

A & S FEES BUDGET COMMITTEE
MINUTES
August 14, 2006

Members Present: Kristen Adams (student representative), Adeniyi Aderibigbe (student representative), Cedrick Baker (student representative), Brenda Brown (ex-officio), Dr. Byron Dyce (staff representative), Joan A. Freese (student representative), Dug Jones (staff representative), Teresa Lanier (ex-officio), Jennifer Silvers (student representative), Dan Rodkin (ex-officio), Dr. Portia Taylor (staff representative), and Stephanie Tileston (student representative)

Members Absent: Rochelle Prince (ex-officio), Evan Waldt (student representative), Carole Windsor (staff representative)

Guests: John Cowart, Eugene Jones, Rebecca Rogers

Dug Jones welcomed and introduced Committee members and guests to the meeting.

Teresa Lanier reviewed the revenue, expenditure and encumbrance report. She shared that as of August 11, 2006 approximately 35% of the projected revenue for fiscal year 2006-2007 has been collected. Expenditures to date are approximately 5% and encumbrances are approximately 45%, with a substantial percentage representing encumbered salaries. Ms. Lanier stated that the available carry forward funds are \$236,301.50. Dr. Portia Taylor proposed consideration of raising the contingency fund formula from \$100,000.00 each year to 10% of the approved yearly budget. The Committee will discuss this at a later date.

Dug Jones presented two adjustments to the 2006-2007 budget. He stated that encumbered items received but not paid at the end of the 2005-2006 fiscal year totaled \$58,000.00 and salary increases that were not determined by the end of fiscal year 2005-2006 totaled \$20,000.00. Dr. Portia Taylor motioned to adjust the 2006-2007 budget for \$58,000.00 to cover encumbered but not paid 2005-2006 fiscal year expenses and \$20,000.00 for salary increases. Dr. Byron Dyce seconded the motion. The motion was unanimously approved by voting committee members present.

Mr. Eugene Jones and Mr. John Cowart shared information about the college's newest initiative, My Brother's Keeper. The focus on the program is to improve graduation rates for African-American males at SFCC. Mr. Eugene Jones requested consideration by the Committee to fund \$10,000.00 to assist with getting the program started. The funds would be used to create network and social activities, provide for travel, leadership building and book loaner programs, tutorial services and marketing costs. Additional funding will be provided by President Sasser. A discussion by the Committee followed.

Adeniyi Aderibigbe motioned to approve \$10,000.00 for the My Brother's Keeper program. Cedric Baker seconded the motion. The motion was unanimously approved by Committee members present.

Dug Jones requested follow-up action on two funding items that had been proposed and approved during the 2005-2006 fiscal year. The first was salary and benefits funding for the baseball coach in the amount of \$50,000.00 which had been discussed at the May 22, 2006 meeting. The committee approved of this funding in principle at that time, but decided to wait until the 2006-2007 carry forward figures were available to take action. The Debate Team had requested funding at the March 31, 2006 meeting to assist with participation in regional and national competitions during the 2006-2007 fiscal year. This proposal also had received committee support in principle, but was awaiting specific confirmation that adequate funds would be available in the 2006-2007 carry forward line. Stephanie Tileston motioned to approve \$50,000.00 for the baseball coach salary and benefits and \$15,000.00 for the Debate Team. Dr. Portia Taylor seconded the motion. The motion was unanimously approved by Committee members present.

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.

Dug Jones announced that the next A & S Fees Committee meeting will be held at noon on Monday, September 11, 2006 in the S-141 Conference Room.

Dr. Portia Taylor motioned to adjourn the meeting and Stephanie Tileston seconded the motion. The motion was unanimously approved and 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
September 11, 2006**

Members Present: Adeniyi Aderibigbe (SG student representative), Amanda Browder (student representative), Brenda Brown (ex-officio), Dr. Byron Dyce (staff representative), Dug Jones (staff representative), Teresa Lanier (ex-officio), Kathryn Lassiter (student representative), Ben Marcus (SG student representative), Dianna Ordway (SG student representative), Rochelle Prince (ex-officio), Dan Rodkin (ex-officio), Nathaniel Sperling (student representative), Dr. Portia Taylor (staff representative), and Stephanie Tileston (student representative), Carole Windsor (staff representative)

Members Absent: Cedrick Baker (student representative), Jennifer Silvers (SG student representative), Evan Waldt (SG student representative)

Guests: Buz Birlane (Zoo), Robin Hardee (Study Abroad Program), Rebecca Rogers, Nathaniel Sperling

Dug Jones welcomed Committee members and guests to the meeting.

Teresa Lanier reviewed the revenue, expenditure and encumbrance report. She shared that as of September 8, 2006 approximately 44% of the projected revenue for fiscal year 2006-2007 has been collected. Expenditures to date are approximately 13% and encumbrances are approximately 46%. Ms. Lanier stated that the available carry forward funds are \$83,301.50.

Dan Rodkin presented a request for funding of adviser stipends for fall 2006 and spring 2007 in the amount of \$32,000. A discussion followed. Adeniyi Aderibigbe motioned to fund \$32,000 for adviser stipends for fall 2006 and spring 2007 and Dianna Ordway seconded the motion. The motion was unanimously approved by voting members present.

