

**Florida Atlantic University
Campus Recreation Advisory Board
Meeting Minutes – Thursday, November 5, 2009**

1. Attendees

Board Members in Attendance: Tiffany Weimar, Alan Pollock, Ashley-Anne Louis, Jay Gruden, Wes Hawkins, Ryan O'Rourke, Paulo Brida

Board Members Absent: Reed Phinisey, Collene O'Reilly

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

Others: Dax Kuykendall, Assistant Director of Campus Recreation, Joanna Burns, Facility Coordinator

2. Welcome and Introductions

- Introduction of members and Campus Recreation staff including Ronald Johnson, Membership Services Coordinator and Kate Quinlan, Coordinator of Sports & Competition

3. Purpose of the Advisory Board

- Review of Campus Recreation Advisory Board By-Laws (See Attached)
- Members to be presented for final approval by SG House of Representatives Friday, Nov. 6; Alan Pollock to follow-up with Governor Sherman to ensure this makes the agenda

4. Department of Campus Recreation Update

- Review and update of all department programs, services and facilities including Intramural Sports, Club Sports, Group Fitness, Personal Training, fitness instructor training courses, Rec Center usage patterns, SLS fitness outreach and more.
- Review of department special events including hosting Orientation's Campus Marketplace, Weeks of Welcome Casino Night, Strong Owl Competition, Homecoming 5k Fun Run, Wellness Expo, Late Night Preview event.
- Human Resources Update (See Organization Chart Attached)
 - Office Manager – Maggie Kelly accepted a new position as Coordinator in Office of New Students and Owl Family Programs in September 2009; final interviews to be conducted Friday, Nov. 6, 2009; candidate to be selected soon thereafter; anticipated start date Monday, December 7, 2009.
 - Fitness Coordinator – Katie Roberts resigned position effective Monday, November 23, 2009. Due to the timing of resignation, search for new professional coordinator will begin next spring and recruitment will occur at National Intramural -Recreational Sports Association (NIRSA) national conference in April 2010; anticipated start date May/June 2010.
 - Assistant Director, Programs – due to the absence of Fitness Coordinator until summer 2010 and need for additional support for growing department programs – specifically Intramural Sports, Club Sports, Personal Training and Group Fitness – Joanna Burns position currently being reclassified to Assistant Director, Programs. Anticipated reclassification date Tuesday, Nov. 24, 2009.
 - Coordinator of Aquatics – two searches were conducted with no successful candidate; position to be reviewed in the next week.
 - Fitness Graduate Assistant – position is currently vacant as previous graduate assistant decided to not return to FAU for the second year of the assistantship for personal reasons; recruitment for this position will take place at the NIRSA national conference in April.

5. Campus Recreation Survey – Spring 2009

- Campus Recreation conducted a survey of all users of the Recreation & Fitness Center from January 2009 – May 2009. The survey was developed in partnership with the Office of Institutional Effectiveness and Analysis and will be incorporated in the department assessment database as part of our continuing efforts to improve the quality of recreation facilities, programs and services at FAU.
- Members were provided a copy of the Executive Summary of the survey results (see attached).
- Survey and complete results are available for review by contacting Eric Hawkes.

6. Sales Tax for Memberships

- As a result of a routine review of department business operation by the Controller's Office, Eric inquired about charging sales tax on non-student membership, personal training packages and other point of sale related items sold through the Department of Campus Recreation. When the system was originally set-up last year, the

Controller's Office indicated it was unnecessary. However, after further investigation the department should be charging sales tax on all memberships and other point of sale items.

- The Controller's Office indicated the department should begin collecting sales tax effective January 1, 2010.
- The Board discussed possible options of charging sales tax. Option 1 – add 6.5% sales tax to all memberships effective Jan. 1, 2010 which would result in monthly payroll deductions to increase approximately \$1.30 per month. Option 2 – internally take \$1.30 of the \$20/month payroll deduction from department revenues.
- The Board agreed to move forward with Option 1 and begin charging \$1.30 per month in addition to the \$20/month payroll deduction due to the fact the department was not responsible for the change. Members of the Board agreed the impact would be minimal and should not reduce non-student memberships.
- A final vote will take place at the next Campus Recreation Advisory Board meeting.

7. Chartwell's Outtakes Update

- Campus Recreation staff is working with Stacy Volnick from Business Services and Chartwells to coordinate the Outtakes set-up in the Rec Expansion.
- Eric indicated he is working with Chartwells to ensure healthy options are available. Eric will provide a detail of all items that will be sold in the store to the advisory board in an upcoming meeting.
- The Outtakes facility is designed to provide a service to students and users of the Rec Center and not generate revenue for the Department of Campus Recreation. If and when the operation recoups its original start-up costs, Business Services will in a place to negotiate profit sharing. Based on their sales projections, this may occur between 5 – 8 years from opening the store.

8. Pool Hours of Operation Discussion

- Currently planned hours of operation for the aquatic facility during the fall and spring semester are:
Monday – Friday 7:00am – 9:00am & 11:00am – 7:00pm
Saturday 11:00am - 4:00pm
Sunday 12:00pm – 4:00pm
- During summer and breaks the pool will close at 4:00pm Monday – Friday.
- Members of the board discussed these hours and agreed to move forward. Adjustments will be made as needed based on usage patterns.

9. Outdoor Equipment Rental Proposal

- A new FAU club was created this semester that is based around outdoor camping. The Department of Campus Recreation was approached and asked if they were interested in providing a program or service that would allow students to rent camping equipment through the department. Having this type of program operate out of Campus Recreation would serve the needs of the new camping club as well as other students.
- There are plans to start a comprehensive outdoor recreation program including renting camping equipment in the next few years but this seemed to give the department an opportunity to start providing some basic services immediately. A program proposal is currently being developed and will be presented to the Advisory Board at the next meeting for their review and possibly formal approval.

10. 2010 – 2011 Campus Recreation Budget Request Review

- The 2010 – 2011 Campus Recreation Budget Request was presented to the Advisory Board for their review.
- Several recommendations were made by the members of the board and will be updated accordingly.
- Members of the board are encouraged to review the budget thoroughly and discuss any items at the next advisory board meeting prior to final approval.

11. Student Chair Selection

- Alan Pollock agreed to serve as chair and was unanimously approved.

12. Expansion Tour

- Members of the board were invited to tour the Rec Expansion. Please work with Eric on finding a convenient time in the next week.

13. Other

- Board members were provided with the detailed layout of the Fitness Center once the Rec Expansion is complete.

14. Next Meeting – Thursday, November 12, 2009 at 4:00pm, Rec & Fitness Center Conference Room