**Student Fee Advisory Committee (SFAC)**

**Meeting Minutes**

**05/05/23 – LSC-CyFair, Building 7/CASE 101**

**Call to Order:**

Meeting was called to order by Chair, Brenda Piatiak, at 1:01 p.m.

**Roll Call:**

(Quorum was met.)

Committee Members:

Brenda Piatiak, Chair present Jason Molina present

Rodrick Moore present Destiny Trejo present

Lyndell Masterson present Abigail Parker absent

Renee Justiss present Eliza-Azalea Peterson absent

Dean Bray present

Other Attendees:

Dan Mitsven, Director of Student Life Emily Wade, Specialist III, Student Life (minutes)

**Confirmation of public posting:**

Notice of meeting and agenda were posted to LSC-CyFair SFAC web page on 04/20/23.

Submitted notice of meeting to LSC web calendar on 04/20/23, with post going live to the public on 04/27/23.

**SFAC Member Introductions:**

Committee members and Student Life personnel briefly introduced themselves and their roles.

**SFAC Member Training confirmation:**

Chair Piatiak asked if all members have read and understand the SFAC Member Training. She called for a verbal confirmation that training has been completed:

Rodrick Moore - yes

Lyndel Masterson - yes

Renee Justiss - yes

Destiny Trejo - yes

Jason Molina - yes

Brenda Piatiak - confirmed that she has also completed the training

**Elect SFAC Vice Chair:**

In the interest of time, Chair Piatiak recommend following precedent to select the SGA President, which is Jason Molina. L. Masterson moved to approve Jason Molina as Vice Chair. D. Bray seconded. Motion passed unanimously.

**Consider FY24 SAF Budget Proposal & Make Recommendations:**

Chair Piatiak invited D. Mitsven to continue, starting from the top with the Budget Proposal (attached below).

Mitsven went section by section of the budget, starting from the top. Comments from D. Mitsven and questions about budgets from committee members included:

