

SUFAC

Meeting Minutes for October 31, 2013

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:18 pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, Reed Heintzkill, Megan Leonard, Heba Mohammad-SGA Exec., Gain Bae, Penghan Yi, Elizabeth Smeaton, Joel Taipale, Andrew Lindstrom

III. Recognition of Guests:

Sigma Tau Delta: Samantha Jackson, Tony Hinkel

International Club: Turki Alshammari

Student Life: Lisa Tetzloff

Health and Counseling: Amy Henniges

Budget Office: Dick Anderson

Business and Finance: Kelly Franz

- #### IV. Approval of Agenda and Minutes:
- Kim entertained a motion to approve the agenda. Elizabeth motioned. Reed seconded. Shawn motioned to strike Intertribal from the agenda. Joel seconded. Megan called the question. Voice Vote. Joel called the question to approve the agenda. Voice Vote. Amended agenda approved

Kim entertained a motion to approve the minutes. Shawn motioned. Reed seconded. Reed called the question. Voice vote. Minutes Approved.

V. Reports

- a. **OFO:** Contingency is \$24,870.61 and small organization start up is \$1,147.00.
- b. **Senate:** N/A
- c. **SGA Exec:** Hired new people recently and moved the sustainability fund to a separate line.
- d. **Vice Chair:** We are starting auxiliary presentations tonight. This is Kim's last semester so the plan for spring is for me to move to Chair and the Vice-Chair will be open.
- e. **Chair:** Formal applications for Vice-Chair will be sent out and more information will be provided at office hours.

VI. Discussion Items:

- a. **Sigma Tau Delta Travel Request:** We want to travel to Seattle, Washington for the American Writer's and Publisher's conference. It is a well known for those in the writing and publishing industry. Attending the conference helps to give

students a foot in the professional world for creative writing, editing, etc. The English department has already funded a large sum so they are requesting a total of \$740.

Questions: Shawn asked about the current funding from the English department? There are six of them going on the trip and each of them has been given a \$400 grant by the English department. All of them are seniors that intend to graduate this spring so this conference is the final opportunity for them to gain knowledge for their careers in the immediate future.

Reed asked, how did you determine which 6 members were attending? The 4 executive members of the board are going as well as 2 seniors that have been consistently participating and have a vast interest in the conference. Only seniors were eligible to go but there is also a junior member that they are budgeting to go to next year's conference.

Shawn asked, is there a similar event that would be closer? The only similar thing is the Sigma Tau Delta National Conference in Savannah, Georgia during the same weekend. There is nothing else like this in the state because it is a unique conference for aspiring publishers and writers.

Andrew asked, based on the \$400 grant per student from the English Department, they should be contributing \$2400 even though \$1900 is listed on the request? Another person has calculated the math and she is not present at the moment.

Heba asked, are you contributing \$2400? No, they will be contributing \$1900. Heba asked, where they are looking for the plane tickets? They are planning on going through a travel agency that is associated with the university. They are hoping to be get a decision soon in order to purchase tickets before they rise too high.

Kim commented that they should see Bea about their travel expenses and she will also purchase the tickets.

Gain asked, is this is within the travel guidelines since it is not within the Midwest? There are two big conferences that the organization can go to, the one in Georgia or Washington, so neither of the choices are within the Midwest. There might be smaller writing conferences in state but they do not have the vast amount of resources provided at the out-of-state conferences. Next year, the conference will be held in the mid-west.

Reed POI: they are not asking for funding of transportation so it is not against the guidelines. Kim commented that it is still a travel request.

Heba asked, what is the budget granted from last year being used for? They put the conference in the budget last year and they will email the information concerning where the money is being put to use. Heba asked, would the club still be able to go if this request is not approved? It depends whether the budget allowed from last year is allowed to go towards the trip.

Vanya asked, what is the outlook like for promoting new members? They went to an introductory level English class last night and had 19 interested students sign up just from attending one class.

Heba asked, what is the requirement to join? It is an honor society so the student must be a B average in their English classes, must have taken two English

classes, and have obtained sophomore standing. Students are eligible by invitation only before submitting an application.

