

STUDENT GOVERNMENT

SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY26

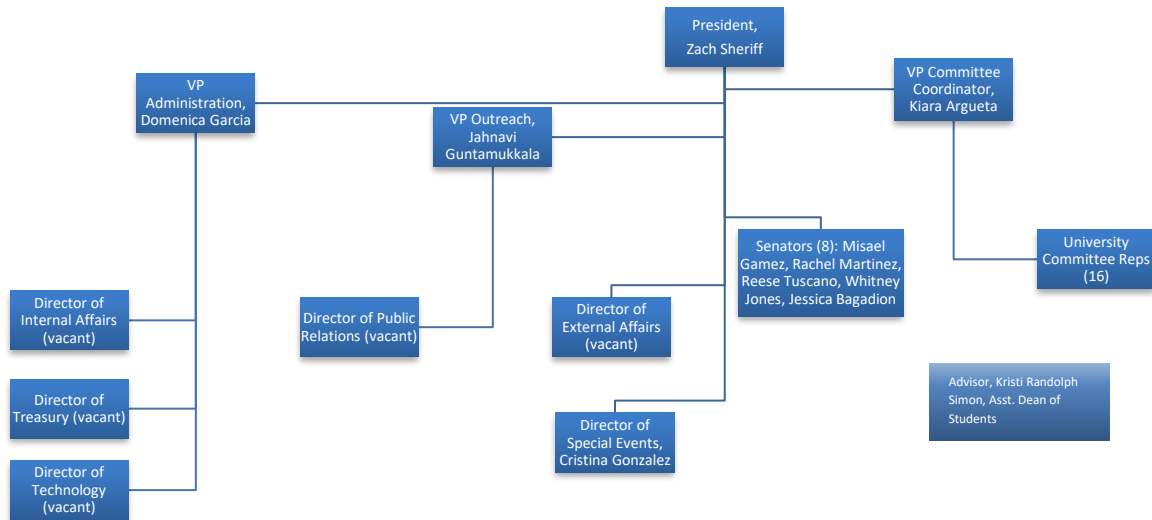
1. Provide a summary of your unit’s mission/purpose, how you accomplish your unit’s mission or purpose, and a justification of your unit’s student fee allocation in terms of the benefit to students.

Mission

The Student Government shares the goal of the University of Houston-Clear Lake to produce students who are satisfied with their university experience and who are afforded the widest opportunities with that experience. The Student Government recognizes the need to provide a more responsive environment for students entering academia. Therefore, the mission of the Student Government, as it relates to the strategic design of the university, is to join the university in its efforts to create a climate which fosters academic excellence as well as professional development.

Student fees are essential for funding Student Government (SG) events, programs, and meeting expenses because they directly benefit the student body. Leadership retreats and conferences help SG members develop the skills they need to better serve students and improve campus life. Events like Domestic Violence Awareness, the President's Luncheon, and Chili Cook-off promote inclusivity and build a strong campus community. Refreshments at General Assembly meetings encourage student participation and collaboration. By supporting signature events like the Weeks of Welcome and Senate Tabling, student fees ensure students have opportunities to share feedback and engage with their representatives.

2. Provide an organization chart of your unit. Include all professional and student staff positions (with names), as well as vacancies. Make sure it is easily identifiable between professional and student staff on the chart.



- 3. Present your Budget Worksheet. You are required to show and outline ALL funding sources (i.e. student fees, central funding, grants, gifts, outside sales revenue, auxiliary income, etc.). Use this area to define each funding source, its intended purpose, and how you are utilizing said funds.**

SG funds are from student fees. SG uses funding to support events, programs, and meeting expenses because they directly benefit the student body. Leadership retreats and conferences help SG members develop the skills they need to better serve students and improve campus life. Events like Domestic Violence Awareness, the President's Luncheon, and Chili Cook-off promote inclusivity and build a strong campus community. Refreshments at General Assembly meetings encourage student participation and collaboration as SG informs the student body about shared governances and campus updates. By supporting signature events like the Weeks of Welcome and Senate Tablings, student fees ensure students have opportunities to share feedback and engage with their representatives about their concerns.

