I. MISSION STATEMENT
We will educate, train and develop student leaders to practice responsible and ethical leadership in an environment of shared-governance.

A. OUR VISION
We will strive to develop and implement a supportive, diverse and dynamic student government for the student body.

B. CORE VALUES
Accountability Follow-through
Change for Growth and Honesty
Action Integrity
Collaboration Involvement
Commitment Learning and Development
Community Positive Tradition
Cooperation Pride
Creativity Responsibility
Diversity Servant Leadership
Drive Service Above Self
Ethical Decision-Making Spirit
and Behavior Vision

C. STUDENT GOVERNMENT ACCOUNTING & BUDGET OFFICE
1. MISSION STATEMENT
The Student Government Accounting and Budget Office staff’s mission is to give students the opportunity to learn out of the classroom how to create, design, and develop a working resume of experiences to succeed in their career paths.

2. CORE VALUES
- We provide an educational atmosphere in which the student leaders can participate in the active and important role that SGA has in making an effective use of Activity & Service fees.
II. Organizational Chart/List of Staff Members

**List Staff Members**

**Student Government**  
Associate Dean of Students, Boca Raton Campus – Terry Mena  
Assistant Director of Student Government- Ryan Frierson  
Coordinator for Administrative Services, SGAB – Frank J. Dominguez  
Senior Fiscal Assistant, SGAB – Simone White  
Interim Assistant Director of SGAB, Northern Campuses – Leigh Clay  
Fiscal Assistant, Broward Campuses – Delsey Daniel  
Office Manager – Abby Solomon  
Graduate Assistant, Programming – Helen Pferdehirt

**SG Advisors**  
Interim Associate Dean of Students, Broward Campuses, SG Advisor – David Bynes  
Interim Associate Dean of Students, Northern Campuses, SG Advisor – Dr. Corey King

**Graduate Student Association Advisors**  
Associate Director for Student Affairs, Broward Campuses – Karen Esteves  
Assistant Director for Student Life and Recreation, Northern Campuses – Vacant

**Organizational Chart (see Appendix A)**

III. ACCOMPLISHMENTS  
- Successfully hired two new experienced full-time staff member.  
- Implemented regularly scheduled fiscal training sessions for students.  
- Training session held for professional staff, and SGAB provided ongoing training as necessary.  
- Successfully reorganized the Student Government Accounting and Budget Office to reduce processing time for requests, streamline the purchasing process, and improve compliance with regulations.  
- Improved Student Government Accounting and Budget Office operations resulted in improved audit results.  
- UBAC and CBAC Student Budget Hearings timeline and processes were streamlined.  
- The management of Sports Clubs funding for activities and travel were transferred to Campus Recreation on a test basis.
• Continued to improve the mascot program with Athletics; including the hiring of a student mascot manager to handle the numerous events for the mascot, including off campus events.

• The SG Game Day program was unveiled for the 2012 Football Season. It promoted and supported Game Day opportunities for FAU students including: Priority Level Seating, busing to the game, usage of the Stadium for special events, sideline passes, and access to a game day box.

• The fourth annual Graduate and Professional Student Association (GPSA) Research Day took place in April 12. Poster presentations were made by graduate students representing various colleges, before the awards ceremony.

• An Undergraduate Research Day was implemented this year also in April to encourage undergraduate student research, inquiry and creative scholarship. A keynote lecture was provided by Daniel Cane, co-founder of Blackboard and president of Modernizing Medicine.

• Senior executive leaders of SG created and utilized a Strategic Plan/Goals Matrix throughout the year which focused on projects, such as greater collaboration for ordering of promotional items, and using social media (twitter & Facebook) to greater build awareness for SG.

• The Student Court is archiving all Court papers.

• The Graduate Student Association changed their name to the Graduate and Professional Student Association in order to better identify with their students and the students’ needs.

IV. 2012-2013 GOALS

• Cross train and restructure staff roles in the Department of Student Government in order to better serve students in advising and administrative practices. Train new staff over the summer in order to effectively serve students.
  o New staff member Simone White was brought on staff in the Summer semester to work in the SGAB office.

• Continue to work with SG leaders to work on better university-wide communication, planning and to strive to work as ONE FAU.
  o As the summer began and new leadership transitioned, the new executives committed to more regular communication-including the Touchbase email which highlighted actions/programs on each campus. They also coordinated BOG meetings and successfully initiated the CRC process.
• Create a formalized political/civic engagement/community leadership internship program.