Buz Bireline presented a request for funding in the amount of \$3,200 for the 12th annual "Boo at the Zoo" event to be held October 31, 2006 (see attachment). He stated that the expected attendance is 5,000-7,000 people. The funds will be used to purchase candy, food and decorations for the event. Dianna Ordway motioned to approve \$3,500 for "Boo at the Zoo" and Dr. Portia Taylor seconded the motion. The motion was approved by voting members present.

Robin Hardee, Coordinator for the Study Abroad Program, extended appreciation to the Committee for the continued support of the program.

Dianna Ordway shared information about the SantaFest event to be held Saturday, September 16th at the track field. She stated that funds raised from the event will go to the “Plus One Scholarship” program which assists disabled individuals to attend college.

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.

Dan Rodkin motioned to adjourn the meeting and Dr. Byron Dyce seconded the motion. The meeting was 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

**A & S FEES BUDGET COMMITTEE
MINUTES
October 9, 2006**

Members Present: Adeniyi Aderibigbe (SG student representative), Cedrick Baker (student representative), Amanda Browder (student representative), Dr. Byron Dyce (staff representative), Dwight Hulse for Brenda Brown (ex-officio), Dug Jones (staff representative), Teresa Lanier (ex-officio), Ben Marcus (SG student representative), Dianna Ordway (SG student representative), Dan Rodkin (ex-officio), Jennifer Silvers (SG student representative), Dr. Portia Taylor (staff representative), Stephanie Tileston (student representative), Carole Windsor (staff representative)

Members Absent: Brenda Brown (ex-officio), Kathryn Lassiter (student representative), Rochelle Prince (ex-officio), Evan Waldt (SG student representative)

Guests: Myrna Cabrera-Rivero (Multicultural Student Center), Eugene Jones (My Brother's Keeper Program), Jim Keites (Athletics), Rebecca Rogers (SLA Travel Coordinator)

Dug Jones welcomed Committee members and guests to the meeting.

Teresa Lanier reviewed the revenue, expenditure and encumbrance report. She shared that as of October 5, 2006 approximately 45% of the projected revenue for fiscal year 2006-2007 has been collected. Expenditures to date are approximately 21% and encumbrances are approximately 41%. Ms. Lanier stated that the available carry forward funds are \$35,969.37.

Dug Jones announced that the Florida Retirement System contributions have increased from 7.83% to 9.85% of gross salary which requires a fiscal year adjustment for these benefits for a total of \$10,696.00. Dr. Portia Taylor motioned for approval of funds in the amount of \$10,696.00 for FRS benefits adjustment to the 2006-2007 Student Life salary budgets. Carole Windsor seconded the motion. The motion was unanimously approved by voting members present.

Dug Jones reported that the baseball coach salary was approved by the Committee in the amount of \$50,000.00 at the August 14, 2006 meeting. Additional funds in the amount of \$8,450.00 are needed to complete the 2006-2007 salary and benefits for the baseball coach. Adeniyi Aderibigbe motioned to fund \$8,000.00 to complete the baseball coach salary and benefits package for 2006-2007 and Dianna Ordway seconded the motion. Dug Jones stated that \$8,000.00 would be sufficient funds. The motion was unanimously approved by voting members present.

Myrna Cabrera-Rivero, coordinator for the Multicultural Student Center, shared that the MSC provides individual support to 725 international students and SFCC academic areas. She requested additional funding in the amount of \$3,500.00 for an increase in graduate assistant support hours from ten to sixteen hours per week for the remainder of fall and spring semesters. Ms. Cabrera-Rivero also stated that the Multicultural Student Center sponsored a trip to Washington, D. C. during the 2006 Spring Break. Thirty three international and local students participated and it was a very successful program. She requested funding in the amount of \$3,000.00 for the 2007 Spring Break trip. Dr. Byron Dyce motioned to provide funds in the amount of \$6,500.00 for the graduate assistant support and the Washington, D. C. trip and Dianna Ordway 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 fees dollars were shared by representatives from each of those areas.

Dug Jones announced that the next A & S Fees Budget Committee meeting will be held Monday, November 13, 2006 at noon in the S-141 Conference Room.

Dianne Ordway motioned to adjourn the meeting and Stephanie Tileston seconded the motion. The meeting was adjourned at 12:55 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 13, 2006

Members Present: Adeniyi Aderibigbe (SG student representative), Cedrick Baker (student representative), Brenda Brown (ex-officio), Dr. Byron Dyce (staff representative), Dug Jones (staff representative), Teresa Lanier (ex-officio), Kathryn Lassiter (student representative), Ben Marcus (SG student representative), Rochelle Prince (ex-officio), Dan Rodkin (ex-officio), Jennifer Silvers (SG student representative), Dr. Portia Taylor (staff representative), Carole Windsor (staff representative)

Members Absent: Amanda Browder (student representative), Dianna Ordway (SG student representative), Stephanie Tileston (student representative), Evan Waldt (SG student representative)

Guests: Barbara Hicky, (Blount Center), Katy Jacobsen (Blount Center), Carrie Lynch, Rebecca Rogers (SLA Travel Coordinator), Lynn Sandefur (Visual and Performing Arts)

Dug Jones welcomed Committee members and guests to the meeting.