- 4. Did you receive any new funding for FY24? If so, please explain how it is being used. If you received any new one-time funding for FY25, please describe your plans to use those funds.**

For FY23-24, Student Government received the following funds (Total \$29,500):

- Officer Scholarships/Wages (\$6,500) - This money used to support the payment of Executive Council members for their work in Student Government
- Professional Development (\$10,000) - These funds were used for EC members who attended the NACA Student Government Institute in LaVern, CA in July 2024 (Lodging, airfare, meals, transportation).
- Meeting Materials (\$2,000) - These funds used to improve the meetings and to provide students with an incentive to attend the General Assembly Meetings (office supplies, wagon, table signs, etc.)
- Special Events, programs and meetings (\$6,000) – Funds used to host general assembly meetings, programs, tabling and collaborative events to inform and engage the student body, in addition to supporting university initiatives that require SG participation.
- Promotional Items (\$5000) – Funds used to purchase promotional items for incentives and to increase brand recognition for Student Government and provide UHCL students with Student Government –branded items

The total one-time request for FY24-25 was \$40,633, and \$22,360 was approved.

- Approved \$10,000 for professional development – Attended NACA Conference in July 2024.
- Approved - \$360 for parking passes for the Executive Council – Purchased for parking passes for EC.
- Partially Approved for \$12,000 – Requested \$17,273 for Student Leader Scholarships for the Executive Council, \$12,000 is being used for Executive Council (EC) wages.
- Not approved - \$6,000 for programs/meeting materials/expenses
- Not approved - \$2,000 for new uniforms
- Not approved - \$5,000.00 for promotional items

5. How does your unit support the mission of Student Affairs and contribute to the student experience on campus? Consider the utilization and impact of your unit's services.

The Division of Student Affairs creates transformational experiences that strengthen the educational journey for UHCL students. Through purposeful programs, comprehensive support services, and holistic resources, we commit to building an engaged community that cultivates personal development and success for all students.

The mission and vision of Student Government support the Division of Student Affairs' mission by offering experiences that improve the educational journey for UHCL students. Through events and awareness campaigns, Student Government provides opportunities for personal growth and leadership, helping students succeed both inside and outside the classroom. SG meetings and tabling give students a voice, promoting community involvement and making sure their needs are heard. SG helps to create a sense of belonging and connection, which aligns with Student Affairs' commitment to offering holistic resources and support. In this way and by sharing student feedback with the administration, Student Government contributes to building a stronger, more engaged campus community.

6. What did you learn in your annual assessment that is impacting your programs and services now?

On the assembly meeting check-in form, SG added a question to solicit concerns, feedback and suggestions from the student body. Submissions are forwarded to the appropriate campus department for a response or explanation. SG uses this information for meeting topics and to address student issues. SG participated in the new student orientation Hawk Way of Life panel, and hosts information tables at retention and recruiting events throughout the year. SG learned that in-person outreach is instrumental in engaging students and encouraging them to be more active in student government.

Due to feedback and an uptick in facility requests, SG meetings became the reporting hub for students to voice facility issues and complaints. For FY23-24, SG created a GetInvolved submission form for students to submit FMC work orders. Students reported issues with restrooms, elevators and water leaks on university roads. These requests were forwarded and addressed by FMC.

7. Describe any new programs and/or initiatives for the current year (FY24-25).

There are no new programs for the FY24-25 year, as funding for meetings, programs, and events was not approved.

However, SG has the following new initiatives for FY24-25:

- **Senate Outreach Tabling** - Tabling will be held in various locations throughout campus in order to promote SG & Student Affairs events as well as receive feedback from students regarding questions, academic concerns and their experience at UHCL. Our main objective of tabling is to interact, connect with students, and to learn of issues in which SG needs to advocate.
- **Common Hour Resolution** – SG plans to propose the establishment of a University Common Hour during which classes would not be scheduled during Fall and Spring semesters. Establishing a common hour will provide an opportunity for student programming, educational programming, department meetings, and a common time for students to participate in study groups and seek academic advising. A common hour will improve student retention by increasing participation in co-curricular activities.

SG also plans to continue working on the constitution and collaborating with internal and external partners.

