing the number of students who may need accommodations for a variety of reasons. Alternative format textbooks are books that need to be converted to a digital copy that can be listened to and read at the same time and these are used by students with a variety of disability’s, learning issues, etc. When the entire textbook needs to be converted it is an incredibly long process sometimes involved cutting and scanning every page of the book and counseling is having a hard time keeping up with student demand. Kim discussed details of what turning books into e-text means. The request is to support students that can help with convert textbooks and assist with accommodated testing proctored in the texting center. Currently, counseling is sharing students with the Testing Center as there are no additional funds for students in counseling.

Kenny Bizot asked if a student has a learning disability in a certain course do they go through your department and if we know as a student enters if they have a disability.

Kim stated that it depends on the individual student, some register immediately, some are diagnosed as they get here, some are sent by faculty, etc. We might see someone in counseling for study skills and refer them. We have expanded our program this semester to assessment which is part of our increase as students no longer have to go into the community and spend a significant amount of
money to receive a diagnosis. In most cases if a student has a learning disability where one book has to be converted pretty much every textbook they have has to be in this format.

Ona stated that the changes in ADA will bring more students as students no longer have to come in and ‘prove’ they have a disability but rather we are able to assess.

Kenny Bizot asked if we see a good success rate with students involved in this program.

Ona stated that we are required to normalize for all students so they might not individually be any more successful but they are able to fully participate in their educational process so the hope is they are able to be more successful.

Brakeyshia asked if this would be in addition to the two workers that work now.

Kim stated the two that are assisting currently are leaving in May and these graduate assistants would be in addition to hiring two testing center undergraduates when the current students depart.

Brakeyshia asked how this program complements the ipad revolution.

Kim stated that just having a pdf format does not really allow the e-text program to necessarily convert the text into an audio file (mp3); the converting process utilizes a completely different format. Students would be able to use an ipad for the audio file. If a student needs audio and visual versions we do have a way they can check out a student version of the necessary software to use that at home.

Kenny Bowers asked if there is an option for pre-converted textbooks.

Kim stated that generally publishers do not offer converted files though if the publisher has it in electronic format it’s better but it still takes some conversion.

Brakeyshia asked if the file stays in the office once one is converted.

Kim stated that yes it can be saved for future use but only if the same book is used which can be rare.

Amber motioned to table the discussion of this request; all members approve.

Amber invited Bob to discuss the Patriot Center (HPC) request.
Bob stated that when the rec sports fee was established the goal was to keep it as low as possible so it was set at $40/semester and has not increased. In addition, when the budget was originally set up the Patriot Center was not responsible for $62,000 for custodial and utility costs that is it now responsible for. In the last few years the Patriot Center has had to replace the roof which was over $250,000, replace the gym floor, refinish the tennis courts, and over the last 4 years the account has seen a reduction because of these other costs and an establishment of a contingency fund. The equipment is old; the facility is falling apart even though the demand is high. This request would allow the Patriot Center to continue to try to serve more students particularly in the weight-room where we are trying to get the heavy lifters into another designated area in order to make things more inviting for all students. According to the SACS peer review of the Patriot Center completed last spring Rec Sports is extremely high on the list of retention reasons across the country (#2-3) and the Patriot Center has tried to expand that as part of the retention effort. The reviewers were very impressed with the facility but were displeased with the limited resources in staffing and budget. The Patriot Center staff is a Director who is also a part time coach, two full-time employees, a secretary and student employees. If it wasn’t for Sheryl and her department the Patriot Center would have shut its doors August 1 to reopen September 1 in 2011.

Sheryl stated that part of what the HPC is facing is a change of business practice by the university. The HPC as an auxiliary must stand on its own; add to that a downturn in the economy and a Board of Regents that approves only extremely small increases and the HPC’s financial situation is not of Bob’s making but goes beyond even our campus.

Kim asked if it is okay to be use student service fee money since the HPC supposed to be self-supporting.
Sheryl stated that using student service fees is okay because it they are student funds which the statute allows. This committee and the HPC fee are the only funds available for use.

Bob stated that the HPC is making an effort during times that don’t impact students to increase community memberships and book camps in the summer to assist in increasing income.

Amber asked if the student rec fee goes directly to the HPC.

Sheryl stated that the rec fee account is under the prevue for the VP for Business Affairs and once funds are collected from the students debt services (as dictated from system offices) and utilities (as dictated by physical plant) are removed and the remainder, the operating budget, goes directly to the HPC/Bob.

