**Lone Star College-CyFair**

**Student Fee Advisory Committee (SFAC)**

**Meeting Minutes**

**06/19/18**

**10:00 a.m. - CASE 102.F**

Voting Members Present:

 Abraham Korah, Chair Mary Anne Montifar, Vice Chair

 Brenda Piatiak Jordan Heggie

 Alexis Gonzalez Ena Cusi

Voting Members Absent:

 Jennifer Gonzalez Aubrea Rudder

 Irvin Gonzalez

Non-Voting Support Present:

 Dan Mitsven, Director of Student Life

**Meeting called to order at 10:10 a. m.**

**FY18 Budget Review** – The SFAC is required to review the type, amount, and expenditure of SAF budgets annually. Mitsven distributed a budget vs. expense summary for all SAF accounts as of 06/12/18. As of that date, 77% of all SAF budgets had been spent at 78% into the fiscal year. Committee was asked for feedback on how funds generally have been spent in the current fiscal year. Committee noted that satisfaction with how funds have been spent.

**Finalize SFAC Recommendations for FY19 Budget** – Mitsven shared that the full allocation for CyFair for FY19 is $758,000, an increase of $88,000 over FY18. The increase comes from S.O. releasing $88,000 from the Fund Balance (unspent money from previous years). We can anticipate getting the same amount from the Fund Balance for FY20 and FY21 as well. While there is a significant increase for FY19, there are other expenses sharply rising for salary and benefits (filling 2 positions that had been open and moving full salary for Rec Sports from Division 2 to Student Life). SFAC was urged to utilize a good share of the additional funds for capital expenses instead of allocating all of the funds out through regular budgeting.

In previous meetings this spring, SFAC had considered RSO budget requests and a preliminary Student Life core budget proposal. However, the committee was not aware of how much was available to allocate to RSOs and the Student Life core budget did not include employee salaries and benefits. Members were presented with an updated core budget which included salaries/benefits. Committee went through each budget type and proposed allocation for core Student Life expenses. Committee voted unanimously to take $3,000 from the allocation for Student Planners and move it to the Student Activities Programming budget, with emphasis on utilizing these funds for programming at the Fairbanks and Cypress Centers. Once satisfied with the proposed budget for core operations, this left a total of $259,257 available to fund RSO requests. Committee considered a slated recommendation of requests for RSOs that fit within that budget. This process required trimming requests back to 53% of what was initially requested by the RSOs and cutting $166,415 from what was previously slated by the SFAC for RSO allocations. Committee unanimously approved the recommended budget of $758,000.

**LSC Club Sport Conference Budget** – Before allocating funds to each campus, S.O. pulled $8,000 off the top from each campus to be pooled to fund the LSC Club Sport Conference. In FY18, this money was not pulled off the top, which was problematic for the LSC Club Sport coordinator in paying club sport expenses. Additionally, not every campus allocated the same amount for the conference. This process restores how the conference was previously funded prior to FY18. Committee unanimously approved the $8,000 contribution from LSC-CyFair for the LSC Club Sport Conference.

**Study of SAF/Recommendations** – Committee was presented with a comparison of the fee amounts for comparison colleges, as well as 4-year colleges in the Houston area. At $2/credit hour, LSC is at the median but well below the average amount for a SAF. Arguments were presented as to why the fee should be increased, or why it should remain the same. After considering this information, committee stated that since the colleges are drawing funds off the Fund Balance for the next 3 fiscal years, now is not the time to increase the fee. Committee voted unanimously to recommend that the fee be increased by $1/credit hour (for a total of $3/credit hour), to start in FA21.

**Next steps for FY18 Budgets** - Korah & Mitsven will present SFAC recommended budget and recommendations on the future of the fee to Dr. Lambert & Dr. Keshvala. Dr. Keshvala makes any changes to the FY19 budget she deems necessary before approving and submitting to the Chancellor for BOT approval.

**Meeting adjourned approximately 11:45 a.m.**