

Student Activities Budget Advisory Committee
Meeting Minutes
July 17, 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, Quanay Calvert, Josh Eastwood, Stephen Harr, Steven Ho, Chris Summerlin

VOTING MEMBERS ABSENT: Sarah Holliday, Khadijah Cantrell

OTHER NON-VOTING MEMBERS AND ADMINISTRATIVE REPRESENTATIVES PRESENT:
Andrew Harvill, Trecee Safford, Michael Sanseviro, Ann Marie Thomas

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

UNFINISHED BUSINESS: None

SUPPLEMENTAL FUNDING REQUESTS

National Association of Black Accountants

The NABA Southern Region Student Conference is a great opportunity for students to network with peers and professionals. Large companies will be attending - there will be a career expo as well as on-site interviews for Full-time and internship positions. Two of our members last year were offered internships as a result of the conference. Other events, such as student development sessions, networking luncheons, and more will also be held. **We would like for 10 members to be able to travel.** A few members attended last year and only paid registration. They commuted downtown to avoid hotel costs, but did not attend all the events/left early because there was nowhere to rest between events/change for social events. The day begins at 8 am and the last event ends at midnight. We believe that having a hotel room on site will allow students time to rest so that they may enjoy the conference to its full extent. Conference registration: \$85 (early bird rate before August 30) Hotel: \$196.72 . This price is only available until September 5, 2019 or if it is sold out we will be utilizing double occupancy so the total price per student is \$183.36

Travel- Conference, Atlanta Sheraton Hotel, Atlanta GA

September 20-21, 2019

Amount requested-\$1,839.60

Questions- No student representatives attended the meeting.

Discussions- Is paying for travel allowed if it is only in Atlanta? KSU staff in the Travel office were consulted and indicated there is a process to request exceptions under very specific and limited circumstances, but the information submitted by the RSO as their rationale seeking exception would not qualify. However, other travel related expenses, like registration, parking fees, mileage/van rental, etc. would be permissible.

Stephen Harr moved to approve \$1,000.00, seconded by Steven Ho.

Rationale: The committee agreed that the hotel was not needed since this is travel within the recommended mileage and no over night stay is needed, so therefore only approved the amount needed for registration, parking and mileage.

Motion passed 6-0-0.

National Association of Home Builders at KSU

The International Builders Show or IBS convention encompasses a wide array of activities from lectures to equipment showcases. The National Association of Home Builders at KSU primary purpose would be to go to the 4 year college and university student competition. Over the previous 5 years the chapter has continuously placed in the top 10 of all universities presenting with KSU taking 1st place in 2017 and 5th place in 2019. Flying with southwest airlines first there \$218 per person with **11 people including students and the faculty adviser**, \$2,398.00 and flying back with the same amount of people at \$180.00 would be \$1,980.00. including taxes and excess fees approximately \$420.00. For the lodging the cost estimate would 6 rooms for 11 people including students and the student adviser based off current rates posted on average at \$475.00 per room per night \$17,100.00 currently excluding taxes/ this would bring the total to \$21,898.00 but we really only intend to stick at said asking price of \$17,500.00.

Travel- The International Builders Show, Las Vegas, NV

Date- January 18-24, 2020

Amount requested-\$17,500.00

Questions- No student representatives attended the meeting.

Discussions- No invoices were provided to verify all the details. Given the FY20 SABAC consistent guidenlines regarding travel, RSO advisor travel is not being funded, and RSOs can receive \$500 per student for travel, up to a total of \$10,000 per fiscal year. Presuming the RSO provides the necessary details, SABAC can support the 10 students at up to \$500 each.

Steven Ho **moved to approve \$5,000.00**, seconded by Josh Eastwood

Rationale: Once all the provide all missing information explained above, then the funding could be approved.

Motion passed 6-0-0.

