

**STUDENT LEADERSHIP AND ACTIVITIES BUDGET
COMMITTEE
MINUTES
September 12, 2005**

Members Present: Adeniyi Aderibigbe (student representative), Joe Avery (student representative), Dr. Byron Dyce, Dwight Hulse, Dug Jones, Teresa Lanier, Dianna Ordway (student representative), Tristan Rainone (student representative), Dan Rodkin, Dr. Portia Taylor

Members Absent: Jamerica Glover (student representative), Rochelle Prince, Tara Rodgers (student representative), David Rubin (student representative), Sean Wiggins (student representative), Carole Windsor

Guests: Anita Batey (Zoo Animal Technology Program), Ed Bonahue (Study Abroad Program), Judy Brunn (Honors Program), Myrna Cabrera-Rivero, Alan Rezaei, Donna Weaver

Dug Jones welcomed members and guests to the meeting. Tristan Rainone was introduced as the new student at large representative for the athletics department.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of September 9, 2005 approximately 42% of the projected revenue for fiscal year 2005-2006 has been collected and that expenditures to date are approximately 12%. Ms. Lanier stated that the available carry forward funds are \$173,425.72. She added that a new account will be provided for English programs to include funding allocations for the annual Shakespeare Festival, Critical Conflicts program and "Tracings" publication.

Dug Jones announced that five requests for SLA funding will be discussed at the October meeting, to include: Study Abroad Program additional funding request, Athletics additional funding request, SLA Photo Copier, Multicultural Student Center travel funding request and Intern II Program funding request.

Dug Jones presented information relative to purchasing a club wagon vehicle for the Center for Student Leadership and Activities at a cost of approximately \$20,000.00. He stated that an analysis of previous years' expenditures for travel related vehicle rentals provides adequate justification on ownership of a vehicle. The Committee discussed the purchase of a club wagon vehicle. Dr. Portia Taylor motioned to allocate SLA funds in the amount of \$20,000.00 to purchase a club wagon vehicle and Dianna Ordway seconded the motion. The motion was unanimously approved by voting members present.

Minutes/Student Leadership and Activities Budget Committee Meeting
July 11, 2005

Anita Batey reported on plans for the annual “Boo at the Zoo” program scheduled for October 31, 2005. She stated that the community event relies on sponsorships to cover the cost for candy and decorations and requested continued funding support from the Student Leadership and Activities Budget Committee. Dr. Portia Taylor motioned to allocate \$3,300.00 for the “Boo at the Zoo” event and Dr. Byron Dyce seconded the motion. The motion was unanimously approved by voting members present.

Dan Rodkin presented information on student organization advisor stipends. He stated that \$21,000.00 is projected for funding fall term 2005 advisor stipends. After discussion by the Committee, Dr. Byron Dyce motioned to approve \$21,000.00 for fall term 2005 advisor stipends and Dr. Portia Taylor seconded the motion. The motion was unanimously approved by voting members present.

Current events and activities for each of the program areas supported by A & S fee dollars were announced.

Dan Rodkin motioned to adjourn the meeting and Dianna Ordway seconded the motion. The motion was unanimously approved and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Kathy S. Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date

**STUDENT LEADERSHIP AND ACTIVITIES BUDGET COMMITTEE
MINUTES
October 10, 2005**

Members Present: Joe Avery (student representative), Cedrick Baker (student representative), Dr. Byron Dyce (staff representative), Delinia Gates (student representative), Dwight Hulse (ex-officio), Dug Jones (staff representative), Teresa Lanier (ex-officio), Tristan Rainone (student representative), Tara Rodgers (student representative), Dr. Portia Taylor (staff representative), Sean Wiggins (student representative)

Members Absent: Adeniyi Aderibigbe (student representative), Laquelle Mills (student representative), Dianna Ordway (student representative), Rochelle Prince (ex-officio), Dan Rodkin (ex-officio), Carole Windsor (staff representative)