Ona reminded the committee that the rec fee is reviewed/approved by this same committee. Ona asked if there is a plan in place to request an increase for the rec fee.
Sheryl stated that every fee has submitted a plan for the next two years but at this time the Board of Regents are leaning towards no increases in any tuition and fees. Athletic fee, rec fee, student service fee, medical service fee, automated fee have all voiced a need for an increase but none of these increases were approved by the cabinet.

Ona confirmed that the next opportunity to request an increase would be in 2 years.

Bob stated that this request for equipment and so forth would get the HPC through the next two years. Though staffing will continue to be a struggle. Last year the HPC brought in over $80,000 in income and all of the funds went to staffing the building.

Ona asked if the request for staffing of approximately $11,000 for the PHE currently before the committee is in anticipation of future need. Ona stated that when funds were approved by this committee for that facility it was to be open to students, camps and the entire campus community and asked if these additional fund would permit further use by the campus community.

Bob stated that the request for $10,200 is to cover open gym for 2011-2012 as this spending has occurred but funds have not been secured. Part of the funding might go toward help cover the cost of staffing camps that will then bring in funds. The cheer squad is in the PHE twice a week, Health and Kinesiology has two academic classes in there and during the summer there are plans to rent the space.

Sheryl stated that students who take totally on-line only classes have student service fees collected but the athletics and rec sports fees are not collected.

Kim asked how the university knows if a student is only on-line and hasn’t paid the fee.

Bob stated that previously a blackboard swipe system was used but it cost $10,000/year and was only about 75% accurate for students and less than 50% accurate for non-students so the system was discontinued. Instead the HPC receives a list from the registrar’s office of students who have paid the rec sports fee each semester.

Amber motioned to table the discussion of this request; all members approve.

Ona stated that Dana was unavailable for this meeting but will be invited to provide additional information on the next request at the following committee meeting, prior to voting on the allocations.
Sheryl asked if Dana sought funding for the computer through Business Affairs as she could possibly support that and have it funded quickly.

Brakeyshia stated that she works in that office of Academic Success and the items are really needed to support the area as they do their best to work with limited resources.

Amber motioned to table the discussion of this request; all members approve.

Amber invited Brittany to address the submitted Greek Life and Student Life & Leadership requests.

Ona reminded the committee that the bulk of what will be seen going forward to FY 13 is that many departments have minimal travel as that what has been cut over the last few year.

Brittany stated that most of the conferences that relate to Greek Life are national rather than in Texas and the funds the department currently has do not cover even the flight. The travel request is for one professional and is the general per diem for food but it is not anticipated that the full amount will be necessary. This would give UT Tyler national participation/recognition and would allow the professional to bring back retention ideas would be of great benefit here in addition to program ideas, networking, and recognition.

Brakeyshia asked where the conference is held.

Brittany stated that the NASPA conference in March is in Phoenix.

Amber motioned to table the discussion of this request; all members approve.

Brittany stated that over the past three years the university has gone from 50 student organizations to having consistently 75-85. Something our student groups have asked for is a leadership retreat because we currently don’t offer one. These funds would allow a retreat (ideally a one-night over night stay) and we looked at a number of East Texas facilities for 50-60 students. We’d be able to facilitate workshops and have it at the beginning of school so these funds would allow us to contract the facility, purchase supplies and make preparations before this fiscal year is through.

Brakeyshia asked if the retreat would this be open to all members or just officers and would it be free.

Brittany stated that those decision would hopefully be left up to the organizations to decide who they would have to represent their group in the spots allocated to each organization. The goal is for the event to be free to all attendees.
Ona stated that it will depend on the kind of facility we reserve but we would want to have everyone travel together so funds may be used to book a bus as well. This event would have the added benefit of fostering an environment early in the semester that creates service oriented student leaders who look at ways to facilitate change for the university throughout the whole year.

Brakeyshia asked if this event would this be similar to orientation.

Brittany stated that a number of interactive sessions in partnership with Leadership Development would be offered and some of those items may be covered (risk management, etc) but students mainly want to know how to run a meeting, how to transition their officers, how to manage their money; be an effective leader on-campus. Having students in the same place in a retreat type format would create a unique environment and outcome.

Amber motioned to table the discussion of this request; all members approve.

Sheryl stated that before a vote on allocation is called she would like to check on the financial aid and see if she can fund it before the next meeting.

Amber stated that Wednesday the committee will hopefully vote and be able to decide where we want to send those funds for FY12.

Ona reminded the committee that we may continue to receive requests until the available fund has been depleted.

Amber adjourned the meeting at 9:52am.

NOTE: Immediately after adjourning Rosemary Cooper informed the committee via e-mail that her request for a Peoplesoft modification will be funded elsewhere and she is formally withdrawing her request for one time allocation. The committee was informed prior to departing the meeting room.

Respectfully submitted,
Katy Cline