

**Campus Health & Recreation Fee  
Student Advisory Board  
Initial Meeting Agenda  
December 6, 2010  
(5-6 pm – Sabino Room, SUMC)**

1. Welcome and introductions
2. The purpose of the Student Advisory Board – Dr. Melissa Vito, Vice President for Student Affairs
3. Review of key points in the governing document – Harry McDermott, Executive Director of the Campus Health Service
  - history of the fee
  - composition of the Student Advisory Board
  - governing structure
4. Review of Health & Recreation Fee related financial information –
  - Peer institution comparisons – Frank Farias, Assistant Vice President for Student Affairs
  - Campus Recreation financial report – Mark Zakrzewski, Interim Director of Campus Recreation and Ron Roberts, Business Manager Senior for Campus Recreation
  - Campus Health Service financial report – Harry McDermott
5. Next steps and next meeting
6. Adjourn

**Campus Health & Recreation Fee  
Student Advisory Board  
Minutes from the initial meeting  
December 6, 2010**

Members present:

Student members – Swapna Aravind, Andrea Corral, Karen Johnston, Monica Meginniss,  
Michael Mojica, Jennifer Reich, Brenda Verdugo-Gonzalez, Andrew Wall, Jack Williams, Joey  
Yonan

Ex-Officio members – Kriss Pope, Jeff Ratje, Mark Zakrzewski

Guests – Frank Farias, Harry McDermott, Cody Nichols, Ron Roberts, Melissa Vito

Members absent:

Student members – Alyssa Bradbury, Michael Colletti

Ex-Officio members – Kris Kreutz

- I. Introductions – given that this was the initial meeting of the advisory board and officers had not yet been chosen by the board, Harry McDermott chaired this meeting. All of the attendees introduced themselves and provided some brief information on their student or staff affiliations at the UA.
- II. Purpose of the Health & Recreation Fee Student Advisory Board – Melisa Vito, VP for Student Affairs

Dr. Vito provided information on the purpose of the Health & Recreation (H&R) Fee and the Student Advisory Board. The Health & Recreation Fee was created to replace State dollars and University of Arizona retained fees (tuition based) funding of the Campus Health Service and the Department of Campus recreation in order to stabilize the financial support provided to those two units. The Health & Recreation Fee Student Advisory Board was formed as a part of the fee development process to allow for transparency in how the fee funding was being utilized by Campus Health and Campus Recreation and a mechanism for review and input from a broad range of student constituencies into the use and priorities of that funding. This first meeting was to give the 30,000 foot perspective regarding the fee and the use of fee revenues in the current fiscal year (FY 2011), as well as to review the plan for how the board will operate going forward. Subsequent meetings early in the spring semester will provide more financial detail and discuss fee funding utilization in the next fiscal year (FY 2012).

She answered a question about why fees were being implemented now by saying that past UA leadership was reluctant to apply fees. However, the current leadership feels that fees are a more effective way to cover certain expenses because those paying the fees know exactly where those dollars are going and fee revenue is more budget cut resistant so those services supported by fees can be preserved.

She also discussed her core values for this process, which are that the process is managed with:

- Transparency
- Active dialogue

In addition, Dr. Vito talked about some fee issues that the UA is addressing including:

1. Working with the Graduate College to address how fees are managed with Graduate Teaching Assistants and Research Assistants
2. Making sure that students who are distance learners, and therefore not in a position to utilize these on campus services, do not have to pay the fee.

III. Review of the H&R Fee Student Advisory Board Governing Document – Harry McDermott, Executive Director of Campus Health Services

Harry McDermott provided information on the history of the Health & Recreation Fee (see Appendix A) and reviewed the Health & Recreation Fee Student Advisory Board Governing Document (attached).

IV. Review of the H&R Fee related financial information – Frank Farias, Assistant VP for Student Affairs, Mark Zakrzewski, Interim Director of Campus Recreation and Harry McDermott

Frank Farias reviewed the comparisons of Campus Recreation and Campus Health fees from peer institutions with the current UA H&R Fee, as well as the fee amount that will be applied in FY2012. See the attached documents for these fee comparisons.

Mark Zakrzewski reviewed the financial breakdown regarding how Campus Recreation is utilizing this fiscal year's H&R fee funding. See the attached document for the Campus Rec figures.

Harry McDermott reviewed the financial breakdown regarding how Campus Health is utilizing this fiscal year's H&R fee funding. See the attached document for the Campus Health figures.