• Complete Phase 2 of SG Constitutional Review, submit for vote in the fall, and send to Senior Vice President for review so that he can move forward the document to the Board of Trustees for ratification.
  o The 2012-2013 executive officers agreed to and coordinated the CRC process at the end of summer 2012. The students have successfully reviewed the previously edited document and should complete this process in time for it to be placed on the fall ballot.

• Successfully pilot the SG Game Day program which organizes, promotes and supports Game Day opportunities for FAU students including: Priority Level Seating, Busing to the game, Usage of the Stadium for special events, sideline passes, and access to a game day box.

• Work in conjunction with Department of Student Media & Media Outlets to get the Advisory Board & Statutes passed.

• Work with the senior executive leaders of SG to create and utilize a Strategic Plan/Goals Matrix.
  o The senior leaders of SG successfully created a Goals Matrix and utilized it throughout the school year.

• Re-map the Student Government website to include greater access to public information, enhanced details about SG Programs and programming, and more visible history of what SG does at FAU.
  o Mike Burdman successfully updated & re-mapped the SG website. The students met with Creative Services to further discuss greater updates to make the page more interactive and engaging for students.

• Continue the new FAU Mascot program.
  o The FAU Mascot program successfully recruited 3 students to serve as mascot during the 2012-2013 school year. These students appeared at multiple events- both athletic & student programs. The mascot also appeared at private events. They received a stipend at the start of the Spring & Summer semesters. The mascot was NOT renamed. A mascot manager was hired to help organize all of the events for the mascot.

• Complete the revision of the University Travel process and seek further partnerships with Undergraduate Studies to promote the Program.
  o The University Travel process was revised in the summer of 2012, and will be undergoing further review during the summer of 2013 that will include revisions based on the Associate General Counsel, Audra Lazarus.
Undergraduate Studies, specifically the QEP will be working with SG to further identify ways in which Undergraduate Travel can be promoted to all undergraduate students in order to further push undergraduate research.

- Work with Graduate Studies & Undergraduate Studies to research and gauge opportunities for the financial support or Research Grants for students at FAU.

- Continue to work with SG leaders to edit SG constitution and statutes (specifically the 100s, 200s, and 300s)

V. **ADVANCEMENT OF THE FAU STRATEGIC PLAN**

Student Government goals and accomplishments advance the strategic plan, specifically Goal 1, Objective 12 by:

- Supporting financial operations for University Campus Recreation departments/facilities and Student Unions at the University. There is also a drive to encourage students and staff to become more fiscally responsible through training and heightened consciousness of spending.

- Supporting a number of traditional university programs and services that advance the FAU Strategic Plan like Homecoming, late night programming, Stress Week, student leadership initiatives, veteran’s student programming, and Weeks of Welcome.

- Heightening the marketing and programming surrounding University Athletic Events and establishing traditions like Midnight Madness, Whiteout games and a Mascot Program which are prevalent on other university campuses.

- Supporting students educational and curricular growth through providing travel awards for conferences, research presentations and club competition.

VI. **Relevant Data (see Appendices B-C)**

VII. **2013-2014 GOALS**

- Develop a 5 year Strategic Plan for Student Government that is in alignment with the divisional & university-wide strategic plan.
  - No cost is needed for this goal.

- Create a partnership and committee with Undergraduate Studies, the Graduate College, GPSA and Student Government to better promote & serve research projects and promotion by students.
  - Additional funds in the amount of $5-10,000 may be needed to support this program, dependent on what the committee needs in terms of
marketing, research grant funding (for GPSA) and supplies for award ceremonies and research days.

- Continue to re-vamp the Travel Process by the re-formatting of travel application deadlines so that groups and students are funded in cycles instead of as applications are turned in.
  - No costs are needed for this goal.

- Coordinate a more educational University Budget Appropriations Committee (UBAC) & Campus Budget Appropriations Committee (CBAC) training process for students and account managers so that the budget request & allocation process allows for students and staff to understand the complexity & importance of the budget process and teaches the students to be well-informed decision makers when it comes time to allocate funds.
  - Additional funds may be needed for this goal, if additional training occurs, it will be nice to provide food for the students involved.

- Reorganize the SG Alumni Leaders programs with a marquee event happening in the fall and spring, the creation of a SG newsletter to send to current & alumni leaders and the creation of a more advanced/updated database.
  - No additional funding is needed; it can be funded out of the SG Directors budget or Traditions budget.

VIII. BUDGET SUMMARY

- Develop a 5 year Strategic Plan for Student Government that is in alignment with the divisional & university-wide strategic plan.
  - No cost is needed for this goal.

- Create a partnership and committee with Undergraduate Studies, the Graduate College, GPSA and Student Government to better promote & serve research projects and promotion by students.
  - Additional funds in the amount of $5-10,000 may be needed to support this program, dependent on what the committee needs in terms of marketing, research grant funding (for GPSA) and supplies for award ceremonies and research days.