Model Arab League

The Model Arab League Team will compete in the Southeast Regional Model Arab League competition as one of the twenty-two states in the League of Arab States. At the competition, our students will act as delegates defending and promoting the foreign policy of our respectful state in the context of solving issues facing the Middle East and North Africa. The conference cost is \$45 per delegate. Each hotel room, a double which fits 4 people, costs \$132. We will take eight students- 3 male and 5 female. As a result, the conference cost per delegate ($\$45 \times 8$) is \$360 and the hotel cost ($[3 \times \$155/\text{night}] + 37.20$) is \$1041.6. Students pay for all meals not provided at the conference and also volunteer to carpool (and pay for fuel) to Spartanburg, South Carolina from Kennesaw in order to reduce costs. The total cost of the conference for a team of 8 delegates would be \$1,401.60.

Travel-Southeast Regional Model Arab League Competition-Converse College, Spartanburg, SC

Date- March 13-15, 2020

Amount requested-\$1,401.60

Questions- No student representatives attended the meeting.

Discussions- The paperwork submitted demonstrated the team and students are all competing and involved in the need to travel. There are 8 students traveling and the request falls within the guideline limits.

Stephen Harr **moved to approve \$1,401.60**, seconded by Josh Eastwood.

Rationale: All necessary documents and supporting information was provided to show just cause for travel.

Motion passed 6-0-0.

Marietta Activities Council

Since MAC students will be hired as student workers under Student Affairs Marietta we would like to get them uniforms that they would return at the end of the year. KAB has been approved for uniforms so this request is to be consistent with the programming boards especially when going to NACA South Conferences and representing KSU. The shirts cost \$30 each and there are 9 student workers.

Uniform purchase

Date- Summer 2019 Activities

Amount requested-\$270.00

Questions- None

Discussion- We approved these for KAB as well, because they were being used as an employee uniform so that the student workers are easily identifiable when working large programs and events. KAB and MAC are not RSOs and not limited to the uniform restriction applied to RSOs.

Stephen Harr **moved to approve \$270.00**, seconded by Steven Ho.

Motion passed 6-0-0.

Marietta Student Affair (Prior Year Surplus Funding Request)

This request is for a one-time funding request for prior year surplus funds for buildings O and T on the Marietta campus, which primarily house Marietta-based RSOs engaging in lab work involving high risk activities (e.g. welding) and costly equipment. These buildings are in need of security updates for students in the form of SALTO locks and video cameras. Currently, Building T is outfitted with hard key access making it difficult for students to gain access to their spaces, especially since the RSOs that have been assigned space within these areas come and go on an erratic schedule. As it stands right now, each time a student needs to access space in T, they have to call public safety to come and unlock the space for them. With regards to cameras, neither building has cameras installed to monitor the spaces. In the last two years, there have been a number of incidents in the spaces (including one break in) that would have benefitted from video surveillance of the areas. By installing these two safety measures, we are making these spaces chiefly occupied by students safer.

Prior Year Surplus request

Amount requested-\$22,789.96

Questions- What is the total cost of the SALTO locks that you are requesting? We are requesting \$8,495.00 for the locks. Do you know the timeframe of getting them done for free from the university versus getting funding from SABAC since the university is in the process of converting locks to Salto? No we don't know the timeframe as yet. Are the O and T building completely student occupied? Yes for the most part, O is used for student competition team projects but T may have a few non-student uses.

Discussion- We could use SABAC Prior Year surplus funds to approve these funds after all other options have been vetted. Do we have the amount in the Surplus budget currently? We don't know an exact amount at the moment, but there were estimates of approximately \$200,000 unspent from previous fiscal years. What is the timeline for getting these locks installed if funded? We don't know. With the camera installation that contract is a little different as far as timing. We could recommend that we approve it so it gets escalated to the VP for further research and inquiry about timing.

Stephen Harr moved to approve \$22,789.96 with the caveat that all other funding options are explored before using student fees, seconded by Quanay Calvert. This request was referred back to the department for the option to explore other possible funding sources, per the VP of Student Affairs. Motion passed 6-0-0.

