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Senate Bill SB-00S-1334 Accepts 2000-2001 A&S Fee Budget and Budgetriders

Student Government Association
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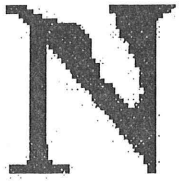
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UNIVERSITY OF NORTH FLORIDA
STUDENT GOVERNMENT ASSOCIATION



SENATE LEGISLATION

NUMBER SB-2000S-1334

SB-2000S-1334 ACCEPTS 2000-2001 A&S FEE BUDGET AND BUDGETRIDERS

WHEREAS: THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF NORTH FLORIDA WAS ESTABLISHED TO REPRESENT STUDENT CONCERNS IN ALL UNIVERSITY WIDE MATTERS, AND;

WHEREAS: THE BUDGET AND ALLOCATIONS COMMITTEE IS STANDING COMMITTEE OF THE STUDENT GOVERNMENT ASSOCIATION SENATE, WHICH IS RESPONSIBLE FOR "ALLOCATION OF THE ACTIVITY AND SERVICE FEES," AND;

WHEREAS: THE BUDGET AND ALLOCATIONS COMMITTEE HAS WORKED ON THE ALLOCATION OF THE 2000-2001 A&S FEE BUDGET AND BUDGETRIDERS FOR THE PAST FEW MONTHS, AND;

WHEREAS: THE BUDGET AND ALLOCATION COMMITTEE HAS COME TO A UNANIMOUS DECISION ON THE ALLOCAITON OF THE BUDGET, AND;

THEREFORE: LET IT BE ENACTED THAT THE PROPOSED BUDGET FOR THE 2000-2001 A&S FEE BE ACCEPTED.

Respectfully submitted, B&A Committee.

Introduced by Budget and Allocations Chair

Senate Action Passed 21 - 6 - 4

Date April 12, 2000

Be it known that SB-2000S-1334

is hereby PASSED / VETOED on

This 20 day of April, 2000

Signature Ann L. Duskin

Student Body President

**ACTIVITY AND SERVICE FEE BUDGET
PROVISIONARY LANGUAGE
FISCAL YEAR 2000-2001**

1. This budget is a line-item budget. The Budget and Allocations Committee and the Student Government Association Senate must approve any transfers from one budget to another budget. The Budget and Allocations Committee and the Student Government Association Senate must approve any changes in the salary line, within a budget, to another line within that same budget. The Budget and Allocations Committee and the Student Government Association Senate must approve any changes in decentralized accounts. The Budget And Allocations committee chair, President of Student Government, Senate President, Comptroller, Accountant, and the Assistant Vice President of Student Affairs Student Government Advisor or designees must all approve any changes within centralized accounts.
2. All carry forward funds and any additional credit hour revenues shall be placed in the Unallocated Reserve account.
3. This budget does not set a precedent for future budget allocations.
4. If for any reason, expected revenues are not met, all budget authority is subject to reallocation by the Budget and Allocations Committee and the Student Government Association Senate.
5. The first \$50,000.00 in Unallocated Reserves (Fund Balance) is to be appropriated in the General Reserve account as a safeguard against any contingent liabilities that may unexpectedly arise.
6. Allocation and expenditure of A&S Fees must conform to the most recent version of the Activity & Service Fee Policies and Procedures.
7. Any budget entity that the SGA Comptroller projects to incur a deficit shall be reviewed by the Budget and Allocations Committee as soon as this budget status is determined. In no way is a Budget Director authorized to incur a deficit, and deficit status must never be held by any account. If for any reason, an account under direction of a Budget Director has a deficit status, all accounts under direction of that Budget Director will be immediately frozen by the SGA Comptroller until that Budget Director appears in front of the Budget and Allocations Committee and explains why a deficit has been incurred and how the deficit will be eliminated, and the Budget and Allocations Committee agrees, by a majority vote, to lift the frozen status.
8. There shall be a moratorium on the request and addition of new, ongoing accounts. Any request for new, ongoing accounts will be heard only during Budget Hearings.