Guests: Dr. Ed Bonahue (Study Abroad Program), Judy Brunn (Honors Program), Myrna Cabrera-Rivero (Multicultural Student Center), Robin Hardee (Study Abroad Program), Jim Keites (Athletics), Alan Rezaei, Donna Weaver

Dug Jones welcomed Committee members and guests to the meeting. He introduced Delinia Gates as a new student-at-large representative.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of October 6, 2005 approximately 43% of the projected revenue for fiscal year 2005-2006 has been collected and that expenditures to date are approximately 18%. Ms. Lanier stated that the available carry forward funds are \$129,125.72.

Robin Hardee, the Student Abroad Program coordinator, presented information on International Education at Santa Fe. She stated that there are seven proposed trips for 2006 which is an increase in trips taken the past two years of the program. Dr. Ed Bonahue explained higher student participation is projected for the 2006 program and additional funding in the amount of \$12,000.00 is requested in order to provide support for more students, beyond the current funding of \$12,000.00. The Committee discussed the funding request. Dr. Portia Taylor motioned to increase this year's budget for the Study Abroad Program by \$12,000.00 for a total of \$24,000.00. Joe Avery seconded the motion. The motion was unanimously approved by voting members present.

Jim Keites stated that the student athletes insurance increased substantially from last year. He shared that \$2,388 is requested to cover this year's increase. Dr. Byron Dyce motioned to provide funding in the amount of \$2,388 for the increase in student athlete insurance. Tristan Rainone seconded the motion. The motion was unanimously approved by voting members present. Mr. Keites shared that the increase in the cost of fuel has affected transportation services and the bus service contract used by the college for intercollegiate team travel has increased by \$9,311.00. He requested funding in the amount of \$9,311.00 to cover this increase.

Dr. Portia Taylor motioned to approve \$9,311.00 for transportation increase for intercollegiate team travel. Delinia Gates seconded the motion. The motion was unanimously approved by voting members present. Jim Keites presented a request for \$7,235 to continue funding for a fitness center personal trainer for the remainder of this fiscal year. The analysis of the success of this service has been favorable. Dr. Byron Dyce motioned to approve funding for a fitness center personal trainer in the amount of \$7,235. Tristan Rainone seconded the motion. The motion was unanimously approved by voting members present.

Dug Jones shared that the SLA Center photocopier was in need of replacement. He stated that a new photocopier would cost \$7,500.00. Sean Wiggins motioned to approve funding in the amount of \$7,500.00 for a new SLA Center photocopier. Joe Avery seconded the motion. The motion was unanimously approved by voting members present.

Dug Jones announced that the state minimum wage will increase to \$6.40 per hour in January 2006. He stated that this will affect some budgets. More information will be known at the January 2006 Budget Committee meeting and adjustments will be made accordingly.

The Committee discussed the meeting schedule for November and December. It was decided that the next meeting will be held November 28th and no meeting will be held in December.

Current events and activities for each of the program areas supported by A & S fee dollars were announced.

Dr. Portia Taylor motioned to adjourn the meeting and Sean Wiggins seconded the motion. The motion was unanimously approved and the meeting adjourned at 1:15 p.m.

Respectfully submitted,

Kathy S. Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date

**A & S FEES BUDGET COMMITTEE
MINUTES
November 28, 2005**

Members Present: Joe Avery (student representative), Cedrick Baker (student representative), Dr. Byron Dyce (staff representative), Delinia Gates (student representative), Brenda Brown (ex-officio), Dug Jones (staff representative), Teresa Lanier (ex-officio), Dianna Ordway (student representative), Rochelle Prince (ex-officio), Dan Rodkin (ex-officio), Tristan Rainone (student representative), Dr. Portia Taylor (staff representative), Carole Windsor (staff representative)

Members Absent: Adeniyi Aderibigbe (student representative), Laquella Mills (student representative), Tara Rodgers (student representative), Sean Wiggins (student representative)