- b. International Club Food Request:** They are trying to raise money to build a well in Kenya and provide information about food in different cultures. There will be a fashion show at the end of the event. The total expense is \$445.95.

Questions:

Han asked, is this is a fundraiser? Yes. Han asked, after the money has been raised, will a portion be used to pay back SUFAC? No, all the money raised will be donated.

Shawn asked, are you charging attendance at the door? No, they are accepting donations.

- c. Office of Student Life Presentation:** They absorbed Good Times Programming into Student Life, which is why there appears to be a jump in the budget. With the absorption of their student staff, personal is about 65% of the budget. They spend about 5% of their budget on food and 1% on professional development conferences. The budget assumes that there will be collaboration with other departments that will provide funding and support. They oversee all of the ambassadors but they do not fund them. The combination of Student Life and Good Times has allowed them to save money because they can share supplies. There have been some increases in programming over the last decade. The \$6900 is for the movie passes under other expenses because of the absorption of Good Times. Academic staff expenses will be more than expected because the Chancellor recently approved for salary increases and 5 members qualify.

Questions:

Reed asked, if Student Life is compensating for the increase in budget by dipping into reserves, what is the actual increase in the budget? There's an \$8,000 under academic staff expenses and \$2,000 under classified staff, which totals \$10,000.

Kim asked, is there an expectation that Student Life will need to ask for an increase in their budget? They are trying to maintain reserves, which has helped with the unexpected raises. \$50,000 is the ideal reserve that is sustainable for the organization.

Reed asked, is there any way to quantify how much the student body gets back on this spending and how it is beneficial to the students? There are learning studies and surveys on how this extracurricular participation has built student leadership skills. It is getting more difficult to recruit students but the events like the Color Run, (7,000 students attended), help to gain more student participation on campus. Many alumni would say some of their best learning was gained from these extracurricular activities.

Shawn asked about the status of student participation? Despite lower enrollment this year, their participation is still very high. Some of the credit goes to

the Good Times Programming. GB Nites is still drawing about 400 students per event. Kim commented on how freshman enrollment was lower this year. Even with the drop in freshmen, participation is still high in all ages and seems to be trending upward for the year.

Shawn asked, how did the merger save Student Life money? Many office supplies and decorations are being shared as well as labor required for GB Nites and other events. Some student employees were reduced in order to absorb the Good Times employees. They are still experimenting with the merger but it seems to be working out. Good Times has always been strong as a volunteer organization and now they are being held more accountable as employees.

- d. Health & Counseling Presentation:** There were a total of 4,693 visits last year. They are supported by SUFAC, state money, and residence life. They are not requesting an increase from SUFAC, staying at \$590,800. Salaries are the biggest chunks of their budget, including %1 pay plan. Classified staff is at a ratio of 99% of their budget while academic staff is at 68%. They are trying to recruit a counselor position right now so these salaries help the hiring process. Recently hired a receptionist and 1 nurse. Rely on SUFAC and seg fees 77%, state 17%, and sales and charges 5% of budget. They were trying to be conservative by delaying the hiring of the receptionist position as well as decreasing amount of inventory on hand and only ordering as needed, which usually takes a few days. One full-time nurse was hired instead of 2 part time nurses, which saved on fringe benefits. The computerized record system in the clinic allows students to access the website to fill out forms and manage appointment reminders. They can also message nurses and schedule/cancel appointments, refill prescriptions, etc.

Questions:

Reed asked, how is there a 99% fringe benefit ratio to the payroll? For example, considering the university's contribution, a receptionist that receives \$14/hour also receives benefits.

Kim asked, has there been conversation about charging more for services to gain profit? Services are provided at cost to students for their convenience rather than to compete with major industries. They also cannot increase by more than a few % a year. Also, since it is 5% of revenue, there would not be a major impact on the budget.

Kim asked, is Health and Counseling projecting that there will be less nursing visits? They are projecting selling fewer products because other plans being built are providing prescription services. Kim asked, what is the ideal reserve amount? About \$50-75,000 would be the ideal reserve amount. If there were a major campus emergency, such as quarantine or an outbreak, the university wouldn't expect their organization to support that.

