

Student Activities Budget Advisory Committee
Meeting Minutes
August 29, 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: None

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

CALL TO ORDER: SABAC Chair Dr. Summerlin called the meeting to order at 3:32 p.m. Attendance was taken and quorum was met.

APPROVAL OF MINUTES: SABAC Chair Dr. Summerlin called to approve the August 22nd, meeting minutes. A motion was made to approve minutes by Paula, seconded by Sarah. Vote was taken and **motion passed 9-0-0.**

UNFINISHED BUSINESS:
None

FUNDING REQUEST

Phi Eta Sigma Honor Society

Travel-Conference, National Convention in Arlington, VA/Washington, D.C. This will include leadership development workshops, service projects and scholarship opportunities. There will be 8 student members traveling to the conference. Phi Eta Sigma captures First-Year students and recognizes their academic achievement and offers peer support that encourages these students to continue pursuits of academic excellence. The delegates will return with fresh ideas to attract student participation and foster student retention to improve student progress to graduation.

Date-October 12-14, 2018

Amount requested- \$1,880.00

Questions- The RSO is listed as recognized and therefore not eligible to request funding. While currently still showing as recognized, all information for affiliated status is completed and the RSO does now have affiliated status and is eligible for funding.

Discussion- None

Yanik **moved to approve \$1,880.00**, seconded by Cynney.

Motion passed 9-0-0.

Student Affiliates of the American Chemical Society (SAACS) Phi Lambda Upsilon (PLU)

Travel-Conference (Southeastern Regional meeting of the American Chemical Society), Augusta, GA –Students will learn about cutting-edge chemical research throughout the southeast

Date- November 1-3, 2018

Amount requested- \$1,461.60

Questions- How many students are you taking? We are taking about 16 students. You did not submit an exact amount for the hotel, were you able to determine that? Not yet.

Discussion- Since the amount requested is well below the travel limits in the SABAC Protocol Manual, whatever SABAC approves will be allocated to the expenses that can most easily be processed for payment based on verified invoices.

Josh **moved to approve \$1,461.60**, seconded by Stephen.

Motion passed 9-0-0.

Chabad Jewish Student Union

Travel- International Jewish Student Conference, Brooklyn, NY. To enable members to network with other Jewish students from universities around the world.

Date-October 18-21, 2018

Amount requested- \$2,000.00

Questions- Since the total funds needed exceed what SABAC is allowed to allocate, you indicated you can fundraise the difference to make the trip feasible? Yes, through a number of small fundraisers. How long will that take? It is usually something we do year round.

Discussion- None

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

Motion passed 8-0-1.

Society of Women Engineers

Travel- Annual Societal Conference, Minneapolis, MN. Students will meet with other universities and companies with similar interest.

Amount requested-\$2,000.00

Questions- None

Discussion- None

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

Motion passed 9-0-0.

Association of Energy Engineers

Travel- Conference, AEE Foundation, Charlotte, NC. Students are traveling to this conference for networking, coop and internship, and work opportunities.

Date-October 16-19, 2018

Amount requested- \$2,000.00

Questions- There are 6 students traveling and you are taking 6 vehicles? Yes, there are some students who are traveling on different days and from different locations so it is best that we travel separately.

Discussion- Can we recommend that they share the rooms to save money? Once SABAC allocates a specific amount based on the SABAC Protocol Manual, the specific items funded will be based on what items can most easily be processed and meet the university's business guidelines. Typically the easiest item to fund first is conference registration. Since the SABAC Protocol Manual has an established maximum of \$500 per

person and no more than \$2000 in total expenses, with 6 students any expenses that exceed the limit, like personal travel or additional hotel rooms, will be the financial responsibility of the students.

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

Motion passed 8-0-1.

Sport Management Majors Club

Travel-Conference, Atlanta, GA

Date-September 21-22, 2018

Amount requested- \$2,000.00

No student representatives attended the meeting.

Questions- None

Discussion- The information submitted did not include sufficient information about the conference itself to determine if it would be a permissible expense based on the SABAC Protocol Manual and BOR Travel Regulations regarding distance from campus. The RSO will be informed and provided an opportunity to resubmit additional information and encouraged to attend the next SABAC meeting to answer any questions.

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

Motion failed 0-9-0.

Kennesaw Improv Society Stupid! (KISS)

Program- Monthly Workshops – Workshops with generally 30-60 members in attendance, Requesting funds to pay for an instructor to teach the students. The instructor will also take time to teach a free workshop that is also included in the total cost.

Date-Multiple workshop/event dates

Amount requested- \$1,200.00

Questions- Are these workshops open to just members, or can anyone attend? They are open to all students, not just members. The workshops that Jessica Hill will be doing will be taught mostly to the members.

Discussion- This group is performing for the entire campus but the training appears to be primarily just for the group members. In the past SABAC has not funded training that is specific to solely the members of an RSO. Paying for a facilitator or instructor to come in and provide training to a closed group, similar to an academic class experience, does not appear to be an appropriate expense for SABAC. What would be the difference with this type of training and going to conferences, where they go to gain knowledge and then share it with other students when they return? Conferences have specific rules and restrictions that are addressed in the SABAC Protocol Manual, and since every student cannot feasibly attend those are different from funding a professional trainer to come to campus. The RSO indicated a willingness to make these events open if need be.

Stephen moved to approve \$1,200.00 with the condition that all of the meetings/workshops are open to the entire campus, seconded by Yanik.

Motion passed 9-0-0.

Swing Dance Association

Program-Social Event: Swing Dance on the Green- teaching short dances to students with songs and music on the Campus Green.