Guests: Myrna Cabrera-Rivero (Multicultural Student Center), Richard Hord and Lynn Sandefur (Visual and Performing Arts/Music Department), Alan Rezaei (Student Government), Dr. Kris Williams (Community Education/PrimeTime Institute)

Committee members and guests were introduced.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of November 23, 2005 approximately 60% of the projected revenue for fiscal year 2005-2006 has been collected and that expenditures to date are approximately 31%. Ms. Lanier stated that the available carry forward funds are \$92,768.64. Dug Jones shared that at least two funding requests may be presented at future meetings, including spring term 2006 advisor stipends for approximately \$20,000.00 and funding to build a programming and event area outside of the cafeteria for approximately \$10,000.00.

Committee members decided to review all funding requests presented at this meeting at one time, followed by discussion and voting.

- Alan Rezaei, Student Government president, presented the Intern 2 with Mayor Pegeen Hanrahan program. He requested that the A & S Fees Budget Committee fund \$3,000.00 to help with projected expenses.
- Myrna Cabrera, coordinator for the Multicultural Student Center, shared plans for a trip to Washington, D. C. during Spring Break 2006. She stated that this trip will provide an opportunity for forty SFCC students to experience the sites of the nation's capital. Ms. Cabrera presented a request for the A & S Fees Budget Committee to fund \$4,325.76 to assist with the trip expenses.
- Richard Hord, interim chair for the Visual and Performing Arts division, stated that the Santa Fe Singers have been invited to participate in Walt Disney World's EPCOT Center Annual Candlelight Ceremony on December 5th. He shared that partial funding is available from the division budget and requested additional funding of no more than \$1,000.00 from the A & S Fees Budget Committee to assist with the remaining trip expenses for approximately forty students.

- Dr. Kris Williams, Assistant Vice President for Academic Affairs, presented information on the PrimeTime Institute, a new program geared to provide special programs, access to SFCC fitness center, library and computer labs, support services and cultural and athletic events for ages 50+. She stated that in order to market and develop this program, additional funding is needed for personnel costs. Dr. Williams requested a one time start up cost of \$18,657 for personnel and marketing costs for the PrimeTime Institute through June 30, 2006. The Committee discussed this request and the amount was amended to reflect a reduction of the personnel expenses for a total of \$13,328.
- Dug Jones shared that the new minimum wage increase that is effective January, 2006 will impact A & S Fees salary accounts (\$500.00 for Student Life, \$500.00 for Student Governments, \$250.00 for Athletic Administration and \$100.00 for Intramurals) in the amount of \$1,350.00 for the fiscal year. He requested that this amount be approved by the Committee for the affected salary accounts.

Dr. Byron Dyce motioned to accept the package of funding requests for \$23,003.76 to include \$3,000.00 for the Intern 2 program, \$4,325.76 to fund the Washington D.C. trip sponsored by the Multicultural Center, a maximum of \$1,000.00 to fund Santa Fe Singers' participation at the EPCOT Annual Candlelight Ceremony, \$13,328.00 for the PrimeTime Institute and \$1,350.00 for minimum wage increase. The motion was seconded by Carole Windsor. Discussion ensued relative to the PrimeTime Institute request. Dr. Byron Dyce amended the motion to approve \$9,675.76 to fund the Intern 2 program, the Washington, D. C. trip, the Santa Fe Singers and the minimum wage increase. Carole Windsor seconded the motion. The motion was unanimously approved by voting members present. Dr. Portia Taylor motioned to approve \$5,000.00 to support the PrimeTime Institute. Dianna Ordway seconded the motion. The motion was unanimously approved by voting members present.

