

# **Student Activities Budget Advisory Committee**

## **Meeting Minutes**

**January 16, 2019**

Kennesaw campus – Fraternity & Sorority Life Conference Room,  
Carmichael Student Center room 277

Marietta campus – Student Affairs Suite Conference Room,  
Wilson Student Center room 230

(meeting locations connected via WebEx)

**VOTING MEMBERS PRESENT:** Karen Boettler, Trevoris Brown, Josh Eastwood, Khadijah Cantrell, Stephen Harr, Sarah Holliday, Quanay Calvert, Chris Summerlin, Steven Ho

**VOTING MEMBERS ABSENT:** None (one current vacant seat)

### **OTHER NON-VOTING MEMBERS AND ADMINISTRATIVE REPRESENTATIVES**

**PRESENT:** Andrew Harvill, Ron Lunk, Cara Ray, Trecee Safford, Michael Sanseviro, Ann Marie Thomas, Diane Walker

**CALL TO ORDER:** SABAC Chair Summerlin called the meeting to order at 3:30p.m. Attendance was taken and quorum was met.

**APPROVAL OF MINUTES:** SABAC Chair Dr. Summerlin invited a motion to approve the November 14<sup>th</sup>, meeting minutes. A motion was made to approve the meeting minutes by Sarah Holliday, seconded by Steven Ho. Vote was taken and **motion passed 8-0-0.**

**UNFINISHED BUSINESS:** None

### **SUPPLEMENTAL FUNDING REQUESTS**

**The details contained within the description of the requests reflect the content and language provided by the submitter in the online request, and were not created by or representative of SABAC.**

**The first three requests were reviewed electronically and submitted in advance to the VPSA for approval before the Winter Break to ensure timely availability of funds. All three were approved by an online vote of 6-0-0, with three of the approving votes being submitted by student members. There were three vacancies at the time of vote due to student members graduating.**

### **Kennesaw Ladies in Physics-Hana Weinstein**

One of KSU's goal is diversity inclusion across all faculty and student and women students are under-represented minority in physics. Helping minority students to achieve success from KSU and beyond has been one dedicated mission of KSU. Participating in this enriched conference dedicated for women in physics will open up tremendous opportunities for our women students. Also all other accommodations such as meals and hotel will be covered by the conference we only request travel funds. A total of 6 students traveling requesting only rental car and gas coverage.

Travel- Conference, Tuscaloosa, Alabama

January 18-20, 2019

Amount requested- \$500.00

**Online voting approved \$500** broken down \$400 for travel and \$100 new RSO starter kit. During the SABAC meeting on January 16, 2019, SABAC was informed the RSO is not new so SABAC reaffirmed the \$500 allocation but corrected the previous motion that included the starter kit funds. Motion made by Stephen Harr, seconded by Steven Ho, and motion passed 5-0-3. Three new SABAC members abstained since they were not part of the initial review and approval.

### **Kennesaw State University Dance Company-Nicole Koontz**

The Alabama Dance Festival is one of the largest gatherings of dancers and dance enthusiasts in the Southeast. Immerse yourself in master classes with world-renowned teachers, audition opportunities, teacher training, networking, and performances by regional dance groups and a guest company. 12 students= 3 hotel rooms with 4 students per room  
Hotel room= \$140 per night 3 hotel rooms for 3 nights = approx. \$1,260 146 miles each way  
\$22 for gas each way, plus traveling to and from the venue, total of gas \$50 3 cars at \$50 per car = \$150 3 rooms for 3 nights + gas = grand total of \$1,410

Travel- Alabama Dance Festival, Birmingham, Alabama

Date- January 19-21, 2019

Amount requested- \$1,410 (balance of \$1,366.84 remaining from the allowed \$2,000 for travel)

**Online voting with SABAC members approved \$1,366.84** for travel by a vote of 6-0-0, which is the total maximum remaining balance in compliance with the SABAC Protocol Manual. This RSO was awarded funding this term for travel, so full requested amount of \$1,410.00 could not be approved.

### **Cultural and Community Centers-MLK Budget – Matthew Robison**

In FY'18, CCC received SABAC funds to support the 2018 MLK program. CCC and the MLK Week Planning Committee did a great job at appropriately spending FY'18 funds in support of the university's celebration of Dr. King. As part of the 2018 program, hundreds of students attended and participated in numerous MLK Week events. The committee looks to expand the number of students involved in the 2019 celebration. This reallocation of funds will assist CCC and the planning committee in meeting this goal.

Program- MLK Events

Date- January 22-24, 2019

**\$3,650.00** (Not new funding, only re-allocating already approved funds)

Online voting with SABAC members approved by a vote of 6-0-0, the re-allocation of already approved funds (\$3,650.00) for MLK events.

