 **SFAC Meeting Minutes**

**May 19, 2021**

**Virtual Meeting (WebEx)**

**NOTICE:** Due to social distancing restrictions due to COVID-19, this meeting was held via WebEx.

**Call to Order**

The meeting was called to order at 2:01pm

**Roll Call**

SFAC Members Present: Valerie Pinto Emily Yanez

Brenda Piatiak Bluejay Rhoades

Rodrick Moore Jazmine Alejos

Rachel McGuire Renee Justiss

Absent: Bethany Murphy

Quorum was met.

Others Present: Dan Mitsven, Director of Student Life

Willie Gordon, Staff Assistant II, Student Activities (note taker)

**SFAC Member Introductions**

Members of the committee introduced themselves and their roles at the college (fac/staff members) or majors (students).

**SFAC Member Training**

Mitsven shared that the SFAC member training PowerPoint was sent to all committee members along with the meeting invitation. Members were asked to read the slides prior to today’s meeting. Mitsven asked if there were any questions about any of the content in the training. There were no questions. Then Mitsven called on each committee member to verbally verify that they have read and understand the contents of the member training. All members present verified that they had read the training materials and understood the contents.

**Selection of SFAC Vice Chair**

No Vice Chair has been appointed for the current SFAC. Per LSC guidelines, and since no Vice Chair has been appointed, Mitsven recommended that the committee move forward to select a Vice Chair. He recommended J. Alejos, as she has the most experience and she served as SGA President this year. Alejos stated that she would be willing to serve as Vice Chair. Piatiak moved to appoint Alejos Vice Chair. All members voted to approve. Motion passed unanimously.

**Consider FY22 SAF Budget Proposal and Make Recommendations**

The FY22 SAF allocation for LSC-CyFair is $537,360, which is a decrease of $152,590 from the initial FY21 budget (prior to cuts in fall 2020). Mitsven emphasized that the budget that he was about to present is not the set budget, but is a proposal put together by Mitsven using budget requests from RSOs and Student Life programs. The SFAC is important, as they give recommendations as to where they think allocations should be made to support student activities. SFAC recommendations will be presented to the college president, who may make changes before it moves forward for approval from the LSC Board of Trustees. If the president makes any significant changes to the budget allocations, she will notify the committee as to the changes and the rationale.

The budget spreadsheet is posted below in this document.

Questions asked during budget presentation:

Question from Moore (RE: PT positions for the Spring): Can we use 1 of the 3 positions that are listed for Spring’22 in the Fall’21, if needed?

Response from Mitsven: Yes, we can use 1 of them to fill the gap, as everything is dependent upon what the Chancellor decides about the Fall 2021.

Question from Piatiak (RE: supplies/services for clubs): Did any of the clubs meet virtually?

Response from Mitsven: Yes, a few clubs did continue to meet virtually. There were approximately 10 clubs that continued to meet regularly.

Question from Justiss (RE: Reserve/Contingency funds): Are these funds for the Fall and Spring?

Response from Mitsven: These funds will only be used for Student Activities/Student Life in the Fall 2021 and the Spring 2022. He suggests using these funds, if needed and dependent upon the Fall, no earlier than December of 2021. This money can be shifted as needed within the budget.

Question from Rhoades (RE: Barker’s Voice print edition): Was there a newspaper club started already?

Response from Mitsven: No, they never got up and running. However, if they do, then contingency money can be used.

Question from Rhoades (RE: funding at the centers): Any funds for Cypress Center and Westway Park for the Fall?

Response from Mitsven: There again, contingency money can be used. It depends on what happens regarding the Fall reopening of facilities for face-to-face events.

Question from Alejos (RE: SAB): Is SAB dormant for the Fall?

Response from Mitsven: Yes it is, but they will be getting back together for Spring’22.

Question from Rhoades (RE: Rec Sports-Women Volleyball Budget): Will you explain adjusting down that budget?

Response from Mitsven: Mitsven went line by line explaining that the Rec Sports Manager submitted the budget request showing facility rental needs week-by-week. The reason for the increase from the last budget is that she probably requested less than what was truly needed.

Question from Rhoades (RE: RSO – Barker’s Voice update): Barker’s Voice will be more focused on the art (color), not so much as writing going forth. Can we increase the budget for printing?

