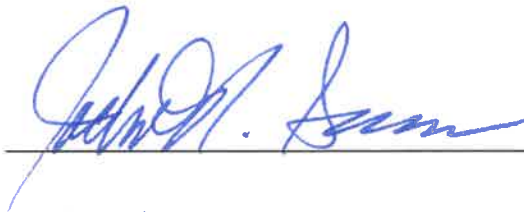


MEMORANDUM

TO: Dr. Jackson Sasser
FROM: Dr. Naima Brown *NB*
SUBJECT: Acceptance of the Minutes for the October 9, 2017
A & S Fees Budget Committee Meeting
DATE: October 25, 2017

I am enclosing a copy of the Minutes regarding the A & S Fees Budget Committee meeting held on October 9, 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: _____

10/27/17


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MEMORANDUM

TO: Dr. Naima Brown
FROM: Dr. Tracey Reeves 
SUBJECT: Acceptance of the Minutes for the October 9, 2017
A & S Fees Budget Committee Meeting
DATE: October 25, 2017

Attached is a copy of the Minutes for the A & S Fees Budget Committee meeting held on October 9, 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: 10/26/17

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ACTIVITY & SERVICE FEES BUDGET COMMITTEE
MINUTES

October 9, 2017

Members Present: Kane Ahern, Dr. Doug Bagby, Dr. Naima Brown, Antoneik Evans, Renee Henry, Donato Marrone, Dennis O'Hearn, Teresa Lanier, Mike Markham, Dr. Tracey Reeves, Maria Rinehart, Kimberley Smith, Angel Soto

Members Absent: Justin Deese, Ashley Valentin, Shelby West

Guests: Anita Badhwar, Sarah Blanc, Dr. Asha Brunings, Patrick Carmichael, Clarinda Choice, Jim Keites, Katie Murphy, Helen Pelkey, Emly Reinhardt, Chris Spence-Thomas



Dr. Tracey Reeves, Director of Student Life, called the meeting to order at 12:03 p.m. and welcomed the members and guests.

Teresa Lanier reviewed the revenue, expenditure, and encumbrance report. As of October 5, 2017, revenue collected for Fiscal Year (FY) 2017-2018 is approaching 44%. The unencumbered carry forward balance is \$179,498.61

Dr. Reeves presented the first item of new business to the committee, a discussion regarding balancing the expenditure and revenue budgets. Dr. Reeves reminded the committee that the expenditure budget for FY 2018-2019 currently exceeds the revenue budget by about \$80,000. As the expenditure budget should equal the revenue budget, the committee should consider offsetting the difference with Carry Forward funding or reducing the expenditure budget. Discussion ensued. Motion was made by Kane Ahern to set aside \$95,000 to support the expenditure budget, as well as a permanent budget increase of \$10,000 toward the annual cost of athletes' insurance and a permanent budget increase of \$4,700 for athletic tournament travel. Motion was seconded by Mike Markham. Motion carried (unanimous).

Lanier proposed an increase of \$24,000 to the Contingency Fund, which would result in a total of \$175,000, or approximately 7.5% of the revenue budget. Lanier reminded the committee of the purpose of the contingency fund and shared that the fund is currently at 6.5%, a percentage that has decreased from about 8% as the revenue budget has increased. No motion was made.

The next item of new business was a request of \$30,325 to cover possible salary increases for FY 2018-2019 based on a 2.5% increase for full-time staff salaries. Dr. Naima Brown asked if the item would operate in a similar manner to the Vehicle Replacement Fund, which is contributed to annually. Lanier said that it would. Motion was made by Kimberley Smith to allocate \$30,325 for anticipated salary increases for FY 2018-2019. Motion was seconded by Mike Markham. Motion carried (unanimous).

Brain Bowl coach Dr. Asha Brunings provided an overview of the Brain Bowl team's statistics and tournaments, and shared that the current allocation of \$1,310 will cover the cost of the team attending several tournaments. Dr. Brunings requested \$2,375 of carry forward funds to cover the cost of six to nine tournaments over the course of the academic year. Discussion ensued. Dr. Brown made a motion to allocate \$2,375 to the Brain Bowl team for tournament travel. Motion was seconded by Angel Soto. Motion carried (7-0-1 vote).

