

SUFAC

Meeting Minutes for 10 November 2011

- I. **Call to Order**
SUFAC Chair Matt Balson called the meeting to order at 5:19pm.
- II. **Roll Call**
 - a. **Members Present :** Matt Balson, Jessica Olive, John Landrum, SGA Exec., OFO, Jillian DeRidder, Lindsay Krapfl, Kimberly Dawson, Jonathan Amel, Shawn Brown, Shawna Albert
- III. **Recognition of Guests:** Amy Henniges; Counseling and Health, Brenda Amenson-Hill; Dean of Students, Stephanie Sielaff; Bowling Club, Maddie Ganzlin; Ski and Snowboard Club
- IV. **Approval of Agenda:** Matt entertained a motion to approve the agenda. Jess motioned. Jillian seconded. Jess called the question. Dave acclimated.
- V. **Approval of Minutes:** Matt entertained a motion to approve the minutes for last week. Jess motioned. Jillian seconded. Jonathan called the question. Dave acclimated.
- VI. **Reports**
 - a. **OFO:** The contingency report is \$40,979.94 and the new organization start up is \$1,300.
 - b. **Senate:** N/A.
 - c. **SGA:** There may be a rally about the budget issues on Tuesday. The location will be notified to the student body via email.
 - d. **Vice-Chair:** Thank you all for your patience.
 - e. **Chair:** I attended a budget meeting with the chancellor, and if there are any questions, please see me.
- VII. **Discussion Items**
 - a. **Dean of Students:** There is some extra information within the handouts as Brenda feels like it is important to let SUFAC know what the Dean of Students office is and how it helps the university. The Dean of Students works with student ambassadors and also has a dual mission. This office is responsible for oversight of Fund 128, Segregated Fees, including the establishment of the final SUFAC-recommended seg fee and oversight of the student org budget. The Dean of Students office will not be asking for an increase at all. We also have two students who work within our department. It is important to always have someone there, as we have our scheduled days and then issues that can occur with a student, faculty, or staff member at any random time. The spreadsheet shows that we are not asking for any money. We are hoping to use some of our reserve fund, as we do not have a high demand for anything like that compared to the Union, for example. With all the changes within our office, such as the

Comment [SUFAC1]: Entertained motion

Comment [SUFAC2]: Michael wasn't there.

organizational structure, things in the office have finally started to settle down. This is Brenda's first full year as the Dean of Students. We're assuming that a lot of money will go into the webmaster. This wouldn't be for salary purposes, but it would come out of our S&E. Most of our money would be pushed out also, such as Student Life. We are hoping to give money to organizations that don't necessarily have a lot of money either. Most of the money is for emergency response, FERPA, educating students on crisis responses, and those kinds of issues.

Questions: Jess asked under the seg fee receipts, what is that exactly? Brenda said that this is part of the transitional carry over. When we had that other structure, we had two budgets that would carry up into the Dean of Student's budget. Now, we have that all into one. Another aspect that's in here are task forces. Students might also be on these forces. With these forces, Res life, Student life, counseling and health and us, all come together so we don't have to spend \$10 on certain office supplies here, and another \$50 for food over there. This way, it'll all come out of the same area. Also, Jess asked about the S&E and why there's an \$8,000 difference. Brenda said that with the reorganizing, she is hoping that will be spread out within the next couple of years. Students often come to the office to ask for money, but Brenda has to usually say no. However, if there is an activity that needs funding because the organization does not have money, then the office may fund those projects. We have also been required to go into additional classes to stay caught up with different policies.