### **Exercise Science Major's Club-Emma Chorney**

This conference allows us to connect students to multiple other colleges, universities, professors, and pioneers in the field. SEACSM also provides a platform for students to gain the experiences and skill sets to successfully compete for employment with the exercise and health sciences, gain entry into graduate or professional programs with the exercise and health sciences, and develop the passion and advocacy for lifelong pursuit of mental and physical health, fitness, and wellness. By interacting with professionals in the field, they can learn more about the field as well as how to professionally handle themselves in an environment similar to that after college. We want to enhance their college experience, and this is the beginning of new paths for students. **A total of 20 students plus advisors will be traveling.**

Travel- SEACSM 2019 Conference, Greenville, SC

Date- February 14-16, 2019

Original amount requested- \$2,600.00, Amount requested at the meeting-\$2,000.00

**Questions-** Since your original request was for \$2,600 but the maximum allowable allocation per SABAC rules is \$2,000, please confirm that you have adjusted your request to \$2,000? Yes, that is correct, we were informed of the limit after making our online submission.

**Discussion-** None

Josh Eastwood **moved to approve \$2,000.00**, seconded by Steven Ho.

**Motion passed 8-0-0.**

### **Owl Radio- Haydn Ellis (Prior Year Surplus Request)**

We are requesting the funding for several Uninterrupted Power Supply units that will ensure we continue to broadcast and don't lose any important information/projects in the event of a power outage. One UPS will be used for our broadcast station, so that we won't lose any recordings. This will also ensure that our broadcast isn't interrupted which is necessary because reboots take half an hour. Another one will be used for our music mixing (MegaSeg) computer. This is necessary because the majority if not all of our music files are stored on this computer. If we lose power, we don't want to run the risk of losing all of that.

Equipment Request-Prior Year Surplus

Amount requested-\$325.54

**Questions-** None

**Discussion-** None

Stephen Harr **moved to approve \$325.54**, seconded by Steven Ho.

**Motion passed 6-0-2.**

### **KSU Miracle-Courtney Kendrick**

We are an organization that benefits Children's Healthcare of Atlanta, but more specifically the Outpatient Care Center across from Fifth-Third Bank Stadium. We fundraise all year long to our celebration Dance Marathon. There, we get to celebrate not only our fundraising efforts, but our Miracle Families and Kids that have been saved by Children's Healthcare of Atlanta. Last year with SABACs funding, we used it for our stage and sound. A majority of our Miracle Kids have physical disabilities that limit them in stature (ex. wheelchairs, cerebral palsy, failure to thrive). With the stage and sound that was funded by SABAC, for one day out of the year our Miracle Kids got to be above everyone else and have a voice when they often feel unheard.

Program- Dance Marathon 2019

Date- March 2, 2019

Amount requested-\$25,173.41

**Questions-** How much did you request last year? We requested about \$15,000 last year.. Are the quotes for rental machines competitive quotes? Yes, we were told we had to get more quotes, since last year we did not get a full amount because we only used Technical Elements.

**Discussion-** SABAC has previously been advised that we cannot fund decorations as a restricted item, is that correct? Yes, SABAC has not funded decorations so those items will be removed from the requested amount. They got competitive quotes which is what we suggested last time. There is also a cap on promotional items for organizations. \$500 is the maximum for t-shirts according to the SABAC Protocol manual.

Josh Eastwood **moved to approve \$15,400.00**, seconded by Quanay Calvert.

**Motion passed 7-0-1.**

### **Liberty in North Korea Rescue Team-Joeun Kim**

Items needed for event: buttons (medium size 2'25") \$ 0.50 (each) x 120 count printing button artwork (0.25) each x 120 count Korean candy (in bulk for tabling) \$ 10 per bag x 3 Choco pie (Korean snack) \$ 7.23 (1 box) x 10 boxes korean chewy candy \$6.39 (1 pack) x 5 packs paper cups (9oz.) \$ 9.95 x 2 packs 100 count treat bag \$6.72 x2 shredded paper holiday mix (red and white ) \$15 x 5 bags swiss miss hot chocolate mix (72 count pack) \$40 x 2 Choco Heim (Korean snack) \$7 x 10 Korean Green Grape candy \$10 per bag x 5 treat bag twist ties 100 count \$5 x 3 total : estimate of \$550 (five hundred fifty dollars)

Program- Valentines Day Event, LiNK White Day event

Date- February 14 & March 14, 2019

Amount requested-\$550.00

**Questions-** Is this a general event, or are you doing some fundraising as well? We will plan a few events and fundraise others during the semester as well. Are you making the buttons at TRAC? Yes we will be using TRAC to make the buttons.