Math Team coach Patrick Carmichael requested \$120 to cover recognition for top performing students each fall and spring semester in the national Student Mathematics League Competition. It was moved by Kane Ahern to allocate \$120 to the Math Team for recognition and seconded by Mike Markham. Motion carried (unanimous vote).

Dr. Reeves presented a written request of \$600 from Dr. Alan Beck, coach for Model U.S. Senate, to cover full cost of tournament travel as well as the participation of an additional student. Dr. Beck wrote that due to reduced A&S Fees funding, the travel costs exceeded the allocated budget. The Social and Behavioral Sciences Department has provided the additional funding. Discussion ensued. Motion was made by Dr. Brown to allocate \$400 to the Model U.S. Senate team for travel costs and seconded by Mike Markham. Motion carried (unanimous).

The next item of new business, a \$7,750 request from International Study Abroad, was postponed and will be discussed at the November meeting.

Dr. Reeves reminded the committee to submit their corrections or indicate their approval of the minutes within a timely manner.

Following these pending approvals, the new Carry Forward balance is \$46,578.61.

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

The next committee meeting will be held November 13, 2017 in S-141 at noon.

Meeting adjourned at 12:58 PM.

Respectfully submitted,

Tracey E Reeves

Dr. Tracey Reeves, Director
Student Life
TR/kn

10-26-17
Date

A&S Fees Budget Committee
October 9, 2017
Agenda

- I. Welcome & Introductions
- II. General Budget Review
 - A. Revenues, Expenditures, and Encumbrances as of 10/06/2017
- III. New Business
 - A. Balancing the Budget (Expenditures & Revenue)
 - B. Increasing Contingency Fund - \$24,000
 - C. Anticipated Salary Increases for 2018 – 2019 - \$30,325
 - D. Increasing Athletes' Insurance - \$10,000 (Permanent Increase)
 - E. Tournament Travel - \$4,700 (Permanent Increase)
 - F. Brain Bowl - \$2,375
 - G. Math Team - \$120
 - H. Model Senate - \$600
 - I. Study Abroad – \$7,750
 - J. Reminder to Approve Minutes
- IV. Department Reports

A. Athletics	J. Model UN Team
B. Brain Bowl	K. Multicultural Student Center
C. Center for Student Leadership & Activities	L. My Brother's Keeper
D. Educational Centers	M. Office of Civic Engagement & Service
E. Fine Arts	N. Research in Undergraduate Education
F. Honors Program	O. Student Government
G. Humanities Study Trips	P. Student Health Care Center
H. Little School	Q. Study Abroad
I. Model Senate	R. Upper-Division Student Activities
- V. Next Meeting: November 13, 2017 at 12:00 Noon in S-141
- VI. Adjournment