Response from Mitsven: Suggested an adjustment on the base printing budget in the Student Life Core account from $1,250 to $1,500. The committee could then adjust the Barker’s Voice budget from $1,000 to $1,250 (the cap), which would give them more ability to use funds as needed for printing and other club needs. All committee members agreed to the adjustments.

Question from Rhoades (RE: unused funds in clubs): Where does that go?

Response from Mitsven: Unused RSO funds not spent by May 15 are pulled back to the Student Life Core budgets and spent on a project list made up of things needed for Student Activities/Student Life before the close of the fiscal year.

Question from Rhoades (RE: Circle K International club): Is this a volunteering club?

Response from McGuire: Yes, they are. We don’t use speakers for contracted services. We work with Kiwanis International and local Circle K International clubs.

Question from Rhoades (RE: Economics club): Dan, did you go over the Economics budget?

Response from Mitsven: Yes. Mitsven shared the amount requested for Economics Club.

Question from Piatiak (RE: Lone Star Right to Life club budget): Can we give them $300 or $500 as a small cushion?

Response from Mitsven: No, that is much like the Math club’s budget. As not to show favoritism to any club, Dan suggested and it was agreed by all attending members that the Right to Life and Math Club, or any other club under the cap, can request additional funds to meet their needs.

Question from Moore (RE: any budgets not received): Did we follow-up with those who didn’t submit budgets?

Response from Mitsven: Yes, he and Margit Beasley emailed several times and shared deadlines with officers and advisors at the officer/advisor meetings and at SGA meetings.

**Public Comment Period**

No public comments, as all present at the meeting were committee members and Student Life personnel there to support the meeting.

**Vote for Approval of Recommendations**

Piatiak called for a motion to approve the budgets in 3 parts.

• Total Core Student Activities Budget - $408,644 – Passed

• Total Core Recreational Sports Budget - $117,546 – Passed

• Total RSO Budgets - $11,170 – Passed

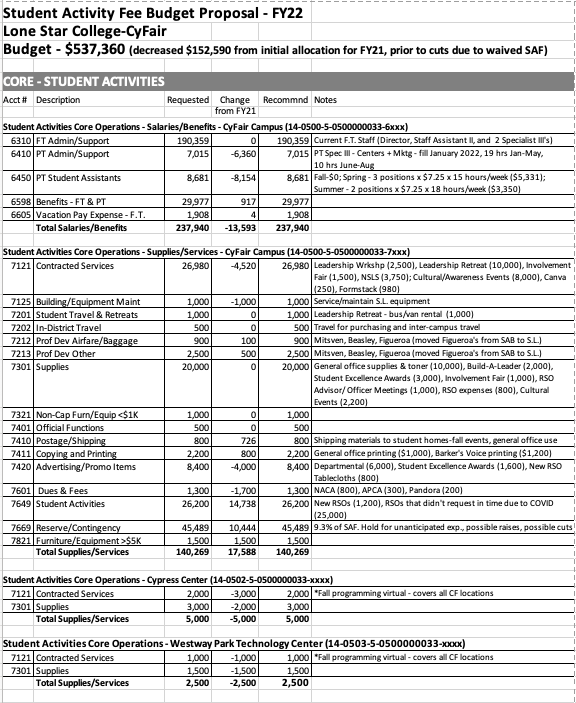
Total Allocation $537,360.

