**Student Fee Advisory Committee (SFAC)**

**Meeting Minutes**

**06/01/22 – LSC-CyFair, Building 7/CASE 101 (WebEx option available)**

Committee Members:

Brenda Piatiak, Chair Judy Pham

Rodrick Moore Amr Ojjeh

Lyndell Masterson Abigail Parker

Renee Justiss Blake Ross

Erica Sirman

NOTE: SFAC Chair, Brenda Piatiak, was ill today and could not attend the meeting. In the interest of time and efficiency, the committee agreed to have Dan Mitsven, Director of Student Life, facilitate the meeting as a non-voting member.

• Roll Call – Verify Quorum

* Present (in-person): Rodrick Moore, Blake Ross, Erica Sirman
* Present (WebEx): Lyndell Masterson, Renee Justiss, Judy Pham, Amr Ojjeh
* Absent: Brenda Piatiak (ill), Abigail Parker (couldn’t gain access to WebEx)
* Non-committee Member: Dan Mitsven, Director of Student Life (present in-person & via WebEx)
* Quorum was met.

• Confirmation of public posting (required public posting at least 72 hours prior to meeting)

* Posted to LSC-CyFair SFAC web page on 05/20/22.
* Request submitted to be entered onto LSC web calendar on 05/19/22. Mitsven

• SFAC Member Introductions

* Student members introduced themselves with names and majors.
* Faculty/staff members introduced themselves with names and job titles.

• SFAC Member Training

* Mitsven sent the training PowerPoint to all members on May 19, asking each of the members to review the training materials and understand the requirements prior to the meeting.
* Each member was asked to verbally confirm that they read and understood the contents of the PowerPoint.
* Each member present confirmed that they had read and understood.

• Elect SFAC Vice Chair

* The committee needed to elect a Vice Chair.
* Mitsven suggested that the committee select the current SGA President, Judy Pham, who will still be on the committee next spring.
* Rodrick Moore moved to approve Judy Pham as the Vice Chair. Ross Blake seconded. Motion passed unanimously.