V. Next steps and next meeting – Harry McDermott

Harry McDermott provided information on the proposed meeting schedule for the spring semester. It is anticipated that the second meeting of this year's H&R Fee Student Advisory Board will be held by mid January 2011 and the third meeting by mid February 2011 prior to Campus Health and Campus Rec submitting their FY 2012 budgets to the UA Budget Office.

Two things that we hope to accomplish at the next meeting are to provide more detail on the use of this year's H&R Fee funding and preliminary plans for the use of next year's funding. The student members of the advisory board will also need to select officers at this meeting with the anticipation that the student officers will run the third meeting of the advisory board, which will likely be the final board meeting for this academic year.

VI. The meeting was adjourned at 6 pm.

## Appendix A

### History of the UA Campus Health & Recreation Fee

#### Summer 2009 and early Fall 2009 –

Meetings were held with leaders from various student organizations including:

- Associated Students at the University of Arizona (ASUA - Chris Nagata)
- Graduate and Professional Student Council (GPSA - David Talenfeld)
- Associated Students of Arizona (ASA - David Martinez and Nicole Pasteur)
- Parent & Family Association (PFA - Earl and Claire Mendenhall)

A Health & Recreation Fee Committee was formed that included representation from:

- ASUA
  - GPSC
  - ASA
  - Student Health Advisory Committee (SHAC)
  - Recreation Advisory Committee (RAC)
  - Campus Health Service (CHS)
  - Campus Recreation (CR)
- This committee had four key accomplishments in the fee proposal and approval process that included:
    - Developed and distributed a fee survey to parents through the PFA (December 2009)
    - Developed and distributed a fee survey to students (January 2010)
    - Researched and documented health and recreation fee data from UA peer institutions (Fall 2009)
    - Drafted the fee proposal (January 2010)

#### January and February 2010 –

The draft Campus Health and Recreation Fee proposal was vetted with the following:

- ASUA leadership and representatives
- GPSC leadership and representatives
- PFA Board
- ASA
- UA Central Administration
- ABOR Student Regents (from ASU and NAU)

March 2010 –

The Campus Health & Recreation Fee proposal was presented to the ABOR at their March 2010 meeting to be implemented in 2 phases in the following manner:

Year One (Fiscal year 2010-11) - \$40/semester to Campus Health  
\$35/semester to Campus Recreation  
\$150/year total fee

Year Two (Fiscal year 2011-12) - \$80/semester to Campus Health  
\$73/semester to Campus Recreation  
\$306/year total fee

The approved fee proposal included provisions for the development of a Health & Recreation Fee Student Advisory Board, which was the impetus for organizing this group and this first meeting.

Summer 2010 and Fall 2010 –

The Governing Document for the Health & Recreation Fee Student Advisory Board was drafted by administrative staff from Campus Health and Campus Recreation along with the Vice President for Student Affairs. The first advisory board was formed later in the Fall semester with its first meeting held on December 6, 2010.

Health & Recreation Fee Student Advisory Board  
Second Meeting  
-AGENDA-

January 31, 2011  
(4-5 PM – Sabino Room, SUMC)

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|--|------------|
| 1. Welcome and Re-introductions  | 5-Minutes  |
| 2. A. Department of Campus Recreation Funding Detail – Mark Zakrzewski,<br>Interim Director                              | 10-Minutes |
| B. Campus Health Service Funding Detail, Kris Kreutz, Director, Admin-<br>istrative Services                             | 10-Minutes |
| 3. Health & Recreation Fee related Website Feedback (SA Division, Dept. of<br>Campus Recreation and Campus Health) – All | 10-Minutes |
| 4. Nominations for Health & Recreation Fee Student Advisory Board Officers –<br>Student Advisory Board Representatives   | 25-Minutes |

Notes:

Health & Recreation Fee Advisory Board - 2nd Meeting Minutes (4-5 PM, January, 31, 2011)

UA Student Attendees: Michael Mojica, Karen Johnston, Jennifer Reich, Brenda Verdugo, Andrew Wall, Jack Williams and Joey Yonan

UA Students Absent: Swapna Aravind, Andrea Corral, Monica Meginness, Mike Colletti,

UA Student Resignation: Alyssa Bradbury (RHA representative)

Ex-Officio Attendees: Frank Farias, Harry McDermott, M.D., Cody Nichols, Kriss Pope, Ron Roberts, Jeff Ratje, Mark Zakrzewski and Kris Kreutz (interim Chairperson)

1. The meeting was called to order by Kris Kreutz, Director of Administrative Services for the Campus Health Service at 4:05 PM and he reported that Alyssa Bradbury, the Residence Hall Association (RHA) student representative was unable to continue on the Board due to scheduling conflicts. The RHA will be asked to select another student representative who is able to remain on into next year, if at all possible. This announcement was followed by around the table introductions.

