

Student Activities Budget Advisory Committee

Meeting Minutes

October 10, 2018

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, Josh Eastwood, Yanik Gregg, Stephen Harr, Sarah Holliday, Laura Hudson, Prince Martin, Phillip Sullivan, Chris Summerlin, Cynney Walters

VOTING MEMBERS ABSENT: Laura Hudson (Proxy votes included)

OTHER NON-VOTING MEMBERS PRESENT: Ron Lunk, Trecee Safford, Michael Sanseviro, Ann Marie Thomas, Diane Walker

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

APPROVAL OF MINUTES: SABAC Chair Dr. Summerlin invited a motion to approve the September 12th, meeting minutes. A motion was made to approve minutes by Stephen, seconded by Josh.

Vote was taken and **motion passed 8-0-0.**

UNFINISHED BUSINESS:

Per the instructions by SABAC at the previous meeting, Ratio Christi provided copies of the sign in sheets from previously held events in Spring 2018 and Fall 2016. Based on those sign in sheets the student attendance appeared to be approximately 50% of all attendees. In compliance with SABAC's instructions, 50% of the requested amount would be provided to Ratio Christi, which is \$4,854.87. These details were distributed via email to all voting SABAC members and the body electronically confirmed the allocation with six affirmative responses and no dissenting responses. During the SABAC meeting this outcome was reviewed with the voting members and there was no further discussion.

FUNDING REQUESTS

Motion- Sarah moved to collectively approve the funding requests for (**American Institute of Architecture Students, Society of Physics Students, Kennesaw State Society of Black Engineers, KSU Disney Club, National Association of Black Accountants, Inc., American Choral Directors Association and KSU American String Teachers Association**) in one vote for the amounts requested as long as there were no other questions or concerns about any of those individual requests from the members of SABAC, since the committee had already thoroughly reviewed the requests online, the information submitted was comprehensive and fully compliant with the guidelines established in the SABAC Protocol Manual. The motion was seconded by Prince. Karen requested that the two non-travel requests be separated from the motion. Sarah withdrew her original motion and restated the motion to only include the following five travel requests: (**American Institute of Architecture Students, Society of Physics Students, Kennesaw State**

Society of Black Engineers, American Choral Directors Association and KSU American String Teachers Association Chapter). The motion was seconded by Prince. Motion passed 8-0-0.

The details of the five approved requests are included below:

American Institute of Architecture Students

Travel-Thrive is a professional development and Networking event held by AIAS national in New Orleans, LA. As a professional development conference, It will be a beneficial opportunity for our members to network with architectural firms around the country, which will further spread the knowledge and prestige of Kennesaw State at a national level.

Date- November 2-4, 2018

Amount requested-\$850.00

Society of Physics Students

Travel-This conference is the regional meeting of the American Physical Society (APS) and will be held in Knoxville, TN. The APS is the biggest, national physics organization that draws students and professors from all over the country to present their work and discuss science.

Date-November 8-10, 2018

Amount requested-\$1,862.38

Kennesaw State Society of Black Engineers (KSBE)

Travel-The Region 3 Fall Regional Conference (FRC), held in Montgomery, Alabama, is a yearly event that brings hundreds of employers from around the country to one place. Our members regularly attend these events and leave with internships, job offers, co-ops, and a broadened network. Approximately 30 students will be traveling

Date-November 16-18, 2018

Amount request-\$2,000.00

American Choral Directors Association

Travel-This travel occasion is for our organization's national conference. This is an amazing conference that features music educators and choirs from all across the nation. The conference will be held in Kansas City, Missouri. Approximately 12-16 students will be traveling

Date-February 27-March 2, 2019

Amount requested-\$2,000.00

KSU American String Teachers Association Chapter

Travel-This American String Teachers Association conference serves as an educational and networking opportunity for our ASTA members. It will be held in Albuquerque, NM.

Approximately 12 students will be traveling

Date-March 7-9, 2019

Amount requested-\$2,000.00

Funding Request Presentations:

Society of Hispanic Professional Engineers

Travel-Every spring our national committee organizes a national conference and this year it will be held at Huntington Convention Center, Cleveland, Ohio. Huntington Convention Center will be hosting multiple professional workshops with some help from their alumni and company recruiters for students to improve their current skills.

Date-November 8-11, 2018

Amount requested-\$2,000.00

Questions- How do you plan to register for this conference? We wanted to see if we could get approved by SABAC first. The conference is different this year with several smaller conferences being offered, so this is like an umbrella conference with sub-conferences. It is just one registration for all of the conference? It appears so based on the conference website. How many students will be attending the conference? We have 3 students so far that want to attend, and last year there were 5 that initially registered, but 13 ended up going. Is it possible to get firmer confirmations from the students about who is going and come back to SABAC with that information? The registration is due before SABAC meets again, but the total cost will exceed what SABAC is allowed to allocate anyway, so SABAC can decide on the allocation now and the students can work with Trecee to determine the best approach from a processing perspective.