• Consider FY23 SAF Budget Proposal & Make Recommendations

* A copy of the budget proposal was sent to all committee members on May 19 to review in advance. Proposal that was used for this meeting is posted at the bottom of the minutes. Budget Summary is posted on the SFAC page.
* Budget decreased by $6,110 from FY22 to FY23. $100,000 granted off the top for Online College.
* Started with review of the summary, showing totals for Student Activities core ($399,043), Recreational Sports core ($117,232), and RSO’s ($14,250).
* Salaries for core budgets are broken out from supplies and services. The SFAC has an opportunity to make comment on salaries/benefits, but the actual decision on these items are largely HR issues, not at the discretion of the SFAC.
* Under Student Activities core budget for supplies and services, for Contracted Services, there was an error on the proposal spreadsheet. Mitsven recommended that the committee put the leadership retreat back into the budget and leave the $10,000 there for the retreat, leaving the Contracted Services budget at $26,980. The retreat serves 50-60 students.
* For Student Activities (7649 account), reduced by $25,000 because this year Mitsven not recommending a supplemental funding process for RSOs that did not request funds for FY23.
* For Reserve/Contingency, amount is $11,444 lower. Need some funds for salary increases for staff. Reserve is not as high as preferred, but needed to reduce to make the budget balance. Hopefully won’t have big emergencies.
* Furniture/Equipment > $5K line at $1,500 should be posted to Non-Cap Furn/Equip <$1K.
* Question from Amr Ojjeh – Will the $1,200 for new clubs be for each club, or shared by all new clubs.
* Funds for centers – May not use Contracted Services money, but money put in the accounts just in case. If not used, money can be shifted to Supplies.
* SGA budget quite a bit higher than last year for 2 reasons. Adding back in ProDev travel for officers, plus adding more money to support SGA key events to reflect actual cost of events that have been supplemented by Student Life.
* SAB budget also increased significantly because we’re returning to “normal” programming and in-person events. This increase (and SGA increase) possible due to deep cuts in Student Activities core budgets.
* Core Rec Sports – Eliminated P.T. Rec Sports Coordinator to make the budget work.
* Question from Ross Blake – Is there any way for club sport teams to fundraise? Mitsven answered that the club coaches have already asked about this and they can. However, realize that our club teams have coaches, uniforms, and supplies provided by the college. They’ll be fine.
* Question from Rodrick Moore – There’s no Rec Sports contingency for salary increases for Rec Sports. Mitsven responded that the main Student Activities core Contingency/Reserve account will cover Rec Sports salary increases.
* Question from Amr Ojjeh – Have clubs responded to Mitsven’s call for requests (sent via email) for clubs to spend now for supplies, etc. they can get now and give budget relief for next year. Mitsven replied that a few have.
* Question from Ross Blake – Does Rec Sports use their own copying? Mitsven replied that they use the same printer, but their expense is coded to Rec Sports.
* Club sport teams are budgeted just for coaching salaries/benefits and any facility rentals needed. There are some funds in the Rec Sports core Student Travel account to help support any travel needed next year.
* Question from Rodrick Moore – What happens if a club sport team does not “make.” Mitsven responded that we actually count on some teams not making, which will allow the Rec Sports Manager to re-allocated the funds to provide teams with funds for supplies and travel.
* Question from Ross Blake – What happens with Dues & Fees? Mitsven shared that teams who have a fall and spring season may have to pay Dues & Fees for one of their leagues. If funds are needed, we’ll try to get the system club sport conference to pay the fees, or use funds from teams that don’t make.
* Question from Rodrick Moore – How many teams didn’t make this year? Mitsven responded that only Men’s Basketball, Baseball, Dance Team, and Men’s Soccer teams made this semester. Based on the history of club sports at CyFair, Mitsven anticipates that several more teams will make next fall, and would guess that 2-4 teams may not make.
* Question from Lyndell Masterson – This budget does not include Fitness Center, correct? Mitsven responded that Division 2 assumed responsibility for the Fitness Center so it’s no longer in the SAF budget.
* In the current fiscal year, clubs did a terrible job spending their money. Of the funds they received, only 28% of the amount they had been granted had been spent by May 10.
* With a cap at $750, Mitsven wanted to give clubs an opportunity to pre-purchase supplies and promo items in advance to free up funds for next year’s budget.
* Mitsven shared that 4 years ago CyFair began putting a cap on RSO budget requests. This ties with a system procedure for funding RSOs that does not want SFACs to use a subjective process to fund RSOs. Since we have a cap, the SFAC funds up to the cap for any allowable expenses, and does not line-item budget based on their subjective determination of where they think money should be spent. For RSO requests that were over the $750 cap, Mitsven arbitrarily cut budgeted amounts on RSO line items to meet the cap. However, as long as an RSO does not overspend their total allocation, they can spend out of any of their lines.
* Ross Blake suggested that we need a t-shirt making club. Mitsven stated that we could look at using surplus funds this year to purchase a t-shirt press that can be used by all clubs next year.
* When a cap was implemented in 2018, Mitsven checked with benchmark institutions like LSC. He could not find any college that allocated even $750 to clubs.
* Question from Rodrick Moore – How can we get a handle on clubs and making sure they spend the money they’re allocated, and is there a way to re-allocate their unused funds for larger scale student programming. Mitsven responded that many clubs were just picking back up this year. Hope that they’ll be more fully bounced back this year. Any funds not spent from RSO accounts (and all SAF accounts) is swept in May for equipment updates, replenishing promo items, Welcome Week large-scale events, Male Leadership Institute, etc. Student Life spends down accounts and avoids leaving unspent funds.
* Question from Amr Ojjeh – What happens with unspent SAF funds? Mitsven responded that we try not to leave any, but unspent funds go to a holding account at System Office to use for emergencies (e.g. when the SAF was paused during COVID).
* Mitsven offered option for SFAC to move funds from Student Activities Contracted Services and increase the RSO cap. Members agrees that since RSOs have been offered the opportunity to pre-purchase supplies this year, they should be fine with the $750 cap.

• Public Comment Period

* No members of the public were present.

• Vote for Approval of Recommendations

* Lyndell Masterson moved to approve the budgets as summarized in the proposal. Erica Sirman seconded. Motion passed unanimously.

• Next Steps:

* Mitsven will review allocations with V.P. of Student Success, Dr. Bennie Lambert.
* Then it goes to LSC-CyFair President, Dr. Valerie Jones, for review and approval.
* Final approval is from the LSC Board of Trustees.

• Adjournment

* Amr Ojjeh moved to adjourn the meeting. Judy Pham seconded. Motion passed unanimously.
* Meeting adjourned at 2:15pm.

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