2. A. An FY 2011 Department of Campus Recreation Funding Detail was distributed and reviewed by Mark Zakrzewski, Interim Director. During this presentation, Mark provided additional information about the number of Campus Recreation career staff members (17), graduate assistants (9) and undergraduate students (438) currently working for the Department of Campus Recreation. In addition to other points of clarification, Mark shared that the annual Operations Budget figure for "Rec Equipment Replacement" of \$154,300 was necessary in order to ensure an adequate reserve to manage/replace over time \$1.5M of equipment currently in use at Campus Recreation. Mark also took the opportunity to share the results of a 2011 survey of Peer and PAC-10 university Recreation Center Fees including figures for Total Square Footage under management by each school's Recreation Center. It was apparent that the UA Campus Recreation fee total of \$120 (FY 2011) and \$196 (FY 2012), respectively, were well under the FY 2011 average of \$245 for Peer and PAC-10 University Recreation Centers.

2. B. An FY 2011 Campus Health Service Funding Detail was distributed and reviewed by Kris Kreutz. Kris Kreutz offered a description of those personnel-related expenses that had been covered by either State or Retained Fee funding which were now covered under a portion of the first phase of the Health & Recreation Fee. This included physician, psychologist, licensed professional counselor, nurse practitioner, registered nurse, medical assistant, receptionist, health educator, financial and other staffing from across the Campus Health Service. Kris went on to provide a detailed list of new staffing positions that had been added as a result of the first phase of the Health & Recreation Fee, Demand-based staffing. The vast majority of these new staff were providing direct patient care and ranged from a half-time Psychiatrist and 1.5 Licensed Professional Counselors to Health Educators and M.S.W. Interns. Kris also noted that of the 8.5 Full-time Equivalent (FTE) planned staff additions, 7.0-FTE positions had actually been filled with many coming on after the first of July 2010 since recruitment and hiring take time. This factor as well as some Campus Health Service management consideration involving the best way to utilize one Health Educator position and what had been planned as 1.5-FTE Psychologist (Doctoral Student) Interns represented salary and Employee Related Expenses (ERE) savings during this

first year of the Health & Recreation Fee. A request for questions resulted in Andrew Wall asking about how demand for staffing needs was determined by the Campus Health Service. Kris Kreutz and Dr. McDermott responded jointly and reported that demand was predicated on utilization of services, appointment availability and with consideration of industry (college health) benchmarks for staffing ratios of particular professional staff to student populations (particularly evident in the Counseling and Psychiatric services area).

3. Having distributed web-addresses in advance of the meeting, Kris asked for Board member feedback concerning the UA Division of Student Affairs, Department of Campus Recreation and Campus Health Service Health & Recreation Fee-related websites. No immediate issues came forth. Kris stated that the UA Division of Student Affairs, Health & Recreation Fee website should be considered the main website for communicating information about the Fee and for this Board's reference. The Division website has the Health & Recreation Fee Student Advisory Board Governing Document, meeting agendas and minutes as well as additional useful information.

Before moving to the last agenda item, Kris requested any comments or questions from the Board members. Dr. McDermott took the opportunity to review the expectation of proceeding with the proposal to the Arizona Board of Regents for the second phase of the Health & Recreation Fee in early April 2011 - the intent being to officially approve the second phase of what was already approved as a two-phase Fee adoption during the March 2010 ABOR meeting. At this point in time, the Fee is still expected to increase to the full \$306 per student per year in FY 2012 (2011-2012). A question was raised by Jennifer Reich, relative to consideration for prorating the Health & Recreation Fee for less than full-time UA students. Dr. McDermott responded by stating that the Fee for UA students who are taking six (6) or fewer Credit Hours/Units is prorated. He also reported that UA students who were located at UA South, Study Abroad, College of Medicine Phoenix and similar off-main campus locations would not be assessed the Health & Recreation Fee.

Additionally, Dr. McDermott reported that the FY 2012 budgets were currently being constructed for both the Department of Campus Recreation and the Campus Health Service. These will be submitted in the next week and we will share how the second phase of the Health & Recreation Fee is planned to be used with the Board at the next Board meeting which should occur in the next 4 weeks. No further questions were posed.