Discussion- Since the group knows they will have many students attend but are unsure which students at this moment, is reimbursement an option? Yes, and Trecee confirmed that she has worked with this group on this same conference in the past and every year they submit for reimburse and these students are already in the system for payment.

Cynney moved to approve \$2,000.00 seconded, by Josh.

Motion passed 9-0-0. (including proxy vote)

Italian Club at Kennesaw State University

Program-Giochi Italiani is an event designed to simultaneously relieve some stress from classes while learning about the Italian culture. We will be meeting on the green for recreational activities and play games traditional Italian games. Healthy refreshments will be provided.

Date-October 23, 2018

Original amount requested-\$112.00, adjusted to \$71.21 by the RSO during presentation.

Questions- A question was submitted online about purchasing and storing equipment. We will not be needing the sports equipment as part of our request anymore because we have requested to use the equipment available through Sports and Recreation. What is the new request not including the sports equipment? The new total is \$71.21. There should not be any problem getting the equipment from Sports and Recreation but if assistance is needed notify Student Activities.

Discussion- None

Josh moved to approve \$71.21 seconded by Phillip.

Motion passed 8-0-1. (proxy vote included)

Kennesaw Improv Society Stupid (KISS)

Program-The Kennesaw Improv society offers an evening of performances to showcase all they have learned at their weekly all-skate meetings.

Date-October 19-20, 2018

Amount requested-\$1,248.00

Questions- No student representatives attended the meeting.

Discussion-Based on the online submission, it indicates they are having non-KSU students attending. Is there a way to guarantee that only KSU students will get the t-shirts? Yes, the

motion can include specific instructions regarding compliance with these SABAC rules, and the ID card reader can be used at the event to verify only students receive the shirts. If there is not enough information, SABAC may also choose to deny the request at this time and seek further clarification, however do note the event is before SABAC meets again. There also may not be sufficient time to get design approval and have t-shirts produced and delivered in time for the event, but SABAC could still allocate funds if desired and the RSO would work with Student Activities and if the purchase is not feasible the funds would not be expended. Since the SABAC guidelines allow \$500 for t-shirts and \$500 for promotional items, can they be approved for \$1000 for t-shirts since they are requesting \$1248.00? No, the SABAC guidelines on page 17 only allow the \$500 t-shirt limit to be used in combination with the \$500 promotional item limit for non-t-shirt promotional items, but not the other way around. For t-shirts only the limit is \$500. Since nobody attended to answer specific event and usage questions, the decision must be based solely on the information available to SABAC from the details in the online submission.

Stephen **moved to approve \$500.00 for t-shirts with distribution to KSU students only, and require the RSO to use an ID card reader to verify current student status,** seconded by Cynney.

Motion passed 7-2-0. (proxy vote included)

KSU Disney Club

Program-This event is our annual Halloween Event. Students are encouraged to come in costumes. There will be dancing, food, candy, and a costume contest for those participating. This event is free for KSU students with a valid student ID and \$5 for non-KSU students.

Date-October 26, 2018

Amount requested-\$406.00

Questions- No student representatives attended the meeting.

Discussion- Can we get clarity on the purchasing rules about decorations since SABAC has been advised from budget managers that state funds cannot be used to purchase decorations? The groups need to work directly with Trecee to determine what items can be funed as supplies for the event. If non-consumable items are purchased since they become state property will they be stored? RSOs need to work with Student Activities staff in advance of purchase to determine what items are already available for their use and what new items need to be purchased, and then make arrangements for proper tracking and storage of items with Student Activities after the event. SABAC focuses on whether items requested are permissible to receive SABAC funding. Based on the details provided in the online submission, SABAC was able to assess what the RSO was seeking and make an allocation based on the guidelines within the SABAC Protocol Manual.

Josh **moved to approve \$406.00,** seconded by Stephen.

Motion passed 8-0-1. (proxy vote included)

Team Take No L's- Crystal Bass

Program-Through our Bonfire and Awkward Event, we a promoting the Team Take No L's message through various activities through creative and fun ways that follow our motto: learning from our mistakes and overcoming adversity. This request also includes the cost of a DJ.

Date-October 25, 2081 (Bonfire) & November 15, 2018 (Awkward Event)

Amount requested-\$580.90

Questions- For the bonfire event, have you consulted with Environmental Health and Safety as part of your risk management plan? Yes, the activity is actually occurring in the approved

fire pit and is not really a 'bonfire' but a self-contained fire within the risk management guidelines.