9. The Aquatics Center, Spinnaker, Arena Wages, Volunteer Center, Student Government Association, and AASU Budget Riders shall be considered an extension of the Provisionary Language of this budget. All policies outlined in these documents, once signed by the appropriate parties who are: the University of North Florida President, University of North Florida Vice President of Student Affairs, UNF Assistant Vice President of Student Affairs, UNF Student Government Association President, UNF Student Government Association Vice President, and UNF Student Government Association Comptroller shall hold the equivalent weight of a provision of the Provisionary Language.
10. In the event that the federal minimum wage increases during the fiscal year, the Budget Directors shall have the option of submitting a revised OPS Wages Budget request. This request shall receive the highest priority for unallocated reserves.
11. The allocation to the University Art Gallery shall be contingent upon the university administration demonstrating a willingness to fund the Gallery, on an ongoing basis, an amount equal to at least 100 percent of the amount allocated to the gallery from the Activity and Service Fee. The Budget and Allocations Committee shall review the Gallery account. The Art Gallery Advisory Committee shall meet on a regular basis and make decisions on the programming of the Gallery. The University Art gallery operating expense account is expected to focus on the development of programs and attracting students to attend Art Gallery events.
12. Unless specified by Stipulation, no A&S account, with the exception of the SGA and Student Conference Travel accounts, may in any way, expend A&S funds for student or professional travel. Those persons or organizations seeking funds for travel may do so through the Student conference Travel account. Only current students of UNF or UNF student organizations may receive funds from the student conference travel line.
13. Funding of Safe Ride is considered a partnership with the administration. If at any time in the future the administration fails to financially participate in this partnership, SGA retains the right to seize the SAFE RIDE property and funding and place it completely under SGA administrative control. Safe Ride in conjunction with the University Administration shall be responsible for the upkeep of all Safe Ride carts and for the purchasing of replacement carts when needed.

14. Funding of the Professional Speakers Bureau is considered a partnership with the university administration. This account was created under an agreement between SGA and the University Provost. The agreement is that each dollar expended from this Activity & Service Fee account will be matched equally with a dollar expended by the University Provost and/or Academic Affairs. The cash outlays of each event must be divided equally between the two parties; however, SGA will not allow university facility rentals and utility costs to be included in this calculation. In addition, a committee will be created and composed of students, faculty/staff, of which the student representatives will comprise a majority. SGA President will appoint the student representatives, and the student faction will always maintain a majority of committee voting membership. The purpose of the committee will be to meet and vote to determine how to allocate funds contributed from both the University and the A&S Speakers Bureau. If at any time the SGA feels that the administration is not contributing equally, SGA retains the right to transfer all remaining A&S money into the unallocated Reserve account. For the 2000-2001 fiscal year, \$3000 will be set aside in the Professional Speaker's Bureau for the African American Student Union, and will be matched with \$3000 from the University agreement above. For the 2000-2001 fiscal year, \$3000 will be set aside in the Professional Speaker's Bureau for the Women's Center, and will be matched with \$3000 from the University agreement above.
15. A&S funds will not be used support any one Greek organization exclusively; however, funds can be allocated to the Greek community as a whole.
16. Funding of the Volunteer Center account guarantees that the Volunteer Center will be open and manned by at least one Volunteer Center employee for at least five (5) hours a day Monday through Thursday, with the exception of holidays, during the hours of 9:00 AM and 5:00 PM. Hours must be posted in advanced for public inspection and will be monitored by the Student Government Association Executive Branch.
17. The Student Government Association operating expense account is limited for use by the Student Government Association and its members. Regarding travel for the Student Government Association: Non-Student Government Offices shall not use this account for travel. Exceptions to this rider may be made by the Budget and Allocations Committee and are NOT subject to the approval of the Student Senate.

18. The University of North Florida Arena and Recreations Department shall NOT charge A&S fee paying students for the use of equipment or the use of their facilities. Exceptions maybe made for late fee related to usage.
19. The Andrew Robinson Student Life Center, (OCO) account number (9070050000) is exempt from the fiscal year end closing procedures and will not be posted into the unallocated fund balance calculations for the A&S fee in the following fiscal year. This account has been established for the development of building 14. This account should NOT be used in the determination of Capitol Improvement Trust Fund Allocations.
20. SGA Agencies and student organizations holding events in the Arena have full use of the facility during the event. This shall include the basketball and volleyball team locker rooms as well as other locker rooms, classrooms, and the multipurpose room. The only areas that can remain off limits are the Training Room, individual offices, and one classroom. Likewise, no student organizations can be required to submit an advance deposit for facility damages. The Arena back parking lot is to be off limits to students, faculty, and staff during the hours the back lot gate is posted with security for student events. This includes student athletes using the Training Room and community members using Aquatic Center. Team practices should be moved to alternate locations or days in the event a student organization needs the date for an entertainment event. SGA Osprey Productions must be able to hold two dates per moth to use for booking student entertainment events in the seven programmable months during the academic year. The months are September, October, November, January, February, March, and April. One of the April dates to be held shall be the Saturday of Earth Music Fest, as a backup venue in case of rain.
21. Funds appropriated to Greek Council are to be allocated by the Greek Council Board, subject to signature authority by the SGA President.
22. The Academic Resource Center Staff must post their tutoring hours, and develop a system that monitors the staff's reliability and punctuality to ensure satisfactory service.
23. The Fitness Center may not project to go into a negative balance under the assumption that monies will be made available by requesting them from the SGA Unallocated Account. Any expenditure that will project an account deficit must first obtain approval from the Budget & Allocations Committee and the Student Senate.
24. The International Center's account line for OPS Programming includes \$1000 to help pay for a Film series. This money may not be spent unless it is matched by other venues up to \$4000. If the money is not met by the end of the 2000-2001 Fiscal Year, the \$1000 will be returned to the Unallocated Account.