- b. Health and Counseling:** The basic mission is the belief that a healthy student studying in a positive environment will enhance and facilitate the educational process. Our statistical history is in the middle of the page. Last year, we served almost 6,000 students, and counseling went up 38% from the year prior. There were also a total of 1,341 students to counselor visits. There are more statistics shown as well. There are also a few personnel expenses that Amy added. Jess asked about the remaining money? No, there wouldn't be anyone asking for more money with the added employee. We are not planning on any capital purchases. However, I am asking for a 10.8% increase. Also under the personal expenses, two USA II positions were reclassified on October 11, 2010 from USA I (\$153 from 102 budget + \$2790 from 128 budget). In addition, the office manager retired on May 31, 2011. One USA II staff person increased from .5 FTE to .75 FTE on June 1, 2011. The other USA II staff person increased from .85 FTE to 1.0 FTE on August 1, 2011. A one-year project appointment USA II .6 FTE was hired on August 29, 2011. For supplies and expenses, we're requesting \$121,970. This would allow us to purchase an electronic medical record software program for our office. There is an option A and B for this. For option A, year one would cost \$21,970 software and annual maintenance without Open Report and

Open Communicator. Year two would be \$38,374, which is adding the Open Report and Open Communicator and annual maintenance. Then, the subsequent years would be \$20,797 for annual maintenance. For the Operating S&E, the state would pay 18.1%, seg fees would be 76.5%, and student sales and charges would be 5.3%. We had additional travel expenses, and ended up wasting 115 flu vaccines, as we couldn't find students and staff to use it. Therefore, we did not purchase as many this year. Jess asked what EMDR is? This is a technique that is used primarily with posttraumatic stress patients. This helps people move passed the tragic instances. The office has tried to utilize cash balance. We have worked hard to decrease medication and supplies so we don't waste money this way. Jess asked why money was transferred into disability services. Brenda said that there are unfunded mandates; so every year there is required care that we have to provide. An example, one year a student, who needed an interpreter, studied abroad, and therefore the school had to pay for that interpreter to go with.

Questions: Jess asked about saving time for front desk people. It'll be less inconvenient for the student, and what partner colleges have found that about 30% of them do like having this. Therefore, nurses don't have to wait until those forms are done. Therefore, more appointments could be squeezed in if this program was installed. Jess asked about Sue becoming a nurse practitioner. What is she currently at? She is about 70-80%. The office is trying to strategize and have more people work during the school year compared to the summer. Jess asked if the fringe benefits are only 60%? I believe 50%. But still, the health office's strategy is still looking to get more hours into the school year. Brenda said that this is a dilemma, as for some; we are spending as much for their benefits as they are for their salary. Sadly, this we can't control. It's hard to tell someone who works 50% of the time that they need to now work 100%. But because some people only work for so long, they are able to work for almost \$5.00-\$8.00 more somewhere else, which could be why people don't stay. Jess asked why it is essential to keep the staff that is currently up front. There is suspicion that there will be hours and hours of work once the beginning of the software is installed. Jess asked if money would be saved? Amy said that it's hard to say, but we are hoping to keep it with the money that is available.

C. Bowling: The club is requesting money so we can go to the first annual Buckeye Baker Classic in Ohio. It was a tournament that was listed in a bowling manual, and we think it'd be a good experience. Registration doesn't depend upon the number of students. We are opening up this to all students as they can come and watch as well as take a tour of Ohio State University. However, only club members would bowl as we can only have so many registered. We are allowed eight men and eight women on a team. Jillian asked if there could only be two teams. We could have two of

each, but then the cost would increase. The registration is at \$300, regardless of the number of people bowling (1-8 people). The hotel is already set aside, which would be \$74 a night. We have 4 rooms as of right now, but we can bump that number up if we have more people coming to watch. The total miles round trip is 1,183 miles. We have two vehicles going also, but we may need more depending upon the number of people going. We would also have the vehicles for three days. We are also requesting each student to pay \$20. Jillian asked if this is for everyone or only those who aren't bowling. The team would pay at least \$20, but possibly more because they would be the ones bowling.

