**Student Fee Advisory Committee Spring Planning Meeting Minutes**

**Thursday, April 10, 2025; SCC 237**

**Fiscal Year 2026 Review**

**Invitees:**  Matthew Newton, Jay Theis, Nicole Keenan, Nina Nichols, Al Dorsey (non-voting), Kelly Schrader (non-voting), Destiny Spearman (non-voting), Eleanor Buchan, Jeremiah Avalos, Ching Chun Chang “Rowan”, Roxanna Torres, and Ian Matthews

**Attendees:**

1. **Welcome, Overview of SFAC, Roles & Responsibilities, Members**

The office of Student Life is funded by the student activity fees that are collected from students each semester.  Student activity fee funds are used to support all campus activities that involve or benefit students and are allocated each year by the Student Fee Advisory Committee (SFAC).  The SFAC functions at each LSC campus based on [Texas Education Code §54.503](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm) and LSC system policies.

 **Funding Source**: The office of Student Life is funded by student activity fees.

* **Purpose**: Funds are used to support campus activities involving or benefiting students.
* **Annual Allocation**: The SFAC allocates these funds each year
	+ This includes: Student Life Operating Funds, Salaries and Benefits, Clubs & Organizations (RSOs), Intramurals, Recreational Sports, Travel and official functions.
* **Membership**: The committee includes 9 members comprising of 5 students and 4 faculty/staff.
* **Meetings**: SFAC meetings are scheduled throughout the academic year and details are posted on the respective campus SFAC website.
	+ Additional meetings may be scheduled to review additional fee requests or in the creation of new clubs.

 B. Review of Membership

STUDENT FEE ADVISORY COMMITTEE. (a) A student fee advisory committee is established at each institution of higher education except The University of Texas at Austin and the institutions of The Texas A&M University System to advise the governing board and administration of the institution on the type, amount, and expenditure of compulsory fees for student services under Section [54.503](https://statutes.capitol.texas.gov/GetStatute.aspx?Code=ED&Value=54.503) of this code.

(b) Each committee is composed of the following nine members:

(1) five student members who are enrolled for not less than six semester credit hours at the institution and who are representative of all students enrolled at the institution, selected under Subsection (c) of this section; and

(2) four members who are representative of the entire institution, appointed by the president of the institution.

(c) If the institution has a student government, the student government shall appoint three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. If the institution does not have a student government, the students enrolled at the institution shall elect three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. A candidate for a position on the committee must designate whether the position is for a one-year or two-year term.

(d) A student member of the committee who withdraws from the institution must resign from the committee.

(e) A vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. A vacancy in an elective position on the committee shall be filled for the unexpired portion of the term by appointment by the president of the institution.

1. **Membership & Vacancies**

LSC-Kingwood SFAC Membership List

**Student Members**

2-Year Term 2024-2026 Eleanor Buchan

2-Year Term 2024-2026 Ching Chun (Rowan) Chang

1-Year Term 2024-2025 Jeremiah Avalos

2-Year Term 2024-2026 Roxanna Torres

1-Year Term 2024-2025 Ian Matthews

**Employee Members**

3-Year Term 2022-2025 Matthew Newton (Co-Chair)

3-Year Term 2024-2027 Nicole Keenan (Chair)

3-Year Term 2024-2027 Jay Theis

3-Year Term 2022-2025 Nina Nichols

Highlighted individuals’ terms are commencing.

1. Would they like to continue serving?
2. SGA recommendations
3. Give recommendations to Dr. Gonzalez, also ask who she would like to appoint as employee members.

**III. FY 25 Allocation Recommendations**

1. Review of previous years budget:
	1. FY 25 Total Allocation to fund 14 **$334,710.00**
	2. FY 26 Total Allocation to fund 14 **$543,870.00** (\*budget is subject to change)
		1. $129,772 for Salaries & Benefits
		2. Final number will be given September 1st
			1. A reallocation meeting will occur in September 2025.
		3. Sports Clubs & Intramurals
			1. Club Sports: Baseball, Men’s Basketball, Women’s Basketball, Men’s Soccer, Women’ Soccer, Tennis, Volleyball
				1. Coaches, Equipment, Services (umpires, officials, etc)
				2. Travel to games/conferences
		4. Addition of Centers
			1. SFAC will allocate funds for Atascocita, Process Technology and East Aldine Centers.
2. Budget Spreadsheet; and discussion of staffing allotting to more than 50% of budget.
	1. Review each club’s fee request for FY26 and compared it to money allocated and spent in FY25. (review of spreadsheet Fee Request 2025.2026)
	2. All active RSOs were given $250 initially. We tried to honor the requested fees amounts based upon justification, amount allotted last year and what they have previously spent.
		1. Discussion of why some clubs receive more than others- several of our clubs travel and compete at state and national levels. These clubs would be justified in receiving additional funds.
3. We will have another meeting in September to re-allocate funds- after Club Rush occurs. Also review all RSO fee requests again and determine if there are any new requests.

**IV. Pre-Approval of Budget**

A. Committee Approval

 1. Review of Fee Requests (RSOs had a due date of March 11th)

 A. Each RSO will be awarded $250

 2. Written Report/spreadsheet/memorandum- Nicole & Matthew will prepare

 B. President Approval

3. Schedule Fall meeting

C. Board of Trustees Final Approval

D. Documents will be posted to Website

**V. Adjourn**