Carole Windsor motioned to adjourn the meeting and Dianna Ordway seconded the motion. The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Kathy S. Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date

A & S FEES BUDGET COMMITTEE
MINUTES
January 23, 2006

Members Present: Adeniyi Aderibigbe (student representative), Joe Avery (student representative), Brenda Brown (ex-officio), Dr. Byron Dyce (staff representative), Dug Jones (staff representative), Teresa Lanier (ex-officio), Dan Rodkin (ex-officio), Tristan Rainone (student representative), Dr. Portia Taylor (staff representative), Sean Wiggins (student representative)

Members Absent: Cedrick Baker (student representative), Delinia Gates (student representative), Laquella Mills (student representative), Dianna Ordway (student representative), Rochelle Prince (ex-officio), Tara Rodgers (student representative), Carole Windsor (staff representative)

Guests: Dr. Vilma Fuentes, Dr. David Price, Brittany McMullen, Matthew Rascovitch

Dug Jones welcomed Committee members and guests to the meeting.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of January 20, 2006 approximately 83% of the projected revenue for fiscal year 2005-2006 has been collected and that expenditures to date are approximately 41%. Ms. Lanier stated that the available carry forward funds are \$78,092.88. Brenda Brown requested to have current encumbrances included on future reports.

Dug Jones requested that the A & S Fees budgeted areas provide a proposed budget for 2006-2007, with justifications, and forward to him no later than February 15th. A budget plan will be presented at the A & S Budget Committee meeting to be held February 27th. The budget should be finalized for approval at the March meeting.

Dug Jones presented information to fund a full time websmith/graphic design position for the Center for Student Leadership and Activities. Presently, the position is filled by part time students. The complexity of current websites and volume of graphic design requests is difficult to maintain with part time staff. Human Resources will assist with the position classification. The SLA full time position will provide additional support to many other areas of the college that link to our websites and that utilize the graphic design services. A funding proposal will be presented at the February meeting.

Dr. Vilma Fuentes and Dr. David Price, advisors for the Global Society student organization, presented a request for \$5,000.00 that is needed to assist with travel expenses to fund fourteen students' participation at the American Pacific Coast Model United Nations Conference in Los Angeles, California. Global Society has raised money for the trip and Student Government will also assist with travel funding. Dr. Fuentes stated that students' involvement at this event fits in with the college's international education initiatives. Discussion by Committee members ensued. Joe Avery motioned to approve \$5,000.00 for Model UN Team travel and Adeniyi Aderibigbe seconded the motion. The motion was unanimously approved by voting members present.

Current events and activities for each of the program areas supported by A & S fee dollars were announced.

Dr. Portia Taylor suggested that consideration be given for use of carry forward funds in the 2006-07 budget to make repairs at the baseball field associated with current safety concerns.

Joe Avery motioned to adjourn the meeting and Tristin Rainone seconded the motion. The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Kathy S. Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date

A & S FEES BUDGET COMMITTEE
MINUTES
February 27, 2006

Members Present: Adeniyi Aderibigbe (student representative), Joe Avery (student representative), Cedrick Baker (student representative), Dr. Byron Dyce (staff representative), Dug Jones (staff representative), Teresa Lanier (ex-officio), Laquella Mills (student representative), Dianna Ordway (student representative), Rochelle Prince (ex-officio), Dan Rodkin (ex-officio), Sean Wiggins (student representative), Carole Windsor (staff representative)

Members Absent: Brenda Brown (ex-officio), Tara Rodgers (student representative), Tristan Rainone (student representative), Dr. Portia Taylor (staff representative)

Guests: Brittany McMullen, Kathryn West

Dug Jones welcomed Committee members and guests to the meeting. He stated that the budget proposal for 2006-2007 would be discussed at today's meeting and approval of the budget would be deferred until the March meeting.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of February 24, 2006 approximately 84% of the projected revenue for fiscal year 2005-2006 has been collected. Expenditures to date are approximately 50% and encumbrances are approximately 24% for a total of 74%. Ms. Lanier stated that the available carry forward funds are \$73,092.88.

