

MEMORANDUM

**TO:** Dr. Jackson Sasser  
**FROM:** Dr. Naima Brown *NB*  
**SUBJECT:** Acceptance of the Minutes for the August 14, 2017  
A & S Fees Budget Committee Meeting  
**DATE:** September 5, 2017

I am enclosing a copy of the Minutes regarding the A & S Fees Budget Committee meeting held on August 14, 2017. Please review this information and sign below indicating your acceptance. If you have questions or comments prior to acceptance, please contact me.

**ACCEPTED:**  \_\_\_\_\_

**DATE:** 9-19-17

"Students who get involved succeed."

MEMORANDUM

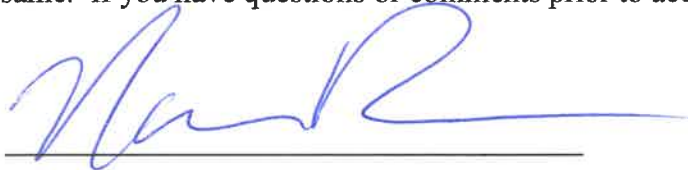
TO: Dr. Naima Brown

FROM: Dr. Tracey Reeves 

SUBJECT: Acceptance of the Minutes for the August 14, 2017  
A & S Fees Budget Committee Meeting

DATE: September 5, 2017

Attached is a copy of the Minutes for the A & S Fees Budget Committee meeting held on August 14, 2017 for your review. Also attached is a prepared Memorandum addressed to Dr. Sasser from you concerning the same. If you have questions or comments prior to acceptance, please contact me.

ACCEPTED:  \_\_\_\_\_

DATE: 9/6/17 \_\_\_\_\_

"Students who get involved succeed."

ACTIVITY & SERVICE FEES BUDGET COMMITTEE  
MINUTES  
August 14, 2017

**Members Present:** Dr. Doug Bagby, Dr. Naima Brown, Antoneik Evans, Renee Henry, Donato Marrone, Dennis O’Hearn, Isreal Okeowo, Teresa Lanier, Mike Markham, Dr. Tracey Reeves, Kimberley Smith, Ashley Valentin, Shelby West

**Members Absent:** Maria Rinehart

**Guests:** Anita Badhwar, Sarah Blanc, Myrna Cabrera-Rivero, Clarinda Choice, Bobby Hom, Jim Keites, Helen Pelkey, Emly Reinhardt, Chrissy Segura, Jacob Shaw, Chris Spence-Thomas



Dr. Tracey Reeves, Director of Student Life, called the meeting to order at 12:07 p.m. and welcomed the members and guests to the first A&S Fees Meeting of the fiscal year.

Teresa Lanier reviewed the revenue, expenditure, and encumbrance report. As of August 11, 2017, revenue collected for Fiscal Year (FY) 2017-2018 is about 36.6%. Lanier provided the committee with information regarding budget adjustments that occurred over the summer due to raises approved by the College President and the Board of Trustees. To fund the additional salary monies needed, Student Life and Athletics identified one unfilled part-time position whose duties could be absorbed amongst current staff and reduced hours for three other part-time positions. After it was determined that Student Legal Services usage levels were low and the contractor was unable to provide legal advice to F1 Visa students, the contract was not renewed and the funding was utilized to cover the approved raises. An additional \$30,000 from Carry Forward was needed to cover the full impact of salary increases. Lanier also noted that \$50,000 was restored to the contingency fund after use last year to support the Volleyball team’s travel to the National Tournament. After addressing these items, the unencumbered Carry Forward balance is \$232,425.61

Lanier presented the first item of new business to the committee, a request to increase the Vehicle Replacement Fund by \$10,000. Lanier provided history of the fund and its use to purchase a Student Life van and mini-van as well as a car for Athletics. After the establishment of the Vehicle Replacement Fund, the A&S Fees Committee has historically added \$9,677 to the fund each year to reduce the impact on a single year when a purchase is necessary. The oldest of the three vehicles is replaced about every two years. Lanier informed the committee that the Vehicle Replacement Fund was not increased in FY 2016-2017 due to budget constraints, but added that funding this request would allow for continuation of vehicle replacements. Motion was made by Isreal Okeowo to increase the Vehicle Replacement Fund by \$9,500. Motion was seconded by Mike Markham. Motion carried (unanimous).

Lanier introduced the second item of new business, a carry forward funding request of \$45,427 to cover additional insurance premiums for SF athletes. Lanier explained the history of insurance

premium costs over recent years. Jim Keites expanded on history of increases statewide and provided information regarding determination of costs annually. Keites noted that insurance premiums are partly based on injury history from the previous year, and explained that the cost of medical treatments has increased, resulting in higher premiums each year. Motion was made by Okeowo to increase the Athletic Administration budget by \$45,427 to cover additional insurance costs. Motion was seconded by Shelby West. Motion carried (unanimous).