4. A call for Health & Recreation Fee Student Advisory Board Officers was made by Kris Kreutz. Some questions arose about the general responsibilities of the Chairperson, Vice Chairperson and Secretary (Officer) positions from Jack Williams, Joey Yonan, and Michael Mojica. Brief descriptions of what each position is expected to do was offered by Kris Kreutz. The first person to offer a self-nomination was Andrew Wall, who because as he stated, would be around for a number of years as a graduate student, thought it might be best to consider the Vice Chairperson position this year in hopes of moving to the Chairperson position next year. Soon thereafter, Jack Williams offered a self-nomination for the position of Chairperson. After reaffirming the fact that both the Department of Campus Recreation and Campus Health Service would assist in any reasonable way with the Secretarial responsibilities (including help with minutes and meeting arrangements), Michael Mojica offered a self-nomination for the



position of Secretary. There being no other nominations, these three Board members self-nominations were accepted without reservation. A request was made by Andrew Wall of Kris Kreutz for an e-mail listing of the student Board members which Kris agreed to provide.

Given that there were no further questions or statements, the second Health & Recreation Fee Student Advisory Board adjourned at 4:59 PM.

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Kris T. Kreutz, M.B.A.

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Health & Recreation Fee Student Advisory Board  
Third Meeting  
-AGENDA-

March 10, 2011  
(4-5 PM - North Conference Room, SRC)

1. Welcome and Re-introductions (5 minutes)
2. A. Department of Campus Recreation 2<sup>nd</sup> Phase Funding Plan – Mark Zakrzewski, Interim Director (10 minutes)  
  
B. Campus Health Service 2<sup>nd</sup> Phase Funding Plan – Kris Kreutz, Director, Administrative Services (10 minutes)
3. Question & Answer Session (20 minutes)
4. Nominations for 2011-2012 Health & Recreation Fee Student Advisory Board Officers (15 minutes)

Notes:

## **Health & Recreation Fee Advisory Board-3<sup>rd</sup> Meeting Minutes (4-5, March 10, 2011)**

UA Student Attendees: Jack Williams, Andrea Corral, Brenda Verdugo, Joey Yonan, Andrew Wall, Monica Meginnis, Michael Mojica, and Karen Johnston

UA Students Absent: Swapna Aravind, Mike Colletti, Jessica Kowalczyk, Jennifer Reich

Ex-Officio Attendees: Kris Kreutz, Mark Zakrzewski, Frank Farias, Cody Nichols, Jeff Ratje, Kriss Pope

1. The meeting was called to order by Jack Williams, Chairperson, at 4:01pm. Kris Kreutz, then asked if he would be able to add two items to the agenda. He stated that he would like to add, a discussion about the possibility of participating in another survey that had been proposed by the I.T. Fee Board, in part, regarding the Health & Recreation Fee. This survey would be distributed during spring break. He also added for discussion, a request to have a formal Board vote regarding the 2<sup>nd</sup> phase of the fee.
2. A. A proposed FY 12 Campus Recreation budget was passed out and reviewed by Mark Zakrewski, Interim Director. During this presentation, Mark indicated that the budget was subject to change depending on the outcome of the Arizona Board of Regents meeting on April 7. He also mentioned the change in the Campus Recreation request had been reduced from \$146 to \$141 per year. He explained that second phase of the fee is to support the increased staffing, maintenance and operational costs for the additional services, programs and equipment provided the recent expansion and facility renovations. With about \$1.5 million in fitness equipment, the replacement and maintenance costs are fairly high. Mark brought up that the treadmills in the building are averaging about 800-900 miles a month while traditional recreation centers only see about 550 miles a month. A question was posed to Mark by Joey Yonan asking if the increased usage was expected. Mark stated that an increase was expected but not to the degree that it has been. Another question was posed by Brenda Verdugo asking why Campus Recreation did not apply to receive funding from the Student Services Fee. Mark explained that as part of the initial agreement for support for the Health & Recreation Fee, Campus Recreation would no longer request Student Services Fee dollars.
3. B. A proposed FY 12 Campus Health Service budget for the Health & Recreation Fee was distributed and reviewed by Kris Kreutz, Director of Administrative Services for the Campus Health Service. Kris explained that the new fee for the Campus Health Service was reduced from \$160 to \$159. He also explained how they no longer receive any state dollars and have returned a sizable portion of their state retained fees. The 1<sup>st</sup> phase of the Health & Recreation Fee also covered most of the demand-based staffing, except the two Psychologist positions and a portion of a Receptionist position currently funded through the Student Services Fee which would be expiring at the end of this fiscal year. The Campus Health Service will keep in place the fees for service like visits to physicians & psychologists. He also explained that the Campus Health Service does not want to charge the same price that outside programs charge for the same treatment and truly want the prices affordable for UA students. Lastly, he explained that retained fees have historically covered the cost and any increases in cost of employee related expenses (benefits). The Campus Health Service will have to manage any further increases in employee related expenses without relying on the advantage retained fees offered in this area. A question was posed by Joey Yonan regarding whether the fee for service will rise in the near future. Kris answered that fees have not been increased in the vast majority of cases in the past several years and it is not desirable to create barriers to receiving care. Furthermore, the fees for next year will remain virtually the same.