Screenwriters Association of KSU

We will be writing a six-part short film (15-25 min long) as a group in the writers room format, i.e., each individual writing group will write one of the parts, but we will collectively participate in the re-writes. Then we will select actors from the KSU drama department, and direct the filming of the project, edit it, and represent Screenwriters Association of KSU at the festival. Writing script will be done on campus, filming will be on campus, and at local locations as needed, festival is in downtown Atlanta. We will need to lease the AVID editing software to do the extensive edit work/computer animation on a Mac laptop. (One of our members is AVID certified by the Georgia Film Academy). Mobilization \$1,000 Location rents \$1,000 Editing software and equipment \$400 Entry fee \$100 Contingency \$500.

Program-Filming of script for Atlanta Film Festival-Fall 2019

Amount requested-\$3,000.00

Questions- Did you also request annual funding? Yes, but we did not know that we could request this with our annual funding as well. Is KSU participating/performing? Yes, it is a competition that we can register for. Are there any monetary rewards for winners? No, just a plaque that will be displayed in the academic department office.

Discussion- With this editing software, would they need to download it onto a KSU computer and be accessible to the campus? It sounds like this would need to be the case, but not sure at this point. Are there other computers on campus that already have this software? It may be available on some computers on campus. Or we could also ask that the department pay for the software since it would be used only by them? More research would need to be done, and there is a department in Townpoint that produces videos and could provide guidance. Even if the funds were allocated, there would need to be further vetting to find out what purchases are permissible and what approvals might be required by various offices. Further clarification on materials, desired venues and why they are necessary versus using KSU venues, and what other items are needed, could be presented at a future meeting. We can approve the registration cost for now so that they can get started.

Steven Ho moved to approve \$100, seconded by Josh Eastwood.

Rationale: This RSO was awarded the entry fee as a way to get the request started, and once they received further information supporting the information in the discussion above, then they are more than welcome to attend a future SABAC meeting.

Motion passed 6-0-0.

Nonprofit Leadership Alliance Student Association

One-day conference open to all KSU students to learn more about the nonprofit sector from different professionals in the field. For students seeking a CNP (certified nonprofit professional) certification, as well as students seeking a degree or future career in the nonprofit sector, this will be a great opportunity for them to learn from people in different areas and concentrations in the field. It will also help prepare and educate students who are attending the annual AMI conference in January, held by NLA (nonprofit leadership alliance). The conference will also work as a networking opportunity for students, as our speakers will include professors from on-campus as well as professionals outside of the school. The money we are asking for is to go towards the food costs. Below is the breakdown, estimating about 40 people in attendance. \$30

single-bag chips, 2 packs at \$15 each \$153 chick-fil-a wraps, \$51 for 14 (pricing from on-campus chick-fil-a catering), 42 wraps total \$68 chicken nuggets, \$34 for 40 (pricing from on-campus chick-fil-a catering), 80 nuggets total \$20 water \$29 taxes and unforeseen expenses.
Program- One-Day Conference @KSU

Date- September 21, 2019

Amount requested-\$300.00

Questions- Is registration already open for this event? Not as yet, we wanted to see if we would get the funding for this first, to see if we need to adjust the meal and therefore the registration costs for students.

Discussion- The \$300 was to pay for lunch, and the extra \$20 is for breakfast for the students. They are planning to charge students a \$20 entry fee for this event. They could either charge the students for the full cost which give them accountability to attend the event, or we provide funding to minimize the need for students to pay a higher registration rate. There is no way to know how many students will actually attend so any allocated funds would serve to offset expenses.

Karen Boettler moved to approve \$300, seconded by Stephen Harr.

Motion passed 6-0-0.

Organization of Latin American Students

OLAS would like to have buttons for promotion to give out to students during tabling events on both campuses.

Program-Purchase of Promotional Items. Subtotal: \$330.00 Tax: \$21.35 Shipping: \$25.89 Order Total: \$377.24

Date- Multiple occasions

Amount requested-\$377.24

Questions- No student representative attended the meeting

Discussion- We cannot pay taxes and the RSO must use an approved vendor.

Karen Boettler moved to approve \$355.89, seconded by Steven Ho.

Motion passed 6-0-0.