A & S Fees Budget Allocations

FY 2017-2018

10/5/2017	DEPARTMENT	CARRY FORWARD	REVENUE		EXPENDITURE		YTD		ENCUMBRANCES
			BUDGET	BUDGET	BUDGET	BUDGET	REVENUE	EXPENDITURES	
25101010	Student Life	491,896.61	2,316,170.00	-	866,820.00	1,016,286.40	150,215.96	485,325.99	
25101020	Upper Division Co-Curricular	-	-	-	15,870.00	-	-	873.06	
25101030	Student Leadership Development	-	-	-	13,800.00	-	-	100.00	
25101040	Student Affairs Services	-	-	-	1,000.00	-	-	204.00	
25101050	Student Health Care Center	-	-	-	160,000.00	347.99	347.99	172.01	
25101060	Multicultural Student Center	-	-	-	16,200.00	55.95	55.95	120.00	
25101070	International Study Abroad	-	-	-	12,250.00	-	-	-	
25101080	Little School SLA	-	-	-	7,300.00	1,048.43	1,048.43	712.33	
25101090	Civic Engagement & Service	-	-	-	12,750.00	618.84	618.84	3,045.64	
25102010	Model UN Team	-	-	-	8,600.00	-	-	-	
25102020	My Brother's Keeper	-	-	-	6,000.00	803.02	803.02	1,537.32	
25102040	Brain Bowl	-	-	-	1,310.00	-	-	145.00	
25102050	SLA Programming	-	-	-	15,000.00	(150.04)	(150.04)	5,889.74	
25102060	Alcohol Awareness	-	-	-	2,800.00	868.70	868.70	631.30	
25102080	Model Senate	-	-	-	1,300.00	-	-	-	
25102090	Research in Undergraduate Edu	-	-	-	1,900.00	-	-	-	
25103000	Student Government	-	-	-	100,000.00	8,424.11	8,424.11	4,182.80	
25103010	Educational Centers	-	-	-	10,500.00	689.53	689.53	2,393.97	
25103020	Fine Arts	-	-	-	32,000.00	849.70	849.70	10,085.96	
25103060	Ethics Bowl	-	-	-	975.00	-	-	-	
25103070	Math Team	-	-	-	425.00	-	-	-	
25103500	Honors Program	-	-	-	6,200.00	495.56	495.56	721.04	
25100400	Advisor Stipends	-	-	-	10,000.00	-	-	-	
25105000	Intramurals	-	-	-	9,425.00	235.03	235.03	1,305.92	
25105010	Fitness Center	-	-	-	48,300.00	9,463.26	9,463.26	29,001.98	
25105050	Athletic Tournament Travel	-	-	-	30,300.00	-	-	-	
25106000	Spirit Teams	-	-	-	6,000.00	-	-	-	
25210010	Athletic Administration	-	-	-	935,012.00	495.00	240,282.62	457,437.32	
25211010	Baseball	-	-	-	25,400.00	6,209.66	6,209.66	1,836.00	
25211500	Softball	-	-	-	25,400.00	236.78	236.78	1,675.00	
25212010	Men's Basketball	-	-	-	19,000.00	170.03	170.03	2,451.96	
25212500	Women's Basketball	-	-	-	19,000.00	475.00	475.00	2,386.00	
25213500	Volleyball	-	-	-	19,000.00	8,181.08	8,181.08	5,409.60	
TOTAL:		491,896.61	2,316,170.00	2,439,837.00	1,016,781.40	429,521.21	1,017,643.94	41.71%	
					43.90%	17.60%			

CARRY FORWARD
FY 2017 - 2018

<i>As of 10/5/2017:</i> 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:	-2,439,837.00
Vehicle Replacement Fund:	-37,731.00
Contingency Fund:	<u>-151,000.00</u>
Unencumbered Carry Forward Funds:	\$179,498.61

Approved Expenditures Pending:
 NONE

Total of Approved Expenditures: \$0.00

Less Approved Expenditures: \$0.00

Available Carry Forward Funds: \$179,498.61

Department Reports

Center for Student Leadership & Activities

- On September 19, SLA hosted the Hispanic Heritage Kick-off event. Tacos, beans, rice, chips, salsa and Pepsi products were served (\$600). Representatives from Allied Capoeira League of Gainesville provided martial arts demonstration throughout the event. 160 students attended the event.
- A Free HIV Testing Day was held on September 20. Each month, the Well Florida Council provides free and discreet testing to SF students at no cost to SLA.
- SLA hosted a movie night in collaboration with Student Government Programming in the E-auditorium on September 20. The movie of choice was *Wonder Woman*. Pizza, popcorn, and drinks were served (\$260) and 150 students attended.
- The first day Club Rush was held on September 26 in the Oak Grove. Student Life collaborated with Student Government and other student clubs and organizations to provide a resource fair for students who are looking for opportunities to get involved on campus. CCS provided giveaways for this event which helped increase student participation. Over 400 students attended and 332 students participated in the student survey. Student Leadership and Activities Programming provided pizza for this event (\$240).
- Due to Hurricane Irma setbacks, SLA combined Vendor Day with the second day of Club Rush on September 26. This event introduced students to some of the many resources throughout the Gainesville community and also allowed students who are looking for opportunities to get involved on campus to learn more about our clubs and organizations. Over 50 vendors, clubs and organizations tabled during this event, more than 500 students' participated, and 453 students completed the survey. Domino's Pizza was provided for students and Subway was provided for vendors.
- Upcoming Events:
 - October 5 – Spirit Day at the Watson Center
 - October 18 – Campus Sustainability Day
 - October 18 – Free HIV Testing
 - October 25 – Health and Wellness Fair
 - October 31 – Halloween Blood Drive
 - October 31 – Movie Night, *Beetlejuice*

