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Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, December 7, 2004

Arts & Sciences Finance and Service Committee

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**Finance and Service Committee
School of Arts and Sciences**

MINUTES for December 7, 2004
Bush 105, 12:30-1:55 pm

Committee Members Present: Don Griffin (Chair), Martina Dow (Secretary), Udeth Lugo, Dorothy Mays, Dick James, Martha Cheng, Gloria Child, Joe Siry, Mark Zelina,
Guests: George Herbst, Brad McKown

I. Old Business

- a. We approved the minutes from the last meeting.
- b. Don, Martina, and Dick attended a second Budget Committee Meeting. A major change in the budget process was discussed at this meeting. In the past, the budgeted enrollment was set lower than the expected enrollment. The difference provided a surplus that was used for unexpected expenditures. Starting next fiscal year, the budget will be based on an estimate of the expected enrollment. The new budgeting process will require departments to budget more carefully, since there will be no extra funding available. A contingency of 2% of revenue will be put in a reserve fund with the goal of building this fund to 5% over the next few years. With the enrollment figure set, an increase in student retention would allow us to decrease the number of new students admitted and thereby improve the quality of the entering class. The goal is now to begin multi-year budget planning. Meetings will be needed with faculty and staff in order to go over changes in the budget process and to explain how budgets will be handled in the future. The salary pool for next year is presently set at 4%, but the final approval of this amount will be delayed until the figures for health insurance have been determined. Departmental budgets are up by 3% for the coming year.
- c. Our next meeting will be devoted to health insurance.
- d. Dorothy Mays and two students met with Ken Posner and Brad McKown to discuss authority and responsibility regarding residence hall incidents. Residential Life has a plan in place that describes the responsibilities of Resident Assistants, House Managers and Residential Life Directors with respect to various incidents that may occur in the housing units. This detailed plan is available on the Residential Life Web site. Dorothy examined the material available on the Web and provided the Committee with several examples. This plan includes detail instructions regarding when Campus Security is to be called; in such cases, the responding officer files a report. Brad McKown reported that the process now in place to deal with residence hall incidents is working well. It was also mentioned that when students were asked about installing security cameras on campus, some said that they would be helpful, but only in certain areas. Don Griffin requested a report from Brad regarding recent resident hall incidences, in order to better understand the present situation. Brad agreed to provide such a report.
- e. George Herbst explained the reorganization of campus security and safety. Brad McKown will now be in charge of campus safety and a search for a new director

of campus security will begin. There will be no change in the total number of staff.

- f. Facilities is putting together a report about lighting and security on campus. Each year a walk through is done but this year more people were involved and lighting seemed to be the main issue. There will be more patrols by Winter Park Police and Campus Security. The appropriate use of cameras will be considered as a way to help with security. Martha Cheng asked if announcements are made regarding security problems on campus. George Herbst responded that only certain incidents have been announced, but steps are now being taken to make people more aware of security concerns. Ten buildings will be re-keyed with the Intel-a-key system.

II. New Business

- a. None.

Next meeting will be January 18, 2004 at 12:30 pm in Bush 105.

Respectfully submitted,

Martina Dow, Secretary.