

**Florida Atlantic University**  
**Campus Recreation Advisory Board**  
**Meeting Minutes – Wednesday, April 28, 2010**

**1. Attendees**

**Board Members in Attendance:** Alan Pollock, Ashley-Anne Louis , Ryan O'Rourke, Dr. Wes Hawkins, Tiffany Weimar, Collene O'Reilly, Paulo Brida, Reed Phinisey

**Board Members Absent:** Jay Gruden

**Ex-Officio Member:** Eric Hawkes, Director of Campus Recreation

**Others:** Joanna Burns, Assistant Director – Programs; Dax Kuykendall, Assistant Director – Operations; Deb White, Campus Recreation Office Manager

**2. Academics Use of the Recreation & Fitness Center**

- Eric provided group with a draft of Exercise Science & Health Promotion Use of Rec & Fitness Center Memo of Understanding – Dated April 28, 2010 (See Attached – A) for review and discussion
- Alan and Ryan requested we clarify who has priority of fitness equipment during these times and how can we communicate this to regular users
- Reed inquired about the impact of academic classes if agreed to allow them into the facility
- Eric distributed information with a breakdown of the hourly visits to the center (See Attached – B), which noted that 6:00am to 11:00am would be the time frame for the least amount of impact on the facility; he also stated that Dr. Graves has indicated that if an agreement can be made regarding use for the summer session only, only 5 hours of instruction per section would be needed. This is also noted in the memo of understanding
- Wes added that he has recently spoken to Norman Kaufman (Associate Provost) regarding the issues. He stated that we had 3 options:
  1. Reject the request to use the facility
  2. Have student run classes
  3. Require payment of fees, but keep in mind that at this time departments have no budget money available to make a monetary contribution at this time.
- Tiffany questioned if there is funding available from the Department of Exercise Science and Eric advised that there is not. Wes added that if there is a lab fee than the students will be required to pay it in order to take the course. This brought up a discussion by Collene of whether there could be a lab fee charged to students who already fund the building. Eric stated he believes this is a 2 credit course with a graduate assistant teaching the courses. It has not been made available for registration yet. Collene would like to know how much of the tuition and fees would actually go to the department and how come a portion of these funds could not be earmarked or distributed to the Department of Campus Recreation.
- Tiffany voiced concerns about the impact of the increased use of equipment as a result of the classes. She wondered if additional academic groups will request use of the space in the future.
- Eric advised that this proposal is for summer 2010 only and no other term is being discussed at this time. Wes added that this should be a "Pilot Program" and a discussion would need to take place at a later date regarding the future of the class for subsequent semesters. Alan agreed that the summer session, with less traffic flow, would not be a good indication of use for the fall and spring terms.
- Collene, Tiffany and Ryan all brought up possible issues with "holding equipment" splitting up the group of students as to not monopolize one area, and the need for enforcement of the items agreed upon in the "memo of understanding".
- Dax reviewed the role of the facility staff in order to enforce the agreement. Alan agreed with a summer only Pilot Program" and Eric pointed out that this is also mentioned in the last paragraph of the agreement. There is also indication from the Provosts Office, that should there be a problem (like in a previous term) that it could be discontinued immediately, according to Wes
- Tiffany requests that there be an addition to the "memo" that NO ADDITIONAL LAB FEE can be charged by the department, to the student. Collene also agreed, stating that although the course could be beneficial to the students, no lab fees should be charged
- Paulo, Wes, Tiffany and Collene again stressed that as long as this was considered a "Pilot Program" and that a discussion would take place before the fall semester in order to review the success of the program, we should move forward.
- Ashley-Ann, Reed and Alan question the need for funding due to wear and tear on the equipment and facility. Eric noted that since there are no funds available at this time from the department, this issue will have to be brought up again when the program is reviewed.
- Reed made the motion to allow the Exercise Science and Health to use the facility for summer only, with the stipulation that an addition to the "memo of understanding" that should read in part: *"If the pilot program is approved beyond Summer 2010, it will be expected that a financial contribution will be provided by the Department of Exercise Science & Health Promotion to the Department of Campus Recreation for routine and preventive maintenance of fitness equipment."*

- Ashley-Ann seconded the motion
- Alan asked for objections; none noted; Alan approved the motion

### **3. Facility Reservation Process**

- Dax indicated that since the opening of the Rec Expansion, there has been a significant increase in requests to use the Recreation & Fitness Center for special events; Dax presented the updates made to the Facility Reservation Policy and Procedures (See Attached – C) and the Facility Reservation Form (See Attached – D) in order to clarify the reservation process; the new policy changes are to clarify the priority usage and general guidelines
- For facility requests that occur during peak times (as indicated in the new policies), the Campus Recreation Advisory Board members will be notified via email and they will determine if the request will be approved or denied
- Eric advised that the Board needs to take into account the impact that events have when they are scheduled during peak hours, and that this should be kept to a minimum.
- Collene added that some groups charge a fee to students who attend special events, and that there needs to be a guideline in place that stipulates that no fees can be charged to students to attend an event at the Recreation Center
- Eric advised that if a group wanted to charge a fee, that the Student Union should be utilized; additional language can be added to the agreement in regards to this issue in the future if it becomes a problem
- Dax also discussed “late night” requests and the need for additional staff at these event; these late night events will be limited to one weekend per month, so that the department can ensure professional staff coverage
- No additional comments or issues were noted with the revised policies and procedures

### **4. No ID Card Access for Students**

- Tiffany brought up the request to allow more than one free lookup per semester for students who do not have their Owl Cards with them when they come to the building. She recommends two “free look-ups”.
- Eric and Joanna indicated there are numerous “free look-ups” per day; this “look-up” must be done in the Membership Office; Eric indicated FAU is one of very few universities that has any “free look-up” and believes we are going above and beyond to provide quality customer service to our students; adding more “free look-ups” will have operational impacts of staffing and supervising the facility
- Eric added that Campus Recreation is hoping to provide biometrics/hand or finger scanning capabilities to the operation in the next two years as the technology improves; turnstiles are capable of this feature
- This was discussed briefly, but no definitive agreement was made by the members of the Board.

### **5. Rec Budget Transfer to Boca Raton Student Union**

- Over the past few months, there have been serious conversations within the Division of Student Affairs and student leaders about planning for a new or renovated student union on the Boca Raton campus
- Eric was approached about utilizing remaining funds from the 2009 – 2010 Department of Campus Recreation operating budget to assist with Student Union feasibility studies and other projects related to a new or renovated student union
- Eric provided the group with a budget update for several Campus Recreation accounts as of 4/27/10 (See Attached – E).
- Eric recommended the Advisory Board consider transferring \$280,000 from the Facility Operations (LOCSTG/S00758) budget and \$100,000 from the Administrative (LOCSTG/S00760) budget in order to help fund the effort. This would be a total of \$380,000 to be transferred to the Student Union budget (S07000).
- Tiffany agreed with Eric’s recommendation, but requested that any remaining funds that were not used for this project should be returned via ETF to the Recreation Reserve account.
- The following motion was presented, “The Campus Recreation Advisory Board agrees to transfer \$380,000 to the Boca Raton Student Union to assist with the viability and consistency in providing continual quality services and programs while also conducting a feasibility study for future construction and/or renovation projects.”
- Tiffany made the motion to move forward with transfer of funds for the Feasibility Report
- Ryan seconded the motion
- Alan asked for objections; none were noted; Alan approved the motion

**No further business....meeting adjourned at 4:15pm.**