

ACTIVITIES FUNDING BOARD (AFB)

SFAC HIGHLIGHT SUMMARY - Budget Cycle FY25

1. Did you receive any new funding for this year? If so, how is it being used? Present your budget worksheet.

The Office of Student Involvement and Leadership would like SFAC support in creating a new fee funded student organization/process that would provide dedicated support to the Registered Student Organizations (RSOs) at the University of Houston-Clear Lake. Since this is a new request, no new funding was approved for FY23. Depending on the outcome of this request, the unit would like SFAC consideration in supporting any available FY24 and FY25 funding to support this new endeavor.

2. Summarize the usage of your services. What areas/programs saw increases or decreases?

Historically, funding to support RSOs on-campus events and professional development travel would be requested through the Student Government Association. Since the creation of both the organization and the process, RSOs would have to submit requests for SGA consideration. The current allocation amount of \$22,500.00 would be reauthorized each year to the Office of Student Involvement and Leadership (formerly Student Life) with Student Government authorizing the distribution of the funding through an approval process maintained by the organization.

With the exception of one year, the Student Government maintained a healthy allocation account balance for the past 20+ years. To support the growth of the number of RSOs and the growth of the programs and conferences they wish to plan/attend, the need to build an independent group dedicated to RSO funding processes and guidelines is necessary. This new development would also support some of the struggles RSOs have experienced with the current model in place. These struggles primarily surrounded solely having a reimbursement option for funding as well as the SG funding not covering the cost of food (though this was mitigated in FY22/FY23).

3. Describe the student satisfaction with your services.

Toward the end of FY22, initial research was conducted regarding the current RSO funding process based on the current Student Government fund request model. RSOs that made fund requests throughout 2021-2022 were contacted and those who participated in focus group meetings, shared some common emerging themes.

- Fund Request Training
- Student Government Constitution
- Timing of Requests
- New RSOs not receiving support
- Current funding structure - Student Government quorum needed

Many RSOs were left with securing their own funding outside the current RSO allocation resource, as the current funding design within the Student Government Constitution proved to be more restricting than supportive.

4. What has your department done to increase or improve services? Specifically, what did you learn in your assessment that is impacting your services now?

In spring 2023, the Vice President for Student Affairs created a taskforce to establish a means for registered student organizations to provide programming experiences for UHCL students and the campus community.

The purpose of this taskforce was to create a framework for an Activities Funding Board (AFB) to serve as the authority to approve student-services fee funds that are requested by UHCL's Registered Student Organizations (RSOs) for expenses such as travel, supplies, programs, and activities. The AFB's authority is subordinate to, and an agency of, the Student Fee Advisory Committee (SFAC).

Based on research, the taskforce has recommended decoupling the funding process for registered student organizations from the current Student Government structure. This new fee funded organization, Activities Funding Board (AFB), will be housed and advised through the Office of Student Involvement and Leadership, but ultimately is accountable to the SFAC.

5. Describe any new initiatives for the current year.

The Office of Student Involvement and Leadership team, with the framework provided by the Activities Funding Board Task Force, developed an Activities Funding Board model for the Division of Student Affairs leadership and the Student Fee Allocation Committee to consider. The report is intended to showcase the proposed creation of the University of Houston-Clear Lake Activities Funding Board (AFB). While providing funding support is currently the responsibility of the Student Government, the creation of the Activities Funding Board will be necessary to support the further growth and evolution of Student Government as well as to provide UHCL Registered Student Organizations with dedicated and streamlined access to funds. This report outlines the new organizational structure, membership structure, guidelines, bylaws, policies and procedures, proposed student leader structure and compensation, and supporting documents.

6. What challenges or opportunities do you foresee for the current year and next year?

Opportunities: The Office of Student Involvement and Leadership supports the recommendations from the taskforce and feels this move will further support RSO growth and increase campus life through RSO events and activities. By having this independent fee funded organization in place, the Student Government can then transition away from RSO funding responsibilities, which would support their further growth as well.

Challenges: In order to sustain the development, execution, and maintenance of this new fee funded organization, base funding would need to be established. Knowing the current state of the university and division budget, base funding may not be possible and one-time funding could support creating this new organization, but without base funding, this group would not be

considered permanent, which could impact the work and support it plans to create for the RSOs.

Raising awareness of this new organization and funding structure to the current RSOs would be a challenge as well, but also an opportunity.

7. Did you have funds swept at the end of FY23? If so, how much and why?

In its current iteration as the Student Government allocation account, this cost center returned \$13,674 to the reserves. We believe registered student organizations were not taking full advantage of the current allocation system because Student Government would only fund certain percentages of event and travel requests. In addition, the Student Government quorum structure would sometimes delay business from occurring including RSO funding requests. With the new Activities Funding Board structure and fewer barriers including direct payment and full reimbursements, we believe RSOs will be able to take more advantage, and this will lead to more RSO events.

8. Are you requesting new funding? One-time or Base? Present your budget request for next year and rationale.

The Office of Student Involvement and Leadership is seeking SFAC support in establishing the new Activities Funding Board. The new initiative would require the approval of the following two (2) items for consideration.

ITEM 1: Registered Student Organization Funding Support \$25,500.00

Research suggests that the Activities Funding Board maintain a funding balance based on no less than 1% of the Student Service Fee budget balance. Based on the FY23 collection of Student Service Fee funds, a total of \$4,758,461.10 was generated from the Student Service Fee. Projects for FY24 show a slight increase in fees collected. The Office of Student Involvement and Leadership is recommending support in establishing an AFB funding source of \$48,000.00 to support future RSO and campus life growth. Currently the unit maintains a current budget of \$22,500.00 for RSO programming and now that this fund is moving away from the Student Government's budget, funds can support the startup of this new group.

Cost Breakdown:

Existing basefunds - \$22,500.00

Recommended Base/one-time funding to support new AFB - \$48,000.00

Amount needed to support new allocation account - \$25,500.00

ITEM 2: AFB Student Leader Compensation \$13,042.50

The Office of Student Involvement and Leadership is recommending base/one-time support for the establishment of an Activities Funding Board Executive Board to oversee the organization and its processes. Due to the amount of financial responsibility this group would need to maintain for all RSOs, a dedicated team of student leaders is required, which matches the best practices of other similar funding boards with the UH System. The following positions and compensation for each position are presented below.

ACTIVITIES FUNDING BOARD PAY STRUCTURE

Organization	Position	Pay/ hour	Hours/ week	Weeks/ year	Total Compensation
Activities Funding Board	Chair	\$9.50	10	47	54,465.00
Activities Funding Board	Vice Chair	\$9.25	10	47	3,475.00
Activities Funding Board	Communications Coordinator	\$9.00	10	47	54,230.00
				Annual Total:	\$112,170.00