- Continue to improve the Travel Process by updating the Student Travel Policy to make it clearer and easier to follow.
  - No costs are needed for this goal.

- Reorganize the SGAB and hire a Senior Fiscal Assistant to step into the roles vacated by part-time personnel Donna Debernardo, and Graduate Assistant for Travel, Lavanya Gupta, to handle club accounting and student travel, as well as other tasks. We are hiring a second Coordinator for Administrative Services as part of this reorganization.
  - The addition of a second Coordinator will cost $52,000.
• Continue to update the SGAB Office Manual in order to streamline processes.
  o No Costs are needed for this goal.

• Develop internal procedures to scan documents in order to transition into an office that relies less on paper.
  o Additional equipment is anticipated to cost less than $1,000.

• Reorganize the SG Alumni Leaders programs with a marquee event happening in the fall and spring, the creation of a SG newsletter to send to current & alumni leaders and the creation of a more advanced/updated database.
  o No additional funding is needed; it can be funded out of the SG Directors budget or Traditions budget.

IX. Assessment Update

Outcome #1
Student leaders will demonstrate the ability to be fiscally responsible and abide by the rules and policies of FAU.
Implementing Strategy:
Students will take an assessment to measure their understanding of fiscal responsibility and the fiscal rules and procedures of FAU.

Assessment Method:
Students will attend a fiscal certification workshop offered by SGAB. Components of this workshop will include a pre and post fiscal quiz that will gauge the level of knowledge on key aspects that student fiscal managers should know. Once completed, the student names will be added to a spreadsheet of fiscally trained individuals. The workshop itself will include hands-on training that will give students the opportunity to learn how to fill out the required paperwork associated with the use of A&S funds.

Criterion for success:
75% of required students will successfully pass the required Student Government fiscal training.

Data Summary
During the 2012-2013 academic year, 404 students went through fiscal certification offered by SGAB. These students represent those required to attend fiscal certification due to their student leadership position. The fiscal assessment was not integrated into the workshop until March of 2013. From the time the assessment was fully implemented, 48 students went through the workshop and took the assessment (please refer to "fiscal docs" for sign-in sheets and copies of the tests taken). On the pre-test, the average score was 4.2 (out of 7 questions). On the post-test, the average score was 5.4 (out of seven questions). Based on this data and internal controls with SGAB that require to student to have attended training before submitting paperwork to make a purchase, all students required to receive training did so.
Program Improvement
Starting with the 2013 spring semester, SGAB assumed sole responsible for conducting the fiscal workshops. Previously, the COSO Director and Assistant Director provided assistance in the instruction of these workshops as most of the attendees were there as required by COSO. As such, one area of improvement will be the consistent administration of the pre and post-tests to attendees. We believe this will be a realistic goal with the instruction of the fiscal workshops being centralized within SGAB.

Outcome # 2

Student Government will engage students in the campus community through student government volunteer positions and through the university-wide elections process.

Implementing Strategy
Student Government is a state-mandated program that gives students the rights & privilege to oversee the Activity & Service fee funding process. The students that get involved with SG are asked to serve on numerous university-wide committees and in volunteer capacity. Due to the importance of these positions, it is of vital importance that the number of volunteer positions increases in Student Government- so students are growing into leadership roles.
In addition, due to the importance of the power of SG it is of vital importance that the SG election turnout increases each year.

Assessment Method
Involvement on a volunteer basis with SG will be tracked each semester.
Voter turnout- through the online voting system Votenet will be tracked and noted each semester

Criterion for success
SG will increase the number of volunteer positions by 10% in 2012.

SG will have an increase of voter turnout by 5%.

Data Summary
The data (please refer to “Fall Election Report”) reflects student voter engagement in the Student Government Spring elections for the Fall 2012 elections. Data from the Fall 2011 elections is not available as the current vendor we now use to conduct our online elections was not used at the time. Moving forward, we will be able to better track student involvement as we were able to do for the Spring election report.

The data for the spring elections (please refer to “Student Government Spring Election Report”) reflects student voter engagement in the Student Government Spring elections. In the elections, the student body president/vice-president (university-wide) and respective campus governors were elected. These numbers indicate a 24% increase in overall voter turnout from the Spring 2012 elections to the Spring 2013 Elections. Based
on these numbers, the goal of increasing student voter turnout by 5% was exceedingly met.