Cultural and Community Centers

Upon review of our approved SABAC funds, Cultural and Community Centers (CCC) noticed a few updates that needed to be addressed in the form of re-allocations. These re-allocations help our budget manager and supervisor upline better understand the programs being implemented by the department. Also, due to updates in cost estimations for the upcoming year, CCC needed to increase funds in a few of our signature programs, largely International Orientation. This is largely because ISSSO is expecting higher than normal international students participating in orientation. The increase in funding will help us accommodate these students.

Program-Update and Clarifying Budget and Re-allocation of funds

Date- FY20

Amount requested-\$1,210 new funding/ \$1,100 (re-allocation)

Questions- No representative attended the meeting

Discussion- It seems a little early to ask for re-allocation of funding since we just started the FY. The department can move forward with fall semester activities and if the actual costs end up being higher than initially anticipated they can request additional funding to enhance spring activities.

Karen Boettler moved to approve \$1,210 in new funding and reallocate \$1,100.00, seconded by Steven Ho.

Motion failed 2-4-0.

Across the Board KSU

This request is for promotional items for Across the Board. We will utilize these items to spread the word about our organization and to encourage new prospects to join Across the Board. These items will be set up on days such as Organization fairs, and informational tables around campus. (T-Shirts - \$846.40 Fanny packs - \$286 Water bottles - \$299 Tote bag - \$627)

Promotional Items Purchase

Amount requested-\$500.00

Questions- No student representatives attended the meeting

Discussion- None

Stephen Harr moved to approve \$500.00, seconded by Quanay Calvert.

Rationale: RSOs may receive up to \$500 per fiscal year for approved promotional items.

Motion passed 6-0-0.

Pre-SOMA

We will be having a meeting with the board members of all Pre-Medical organizations. The organizations that will be included in this event are from Pre-Dental, Minorities in Medicine, AMSA, Pre-Optometry, AMWA, and SNA. This will include lectures for the resources we provide and the meeting will go on for about 3-4 hours. We will be discussing the possibilities of the partnership because of our role in the community that we can bring to these neighboring organizations. There will be approximately 20 people in this meeting which means that it will require a good amount of time and effort to discuss these opportunities with the diverse organizations. (Pizza (\$8.99/large pizza) X 4 Plates (\$6.57) X 1 Cups (\$3.99) X 1 Chips (\$3.99) X 3 Drinks (\$2.99) X 4)

Program-Meeting with all Pre-Medical Organizations

Date- July 3, 2019

Amount requested-\$75.00

Request was withdrawn prior to the meeting by the RSO because the event has already happened and SABAC cannot reimburse after the event.

K-Pop Dance Club at KSU

This is our club's first general meeting for the semester. These funds will go towards food for the meeting.

Program-General Body Meeting

Date- August 27, 2019

Amount Requested-\$150.00

Questions- No student representatives attended the meeting.

Discussion- SABAC guidelines indicate that RSO general body meetings are not allowed to receive funding.

Josh Eastwood moved to approve \$ 150.00, seconded by Karen Boettler.

Motion failed 0-6-0.

Department of Student Activities

Student Assistants - \$35,355.00 Requesting funding for 10 student assistants: 5 students at \$7.25/hour at 20 hours 4 students at \$7.25/hour at 10 hours 1 student at \$10/hour at 10 hours The responsibilities of the student assistants include, but is not limited to: Performing administrative duties Distributing publications (The Peak – student lifestyle magazine and The Sentinel – student newspaper) utilizing the Student Media golf cart. Tracking readership and listenership. Program and Services – \$800.00 (3) Zoho Products being requested provides an

online accounting software that manages finances and automates the business workflows of the three student media organizations. The features includes creating estimates, invoices, track payments, and generating reports (sales reports, outstanding invoices, etc.) Renewal of three domain names totaling \$53.97 for a total of \$36,208.97

Program-Student Assistant payroll and Subscriptions.

Amount requested-\$36,208.97

Questions-Were all these requests included on your annual budget request? Yes, along with other salaries requested.