Date-September 19, 2018

Amount requested- \$1,180.00

Questions- None

Discussion- None

Stephen **moved to approve \$1,180.00** seconded by Laura.

Motion passed 9-0-0.

Team Take No L's

Program-Welcome Back BBQ, Annual formal BBQ to welcome students to the organization. This will be used to express who they are and what they are about, and to reach out to the KSU community as a whole.

Date-September 7, 2018

Amount originally requested- \$4,512.00. Request increased to \$4,982.42 during presentation.

Questions- How much has this event cost in past years? It was roughly \$1,000, but that is because we bought the food and prepared it ourselves. Catering can choose to provide an exemption, but they called today and denied the request, requiring us to use catering and pay the higher cost. You are asking for kiddie pools. Items purchased with student fees become state property and must be properly inventoried. How do you plan to store them? In the past, we have had a slip and slide, and based on feedback, it was a popular item. The kiddie pools are a replacement for the slip and slide, and involve kickball bases, and we would then slide into the bases. Have you consider the liability of your proposed activities, and use of waivers approved by Legal Affairs? Yes, there are liabilities with this and all of this would need to be approved by Legal. With the event being less than two weeks away, do you have sufficient time to receive the necessary approvals and coordinate the event details? This is one event, and it sounds like you are planning other events throughout the year? Yes, we will have others but this is our largest one. After reviewing our financial needs the new amount that we are requesting is \$4,982.42.

Discussion- Given the limited size and scope of the organization, and their desired outcomes, what is reasonable to fund? We need to think strategically about how we support their goals and how this event relates to their purpose and scope. Understanding the catering challenge, might there be less costly alternatives, like pizza. The food request is listed as a lunch buffet request to catering but given the time of the event will catering charge based on a lunch or dinner rate, and what per diem would apply? Funding event food is reasonable but not the kiddie pools.

Stephen **moved to approve \$3,852.29 based on the cost of food with the DJ and security added, but the miscellaneous requested items removed**, seconded by Laura.
Motion passed 9-0-0.

Biology Student Organization

Program-General Body Meeting, requesting funding for food and drinks for the first general body meeting

Date-September 10, 2018

Amount requested- \$100.00

No student representatives attended the meeting.

Questions- None

Discussion- Based on the information submitted, the goal is to recruit new members and attendees do not need to be Biology majors to attend. However, the request specifically states that it is funding for food for a general interest meeting, and the SABAC Protocol Manual indicates that SABAC does not fund food for general meetings, therefore this does not appear to be a permissible request. In the future, should requests that are not permissible for funding even make the meeting agenda? Generally it is best to notify the

requester in advance so they can withdraw or resubmit additional information. This will be communicated to the RSO.

Cynney **moved to approve \$100.00** seconded by Prince.

Motion failed 0-9-0.

Chinese Language and Culture Club

Program-Chinese Spring Festival and Chinese Tea Party. Tea Party focuses on the theme of tea culture, with different types of tea for people to taste, cost for tea party: \$243.88.

Chinese Spring Festival is to celebrate the Chinese New Year which will include Chinese food and cultural performances: \$506.00. Grand total of expenses is \$749.88.

Date-October 24, 2018 & February 19, 2019

Amount requested- \$750.00

No student representative attended the meeting.

Questions- None

Discussion- They seem to be requesting funding for two different events, is it permissible to request funding for two events in the same request? Yes, if RSOs have planned in advance and wish to submit a comprehensive budget of future events that is encouraged. Based on the information provided, it is clear what the funds will be used for and there is enough supporting documentation included to support the request.

Prince **moved to approve \$750.00**, seconded by Josh.

Motion passed 9-0-0.

Mock Trial Team-FY 19 Annual Funding

FY 19 Annual Budget Funding

Amount requested- \$10,000.00

Questions- Do students who are apart of the Mock Trial Team do any kind of fundraising to help with funding? Each of the students have to pay \$100 in dues, that is split between the two semesters. How much have you raised so far? We don't collect dues until October, so as of right now that process has not started. Our biggest fundraiser is coming up where we invite other teams to come and this will offset some of the costs for other things we need to do. How many members do you have? About 10 members with 20 in a class. Is it the whole team that attends the conferences? Yes, they all attend the conferences.

Discussion- The group over expended their FY18 funds significantly. Would it be possible for them to get funding from the Alumni process that supports the allocation to other competition teams? It may be feasible in the future, but the Competition Team funding pool and process are already set for this year and it may not be feasible. Are there any limits to the amount they can get from the Alumni process? There are no pre-established limit, but they must consider the totality of needs that exist. Mock Trail was late in their original annual submission which is why they were not funded during the annual budget process in the Spring, and unfortunately there are not sufficient funds left in the annual budget allocation line to provide them any funding without receiving special permission to use funds from the contingency reserve line.

Stephen **moved to approve \$10,000.00** seconded by Prince.

Motion, failed 3-6-0.

Phillip **moved to approve \$5,000.00 pending approval by the VPSA to move funds from the contingency reserve line to the annual budget line to cover this expense**, seconded by Josh.

Motion passed 5-3-1.

Mock Trial is reminded not to expend any funds nor make any commitments until this request is fully approved and they receive confirmation that funds are available for them to spend.

NEW BUSINESS:

None

ANNOUNCEMENTS:

None

Stephen moved to adjourn meeting, seconded by Sarah.

The SABAC meeting adjourned at 5:03pm.

Respectfully submitted by Ann Marie Thomas, SABAC Secretary,

Minutes reviewed by:



Chris Summerlin, SABAC Chair

Date: 10-15-18