

1-11-2011

## Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, January 11, 2011

Arts & Sciences Finance and Service Committee

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## **Finance and Service Meeting Minutes: 1/11/11**

### **Members Attending:**

- ✓ Anna Alon
- ✓ Sue Easton
- ✓ Kenneth Pestka
- ✓ Tonia Warnecke
- ✓ Diane Willingham
- ✓ Alexandra Grammenos
- ✓ Charlie Rock
- ✓ Laurel Goj

### **Members Absent:**

- ✓ Mandy Booker
- ✓ Eddie Dobrowolski
- ✓ James Poindexter

### **Sr. Administration Resource:**

- ✓ Jeff Eisenbarth

### **Agenda:**

- Approval of December minutes
- Review of action items
- Subcommittee reports
- Discussion of plans for Spring Semester
- Other

The meeting was called to order at 12:30pm. Diane volunteered to take minutes.

Minutes from the December meeting were approved.

The first order of business was a round of introductions. Charlie Rock, faculty representative, was attending for the first time. The group reviewed the committee's purpose and goal of transparency.

## Review of Action Items

<p><b>Eddie</b></p>	<ul style="list-style-type: none"> <li>• <b>Determine student interest in attending budget &amp; planning meeting.</b></li> <li>• <b>Submit draft of minutes.</b></li> </ul> <p>Alex provided the following update: Jeff met with the SGA executive board yesterday. The executive board will relay his message to Senate. There is potential for a town hall meeting in the Spring. SGA would appreciate help setting up the town hall meeting and brainstorming ways to increase attendance. Suggestions were given about the structure of the meeting and ideas to increase attendance. Alex will e-mail Sue the date of the meeting.</p>
<p><b>Tonia</b></p>	<ul style="list-style-type: none"> <li>• <b>Continued work on formalizing an on-campus purchasing venue for Rollins branded merchandise.</b></li> </ul> <p>We have successfully joined the WRC. There are no new updates. Sue will be requesting the Executive Committee’s permission to get this topic on the agenda for the next faculty meeting so an update can be given to the entire faculty. Tonia will speak with Eric prior to the meeting to get additional history.</p>
<p><b>Jeff</b></p>	<ul style="list-style-type: none"> <li>• <b>Check into how BoT open forum meeting information is communicated to the faculty.</b> This is still an active action item.</li> <li>• <b>Schedule a meeting with Charlie Rock to answer his budget-related questions.</b> This meeting is scheduled for Friday, January 14<sup>th</sup> at 10:30 am.</li> <li>• <b>Meet with student representatives regarding tuition allocations.</b> Complete. See update above.</li> </ul>

## Subcommittee Reports:

**CESI (Ken)** – Action items from the November meeting include: goal to increase green space on campus as a part of the master plan; plan to tour campus to discuss environmental concerns (native plants, etc); Crummer plans meetings with business leaders to discuss entrepreneurial and sustainability. Ken reported that he is unsure how the new Masters of Planning in Civic Urbanism plans to interact with this committee. Ken requested additional student representation on the committee. Charlie recommended tying this committee to the budget.

**Budget and Planning (Anna)** – At the last meeting an update was given on the upcoming construction and parking during construction. Tuition remission and how we compare to our peer and aspirant institutions was discussed. Most institutions have a longer waiting period than Rollins before tuition remission benefits begin. Currently, HR pays for students with tuition remission in each class, which costs approximately \$2 million/year. There is a recommendation to change the waiting period for tuition remission from 90 days to one year. The budget parameters for next year have been developed and the budget meetings are now focused on how to work within these parameters.

**Discussion of plans for spring semester:**

Laurel suggested an update to faculty/staff on construction/renovations and the financial impact, including where the money is coming from. The committee would also like additional information on the consultant’s report on the master plan.

The committee would like to invite someone from Development to a meeting this semester so we can learn more about the fundraising process.

**Action Items:**

<b>Sue</b>	<ul style="list-style-type: none"> <li>• Talk with Jeff and Scott about update to faculty/staff on construction/renovations.</li> <li>• Invite someone from Development to a meeting for a 30 minute discussion to increase general knowledge</li> <li>• Request that an update on the Ethical Production committee be given at the next faculty meeting.</li> </ul>
<b>Alex</b>	<ul style="list-style-type: none"> <li>• Ask at SGA for additional student representatives for CESI.</li> <li>• Ask SGA for feedback on why the budget is hard to understand and e-mail this information to Charlie.</li> </ul>
<b>Charlie, Laurel, Tonia</b>	<ul style="list-style-type: none"> <li>• Meet with Jeff on Friday 1/14/11 to discuss budget questions.</li> </ul>
<b>Anna</b>	<ul style="list-style-type: none"> <li>• Attend budget and planning meeting.</li> </ul>

<b>Diane</b>	<ul style="list-style-type: none"><li>• Send Sue the name of the staff member in Development who did a presentation to the Student Affairs Directors.</li></ul>
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**Other items:**

The meeting on February 1, 2011 is cancelled. Our next meeting will be on March 1, 2011.

Meeting was concluded at 1:45pm.