* RE: Student Activities Core Operations-Salaries/Benefits:
  + D. Mitsven shared that most of the increase in salary budgets is due to pay increases, which also raises the amount for benefits. Also added in funds for one Student Assistant. This year we were relying solely on College Work Study for student workers, but found we weren’t able to get enough for coverage.
  + From L. Masterson – Does Student Life have enough part timers? Response from D. Mitsven: We could use another part timer, but not at the expense of taking more money away from student programming budgets.
* RE: Student Activities Core Operations-Supplies/Services:
  + D. Mitsven stated that to make the budget proposal balance, funds were cut from the Student Activities Core budgets, which serve the entire student body. The Reserve/Contingency budget was cut to make this happen.
  + From B. Piatiak – Why do we pay for Canva, which can be accessed for free? Response from D. Mitsven – Student Life uses Canva Pro, which has more features needed. Student Life does most of its own production of flyers & marketing materials.
* RE: Cypress Center & Westway Park:
  + Left those budget proposals flat.
* RE: SGA:
  + Would like to bring back the opportunity for SGA Officers to be able to travel for meetings/conferences in state or out of state. Also, D. Mitsven is working to shift what was previously allocated as scholarship funds to stipend funds, in order to be compliant with findings from the recent SAF audit. The same applies to SAB officers.
* RE: SAB:
  + Although SAB has a surplus at the end of the current fiscal year, Mitsven didn’t recommend decreasing the FY24 budget by much, as CajunFest, a campus tradition event needs to return. The funds needed have been built into the budget.
* RE: Core-REC SPORTS-salaries/benefits:
  + Increase recommended doesn’t quite cover increase in salaries/benefits.
* RE: Core-REC SPORTS-supplies/services:
  + Only a $200 increase for supplies for rec events.
* RE: Men’s Basketball:
  + $140 increase for salaries/benefits
* RE: Tennis:
  + Increase of $1,840. $140 for salaries/benefits, with the remainder to purchase equipment, travel for in-season tournaments, and a tournament entry fee for spring semester.
* RE: Men’s Soccer:
  + $140 for salary/benefit increase and $30 toward facility rental expense.
* RE: Women’s Soccer:
  + $140 for salary/benefit increase.
* RE: Women’s Volleyball:
  + $140 for salary/benefit increase.
* RE: Women’s Basketball:
  + $143 for salary/benefit increase.
* RE: Dance Team:
  + $2,940 increase. Now that the team is back to performing/competing, we need to build travel back into the budgets. Also includes $140 for salary/benefit increase.
* RE: Men’s Volleyball:
  + Modest increase of $350 (from $0 in FY23) for team to rent gym for scrimmages/games.
* RE: Baseball:
  + D. Mitsven shared recommendation to cut competitive team, budget constraints and lack of local league to compete with. B. Piatak shared that she does not wish to cut funding completely for the Baseball Team. The committee Brainstormed ways to keep the Baseball Team up and going. D. Bray and R. Moore suggested that if it’s not a local league, maybe we can cut the coaching salary money out, and structure Baseball like Men’s Volleyball, which basically is free play, when the students want. D. Trejo suggested that we could we cut the coaching, and we can leave the Baseball Team some money. D. Trejo also asked if the Baseball team could use free baseball field? Mitsven responded that they could not really function as a team that way, as it would be difficult to tell when a field would be available on a consistent basis. B. Piatiak asked about collaborating with CyFair ISD to use their fields, in an effort to save money. Mitsven shared that he was not sure about rental of CFISD field spaces (NOTE: After the meeting, Mitsven discussed this idea with Rec Sports Manager, Norberto Salazar, who stated that he has tried to rent CFISD baseball fields, but they will not rent them for external usage, except in summer months.). Mitsven shared that Men’s Volleyball can play on LSC-CyFair campus volleyball court without a coach present. However, since our campus does not have a baseball field to utilize, we’d have to have someone (i.e. coach, employee) go to the field with the team. All agreed to keep moving on to consider other allocations and come back to the issue.
* RE: Running Club:
  + Recommended that the budget remain flat at $1,395.
* RE: RSO Allocations:
  + Mitsven shared that he tried to balance the budgets with RSOs capped at $1,500, then at $1,250, then at $1,000. Ultimately, his recommendation was to cap at $1,000 so that core budgets didn’t get cut deeper than we already have in the past few years.
  + Mitsven shared that RSO budget requests were reviewed and any non-allowable line item expenses were stricken. Following precedent from previous SFAC committees, the process has been to approve RSO requests of allowable expenses up to the cap determined for the year. This process was designed to remove subjectivity from the process. Mitsven suggested that if the current SFAC would like to go back to the previous process, they could do that, but it would likely entail a return to SFAC meetings that lasted over a few days with RSO representatives attending to present their proposals for consideration. SFAC members agreed that the current process is preferred.
  + Mitsven noted that on the proposed budget, the first column, “Requested by RSO,” is not necessarily what the RSO requested, but rather, shows the request up to the cap ($1,000). Committee members had access to the individual requests, and they are also on file in the Office of Student Life.
  + R. Moore suggested that if RSOs have had a pattern of not spending their budgets, something needs to be put in place to address that, because that money could be put elsewhere to places that really need the funds.
  + Mitsven shared that Student Life does not hold the RSOs to what exact line item expenses that RSOs submit on their requests. They can spend it on what they want, as long as it is an allowable expense and within budget. This is because most RSOs have leadership changes from spring to fall, and new officers may determine that the RSO has different priorities for spending.
  + Mitsven suggested that we could pull $10,000 from Reserve, put it aside for those RSOs that have conferences, etc.
  + No adjustments were made to any RSO allocations.
* RE: Baseball (return to discussion on whether to fund):
  + B. Piatiak asked if we could pull some funds from supplies between student activities CORE and Rec Sports CORE? About $38,800 total; Cultural Events- $10,000. Could we give some of that money for Baseball team? Mitsven stated that we’ve already trimmed our core budgets down, and these funds are for programs and services that serve the entire student body, not the small number of student participants on a team. He reminded that while there seems to be a lot of money for supplies, that figure includes food purchased for campus-wide events.
  + Mitsven shared with the committee that in the past 2 semester, approximately 40% of the players on our team have not been CyFair students. Furthermore, CyFair is currently the only campus with a baseball team. The Rec Sports Director (coordinator of the Lone Star Sports Club Conference) has attempted to form a local baseball conference, but there are not enough teams in our area to support it. Lastly, Mitsven shared that while the SFAC last year approved an allocation of $8,065, their expenses as of May 1, 2023 exceeded $12,000. Therefore, if the current SFAC wishes to continue funding, they would need to fund it to at least that level. The only reason we were able to sustain a team this year is because the Women’s Basketball and Women’s Soccer teams did not have sufficient players to form teams.
  + Called for a vote from the committee to determine if Baseball should be funded for next year. The vote was 6-1 to remove funding for the Baseball Team.
* RE: Running Club:
  + A member asked why Running Club is included with the Rec Sports Core budgets, since there is no coach and it seems like any other RSO, so they should be held to the same cap as other RSOs. D. Mitsven checked with Rec Sports Manager, Norberto Salazar, to ask if there would be any issues. Salazar agreed that it seemed like a fair decision. SFAC agreed unanimously that Running Club should be moved to RSOs, with the $395 difference moved to the Student Activities-CORE Reserve/Contingency account.
* General Comment:
  + L. Masterson suggested that it may help SFAC make better/clearer decisions regarding budget proposal if SFAC knew upfront which clubs made the previous year, and which ones didn’t.
* New Budget Sub-Totals:
  + CORE STUDENT ACTIVITIES BUDGET: $418,675
  + CORE REC SPORTS: $117,690
  + TOTAL RSO BUDGETS: $31,305
  + TOTAL: $567,670