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)

Leadership Programs

- The Fall 2017 Emerging Leaders workshop series kicked off on September 26 with a team-building session and discussion on communicating effectively. The participants have determined their Meyers-Briggs type and are using it to learn about leadership styles.
- The sessions will continue through November 14, when a commencement ceremony will be held.

Multicultural Student Center

- Individual Contacts: 74 in September. Student Issues: Academic advisement, career advisement, registration, academic plans, and review of UF applications.
- Upcoming Events:
 - October 12 – Día de la Raza

Office of Civic Engagement & Service

- On September 1, CES hosted the first movie in the First Friday Film Series, *Nobody Speak: Trials of the Free Press*. CES purchased coffee and donuts for this event (\$25).
- Thirty volunteer agencies attended the Fall Volunteer Fair on September 6, and 216 students completed an event survey. Student Life purchased 40 large pizzas for students (\$320) and lunches from Subway for the volunteer agencies (\$270).
- Times Talks were held on September 13 and September 27. Times Talks are open conversations about important and controversial issues in the news, and are part of Santa Fe's efforts to promote greater civic engagement on campus. They are an opportunity for students, faculty members, and other members of the campus community to sit as equals in a casual atmosphere (over some pizza) and to exchange views on important issues in a casual, informal and civil environment. CES purchased eight large pizzas and beverages for each event (\$40). Future Times Talks will be held on 10/11, 10/25, 11/8, and 11/29.
- September 26 was National Voter Registration Day! League of Women Voters, Alachua Supervisor of Elections, Say Yes to Second Chances, the Civic Media Center, and Senator Keith Perry attended this voter registration drive to tell students about Florida's new online voter registrations service which will go live on October 1st.
- On September 29, CES brought a group of students to help GRACE Marketplace restore their chapel, which was used as a hurricane shelter during Irma.
- **Upcoming Events**
 - October 11 – Times Talk
 - October 13 – First Friday Film Series: *Chasing Coral*
 - October 14 – Prairie Creek Conservation Cemetery Service Project
 - October 17 – SPLC on Campus: Critical Conversations
 - October 25 – Times Talk
 - October 31 – Halloween Blood Drive

Student Government

- Student Body President, Isreal Okeowo, resigned from his position for personal reasons on Wednesday, September 27 in Senate. Therefore, SG does not have a current President nor a VP,

so there will be a Special Elections for these two positions on October 25, 26, & 27. The Application to run as a party ticket will be due on Monday, October 16. This Special Election will be conducted through online voting using eSantaFe.

- The Hispanic Heritage Kick-Off event was held on September 19 and we had a wonderful turnout of more than 150 students! Student Government provided a specially-designed Hispanic Heritage Month t-shirt that was created by the Student Life team of Sevryn Smith and Kate Kowalczyk. Student Life provided food from La Fiesta: tacos, beans, rice, chips, salsa, along with Pepsi products.
- SG co-hosted Wonder Woman for the first movie night in the E-auditorium on September 20. This event was a collaboration with Student Life and pizza, popcorn, and drinks were served to approximately 150 students. SG covered the cost of the movie rights. Student Life provided pizza, popcorn, and drinks.
- SG moved their Club Rush event from the original dates of September 12 and 13 to September 26 and 27 due to Hurricane Irma. The first day of Club Rush was held on September 26. SG wanted to provide the Tuesday/Thursday students with an opportunity to get connected on campus, so SG collaborated with Student Life and other student clubs and organizations to provide a resource fair for students who are looking to get involved on campus. CCS provided giveaways for this event which helped increase student participation. More than 400 students attended this involvement fair, and 332 students participated in the student survey.
- The second day of Club Rush coincided with the Vendor Day Fair. This event introduced students to some of the many resources throughout the Gainesville Community and also allowed students who are looking for opportunities to get involved on campus to learn more about our clubs and organizations. Over 50 vendors, clubs and organizations tabled during this event, and more than 500 students participated.
- Upcoming Events:
 - October 13 – SG will host a soccer tournament as a part of the Hispanic Heritage Month Activities