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

Challenges:

- Limited Funding – SG has \$2,000 of base funding. However, this funding is limited as USO/SG are expected to:
 - Participate in university events (Weeks of Welcome/Org Expo, Spirit Week/I Heart UHCL Day, Lighting of the Letters, The Big Event, Chili Cook-off, etc.)
 - Host general assembly meetings, senate meetings, senate tablings/townhall meeting, and sponsor signature events (Domestic Violence Awareness Month, President’s Luncheon, SG Day etc.)
 - Maintain a dress code when conducting SG business and attending meetings. Uniforms (T-shirts or Polos) for SG reps to represent students at university committee meetings and events to show professionalism and solidarity supporting the brand of SG.
 - Host transitions meetings for Executive Council, Senators and Committee Reps at Spring/Winter retreats and leadership/professional development trainings.
 - Purchase honor cords, stoles, certificates and trophies to honor the service of SG reps.
 - Purchase office supplies for tabling, marketing, printing and supplies for general assembly meetings.
- Constitution Revisions
 - RSO Funding moved to AFB. Would like a funding requirement to include that RSOs must attend a certain number of SG meetings.
 - Defining the voting responsibilities for RSOs, Senate, Student Body

- Defining the new Org Structure of SG, now that RSO no longer vote on funding.
- Wages for EC and Senators
 - EC wages need to be fully base funded up to 20 hours per week. Currently, they are partially funded for up to 10 hours per week, and one-time requests for additional funding must be made each year and are not guaranteed.
 - The new constitution gives legislative voting power to senators. With this change in senate duties, senators should be paid wages or provided with parking pass as incentive.
- FY23-24 challenges affecting FY 24-25:
 - Senators were not elected, and Directors not appointed, due to the potential changes in the new constitution.
 - New Constitution not adopted due to challenges with creating a new structure, omitting director positions, the move of RSO voting to Activities Funding Board, etc. Work still needs to be done on the constitution as SG needs to be re-organized.
 - Meetings saw a decreases in attendance, due to vacancies in the Executive council/Senate/Director/Committee Rep positions, which led to few lunch sponsorships, few committee reports, a lack of business being conducted, limited SG participation in events, and low interest from the student body.
 - It was difficult for EC members to take on the responsibilities of all vacant positions. The EC experienced many challenges with only two members in the Fall and a total of four members onboarded by late March. The EC spent most of their time soliciting and facilitating weekly General Assembly Meetings, while also finding time to revise the constitution.

Opportunities

- New Constitution
 - Request RSO mandatory attendance at a certain number of SG General Assembly Meetings, since RSOs no longer vote on funding.
 - Create new structure and voting responsibilities for SG and Senate
- Setting up an SG Donation Account to solicit donations from staff, faculty, friends, vendors, companies and the community to assist with funding SG initiatives
- Common Hour: Working with the administration to establish a common hour.

9. Did you have any Student Fee funds in excess of \$5,000.00 swept at the end of FY24? If so, describe how much and in which areas the funds came from.

Student Government returned \$8,251.00 in funding for FY24. Some funding was left over from the professional development trip to the NACA Programming Institute. One SG officer was not able to attend the trip due to recovery from Hurricane Beryl, so those funds were not spent. Additionally, vacancies in SG caused more of a workload for only two on-boarded EC members in the Fall and four EC members in Spring. Initiatives/events typically supported by Senators, Directors and Committee Reps could not be facilitated, which led to a decline in spending on events (i.e. Halloween Fest Bubble Soccer, SG Day Activities). Also, the EC vacancies over the course of the year led to savings in wages.

10. Are you requesting any new one-time funding? Present your budget request for next year with appropriate justification. *Note that only one-time funding requests (no base requests) will be reviewed for FY26.

For FY 26 SG is requesting a total of \$36,560 for FY25 and FY26

- **FY25 - \$5,300**
- **FY26 - \$31,260**

For FY 25 SG is requesting \$5,300 for table covers, promotional items, and outreach events, since SG is not budgeted for these items in FY25.