Dug Jones presented a request to create a full time websmith/graphic design position for Student Life. Currently, part time students fill the websmith and graphic design positions. The combined full time position will better accommodate the significant increase in website and poster activity over the past year. Funding for this position will use the current dollars committed to the part-time positions as well as \$23,761 in new dollars.

Mr. Jones also shared that the Fitness Center has seen a 31% growth in activity over the past year and providing a full time Fitness Center Manager position would offer more efficient services. The Fitness Center is currently managed by part time personnel. No new money would be required and the full time position would be dollar-neutral.

Diana Ordway motioned to approve funding for both full time positions. Dr. Byron Dyce seconded the motion. The motion was unanimously approved by voting members present.

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Minutes/A & S Fees Budget Committee Meeting

February 27, 2006

Teresa Lanier and Dug Jones presented the A & S Fees proposed budget for 2006-2007. They reviewed the budget accounts and shared justification for funding increases in specific accounts relative to last year's budget. The total proposed budget for 2006-2007 is \$1,738,700.00. Discussion of the budget followed.

Current events and activities for each of the program areas supported by A & S fee dollars were shared by representatives from each of those areas.

The Committee decided to hold the next meeting on Friday, March 31, 2006 at noon in the S-141 Conference Room. The finalized budget proposal for 2006-2007 will be presented for approval at this meeting.

Dan Rodkin motioned to adjourn the meeting and Adeniyi Aderibigbe seconded the motion. The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Kathy S. Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date

**A & S FEES BUDGET COMMITTEE
MINUTES
March 31, 2006**

Members Present: Joe Avery (student representative), Cedrick Baker (student representative), Brenda Brown (ex-officio), Dr. Byron Dyce (staff representative), Dug Jones (staff representative), Teresa Lanier (ex-officio), Laquella Mills (student representative), Dianna Ordway (student representative), Tara Rodgers (student representative), Dan Rodkin (ex-officio), Dr. Portia Taylor (staff representative), Carole Windsor (staff representative)

Members Absent: Adeniyi Aderibigbe (student representative), Rochelle Prince (ex-officio), Tristan Rainone (student representative), Sean Wiggins (student representative)

Guests: Dr. Ed Bonahue (Humanities and Foreign Languages), Dr. Marisa McLeod (Honors Program), Kevin Mears (Fencing Team and Club), Brittany McMullen, Alan Rezaei, Marna Weston (Speech and Debate Team)

Dug Jones welcomed Committee members and guests to the meeting.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of March 30, 2006 approximately 85% of the projected revenue for fiscal year 2005-2006 has been collected. Expenditures to date are approximately 60% and encumbrances are approximately 18% for a total of 78%. Ms. Lanier stated that the available carry forward funds are \$75,169.80.

Dug Jones presented the 2006-2007 proposed budget of \$1,738,700 (see attachment). Mr. Jones stated that the estimated revenue for fiscal year 2006-2007 is \$1,687,530 based on an anticipated 5% increase in tuition and current carry forward funds are \$75,169.80 for a total of \$1,762,699.80. This total is approximately \$24,000 more than the proposed 2006-2007 budget. Brenda Brown reminded the Committee that \$100,000 remains in contingency for the 2006-2007 fiscal year. Dug Jones confirmed that nine voting members of the Committee were present. Dr. Portia Taylor motioned to approve the 2006-2007 budget as presented. Dianna Ordway seconded the motion. The motion was unanimously approved by voting members present.

Several funding requests were presented to the Committee:

- Mr. Marna Weston and Dr. Ed Bonahue presented information about the SFCC Speech and Debate Team. Funds requested in the amount of \$29,000 would assist with participation in regional and national competitions.
- Dug Jones stated that the softball and baseball teams are doing well and participation in the state and national tournaments are very possible. Funds requested for participation at the state level are \$5,000 and at the national level are \$6,000 for a total of \$11,000.
- Kevin Mears, member of the SFCC Fencing Club and Team, presented information about the team's plan to participate at an international tournament in London, England. Mr. Mears shared that fundraiser events have been held to raise money for the trip and Student Government allocated funds to assist with some of the trip expenses. The Committee is requested to fund \$9,300 which will cover remaining anticipated expenses. Dr. Portia Taylor added that she will underwrite the cost of the team jerseys.
- Dug Jones presented a funding request in the amount of \$3,600 for performance attire for the Santa Fe Singers to include men and women's choral attire.