Study Abroad

- 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. But in order to best support these new programs we need funding to help defray the cost for students through scholarships. In addition to these programs we are offering programs to the U.K., Sweden, Ecuador, Jamaica, Spain & Portugal and China. As of today, we have 25 students that have applied to a study abroad program, and the number of applicants is expected to grow as the semester continues.

Student Health Care Center

Month	RN appts	Minor 1 st Aid	Info/referral	Supplies	Health question	Brief follow-up	MONTHLY TOTAL
July	59	11	4	85	17	26	202
Aug	58	8	7	73	29	16	191
Sept	80	3	4	108	29	15	245
YTD Total	197	21	15	266	75	57	538

Athletics Update **10/09/17**

Saints Volleyball - Coach Cheronis and the Saints picked up an impressive win over St. Petersburg College on Saturday after falling to host College of Central Florida earlier in the day. The Saints are presently 7-12 overall, but have a Panhandle Conference record of 3-1. The Saints volleyball program was moved to the PC this year to help achieve conference balance throughout the state. The PC will send two teams to the FCSAA State Tournament which will be held in Bradenton November 2-5.

Saints Baseball – Coach Wiggs and the Saints have begun the fall ball season and are presently 1-0-2 after a tie and rainout yesterday. Many practices and some games have been canceled due to the recent weather conditions in Gainesville lately. The Saints next competition will be this Wednesday when TNXL Academy comes to Gainesville for a doubleheader beginning at 2:00 pm.

Saints Softball - Coach Ahern and the Saints have had their first four fall dates canceled due to weather conditions and look to get the season started when Calhoun CC comes to Gainesville this Thursday for an eight-inning game beginning at 2:30 pm.

Saints Women's Basketball - Coach Stebbins and the Saints will be participating in the TCC Jamboree this Saturday and will open their 2017/18 season when they host their Tip Off Tournament at the SF gym on November 3 and 4. The Saints will play DME Sports on Friday Nov. 3 at 8:00 pm and East Georgia at 2:00 pm on Saturday Nov. 4.

Saints Men's Basketball - Coach Mowry and the Saints are in the full, fall practice season and competed in a jamboree in Tallahassee yesterday. The Saints will travel to Apopka this Saturday to compete in another preseason jamboree before opening their 2017/18 season on Wednesday November 1 against Impact Academy with the game schedule to start at 7:00 pm at the SF gymnasium.

SF Intramurals – Intramurals has gotten off to a strong start in the fall. Flag football has 135 students competing on eight teams and soccer has 157 students competing on eight teams. On October 18 we will have a bench press competition and on October 25 a dead lift competition using the Hoist machine. We expect a very good turnout. Advertising has begun at the fitness center and students and faculty will sign up via imleagues.com like the other sports.

The SF Fitness Center – Some good things happened at the Fitness Center in the past month. Monday we received our new equipment which included 2 recumbent bikes, a cybex ab crunch and some weight bars. They all work really well and we have seen some happy users at the gym. In September I launched the new "Active Saints" reward program. We have already experienced some faculty/staff/students who are excited and motivated since the launch. Even with the days preceding Irma, the days off, and the days to follow when everyone was getting back acclimated, we had good attendance with 1572 Students and 432 Faculty for a total of 2004. I've also attached the log I've been keeping with any marketing we have been doing to raise awareness.

Misc. New scoreboards have been installed 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. There were no damage reports for any athletic facilities from Irma.... The SF gymnasium served as a host to many National Guard troops during the days prior to, during and after the storm. The facility would also have been used as an evacuee center had it been necessary.

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