Concerning volunteer positions, no data is available from the 2011-2012 elections regarding volunteer involvement. For the 2012-2013 elections, data was collected in the form of volunteer sign-up sheets and schedules. For the Fall 2012 elections, there were 19 staff volunteers (plus additional Campus Recreation staff that helped fill gaps in the schedule) that covered 36 time slots (please refer to “Fall 2012 Volunteer Schedule”). No data for student volunteers from the Fall 2012 election was available. For the Spring 2013 elections, 14 staff members (plus additional Campus Recreation staff that helped fill gaps in the schedule) filled 20 time slots (please refer to “Spring Election Volunteer Grid”). Also for the Spring 2013 elections, 11 students plus Housing & Residential Life staff covered 62 time slots (please refer to “Student Spring 2013 Volunteer Schedule”). As this was the first year that polling stations were setup in residence halls, we were thankful for the support from Housing in staffing those stations- 42 time slots alone. In all, we had 44 known student and staff volunteers plus many others who assisted in filling 47 vacant time slots. We will use this data as a baseline for future assessments regarding volunteer involvement.

Program Improvement
With respect to voter turnout, this past year is considered a success. Where previous plans maintained that increased advertising efforts on the part of the SG Election Board and increased volunteer involvement would assist in a higher voter turnout, another variable has emerged that should be explored as well. A case could be made that increased candidate participation in elections (more candidates on the ballot) also contribute to higher voter turnout. Also, a button was added to the MyFAU app that allowed students to easily access the ballot from any mobile device. The suggested focus for next year should be to improve advertising efforts that help inform and encourage students to run for office. SG will also continue their partnership with OIT to help ensure that any technological resources are maximized to facilitate voting. Since no data exists from the previous year to determine whether or not volunteer participation did in fact increase by 10%, SG will improve this process moving forward by retaining volunteer sign-in sheets. Since this was done for the current year, any data from next year can be evaluated to determine any change in volunteer involvement.

Outcome #3
A student can analyze contexts that influence the leadership process (characteristics of self & others, society and organizations.)

Implementing Strategy
Student leaders in Student Government will participate in leadership training throughout the academic year. Assessment tools will be collected from students to measure their learning based on their participation in this training. This leadership training will be based on learning outcomes and on policy and procedure for the university.
Assessment Method
Students who participate in student government training will be given assessment surveys that note their level of learning based on outcomes from the training. The sample will include:
SG Legislative leaders (House of Representative members & Senate members)

Criterion for success
Successful training will be noted by retention of leaders and by knowledge of training items.

Data Summary
The data for the pre and post-test given during the Legislative training is incomplete based on the number of attendees at the event. This is due to most of the assessments being misplaced. The results of the 9 assessments that were kept indicate a slight improvement on the average score from the pre to post-test (please refer to “Legislative, Student Court Training Assessment Outcomes”). The average score on the pre-test was 7.9, and 8.2 was the average on the post-test.

The other criterion for success was to be defined by the retention of student leaders—specifically those in the Legislative Branch based on the context of the assessment method. While the Legislative training helps educate, train, and prepare student leaders in the Legislative Branch, there is no data suggesting it influences their retention. Attrition of these student leaders is attributed to factors such as graduation, changing academic workloads (that prevents or curtails extra-curricular involvement), accepting another student leadership position, and academic ineligibility. To put this into numbers, please refer to “BR House Rosters”. This attachment shows attrition within the Boca Raton House of Representatives from 48 members at the beginning of the fall semester, 36 members at the beginning of the spring semester, to 24 members at the start of the summer term. The fluctuation in membership is explained by the reasons previously mentioned.

Program Improvement
At this point, a similar assessment model will be used again for the Fall Legislative training with more attention given to making sure no forms are lost. Another area of improvement is focusing on the retention and academic achievement of student leaders within Student Government. While attrition can occur for many reasons, lower academic performance is an area of concern. A course of action that has implemented was increasing the GPA requirement for involvement from 2.5 to 2.7 and ratifying as such in the Student Government Constitution. This change will be monitored to determine if attrition due to academic ineligibility is improved.

X. CONTRIBUTIONS TO THE UNIVERSITY/DIVISION

- Student Government directly (partially or in whole) funds the following University and Divisional initiatives/departments:
• Campus Recreation
• Student Unions
• Program Boards
• Student Media
• Homecoming
• Weeks of Welcome
• Leadership Development Program
• Athletic boosting/support
• Registered Student Club and Organization funding
• OSD programming support
• Multicultural education and programming
• Interfaith Programming
• Campus safety initiatives (NightOwls)
• Supplemental instruction
• Art Shows
• Veteran’s Student Affairs
• Scantrons and Blue Books
• Club and individual students travel (on a graduate and undergraduate level)
• And dozens of other projects and initiatives based upon legislation that is brought before the Student Senate and each Campus House of Representatives.