**Reallocation of FY23 Surplus Funds:**

Mitsven shared a spreadsheet of FY23 Balances as of 5/1/2023 (attached). When RSO Fund 14 accounts are swept after the RSO spending deadline (05/15), Student Life will allow RSOs an opportunity to request items to be purchased using swept monies. Knowing that RSOs won’t get the $1,250 cap that he had hoped for, this helps to give some budget relief for RSOs as they go into the next fiscal year.

Mitsven shared a list of potential expenses to be paid over the summer and asked the SFAC for feedback.

* R. Moore suggested charging stations.
* Keep student events as high priority – all agreed
* Frontloading supplies over the summer
* Refresh equipment
* ViewSonics as high priority – they are very impactful in advertisement

**Public Comment Period:**

No one submitted requests to speak on any topics in advance of the meeting. Nor were there any other guests present at the meeting (beyond SFAC members and Student Life personnel).

**Vote on Approval of Recommendations for FY24 Budget Proposal (as amended):**

* Vote to approve Core Student Activities Budget for FY24 at $418,675
  + L. Masterson moved to approve. R. Moore seconded. Motion passed unanimously.
* Vote to approve Core Rec Sports budget for FY24 at $117,690
  + R. Moore moved to approve. D. Trejo seconded. Motion passed unanimously.
* Vote to approve RSO budget for FY24 at $31,305
  + D. Bray moved to approved. R. Justiss seconded. Motion passed unanimously.

**Vote Recommended Reallocation of F23 Surplus Funds:**

* D. Bray moved to approve recommended reallocation of funds to cover expenses for the remainder of the current fiscal year, with the agreement to allow D. Mitsven, Director of Student Life, latitude to prioritize spending as needed (with previously stated recommendations for prioritization). J. Molina seconded. Motion passed unanimously.

**Next Steps:**

The SAF budget allocations approved by SFAC will be sent to the College President. If she makes changes, she will notify the committee in writing. Upon her approval, the budget then goes to the Board of Trustees for approval.

**Student Activity Fee – Future of SAF/Fund 14:**

Mitsven shared that now that the SAF is rolled into tuition charges, LSC’s participation in the SFAC process outlined in the Texas Education Code is voluntary. Furthermore, he shared that the report from a recent audit of SAF accounts states that there is money in Fund 14 accounts, and once it is gone, SAF money will be moved to Fund 10 (general operating).

**Adjournment:**

L. Masterson moved to adjourn the meeting. D. Trejo seconded. Motion passed. Meeting adourned at 3:06 p.m.

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