Following these pending approvals, the new Carry Forward balance is \$177,498.61.

Dr. Reeves provided an overview of matters to consider for the next meeting. The committee will first discuss increasing the Contingency Fund by \$24,000 for a total fund balance of \$175,000, or about 7.5% of the total budget. In addition, the committee will consider an increase of \$30,325 to cover anticipated salary increases as needed for FY 2018-2019. In order to eliminate one-time requests to cover rising athlete insurance costs, the committee will also discuss permanently increasing the Athletic Administration account by \$10,000 annually until the budget sufficiently covers these costs. A permanent increase of \$4,700 to cover state tournament travel for SF athletic teams will be addressed as well. Additionally, the committee will enter a discussion regarding balancing the expenditure and revenue budget. These items will be discussed at the September meeting.

Dr. Doug Bagby asked the committee for feedback regarding rebranding eConnect, the online platform for student clubs and organizations. Several names were considered, however none were selected.

Dr. Reeves invited the members and guests present to share updates from their areas.

The next committee meeting will be held September 11, 2017 in S-141 at noon.

Meeting adjourned at 12:58 PM.

Respectfully submitted,

Tracey Z Reeves

Dr. Tracey Reeves, Director

Student Life

TR/kn

9-5-17

Date

**A&S Fees Budget Committee**  
**August 14, 2017**  
**Agenda**

- I. Welcome & Introductions
- II. General Budget Review
  - A. Revenues, Expenditures, and Encumbrances as of 08/11/2017
- III. New Business
  - A. Vehicle Replacement Fund -- \$10,000
  - B. Athletics Insurance Premium - \$45,427
  - C. Items to Consider for Next Meeting
    - a. Increasing Contingency Fund - \$24,000
    - b. Anticipated Salary Increases for 2018 – 2019 - \$30,325
    - c. Increasing Athletes' Insurance - \$10,000 (Permanent Increase)
    - d. Tournament Travel - \$4,700 (Permanent Increase)
    - e. Balancing the Budget (Expenditures & Revenue)
  - D. eConnect Rebrand Feedback
- IV. Department Reports
  - A. Athletics
  - B. Brain Bowl
  - C. Center for Student Leadership & Activities
  - D. Educational Centers
  - E. Fine Arts
  - F. Honors Program
  - G. Humanities Study Trips
  - H. Little School
  - I. Model Senate
  - J. Model UN Team
  - K. Multicultural Student Center
  - L. My Brother's Keeper
  - M. Office of Civic Engagement & Service
  - N. Research in Undergraduate Education
  - O. Student Government
  - P. Student Health Care Center
  - Q. Study Abroad
  - R. Upper-Division Student Activities
- V. Next Meeting: September 11, 2017 at 12:00 Noon in S-141
- VI. Adjournment