4. Jack Williams then opened the forum for any questions that anybody had regarding the fee. No questions were asked at that time.
  
5. Kris then brought up the added item referring to another survey to be distributed over spring break to the students. He passed out copies of the previous survey which was distributed in Spring 2010 in which 64% of students supported a fee of up to \$320 and 71% were in favor of a 2-year phase in. He explained that should another survey be wanted, then it would not be as extensive as the previous one. Kris also stated that both the Campus Health Service and Department of Campus Recreation conduct surveys routinely for information about satisfaction and general utilization patterns and Mark Zakrzewski confirmed that point. He then asked if the board felt another survey was necessary. Karen Johnston asked how extensive the survey would be. Kris answered that it is desired to take no more than a few minutes, and would have fewer and probably more general questions. Furthermore, due to the timing of distribution (spring break), the number of responses they will receive is hard to predict. Monica Meginnis then asked how long the survey would be exactly. Kris explained that the survey would likely be between 3-5 questions per area – L.T., Campus Recreation and Campus Health, respectively – and would focus on questions about the use of the respective fee. Another question was posed by Andrea Corral as to why we would have another survey if the price of the fee will not increase. Kris answered that surveys are constantly being given by Campus Recreation and the Campus Health Service. Frank Farias, Assistant Vice President of Student Affairs and Executive Director of UofA Bookstores, stated that we are being sensitive to the UITS department and helping them with their Student Board's survey regarding their fee. Joey Yonan then asked if the new survey would gain any new information or just confirm the information gathered in the last survey. Kris Kreutz stated that it was unlikely that the survey would provide the level of detail found in the survey from January 2010, but the information would mostly be used to help determine if the second phase of the fee will be accepted by the students. Monica Meginnis then asked what would happen if there was a difference in information after this next survey. Kris answered that the information would likely be shared with the Board of Regents. Andrew Wall, Vice Chair, then asked if we should discuss the positive and negatives of possibly distributing another survey. The positives discussed were, possibly more information, possibly more support for the fee after the usage of the new recreation center, and would be fairly easy to distribute. The negatives discussed were simply the response rate being that the survey will be distributed during spring break and it will not be as detailed as the earlier survey. Following the discussion, Chair Person Jack Williams opened the floor for a vote on whether to pair with UITS and distribute another survey regarding the Health & Recreation Fee. The board voted unanimously (7-0) to not have another survey.
  
6. The next item regarding approval of the 2<sup>nd</sup> phase of the Health & Recreation fee was then brought up and information referring to student involvement during the fee proposal development process was distributed. The board was reassured that the fee is at or close to the bottom of Health & Recreation fees compared to peer and PAC-10 institutions. Kris Kreutz also made a point of reminding the Board members to consider the fact that this was a doubling (from \$150/year to \$300/year) of the current fee assessment, but this is slightly less than the \$306/year figure that had been proposed to ABOR by President Shelton last March. A question was posed by Brenda Verdugo about how the sustainability aspect of the Rec is coming. Frank answered that it is going to take time to become fully self-sustaining, but that it is coming along

very well and that we need to become better business people and are aggressively trying to become self-reliant. After this brief discussion, Jack Williams asked, based upon information shared with the board, for a vote as to whether the full \$300 fee per year would be endorsed by the board. The board voted unanimously (7-0) in approval of the fee.

7. The officer positions for next year's board were then discussed. It was made evident that only Andrew Wall, Michael Mojica, and Andrea Corral will be returning to the board next year. Not having any other nominations or objections, Andrew Wall and Michael Mojica's self nominations for Chair and Vice-chair, respectively, were approved for the 2011-2012 year. Regarding the open seats on the board in the coming year, nominations from different departments will be sought out and someone will either be appointed or the board will interview and vote for who will be brought on as Secretary to the board.

Meeting was adjourned at 5:00pm.