Reed asked, what is the red book budget? It is a record of the budget that was approved the previous year.

Discussion:

Student Life

Heba commented that it would generate good will amongst the university to keep the budget at 0%.

Reed asked about the deficit in the budget? The numbers will change in December depending on enrollment since high school seniors are applying now. These will be provided to SUFAC. We are looking at these budgets based on what the seg-fees are expected to be in 2014-2015. Enrollment will drive the seg-fee rate next year because this year is already set. Around December 5th, there will be an update on the enrollment. There is a deficit this year but the number is not known until all the fees have been paid.

John commented that it is not too late to ask questions; there can still be e-mail communication. Shawn also commented that there is no stupid question. Megan disagrees, but they are necessary.

Heba approves of the Student Life and Good Times merger.

Elizabeth stated that it is impressive that Student Life is dipping into their reserves to cover costs.

Vanya commented how it is key that Student Life's programs encourage student participation.

Reed commented that it is not the role of the SUFAC to encourage student participation but it is the duty of the university and advertising. The good it does on campus was focused on student participation and it does not do SUFAC as much good. He commented that this might be a luxury that can be cut if the deficit requires it when weighed against the importance of other organizations, such as health care.

Megan commented how this organization promotes student participation, recruitment, and retention. It essentially improves our costs.

Vanya commented how it is prudent to be conservative. The major increase was the bonus for the staff, which is important and deserved. Nothing else has greatly increased their budget.

Kim commented that Student Life benefits the campus community and is enjoyed by the students.

Heba commented that their biggest increase was the \$2000, which is not extreme.

Reed stated that even though they are taking out of their reserve, which is a good thing, ultimately their budget is increasing because they are spending more money than they did in the past.

Health and Counseling

Heba would like to reiterate the good will effect, as stated about student life.

Elizabeth asked, are they are trying to keep their operating margin at \$4-5,000? Yes. Operating margin is the revenue-expense for the year. The reserve is the ending cash balance at the end of the year. Should question how big of a reserve is needed when there is a steady revenue flow from seg-fees. Health and Counseling has 95% of revenue from seg-fees so a large reserve may not be needed. Student life also has high revenue from seg-fees.

Shawn commented how they wait to make purchases and hirings until they are absolutely necessary, which is good to see.

Elizabeth likes that they are not keeping a large supply of vaccines in reserve but are ordering as needed.

The online system is convenient for students, for example it shows records of past visits.

VII. Action Items

- a. **Sheepshead Review Committed Request:** Sheepshead e-mailed back with information about the costs of printing. They were budgeted \$4,875.00 last year and the lowest bid is \$5,239 for 128 pages. Option 1 was 112 pages for \$8,362 while option 2 was 112 pages for \$5,990. They are asking for \$1,600 to cover the increase in actual prices for both fall and spring journals. They are not looking to make paper changes at this time because their budget overall is significantly lower than past years. Last year was \$6,300 per issue. The reason for the higher contingency request compared to the budget is that the spring issue is larger.

Reed motions to approve request in full. Megan seconded.

Discussion:

Elizabeth approves because they are cutting back on the number of issues to compensate for the cost. Also, based on the past issues, the use of color is a big benefit for the artists in showing off their work.

Shawn commented how the price they requested this year was based on the bid the previous year. They cannot control the bids so they were only trying to estimate last year.

Megan is in favor because this is a high quality journal that's good to have on campus.

Heba clarified that the board will need to consider the academic class as a factor when considering the budget later this year.

Reed called the question. Roll call vote. Motion passes 8-0-1.

VIII. Announcements:

Kim encouraged people to inform organizations to schedule private budget presentations because many of them have not done so yet.

Heba announced that there is going to be a child-care meeting next week Wednesday. Also, Morgan will be here at the next meeting in her place because of a class obligation.

- IX. Adjournment:** Kim entertained a motion to adjourn the meeting. Shawn motioned. Megan seconded. Han called the question. Megan acclimated. Meeting adjourned at 6:55 pm.

Respectfully submitted by:
Sarah Batten
SUFAC Administrative Assistant