Teresa Lanier reviewed the revenue, expenditure and encumbrance report. She shared that as of November 9, 2006 approximately 48% of the projected revenue for fiscal year 2006-2007 has been collected. Expenditures to date are approximately 29% and encumbrances are approximately 37%. Ms. Lanier reported that the available carry forward funds are \$10,773.37.

Dug Jones presented a potential future funding request for sod for a soccer field. He shared that the college's goal is not to loose the soccer field, when additional parking spaces are added south of the W building addition. Projected cost for the sod is \$6,000. Additional information will be available at the January meeting.

Lynn Sandefur presented a funding request for \$1,010 for the Santa Fe Singers to attend the Walt Disney World's EPCOT Center Annual Candlelight Ceremony. Funding will assist with the charter bus and per-diem expenses for 45 students to participate. Dr. Portia Taylor motioned to approve \$1,010 for the Santa Fe Singers travel expense and Dr. Byron Dyce 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 fees dollars were shared by representatives from each of those areas.

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Minutes/A & S Fees Budget Committee Meeting
November 13, 2006

Dug Jones announced that the next A & S Fees Budget Committee meeting will be held Monday, January 22, 2007 at noon in the S-141 Conference Room.

Cedrick Baker announced that this would be his last A & S Fees Budget Committee meeting as he is transferring to Howard University.

Dr. Portia Taylor motioned to adjourn the meeting and Ben Marcus seconded the motion. The meeting adjourned at 12:55 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 19, 2007

Members Present: Kristen Adams (SG student representative), Adeniyi Aderibigbe (student representative), Brenda Brown (ex-officio), Dug Jones (staff representative), Teresa Lanier (ex-officio), Kathryn Lassiter (student representative), Dan Rodkin (ex-officio), Jennifer Silvers (SG student representative), Dr. Portia Taylor (staff representative), Carole Windsor (staff representative)

Members Absent: Amanda Browder (student representative), Dr. Byron Dyce (staff representative), Ginger Gibson (ex-officio), Ben Marcus (student representative), Stephanie Tileston (student representative), Evan Waldt (SG student representative)

Guests: Matthew Barker (Student Government), Dr. Karen Bennett (Little School), Myrna Cabrera-Rivero (Multicultural Student Center), Monique Ellsworth (Speech and Debate Team), Dr. Vilma Fuentes (Model UN Team), Alora Haynes (Visual and Performing Arts), Eugene Jones (My Brother's Keeper Program), Jim Keites (Athletics), Kerri Lynch (Student Government), Dr. Marisa McLeod (Honors Program), Rodney Mosley (Speech and Debate Team), Kelli Reustle (Office of Finance), Rebecca Rodgers (SLA Travel Coordinator), Diana Smith (Educational Centers)

Dug Jones welcomed members and guests to the meeting.

Teresa Lanier reviewed the revenue, expenditure and encumbrance report. She shared that as of March 16, 2007 approximately 89% of the projected revenue for fiscal year 2006-2007 has been collected. Expenditures to date are approximately 58% and encumbrances are approximately 26%. Ms. Lanier reported that there are no carry forward funds available. Dug Jones stated that the current contingency fund has dropped below 7% of this year's expenditure budget. The appropriate amount for the 2007-2008 fiscal year contingency fund will be determined by the committee when the 2007-2008 budget is approved.

Dug Jones reminded the committee that expenditure budgets have been created the past several years by including some use of carry forward funds to supplement the revenue budget. This has ultimately depleted the carry forward funds. Additional expenditures, using carry forward dollars, were approved by the committee this past year. These included: movement of the baseball coaches salary from Fund 1 to Fund 2, the *Speech and Debate Team* and *My Brother's Keeper*.

Mr. Jones stated that safe projections of revenue available for the 2007-2008 Fiscal Year would yield a total of about \$1,711,140 (\$1,661,140 in projected revenue collected and \$50,000 in anticipated carry forward). At this level of anticipated revenue the 2007-2008 budget would fall \$184,941 short of meeting the 2006-2007 budget. The budget circumstances may be improved significantly if there is a tuition increase, more than \$50,000 in carry forward is generated and/or any Fund 2 expenses (Leadership Institute faculty salary) can be moved to Fund 1.

Because of the current uncertainty, Mr. Jones suggested that approval of the 2007-2008 budget be deferred until the A & S Fees Budget Committee meeting to be held Monday, April 9, 2007. Dr. Portia Taylor suggested that the committee should carefully review budget items to see if any should be Fund 1 expenditures. Brenda Brown added that each program area should review their current budgets and clean up any outstanding encumbrances before the end of the fiscal year in order to free up those additional funds.

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.

Adeniyi Aderibigbe motioned to adjourn the meeting and Carole Windsor 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