**A & S Fees Budget Allocations**

**FY 2017-2018**

8/1/2017	DEPARTMENT	REVENUE		EXPENDITURE		YTD		ENCUMBRANCES
		CARRY FORWARD	BUDGET	BUDGET	EXPENDITURE	YTD REVENUE	EXPENDITURES	
25101010	Student Life	491,896.61	2,316,170.00	866,820.00	866,820.00	847,022.28	60,909.89	560,938.90
25101020	Upper Division Co-Curricular	-	-	15,870.00	15,870.00	-	-	200.00
25101030	Student Leadership Development	-	-	13,800.00	13,800.00	-	-	100.00
25101040	Student Affairs Services	-	-	1,000.00	1,000.00	-	-	-
25101050	Student Health Care Center	-	-	160,000.00	160,000.00	-	-	200.00
25101060	Multicultural Student Center	-	-	16,200.00	16,200.00	-	-	-
25101070	International Study Abroad	-	-	12,250.00	12,250.00	-	-	-
25101080	Little School SLA	-	-	7,300.00	7,300.00	-	-	1,437.18
25101090	Civic Engagement & Service	-	-	12,750.00	12,750.00	-	-	3,500.00
25102010	Model UN Team	-	-	8,600.00	8,600.00	-	-	-
25102020	My Brother's Keeper	-	-	6,000.00	6,000.00	-	-	2,300.00
25102040	Brain Bowl	-	-	1,310.00	1,310.00	-	-	-
25102050	SLA Programming	-	-	15,000.00	15,000.00	-	-	6,719.75
25102060	Alcohol Awareness	-	-	2,800.00	2,800.00	-	-	1,500.00
25102080	Model Senate	-	-	1,300.00	1,300.00	-	-	-
25102090	Research in Undergraduate Edu	-	-	1,900.00	1,900.00	-	-	-
25103000	Student Government	-	-	100,000.00	100,000.00	-	1,876.20	6,452.98
25103010	Educational Centers	-	-	10,500.00	10,500.00	-	-	2,668.14
25103020	Fine Arts	-	-	34,000.00	34,000.00	-	-	609.70
25103060	Ethics Bowl	-	-	975.00	975.00	-	-	-
25103070	Math Team	-	-	425.00	425.00	-	-	-
25103500	Honors Program	-	-	6,200.00	6,200.00	-	-	812.70
25100400	Advisor Stipends	-	-	10,000.00	10,000.00	-	-	-
25105000	Intramurals	-	-	9,425.00	9,425.00	-	-	-
25105010	Fitness Center	-	-	48,300.00	48,300.00	-	4,380.46	32,096.68
25105050	Athletic Tournament Travel	-	-	30,300.00	30,300.00	-	-	-
25106000	Spirit Teams	-	-	6,000.00	6,000.00	-	-	-
25210010	Athletic Administration	-	-	889,585.00	889,585.00	30.00	158,631.59	499,546.02
25211010	Baseball	-	-	25,400.00	25,400.00	-	-	6,135.20
25211500	Softball	-	-	25,400.00	25,400.00	-	236.78	175.00
25212010	Men's Basketball	-	-	19,000.00	19,000.00	-	33.64	551.40
25212500	Women's Basketball	-	-	19,000.00	19,000.00	-	395.00	80.00
25213500	Volleyball	-	-	19,000.00	19,000.00	-	-	779.00
<b>TOTAL:</b>		<b>491,896.61</b>	<b>2,316,170.00</b>	<b>2,396,410.00</b>	<b>2,396,410.00</b>	<b>847,052.28</b>	<b>226,463.56</b>	<b>1,126,802.65</b>

36.57%

9.45%

47.02%

**CARRY FORWARD**  
FY 2017 - 2018

<b>As of 8/11/2017:</b>	Revenue Budget:	\$2,316,170.00
	Carry Forward:	<u>491,896.61</u>
	<i>Sub-total:</i>	\$2,808,066.61
	2017-2018 Expenditure Budget:	-2,396,410.00
	Vehicle Replacement Fund:	-28,231.00
	Contingency Fund:	<u>-151,000.00</u>
	Unencumbered Carry Forward funds:	\$232,425.61

Approved Expenditures Pending:

Total of Approved Expenditures: \$0.00

Less Approved Expenditures: \$0.00

**Available Carry Forward Funds: \$232,425.61**

## Department Reports

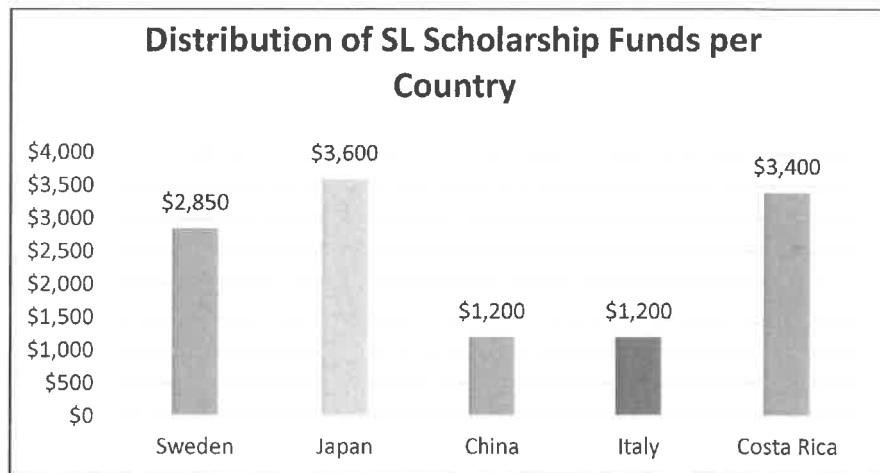
### **Educational Centers**

#### Davis Center

- Upcoming Events: What's New Wednesday Series
  - August 23-24 – Canvas (Debbie Blair and Gloria Kirsch)
  - August 30 – Counseling Center (Lara Zwilling)
  - September 6 – Construction and Technical Programs (Tom Mason)

### **International Education**

- For the 2016-2017 year, we had 52 participants in study abroad programs. This year we offered programs to Costa Rica, the U.K., Sweden, Italy, China and Japan. Enrollment increased by 6% this year.
- The Japan and Costa Rica programs were new additions for the 2016-2017 year. Both programs were very popular and had high participation rates. The Japan program had 10 participants and the Costa Rica program had 9. We continue to be committed to expanding our study abroad program offerings across different disciplines and will introduce new programs to Colombia and Brazil for 2017-2018. These programs will be academically focused on Information Technology and Biotechnology, respectively. We strive to offer study abroad programs with different academic disciplines for the purpose of reaching out to as many Santa Fe College students as possible.