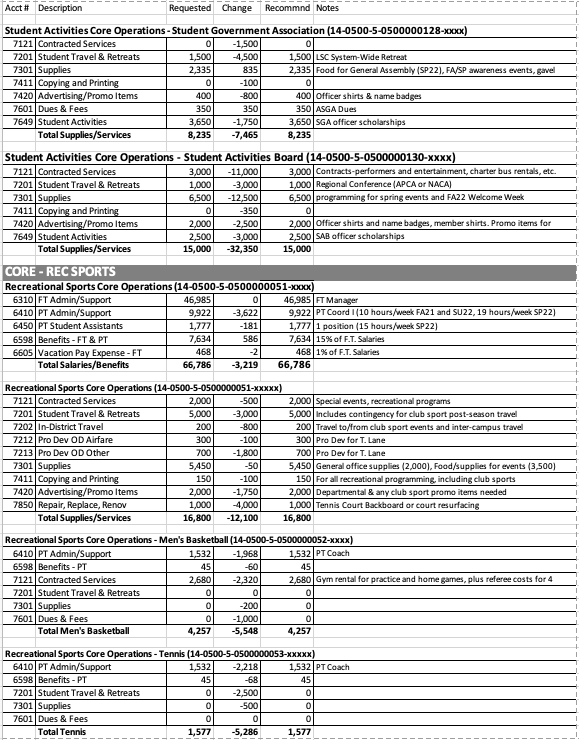
**Next Steps**

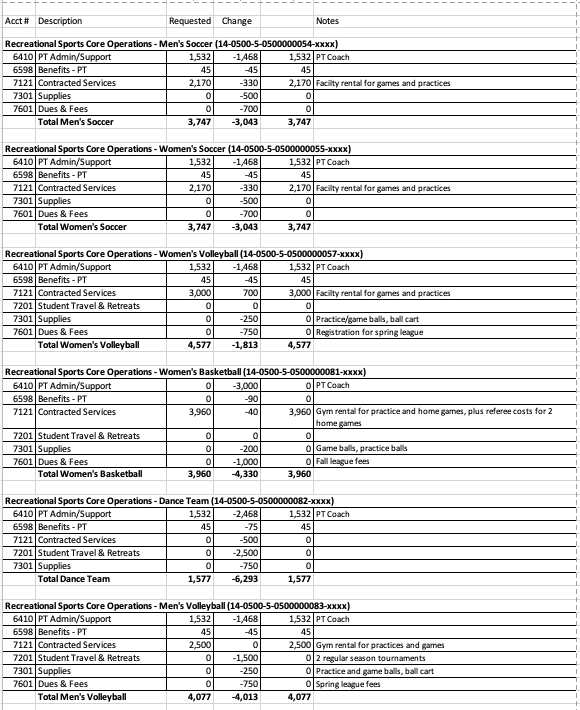
Mitsven shared that he will schedule a meeting with Dr. Keshvala to go over the budget and share feedback and recommendations from the committee. Dr. Keshvala may make changes if she wishes, before moving forward for approval by the Board of Trustees.