- For FY 25 SG is requesting \$800 for four table covers to brand and promote SG at campus programs and events. SG currently has two different table covers, which state Office of Student Involvement and Leadership (\$200 x 4 table covers = \$800).
- For FY25 we would like to request \$1,000 for promotional items and to be used throughout tabling events, and other student involvement activities to promote our organization and to make kits for wellness, safety, hygiene. These items will help with brand recognition and help students become more aware of our outreach and advocacy on campus.
- For FY25 we would like to request \$3,500 for SG signature events and required participation in campus-wide initiatives. Further, this funding would enable us to find innovative ways to support the UHCL study body through advocacy initiatives and outreach efforts to enhance students' awareness of the UHCL Student Government
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 - Fall 24 (\$1,500)
 - \$1,000 Domestic Violence Awareness Event (décor, food, safety kits)
 - \$500 Chili Cook-off
 - Spring 25 (\$2,000)
 - Commuter Appreciation Week (Commuter Coffee and Donut Stop, Tailgate with SG, SG Info Grab -N-Go, Distracted Driving with PD and SG, Commuter Connection)
 - SG Day (Popcorn/Pretzels and Pop in SG Office,
 - SG Election Campaigns, Transition Meetings and Retreat

For FY 26 SG is requesting \$31,260 for wages, conferences, programs, promotional items and parking permits:

- For FY 26 SG is requesting \$12,000 for Executive Council member wages. This will help future cohorts continue to be effectively incentivized for their work. The SG EC requires 10 working hours per week. Since SG has 6,300 in base funding for wages, the request for FY26 is for the difference of \$12,000 (\$18,300 wages - \$6,300 base funding = \$12,000 to be requested).

Student Government	Pay/hour	Hours/week	Weeks/year	Total Compensation
President	\$9.50	10	47	\$ 4,465.00
VP-Administration	\$9.25	10	47	\$ 4,347.50
VP-Outreach	\$9.25	10	47	\$ 4,347.50
VP-Committees	\$9.25	10	47	\$ 4,347.50
			<i>Total Compensation</i>	\$ 17,507.50
			SFAC Base Budget	\$ 6,300.00
			One Time Funding FY25	\$ 12,000.00
			Total Funding FY25	\$ 18,300.00

- For FY 26 SG is requesting \$10,000 for professional development. In FY24 the SG Executive Council traveled to the NACA Student Government Institute which allowed us to collaborate with Student Government Associations from other institutions around the country. This experience provides leadership training, professional development and networking opportunities to keep up with trends and best practices in Student Government (\$2,500 lodging/airfare/meals x 4 EC members = \$10,000).
- For FY26 we would like to request \$4,000 for SG signature events and required participation in campus-wide initiatives. This additional funding would help support enhancements to all our events, collaborations and meetings. Further, this funding would enable us to find innovative ways to support the UHCL study body through advocacy initiatives and outreach efforts to enhance students' awareness of the UHCL Student Government (\$2,000 Fall/\$2000 Spring to support general assembly meeting food, Domestic Violence Awareness event, Weeks of Welcome student activity, Chili cook-off, SG Day, Halloween Fest, SG transition meeting, retreats, Senate/Committee Rep trainings, meetings, Senate Tabling refreshments, etc.). SG will continue to work to secure food sponsorships for meetings. However, food prices with Chartwells and external vendors are increasing as department budgets are decreasing. Often departments outside of DSA will decline sponsor requests, as the cost can be \$600 to \$1200 or more to sponsor lunch for SG meetings. For example, Chartwells charged \$1170 for the Constitution Day brunch sponsored by OSIL. Catering from Chick-fil-A sponsored by the Dean of Students Office was \$700. SG is moving forward in asking multiple departments to co-sponsor a single meeting. So far, most departments choose to only sponsor snacks due to their limited budgets.
- For FY26 we would like to request \$4,000 for promotional items and to be used throughout tabling events, and other student involvement activities to promote our organization. These items will help with brand recognition and help students become more aware of our outreach and advocacy on campus.
- For FY 26 SG is requesting \$420 for EC parking passes. Often, EC participation is required at campus events, admin meetings, speaking engagements, even on days they may not have class. Parking passes will allow the future cohorts of Student Government leaders to have close access to campus and be able to attend the functions, events, and meetings in a timely manner. (\$105.00 x 4 EC members = \$420).

- For FY 26 SG is requesting \$840 for Senator parking passes. Senators are not paid but have expectations and conduct outreach. Parking passes would be a great incentive for Senators (\$105.00 x 8 Senators = \$840).

11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2026 budget and provide a line-item explanation of where budgetary cuts would be made.

SG has \$2,000 in base funding. A 5% reduction is \$100. SG would make cuts in providing food for student meetings and would limit purchases on office supplies.