Dr. Portia Taylor motioned funding in the amount of \$15,000 from 2006-2007 carry forward funds for the SFCC Speech and Debate Team and Dianna Ordway seconded the motion. The motion was unanimously approved. Dr. Byron Dyce motioned to fund the softball/baseball teams in the amount of \$11,000 for travel to regional/national tournaments, SFCC Fencing Club and Team in the amount of \$9,300 to participate in an international tournament and the Santa Fe Singers in the amount of \$3,600 for performance attire for a total of \$23,900 and Dianna Ordway seconded the motion. The motion was unanimously approved.

Current events and activities for each of the program areas supported by A & S fees dollars were shared by representatives from each of those areas.

A statement by Adeniyi Aderibigbe, in his absence, was read to the Committee expressing his appreciation for the efforts and leadership of the members and his approval of the 2006-2007 fiscal year budget.

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Minutes/A & S Fees Budget Committee Meeting
March 31, 2006

Dianna Ordway motioned to adjourn the meeting and Dr. Portia Taylor seconded the motion.
The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Kathy Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date

A & S FEES BUDGET COMMITTEE
MINUTES
May 22, 2006

Members Present: Adeniyi Aderibigbe (student representative), Cedrick Baker (student representative), Matthew Barker (student representative), Dr. Byron Dyce (staff representative), Joan A. Freese (student representative), Dwight Hulse for Brenda Brown (ex-officio), Dug Jones (staff representative), Teresa Lanier (ex-officio), Jennifer Silvers (student representative), Dr. Portia Taylor (staff representative), Carole Windsor (staff representative)

Members Absent: Brenda Brown (ex-officio), Rochelle Prince (ex-officio), Dan Rodkin (ex-officio)

Guests: Dr. Ed Bonahue (Humanities and Foreign Languages), Myrna Cabrera-Rivero (Multicultural Student Center)

Dug Jones welcomed members and guests to the meeting. He introduced new members Matthew Barker, Student Government President and Joan Feese, student representative from Visual and Performing Arts.

Teresa Lanier reviewed the revenue and expenditures report. She shared that as of May 19, 2006 approximately 99% of the projected revenue for fiscal year 2005-2006 has been collected. Ms. Lanier stated that additional revenue is expected from Summer B enrollment. Expenditures to date are approximately 72% and encumbrances are approximately 13% for a total of 85%. Ms. Lanier stated that the available carry forward funds will increase due to unused budget. This amount will be known after the close of the 2005-2006 fiscal year and reported at the A & S Fees Budget Committee meeting scheduled for August.

Dug Jones announced that salary and benefits funding for the Baseball Coach position will be added to the A & S Fees budget for the 2006-2007 fiscal year. A review of the 2006-2007 fiscal year budget will determine where funding changes can occur to provide the additional monies. The goal is not to take away any monies from funded A & S Fees areas. It is anticipated that the funds will likely be available from carry forward. At the August meeting, the Committee will be asked to provide approximately \$50,000 for the Baseball Coach position.

Current events and activities for each of the program areas supported by A & S fees dollars were shared by representatives from each of those areas.

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Minutes/A & S Fees Budget Committee Meeting
May 22, 2006

Dug Jones announced that the next A & S Fees Committee meeting will be held at noon on Monday, August 14, 2006 in the S-141 Conference Room.

Dr. Portia Taylor motioned to adjourn the meeting and Dr. Byron Dyce seconded the motion. The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Kathy S. Medlock, Office Manager
Center for Student Leadership and Activities

Date

Dug Jones, Director
Student Life

Date