**Discussion-** None

Steven Ho **moved to approve \$550.00**, seconded by Khadijah Cantrell.

**Motion passed 8-0-0.**

### **Society of Professional Journalists-Cade Lanktree**

The Society of Professional Journalists plans to host a Get the Scoop panel where anyone from the KSU community can interact with journalists in residence. This panel will consist of multiple professionals in the field of communications speaking about their work experience, networking with anyone who attends, and providing the KSU community with valuable skills and knowledge. This event will begin at 5 pm on February 5, 2019 in the Social Science Building. We expect to have an attendance of around 50 people, and this event is completely open to the KSU community. The SPJ will provide sandwiches from Jimmy Johns and chips or cookies from Walmart. The Atlanta Press Club will provide the beverages.

Program- Get the Scoop panel

Date-February 5, 2019

Amount requested-\$191.44

**Questions-** How long does this event last? It will be from 5-6:30pm so it will be an hour and a half.

**Discussion-**None

Josh Eastwood **moved to approve \$191.44**, seconded by Steven Ho.

**Motion passed 7-1-0.**

### **Health Promotion and Wellness-Sherry Grable**

Event 1: Love Your Body Week is a national campaign to increase awareness of eating disorders, expand the conversation about food and body image concerns, and reduce the stigma of seeking professional support. To promote awareness of eating disorders and provide body positive outreach, several departments are working together to host events and provide resources to Kennesaw State University students. Event 2: Cooking Demonstrations: To increase self-efficacy and improve food preparation skills in order to decrease barriers to meal preparation which promotes healthy food choices and lessen the consumption of convenience foods. Event 3: Health Fair: Screenings are provided serve to alert students of possible risk factors or conditions of which they may not be aware. The health fair is free and is easily accessible.

Program-Health promotion activities

Date: Various Dates for Spring 2019

Amount request-\$5,447.53

**Questions-** Do you have the dates for these events as yet? Yes, the Love your Body week event is from Feb 25-March 1. The cooking is done throughout the entire semester with various dates. The health fair March 19, from 9-5pm. Who is your instructor? We are using Julie Moore, she is employed by us under a grant. Is there any available funding to support these activities from the Wellness fee that students also pay in addition to the student activities fee? Our wellness fees were reduced in 2016, and since our budget changed, we only have a certain percentage that is directed to these activities.

**Discussion-** Are we able to pay KSU employees with SABAC funds? No. What if they are temporary employees paid by a grant? Can SABAC approve the funds with the stipulation that the instructor must be eligible to receive payment from SABAC? Yes, SABAC can forward recommendations to the VPSA for final review and approval.

Josh Eastwood **moved to approve \$5,447.53**, seconded by Steven Ho.

**Motion passed 5-3-0.**

**Final Approval was made by Dr. White in the amount of \$5,097.53.**

**NEW BUSINESS:** None

**ANNOUNCEMENTS AND QUESTIONS:**

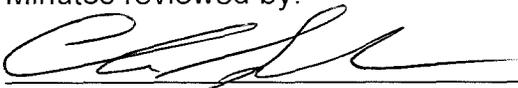
Why are the various maximum limits for certain expenditures, like promotional items, no longer included in the revised Protocol Manual? To ensure compliance with the new RSO Policy, all items that included reference to the previous classification system were removed, but to ensure consistent application of funding formulas throughout the current fiscal year, SABAC is still following the maximum amounts available for supplemental funding that were included in the previous protocol manual, available on the SABAC website.

In preparation for the annual budget submission process for FY20 funding, SABAC should begin reviewing the current protocol manual and the maximum funding limits that were established for the current fiscal year to determine if the same limits should be recommended for next fiscal year or different approaches should be considered in light of the new RSO Policy. The Division of Student Affairs has hosted four listening sessions for RSO leaders, advisors, and the general student body to review the new RSO Policy and share feedback and suggestions for improvements to the budget request and allocation process for FY20. The feedback from those sessions along with feedback from an online survey being conducted by the Department of Student Activities will be shared with SABAC in advance of the next meeting. The goal is for SABAC to recommend suggested guidelines to the VPSA who will work with Legal Affairs to ensure policy compliance in advance of beginning the FY20 annual budget cycle so SABAC can host information sessions for all RSOs and departments to understand the process and guidelines.

Stephen Harr moved to adjourn meeting, seconded by Khadijah Cantrell.  
The SABAC meeting adjourned at 4:25pm.

Respectfully submitted by Ann Marie Thomas, SABAC Secretary.

Minutes reviewed by:



Chris Summerlin, SABAC Chair

Date: 1-28-18