Questions: Jess asked for clarification of those who can bowl. Both the men and women's team will be bowling. John said that as a point of clarification, there is no sense for us to fund those extra people who can't bowl. The club stated that the team would be disqualified if those who aren't registered bowl do bowl. Jess asked who currently pays for the registration fees for each team? SUFAC does every year. Jess said that at the beginning of the year, SUFAC is funding registration for one team of guys and one team of girls. Jess asked if the team could be rotated the members in and out? No, that is not allowed. John asked for more of a clarification. How many people have gone so far this year? There have been 13 total, seven for men and six women. We do have eight men but one is ineligible because of academics. Another team can go and bowl as long as they create a team, pay the league fee registration, and then for the tournament itself. The club stated that they tried hard to promote the club, but many people backed out. To register as a team the cost would be \$350. The club asked if they are able to have a cutoff date for those who want to go on the trip. Kim asked if this trip was budgeted originally. Yes. Kim asked how many trips the club is going on this year. The teams are going on four total. They have gone on two now and there are two in February. OFO asked what kind of vehicles they were planning on using. Vans. Also, how did they calculate the gas/mile? They got a formula and from that, it went up 5cents. OFO will correct the gas/mileage. Jillian said that it'd be an additional \$1,300 if they get two additional teams. Matt asked if all 13 people were bowling. Yes, all 13. OFO said that as a point of information, if the club needs more room, they should contact the hotel as soon as possible.

Matt entertained to recess for two minutes. Jess motioned. Jillian seconded. Shawna called the question. Dave acclimated. Exit at 6:36pm. Matt entertained a motion to end the recess. Jess motioned. Dave seconded. Jillian called the question. Jonathan acclimated. Re-entered at 6:38pm.

- d. **Ski and Snowboard:** We are planning a trip to go to Indianhead. Maddie stated that she underestimated the cost of the lodging and registration when she put it in the annual budget last year. Therefore, the club is \$550 short. We are paying for 50% of the trip, so SUFAC won't have to pay for the whole \$550. As a point of information, each would be paying a total of \$275.

Questions: Jess said that as a point of information, the trip must be available for all the students, and the money must be divided evenly. Jillian asked what kind of a hill this is? Maddie stated that it's a great hill that's less than four hours away. OFO asked why the lodging and lift tickets are now combined? The consensus was that overall the organization is getting screwed.

Comment [SUFAC3]: Love that this is in the minutes!

VIII. Discussion of Tonight's Auxiliaries:

- a. **Dean of Students:** Jess liked how Brenda's budget was straight forward, and it was a flat line budget. Brenda was very thorough in her report, also. She is also spending \$8,000 less, which was nice to see. Overall, we like Dean of Students ideas and proposals.
- b. **Health and Counseling:** Jess stated that she feels we are in no need of a menu builder.

Matt entertained a motion to enter committee of the whole for 10 minutes. Jillian motioned. Dave seconded. Shawna called the question. Jonathan acclimated. Entered at 6:49pm. Matt entertained a motion to extend committee of the whole for 10 minutes. Jess motioned. Kim seconded. Jillian called the question. Jess acclimated. Matt entertained a motion to exit committee of the whole. Jess motioned. Jillian seconded. Shawna called the question. Dave acclimated. Exit at 7:05pm.

Jillian motioned to enter committee of the whole for 10 minutes. Jess seconded. Dave objected. Dave removed objection. Shawna called the question. Jonathan acclimated. Jess motioned to continue committee of the whole for 7 minutes. Jillian seconded. Jonathan called the question. Shawna acclimated. Matt entertained a motion to exit committee of the whole. Jess motioned. Kim seconded. Jonathan called the question. Jess acclimated. Exit at 7:19pm.

- IX. Announcements:** Matt asked he would like to have people raise their hand when wanting to speak, as it'll be better for discussion.
- X. Adjournment-** Matt entertained a motion to adjourn. Jessica motioned. Shawna seconded. Jillian called the question. Jess acclimated. Exited at 7:20pm.

Respectfully submitted by:
Hope Nyenhuis
SUFAC Administrative Assistant