Discussion- SABAC did not fund anything during the annual budget process that appeared to be RSO stipends so the department needed to resubmit to clarify what specific needs were department related and functions that involve a student employee as opposed to a student leader solely involved in RSO-related activities or activities for which a student leader needs independent decision-making and cannot be directed by a university employer.

Karen Boettler moved to approve \$ 36,208.97, seconded by Quanay Calvert.

Motion passed 5-0-1.

Request was later referred back to the department by the VP of Student Affairs to find other sources of funding that may exist through Student Media or Student Activities to fund this request.

Enactus

\$2,000: Competition conference trip between 85+ universities and their accomplishments in sustainable business following along the lines of the United Nations Sustainable Development Goals. This is an annual trip that KSU competes in and represents and emphasizes the accomplishments of KSU at a national level. We were able to take 14 students in 2019. \$2,000:

Trip to Nepal to provide 8 students focusing on integration into the fast fashion system and build marketing and logistician skills that emphasize fair trade and global development. This program is meant to build a foundation for a competitive program and spearhead our pursuit to get KSU in the top 4 at nationals, a feat that we have yet to accomplish. This will allow us to garner national and global recognition and beat some of the top universities in the country. \$1,000:

Clothing and T-Shirts that help us recruit and bring awareness to the organization. \$1,000: Swag that is available to bring recognition to KSU and aid in recruitment and outreach.

Travel, Recruitment, and Awareness

Dates-September 2019; April 2020

Amount requested-\$6,000.00

Questions- The trip to Nepal, is this done by Enactus? Yes, it will be our first trip there, and a way for us to build a relationship for educational purposes. We are seeking giveaways and some student uniforms.

Discussion- There are established maximums in the SABAC guidelines for travel and promotional items, and the allocation cannot exceed those established limits. Likewise, promotional items must be for giveaways specifically to KSU student at on-campus activities and cannot be used for member uniforms or gifts to non-KSU students or gifts given off campus.

Stephen Harr moved to approve \$4,500.00 (\$500 for promotional items and the remaining for travel based on 8 students traveling for \$500 each), seconded by Quanay Calvert.

Rationale: Maximum allowed per student for travel is \$500, and RSOs may receive up to \$500 per fiscal year for approved promotional items.

Motion passed 6-0-0.

Miracle at Kennesaw State

Dance Marathon is our end of the year event that is open to all students at Kennesaw State. It is a 12- hour event. Our executive board is involved in planning this event during the year. On this day, we come together as a campus to celebrate our year-long support of Children's Healthcare of Atlanta while getting to meet families and children that have been impacted by Children's. We raised \$340,984 over the 2018-2019 school year. Dance Marathon is a day that celebrates the students on our campus for all of their support in our organization throughout the year.

Program-Dance Marathon 2020

Date- March 21, 2020

Amount Requested-\$22,271.84

Questions- During presentation you acknowledged that you already received the maximum amount allowed during the annual budget allocation process, and that this is the same submission already reviewed by SABAC during the annual budget process. Yes, we acknowledge this information and we wanted to bring this to SABAC again to see if we can get funding for this annual event.

Discussion- Despite the presentation indicating this event is large and substantial lasting a long time and therefore the RSO believes they deserve more money, the RSO is aware of the consistent guidelines established by SABAC for all RSOs for FY20 providing no more than a maximum of \$5,000 for any single event.

Tre Brown **moved to approve \$22,271.84**, seconded by Steven Ho.

Rationale: Organization submitted an annual budget request back in March and received the maximum amount allowed per organization of \$5,000 per event.

Motion failed 1-5-0.

NEW BUSINESS: None

ANNOUNCEMENTS AND QUESTIONS:

None

Stephen Harr moved to adjourn meeting, seconded by Steven Ho.
Motion passed 6-0-0.

The SABAC meeting adjourned at 4:52pm.

Respectfully submitted by Ann Marie Thomas, SABAC Secretary.

Minutes reviewed by:



Date: 9-18-19

Chris Summerlin, SABAC Chair