25. Activity and Service Fees may be used for Cultural Music and Art Gallery events that have community and student participation.
26. The 2000-2001 Budget allocates extra monies to Arena Wages, which will be used to extend hours of operation on Saturdays to 10:00pm.
27. All pay increases for centralized accounts must be approved by the Student Government Senate.

**ACTIVITY AND SERVICE FEE BUDGET
BUDGET RIDER FOR
UNF AQUATIC CENTER**

This document when approved by the proper entities, shall become part of the Activity & Service Fee Budget for Fiscal Year 1998-1999. This budget rider shall govern the operation of the Aquatics Center A&S Budget and its interaction with the Aquatics Center Auxiliary Account.

1. At the beginning of each fiscal year July 1, 100% of Salaries and Benefits will be transferred to the Pool Auxiliary for the purpose of paying the Aquatics Center Coordinator.
2. Any Capital (OCO) item will be transferred on an item by item basis.
3. This budget rider must follow the normal SGA legislative process for the Activity & Service Fee Budget, and must be approved by all appropriate parties as stated in the Provisionary Language.
4. Once this budget rider has been approved, the SGA Budget & Allocations Committee shall have final authority over all transfers from the A&S Pool Budget to the Aquatics Center Auxiliary Budget.
5. The Aquatics Coordinator, in conjunction with the Recreation Director, shall develop a budget request for the next fiscal year. This budget request shall reflect the current year's operation and will be presented during the A&S Budget Hearings.
6. The Aquatics Center must leave three lanes for students open at all times during their regular operating hours.

**ACTIVITY AND SERVICE FEE BUDGET
BUDGET RIDER FOR
UNF SPINNAKER**

This document when approved by the proper entities, shall become part of the Activity & Service Fee Budget for Fiscal Year 1998-1999. This budget rider shall govern the operation of the Spinnaker A&S Budget and its interaction with the Spinnaker Revenue account.

1. At each quarter mark during the fiscal year (October 1, January 1, March 1,) and at the beginning of the fiscal year (July 1), the budget authority allocated by the Senate in the OPS and Operating categories shall be transferred to the Spinnaker Revenue Account.
2. Any Capital item (OCO) will be transferred on an item by item basis.
3. This Budget Rider must follow the normal SGA legislative process for the Activity & Service Fee Budget, and must be approved by the appropriate parties mentioned in the Provisionary Language.
4. Once this Budget Rider has been approved, the SGA Budget and Allocations Committee shall have final authority over all transfers from the A&S Spinnaker Budget to the Spinnaker Revenue Budget. The Committee shall have the responsibility to manage the A&S Spinnaker Budget.
5. Excess revenues will be divided with 10% for reserve and replacement, and the remaining shall revert back into the Spinnaker Operating Budget.
6. The Managing Editor of the Spinnaker, in conjunction with the Assistant Vice President of Student Affairs, shall develop the budget request for the next fiscal year. This budget shall reflect the current year's operations and be presented during the A&S Budget Hearings.
7. The budget amount requested, less the amount of excess revenue received, shall be allocated by the Budget and Allocation Committee with Senate approval. Revenues received by the Activity and Service Fee shall remain in the Spinnaker Revenue account for the purpose of supporting the continuous operation of the Spinnaker.
8. Funding of the Spinnaker account guarantees that the UNF Student Government Association will receive a half page advertisement, of SGA's choice, at no cost, in each edition of the Spinnaker. In addition, Osprey Productions will receive, at maximum, one full page advertisement, of Osprey Productions choice, free of

charge, in each edition of the Spinnaker. In addition, three weeks prior to SGA elections(Spring and Fall) and during the week of SGA elections(Spring and Fall), SGA is guaranteed a minimum of one full page and a maximum of a one and one-half page advertisement, of SGA's choice, at no cost.