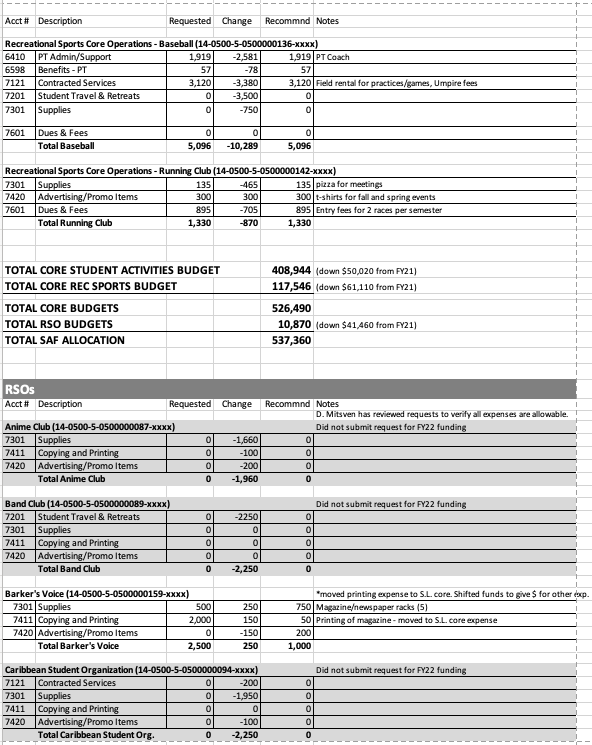
**Adjournment**

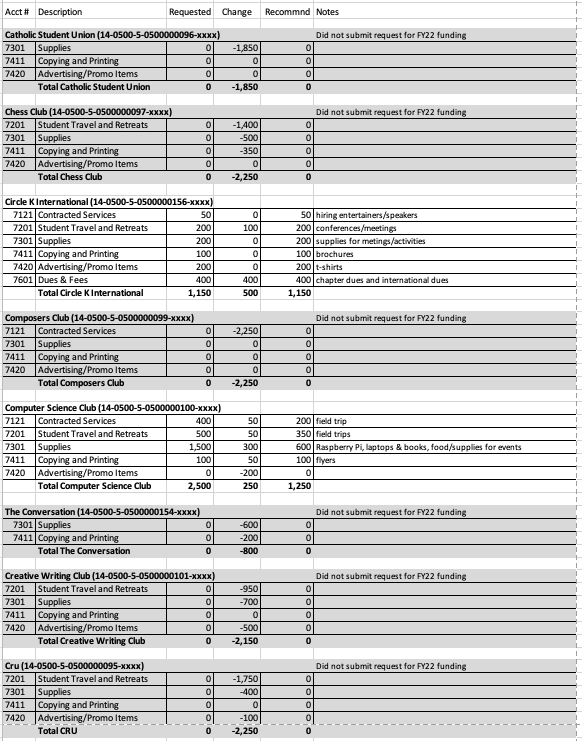
Meeting adjourned at 3:47 pm.

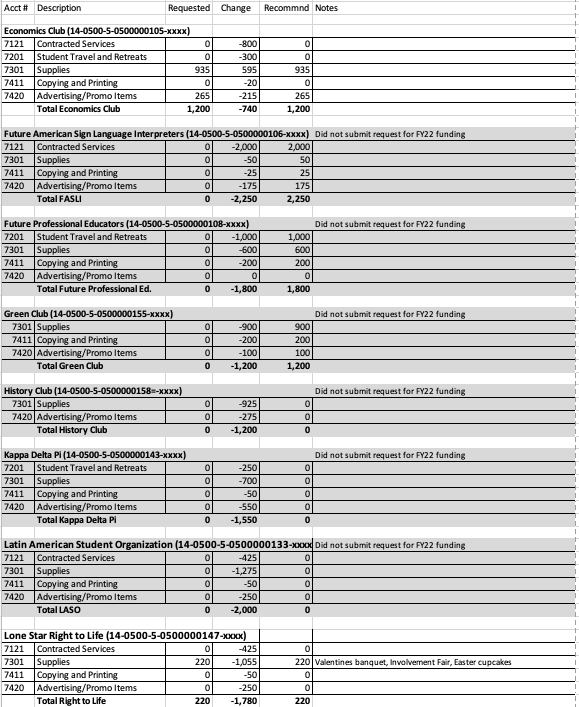
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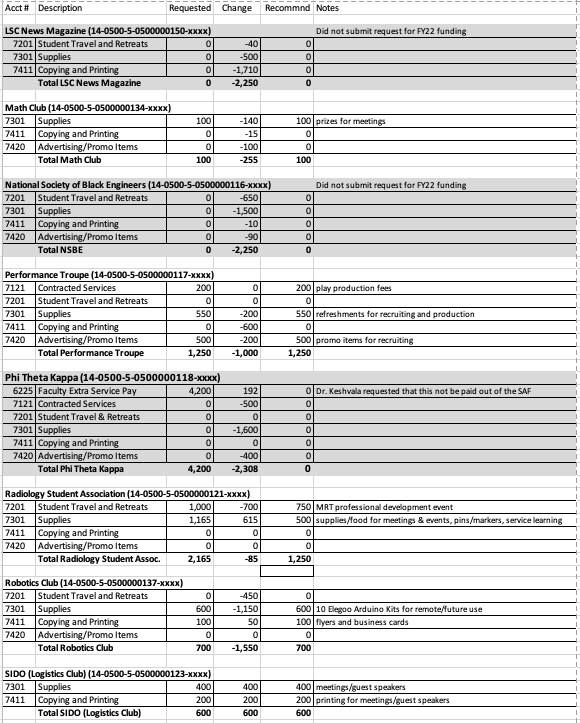
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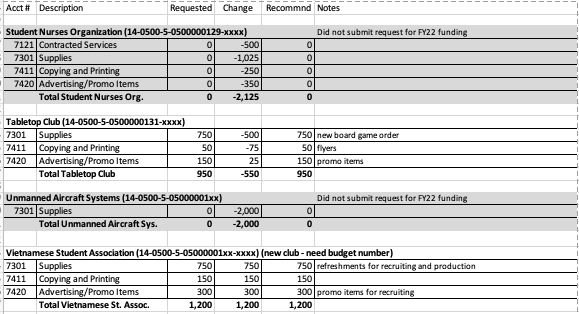
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