

SUFAC
Meeting Minutes for October 25, 2012

I. Call to Order

SUFAC Chair Matt Balson called the meeting to order at 5:22pm.

II. Roll Call

- a. **Members Present:** Matt Balson, Kimberly Dawson, John Landrum, SGA Exec., Bea Yang-OFO, Kyle Zellner, Trevor Fuller, Jeff Huebner, Shawn Brown, Joshua Shope, Katie Simson, Brianna Mollberg, Reed Heintzkill, Rebecca Ellenbecker.

III. Recognition of Guests: Amy Henniges - Health and Counseling Director, Lisa Tetzloff - Student Life, Kelly Franz - Business and Finance

IV. Approval of Agenda and Minutes: Matt entertained a motion to approve the agenda with a change of adding Review of Tonight's Presentations after the action items. Jeff motioned. Shawn seconded. Kyle called the question. Jeff acclimated.

Matt entertained a motion to approve the minutes from October 18, 2012. Jeff motioned. Shawn seconded. Kim called the question. Kyle acclimated.

V. Reports

- a. **OFO:** Contingency is \$32,063.55 and small organization start up is \$1,300.00.
- b. **Senate:** None.
- c. **SGA Exec:** None.
- d. **Vice Chair:** Feb 16th is the day we approve all the budgets for next year. Put this in your calendar now and ask off of work.
- e. **Chair:** Kelly Franz will be attending the auxiliary presentations because the chancellor would like to get more involved with these budgets.

VI. Discussion Items:

- a. Health and Counseling Budget Presentation
- Amy started the powerpoint presentation with a highlight of the annual report from 2011-2012. Last august Health and Counseling hired a person to work the front but she abruptly resigned after 6 months. As of September they hired a person in an LTE to launch Point and Click EMR. Next spring they would like to hire a person again to work the front desk. Health and Counseling would like to now have 1 FTE position instead of 2 when combining the two FTE RN positions. Amy then gave a comparison of last year's budgets to this year's budget and she will have a \$20,000 decrease in segregated fee allocation. The biggest expense in their budget

is salary and fringe benefits. The salary and benefits portion does include a 1% pay plan increase if that gets approved by the state. However, combining the FTE RN positions will save some money on fringe benefits. Amy also stated that segregated fees fund 77% of their overall budget. They also receive money from the State (17%) and student sales and charges (5%). The largest difference in their budget from last year to this year is the software cost of \$48,050 will not be needed this year. There was also an increase of \$4800 in consumable supplies including medications and medical supplies and they purchased an I Pad for \$499 last year. Health and Counseling did not anticipate to spend money on a server license, a new copier, or fax replacement which cost \$5,663 total. Amy said Health and Counseling has been limiting their costs by delaying the hiring of a front desk person and hiring an LTE in a second position. They have also been able to return 20 doses of flu vaccine to ASD for credit of \$154. They are holding down supply and expense costs by decreasing inventory of medications and supplies, they special order expensive medications on an as needed basis, and they are planning to hire one FTE RN instead of 2 part time RN's to decrease fringe costs.

Questions: Kim asked if student use of services has increased or decreased from last year. Amy said the counseling side numbers were up, but on the health side the numbers slightly decreased. She said they have fewer students interested in the family planning program. Matt asked Amy to talk about the software. She said Health and Counseling hopes the software will go live in January. It is an electronic record; students can login and make appointments, fill out documents, and all notes will be electronic. This software will help with data retrieval and the implementation is going well and on schedule. Matt asked Amy to talk about the decreases in the budgets. Health and Counseling already spent money on buying software, so now it will cost \$20,000 a year to keep it running. Kim asked if Health and Counseling can absorb the unanticipated costs for this year. Amy said with the savings we have had in positions would should be able to cover the items we didn't expect. Kim asked why there is an increase in academic and classified areas in the budget. Amy said the academic staff has been missing a part time nurse since May and that position is coming back and they were missing a counselor for 2 months. Classified staff is the front desk person that resigned and they now have a fill in LTE. Reed asked about fringe benefits. Amy said the health insurance coverage is the largest portion and now all staff are choosing family plans.