• In providing this funding, SG student leaders are involved in the advisory boards, committees, budget processes, and programming teams in order to provide their input and support.

• SG Advisors directly advise, sit on committees, or are asked to provide input or support to all of the above initiatives/areas. The roles and involvement of each Advisor depends upon the campus they serve.

• The Associate Dean of Students / Director of Student Government has served on the following committees:
  • Student Involvement and Athletics Committee
  • Student Athletic Fee Committee
  • Regulation 4.006 Committee
  • SG Constitution and Statute Review Committee
  • Student Travel Committee (Advisor)

• The Coordinator of Student Government served on the following committees:
  • Weeks of Welcome
  • Homecoming
  • Marketing
  • Traditions Committee
• The Assistant Director of Student Government served on the following committee:
  o A&S Fee increase committee (ex-officio)
  o Search Committee- AD of Finance, Student Union/Campus Recreation

• Student Government leaders are also assigned to University committees, such as traffic and parking fee, technology fee, safety committee, and sustainability committees, among others.

**Departmental contributions to the University, divisional, and professional committees, initiatives and projects**

• Student Government directly (partially or in whole) funds the following University and Divisional initiatives/departments:
  o Campus Recreation
  o Student Unions
  o Program Boards
  o Student Media
  o Homecoming
  o Weeks of Welcome
  o Leadership Development Program
  o Athletic bolstering/support
  o Registered Student Club and Organization funding
  o OSD programming support
  o Multicultural education and programming
  o Interfaith Programming
  o Campus safety initiatives (Night Owls)
  o Supplemental instruction
  o Art Shows
  o Scantrons and Blue Books
  o Club and individual students travel (on a graduate and undergraduate level)
  o And dozens of other projects and initiatives based upon legislation that is brought before the Student Senate and each Campus House of Representatives.

• In providing this funding, SG student leaders are involved in the advisory boards, committees, budget processes, and programming teams in order to provide their input and support.

• SG Advisors directly advise, sit on committees, or are asked to provide input or support to all of the above initiatives/areas. The roles and involvement of each Advisor depends upon the campus they serve.

• The Assistant Director of Student Government served on the following committee:
o Green Wave committee
o Graduate Research Day committee
o Search Committee- Associate Director, Boca Raton Student Union, Assistant Director for Fraternity & Sorority Life

XI. Executive Summary

- The Executive & Legislative Branches of Student Government collaborated to fund a $50,000 remodel of the All Night Student Area on the Boca Raton Campus
- The Boca Raton House of Representatives contributed towards FAU green initiatives by funding the irrigation system for the FAU Community Garden
- The Boca Raton House of Representatives funded an initiative with the FAU Library to provide tablets to assist with interactive learning and education in the Library
- Student Government elections experienced an overall increase in 24% in voter turnout in the spring elections (4,622 in 2013 compared to 3,501 in 2012)
- The Student Government Constitution was successfully revised during the fall semester and ratified in the Fall 2012 election
APPENDIX A

Organizational Chart

Dr. Charles L. Brown
Vice President for Student Affairs

Dr. Corey A. King
Associate Vice President and Dean of Students

David Bynes & TBA
SG Advisors

Terry C. Mena
Associate Dean of Students

Francisco Dominguez
Business Assistant
SG Accounting and Budget Office

Ryan Frierson
Assistant Director

Simone White
Senior Fiscal Assistant

Helen Pferdehirt
Graduate Assistant Programming

Abby Solomon
Office Manager

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Senior Fiscal Assistant

Helen Pferdehirt
Graduate Assistant Programming

Abby Solomon
Office Manager
## UNIVERSITY-WIDE EVENTS

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<th>Attendance 11-12</th>
<th>Attendance 12-13</th>
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<td>SG/SAA Bonfire</td>
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<td>Fall Elections</td>
<td>See Appendix B</td>
<td>See Appendix B</td>
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<td>Midnight Madness</td>
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<td>Blue Out Game</td>
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<tr>
<td>Whiteout Game</td>
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<td>Bury the Burrow in Red</td>
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### Appendix C

#### Student Voter Turnout Comparison

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<th>2012 Voter Turnout</th>
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<td>University Wide (Constitution Revisions)</td>
<td>NA</td>
<td>304</td>
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<tr>
<td>Boca Raton</td>
<td>**</td>
<td>901</td>
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<tr>
<td>Broward</td>
<td>**</td>
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<tr>
<td>Jupiter</td>
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<th>2012 Voter Turnout</th>
<th>2013 Voter Turnout</th>
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<td>Jupiter Governor</td>
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