9. Funding of the A&S Spinnaker account guarantees that the Spinnaker Office will be open and manned by at least one Spinnaker employee for a period of at least four hours a day, Monday through Thursday (except for holidays), during the hours of 9:00 a.m.- 5:00 p.m. These hours must be posted in advance for public inspection.
10. The Spinnaker staff shall be responsible for conducting a minimum of four rack counts per semester and will provide this information in the Spinnaker budget request at the A&S Fee Budget Hearings

**ACTIVITY AND SERVICE FEE BUDGET
BUDGET RIDER FOR
UNF ARENA WAGES**

This document, when approved by the proper entities, shall become part of the Activity and Service Fee Budget for the fiscal year 1998-1999. This budget rider shall govern the operation of the Arena Wages Revenue Account.

1. At each quarter mark during the fiscal year (October 1, January 1, March 1,) and at the beginning of the fiscal year (July 1), the budget authority allocated by the Senate in the OPS and operating categories shall be transferred to the Arena Wages Auxiliary Revenue account.
2. Any capital item (OCO) will be transferred on an item-by-item basis.
3. This budget rider must follow the normal SGA legislative process for the Activity & Service Fee Budget and must be approved by the appropriate parties mentioned in the provisionary language.
4. Once this budget rider has been approved, the SGA Budgets and Allocations Committee shall have final authority over all transfers from the A&S Arena Wages Budget to the arena wages auxiliary revenue. The committee shall have the responsibility to manage the A&S UNF Arena Wages budget.
5. The director of the arena shall develop a budget request for the UNF Arena Wages account for the next fiscal year. This budget request shall reflect the current year's operations and will be presented during the A&S Budget Hearings.
6. Funding of the A & S Arena Wages account guarantees that the arena may not recharge the UNF SGA for labor associated with concerts/events held at the arena which are independently produced by the SGA osprey productions agency. This provision shall apply to a maximum of four concerts/events per year.
7. The UNF Arena may assess a maximum of \$1,500.00 for staff cost and production cost to UNF Student Organizations. This provision would exclude the Foundation Boardroom in this consideration. Also, the arena may not charge SGA or a student organization for production costs associated with a student event in the arena that are specifically provided by the student organization. Production costs are defined as set-up costs, operating costs and clean-up costs.
8. If, at any time the Student Government Association feels that the arena is not adhering to the seven previous budget rider items, it retains the right to seize all funds remaining in the UNF Arena Wages account.

**ACTIVITY AND SERVICE FEE BUDGET
BUDGET RIDER FOR
AFRICAN-AMERICAN STUDENT UNION**

This document, when approved by the proper entities, shall become part of the Activity & Service Fee Budget for the fiscal year 1998-1999. This budget rider shall govern the operations of the African-American Student Union A & S budget.

1. The SGA Comptroller will act as the budget director/advisor to the African-American Student Union (AASU.)
2. The AASU will fall under the supervision of the Assistant Vice President of Student Affairs.
3. The AASU may not award cash prizes for any events/programming held during the fiscal year, and any non-cash prizes to be awarded for events/programming must be approved by the Budgets and Allocations Committee and the SGA Senate.
4. Monies from Professional Speakers Bureau to the AASU account may only be expended for lectures and/or workshops. This allocation will be no less than \$3000 from the Professional Speakers Bureau account and no less than \$3000 dollars that will be matched by the university. See # 14 of the Provisionary Language on page 6 of the 2000-2001 Budget.
5. All Capital items (OCO) will be transferred on an item-by-item basis.
6. Funding of the A&S AASU guarantees that the AASU office will be open and manned by at least one AASU employee for at least five (5) hours a day Monday through Thursday, with the exception of holidays, during the hours of 9:00 AM and 5:00 PM. These hours must be posted in advanced for public inspection and will be monitored the Student Government Association Executive Branch.

**UNF ACTIVITY AND SERVICE FEE BUDGET
APPROVAL SIGNATURES**

Dr. Ann Hopkins
President, University of North Florida

Mr. Everett Malcolm
Acting Vice President, Student Affairs

Mr. Thomas Robertson
Assistant Vice President, Student Affairs

Ms. Ann Duskin
President Elect, Student Government Association

Mr. Alex Diaz
Acting Comptroller, Student Government Association