b. Office of Student Life Budget Presentation

Lisa said this year in student life we are integrating Good Times Programming into Student Life. This budget reflects the integration and GTP will not be presenting a separate budget. By merging the orgs, we will have more programs and a higher quality of programs and will be saving about \$10,000 by combining budgets. There will be cost saving in terms of supplies, publications, and better efficiency with co sponsoring. However, the Student Life budget for next year is going up due to having a half time classified staff (OFO). The cost of fringe benefits is enormous and there is a 2.5% increase in fringe benefits and the pay plan. OFO started in august and Student Life is absorbing the prorated amount from hiring OFO for the part of the year that was paid. Student Life is 100% funded by segregated fees except for some revenue in outdoor and travel, family weekend, and booth rentals at the community fair. This year about 64% of budget is personnel, next year that number will go down due to the merging of Student Life and GTP. \$40,000 (5%) of the budget is spent on food and GTP does not spend a lot of money on food so that number will not change. \$10,000 (1%) of the budget is for professional/paraprofessional development, conferences related to booking entertainers and speakers, and continuing education. And another \$10,000 (1%) of the budget will be used for promotional incentives. We anticipate no changes in full time staff, but we will be eliminating 2 PDA positions and will be adding 8 GTP staff which gives a total of 6 new employees. We will also decrease the amount of food on some events and combining with GTP will help to save money. The University requires that cash balances do not exceed 15% of prior year revenue. This year's and next year's projected reserves remain less than 8% of the revenue. As a student organization, GTP has not carried a reserve from year to year. The 15% cap will be higher in the future with the addition of GTP revenue but we do not intend to carry this high of a reserve. Organization and program participation continues to increase, so combining with GTP will hopefully increase programs without increasing expenses.

Questions: Reed asked what S&E is. It is supplies and expenses, everything but personnel. Reed asked if majority of GTP was S&E. GTP was primarily S&E due to programs, entertainers, etc. Kim asked if GTP is keeping their office. Yes, we do not have space for them in our office. Kim asked if it's practical to absorb the increase in the budget from OFO expenses. Yes, but it would take most of our reserve to do that. Matt said

that GTP is very much for this merger, an auxiliary is not just taking over a student org.

VII. Action Items

VIII. Review of Tonight's Presentations

Shawn said that OSL did a good job of explaining their efficiency, so it was hard to ask any questions. Matt said GTP will no longer come in with budget and the total segregated fee allocation will decrease by over \$100,000 to student orgs. Jeff said tonight's presentations went well and seemed pretty normal. Jeff said to pay attention closely when they are talking and then heavily scrutinize after the presentation is over so you don't miss things during their presentation. Shawn said you can't scrutinize certain things such as pay roll because the directors can't change things that the state controls. Bryan said that chancellor has already sat down with the auxiliaries and asked how they are going to cut costs. Matt said we do not have to review these just on a monetary basis but tell these auxiliaries where they can change and improve.

a. Health and Counseling

Shawn said once the computer system is running Health and Counseling should be steady. Reed asked if the computer system was necessary since they could hire someone for that amount of money. John said that it is a transition into the 21st century for keeping records and being able to transfer records to other locations and it will impact the students quite a bit by being able to schedule online. Kim liked how they kept costs low to students because they are funded by the students. Rebecca liked that they are going to do a marketing campaign for services that are decreasing. Shawn asked if they have the staffing to keep up with increasing numbers. Rebecca said she is hiring a nurse. Reed asked what types of counseling they offer. Bryan said they address things such as stress, time management and anxiety and other various things.

b. Office of Student Life

Shawn liked OSL merging with GTP and thinks it will be a good idea, but thought that it was hard to ask about numbers because they don't truly know how much they are going to save. Matt asked if it would still be a good idea had they not saved money. Shawn said there wouldn't have been another reason to merge other than to save money. Reed asked why they took \$10,000 off the top of the budget. Rebecca said they would be saving in supplies because GTP and OSL have duplicates of everything. Rebecca asked if there is more efficiency in marketing events since they

are the same org. Matt said marketing would probably stay the same. Kim said that \$10,000 is not just an arbitrary number and the board should ask the director where that number came from. Reed asked if we can see these budgets ahead of time. Kim said these budgets were attached in the email but we can email them when we receive them. Josh said the merger sounds good, but wondered how money is going to be saved by not having duplicates when they have separate offices. John said that saving money has more to do with S&E and not with supplies. The merger won't cost more money which is the main objective. Jeff said we shouldn't heavily scrutinize where \$10,000 is going because we are saving money. Rebecca asked if they will be able to come in with a contingency request. Kim said the auxiliary could come in if they wanted to for more money. John said OSL/GTP will probably not come back because OSL has a reserve to fall back on.

IX. Announcements: None.

X. Adjournment: Matt entertained a motion to adjourn the meeting. Josh motioned. Shawn seconded. Jeff called the question. Trevor acclimated. Meeting adjourned at 6:34pm

Respectfully submitted by:
Lindsay Krapfl
SUFAC Administrative Assistant