## Office of Civic Engagement & Service

- During the 2017 Student Government Leadership Team's retreat, the team spent four hours volunteering to prepare lunch at the Sulzbacher Center in downtown Jacksonville. The retreat was an important time for planning and team-building.
- On May 19, 12 SF students helped put a fresh new coat of paint at Mama's Club, a community center on South Main Street. CES partnered with MBK for this event.
- On May 31, CES, TDC, and League of Women Voters hosted a Legislative Wrap Up featuring Chuck Clemons, Clovis Watson Jr., and Keith Perry. Over 75 people attended the event.
- Student Life staff attended the FCSSGA Advisors Association Conference from June 13-15 to participate in trainings and exchange ideas with student government advisors around the state.
- Student Life Staff attended a training to become Green Dot Bystander trainers from June 20-23. The training certified Student Life staff to implement the Green Dot violence prevention strategy at Santa Fe College. The training included a comprehensive review of the philosophy, research-base, curriculum, and implementation of Green Dot.
- Upcoming Events:
  - August 19 – Student Government Service Project with Keep Alachua County Beautiful: In his State of the Student Body speech, student body president Isreal Okeowo challenged the Senate to accomplish more volunteer hours during the 2017-2018 school year. He followed up that challenge with an invitation to this service project on August 19. Students will remove litter along the intersection of NW 83<sup>rd</sup> Street and NW 39<sup>th</sup> Avenue.
  - August 28 – Chi Epsilon Sigma service project with Gainesville Harvest @ SF: Chi Epsilon Sigma – the service-based student organization operating out of the Civic Engagement and Service Office, will hold their meetings on Mondays at 11 AM in the fall. Following their first meeting, the group will help re-organize the Gainesville Harvest @ SF Food Pantry in HA-108.
  - September 1 - First Friday Film Series: Nobody Speak: Trials of the Free Press
  - September 6 – Fall Volunteer Fair: Come out to the S-Breezeway on September 6 from 10 AM to 2 PM to discover dozens of volunteer opportunities throughout our community! We are excited to have over thirty volunteer agencies confirmed so far.

**Athletics Update**  
**8/14/17**

**Saints Baseball** – Coach Wiggs has signed 19 student-athletes to 2017/18 Athletic Scholarships at this time.

**Saints Softball** - Coach Ahern has signed 17 student-athletes to 2017/18 Athletic Scholarships at this time.

**Saints Volleyball** - Coach Cheronis has signed 12 student-athletes to 2017/18 Athletic Scholarships at this time. The team has begun its' practice season with their first match scheduled for next Tuesday August 22 at Polk State. The Saints home opener will take place the very next night, Wednesday 8/23, when Lake-Sumter comes to Gainesville for a 7:00 pm match. SF will compete in the Panhandle Conference this year in the sport of volleyball only.

**Saints Women's Basketball** - Coach Stebbins has signed 12 student-athletes to 2017/18 Athletic Scholarships at this time.

**Saints Men's Basketball** - Coach Mowry has signed 11 student-athletes to 2017/18 Athletic Scholarships

**SF Intramurals** – Intramural soccer and basketball will be restructuring to include both a “competitive” and a “recreational” league. This is a similar model to what the University of Florida uses. This will allow the ultra-competitive students to compete against each other and the students who may want to take a more recreational approach to it to compete with one another. This should help accomplish two goals: 1. The students who feel they may not be good enough, or that the competitive students take it too seriously, will now have their own league and won't have to worry about the intimidating level of competition anymore. 2. This will hopefully encourage more people to play, driving numbers up.

Flag football will remain as is for now with just one league.

**The SF Fitness Center** – Usage numbers were predictably down this summer due to less students on campus and floor refinishing, bleacher and basket inspections and other facility projects.

We have replaced a few cardio machines this summer and completed painting and trim work in the Fitness Center. Thanks to Facilities for brightening up the area and to SF Administration for budget support regarding equipment replacement.

We plan roll out our incentive program starting in the fall once we have worked out all the technology issues and are prepared to ask patrons to sign up for the SF Fitness Center rewards Program.

**Misc.** New scoreboards have been ordered for the gymnasium and **efforts continue to upgrade** the baseball and softball complex with improvements to the batting cages to include roofing and lighting and new screen behind the home plate area on both fields... **We are also looking at replacing all** scoreboards at the baseball and softball fields this fiscal year... Student-Athlete Orientation will take place on Thursday of this week and physicals for all athletes, except volleyball players will take place on Friday.... Volleyball players had physicals on August 1.

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