Discussion- none

Stephen **moved to approve \$580.90** seconded by Yanik.

Vote was taken and the **motion passed 8-1-0. (proxy vote included)**

Association of Energy Engineers- Adam Minor

Program-The purpose of this tour of the Mercedes Benz Stadium is to educate students about the sustainable aspects of the stadium including the rainwater harvesting system and photo voltaic array. The students will benefit from seeing real world trends in the construction industry. The cost is \$15 per person (group rate) for a 90 minute tour, and 60 spots are reserved. Attendees will provide their own transportation and pay for their own parking upon arrival (\$8 per vehicle).

Date-Saturday, November 3, 2018 at 12:30 pm

Amount originally requested-\$1,500.00, amended to \$900 for admission only for 60 tickets at \$15 per ticket.

Questions- Is this open to all KSU students? Yes, and a reservation will be available first-come first-served in OwlLife. Have you considered requiring a deposit or having the students contribute something to the cost of the tour to increase the likelihood that those who RSVP will actually attend? No, but they are paying \$8 in cash upon arrival for the parking. True, but that could be a disincentive from actual attendance day of the event where an advance investment, even in the form of deposit refunded day of the event could help ensure higher attendance. Have you looked into group transportation, such as BOB shuttle? We are only asking for the admission cost to get in, not the travel cost.

Discussion- From a process perspective, the presenter indicated no advance deposit was being required but payment would be made by check that day of the tour, and payment is only required for the actual number who show up for the tour. However, checks need to be requested in advance, so how can we know in advance who will actually show up? We can have a check prepared from an invoice, but that does require knowing an exact attendee count in advance. This is another advantage to a student deposit both to diminish no-show rates and be able to recoup some lost funds for those who do not show up and forfeit the deposit. Should SABAC cover full cost of ticket or is it a reasonable expectation that students self-fund some portion of the ticket? RSO is highly encouraged to work with Marietta Student Affairs staff on all the options to consider and logistics.

Josh **moved to approve \$900.00** seconded by Yanik.

Motion passed 5-4-0. (proxy vote included)

National Association of Black Accountants, Inc. (NABA) - Shantyl Neely

Program-We would be joining other Coles College of Business organizations for a joint recruiting event to gain more members at this meet and treat event. Each organization will have a table and pass out promotional items and other information to prospective student members. It is a Halloween-themed event.

Date-October 30, 2018

Amount requested-\$500.00

Questions- none

Discussion- The organization seem to have included sufficient information as to why they are requesting the amount they are requesting and what it will be used for. The SABAC Protocol Manual allows for up to \$500 for promotional items.

Josh **moved to approve \$500.00** seconded by Stephen.

Motion passed 8-1-0. (proxy vote included)

Organization of Latin American Students-Ricardo Marquez

Program-RSO is requesting to host an event to promote and celebrate Dia De Los Muertos (Day of the Dead) on campus. Dia De Los Muertos is a three day holiday in Latin America where we remember the loved ones we've lost throughout the generations. We intend to have a four-hour long mini festival in the Convocation Center.

Date-November 2, 2018

Amount requested-\$1,550.00

Questions- No student representatives attended the meeting.

Discussion- Would they have to get a food approval or catering exemption? Yes. What if they cannot get the location, food, and event details together and funding is allocated? They need to work with Student Activities staff to coordinate all details, which will include discussing logistics and adjusting the event details accordingly or not holding the event. If the event is not held, no approved funds would be expended. The online submission indicates that 2/3 of their anticipated attendance will be students, with the remainder being family members/guests, so SABAC can only provide funding for food for students. Beyond the food request, the details for other event needs are unclear based on the online submission. There may be fixed costs that are not variable based on students vs. non-students in open-area events, like a DJ, but the submission is not sufficiently clear enough to delineate those costs. The submission indicates an anticipated student attendance of approximately 100. The online details regarding the food request appears sufficiently clear. Karen **moved to approve \$566.67, which is 2/3 of the total requested food amount to cover the purchase of food for KSU students only**, seconded by Cynney.

Motion passed 7-2-0. (proxy vote included)

Bethel Campus Fellowship- Ezekiel Lawal

Travel-The amount requested will be used to sponsor at least 20 RSO members to get registered for the national conference, which will be held in Black Mountain, NC. We are using charter buses for transportation.

Date-February 15-17, 2019

Amount requested-\$2,000.00

Questions- Where are you staying? We will be staying at Ridgecrest NC. It is a conference area, that includes the conference as well as a place to stay. So the \$140 is an all inclusive charge? Yes, it includes everything for that weekend.

Discussion- None

Phillip **moved to approve \$2,000.00** seconded by Yanik.

Motion, passed 8-0-1. (proxy vote included)

Kennesaw Nuclear Society – Julian Spangler

Promotional Items Request-The funding request is for promotional items for the organization to recruit students and to advertise the organization and the organization's future events.

Amount requested-\$495.67

Questions- No student representatives attended the meeting.

Discussion- Do promotional items have to be connected to an event? We have to be able to demonstrate the related business purpose for the expense. Most promotional and giveaways are affiliated with an event the RSO is hosting or other university-hosted events like orientation SOAR fairs and Week of Welcome events where RSOs have table and distribute items to promote themselves. Based on the online submission there is not

sufficient information to demonstrate the purpose and use of the requested promotional funding. The RSO is welcome to resubmit with more detail and will also be encouraged to attend a future SABAC meeting to answer questions.

Stephen **moved to approve \$495.67** seconded by Yanik.

Motion, failed 1-6-1. (proxy vote included)

Division of Student Affairs-One Time Prior Year Surplus Funding Request

Amount requested-\$71,000 (prior year surplus/carryover funds)

Requested funds included:

- Health Promotions and Wellness – 2 medical-grade chairs related to nutritional counseling for students (\$3,000.00)
- Student Activities-Kennesaw Campus- 20' Air Screen Movie Screen for Kennesaw Campus like the one on Marietta Campus (6,300.00)
- Student Activities-Kennesaw Campus-Epson Surecolor Banner printer to replace existing one in SOS office (\$3,200.00)
- Student Activities-Kennesaw Campus- Add Computer and camera capability in new Student Activities suite for connectivity with Marietta Campus and to host other distance education and activities (\$8,500.00)
- Student Center Operations-Kennesaw Campus- New trashcans for the additional portions of the Carmichael Student Center and the newly renovated Loft Lounge (\$6,000.00)
- Student Center Operations-Kennesaw Campus-Radios for Student Center Operations student staff to communicate in the Carmichael Student Center (\$4,000.00)
- Student Center Operations-Kennesaw Campus – Renovations and updated equipment for the Carmichael Student Center Game Room (\$12,000.00)
- Student Affairs-Marietta Campus- Upgrade rotunda furniture in the Wilson Student Center to make the space more accessible to students (\$28,000.00)

Discussion – Per the SABAC Protocol Manual, any funds not expended by the established deadline at the end of the fiscal year are transferred into a prior year surplus fund to be allocated by the VPSA and SABAC for specific approved uses. Typically these funds are used for one-time purchase needs that have a specifically defined life cycle, like furniture and equipment. These allocations do not impact the current fiscal year pool of available funds for allocation to RSOs. Each year when the university reviews one-time funding requests, part of that process involves determining the appropriate potential funding source. For items that directly benefit students and/or spaces designated for student use, like Student Centers, student activity fees are permissible. These requests items have already been reviewed by the Division of Student Affairs leadership team and endorsed by the VPSA for submission to SABAC for support.

SABAC raised the following questions during discussion:

What is the current reserve balance in prior year funds? An exact figure was not known, but estimated to be a bit under \$2 million. An exact figure will be researched and provided to SABAC. While this amount may sound like a lot, this is the fund used for various large scale projects and renovations, like the redesign and new furniture in the Loft on the 3rd floor of the Student Center, and such projects often cost hundreds of thousands of dollars.

What are the furniture costs so high? Certain items must be purchased through the state contracted vendors and these contracts include certain warranties and prections. Likewise, and unique usage and location may warrant certain furniture qualities that cost more to manufacture to ensure a reasonable usage life.

Who would be using the radios? The facility managers, game room assistants, and other student workers who need a reliable mode of group communication that works in all areas of the building and can connect with other campus radio systems for security purposes, like the KSU Police and Crisis Coordinators. The radios are multi-channel and multi-functional. How long is the lifespan for the Air Screen Movie Screen? They last about 5-7 years and get used quite frequently. The Marietta campus already owns one but the Kennesaw campus currently rents one for each movie event. The previous SABAC recommended that this year's SABAC consider purchasing a screen to save the high cost of multiple rentals throughout the year.

Will the screen be accessible for organizations to use? Yes, and Student Activities will manage reservation process and damage control.

Sarah moved to approve \$71,000, seconded by Josh.

Motion passed 7-0-2. (proxy vote included)

NEW BUSINESS:

None

ANNOUNCEMENTS:

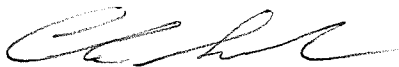
None

Prince moved to adjourn meeting, seconded by Yanik.

The SABAC meeting adjourned at 4:54 pm.

Respectfully submitted by Ann Marie Thomas, SABAC Secretary.

Minutes reviewed by:



Chris Summerlin, SABAC Chair

Date: 10-23-18