

## Campus Activities Board

### SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY27

- For **Question #3**, attach/include your Budget Worksheet AND provide a short list of funding sources, their intended purpose, and how you are utilizing the funds.

#### Questions and Statements

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.**

The Campus Activities Board (CAB) is a fee-funded, student-led organization committed to enriching the student experience at the University of Houston-Clear Lake (UHCL). Our mission is to foster campus engagement and community through accessible and dynamic programming. CAB serves as a student involvement experience led by organizing a wide range of recreational, and entertainment-focused events that support student connection to the UHCL campus and student community. These programs are designed to give each student the opportunity to participate in campus culture, whether they are a traditional or nontraditional student.

We fulfill our mission by planning and executing large-scale signature events while collaborating with other organizations such as Hawks 4 Community, Activities Funding Board, and the Office of Student Engagement.

Student fees are essential to the success of CAB's programming, as they allow us to provide high-quality, accessible events at no additional cost to students. This funding directly benefits students by increasing engagement opportunities, improving campus morale, and enhancing their overall collegiate experience beyond the classroom. With continued support, CAB can remain a driving force for student life at UHCL and continue delivering meaningful, memorable experiences for the entire student community.

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.**

**President** – Kimberly Lara

**Vice President** – Damian Clarke

**HSTC Coordinator** – Aiman Fatima

**Brand Coordinator** – Angel Garcia

**Recruitment and Retention Coordinator** – Reece Tuscano

**Advisor** – Calvin Nguywn (Coordinator, Campus Programming)

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.**

For the **FY26 Base Budget**, the **Campus Activities Board (CAB)** received **\$43,000** to support programs and events, in addition to funding for maintenance and operations. These base funds provide the foundation for CAB to deliver large-scale student programming that enhances campus life and school spirit.

For **FY26 One-Time Requests**, CAB received additional funding to support new initiatives and supplemental staffing. This included **\$7,500 for Hawk Tunes (now renamed Spring Thing)**, **\$7,500 to launch a Film Series beginning this year**, and **\$7,903 to supplement student wages** not covered in the base budget. These investments expand CAB's ability to deliver innovative programming, broaden student engagement opportunities, and ensure adequate staffing support for successful event implementation.

4. **Did you receive any new funding for FY25? If so, please explain how it is being used. If you receive any new one-time funding for FY26, please describe your plans to use those funds.**

For **FY25**, the **Campus Activities Board (CAB)** was awarded **\$47,898 in one-time funds**. This included **\$10,000 designated for professional development and supplemental student wages**, as well as additional one-time funds credited through the merger of CAB with the Hawk Spirit and Traditions Council (HSTC). The absorbed HSTC funds supported **maintenance and operations**, along with allocations originally designated for **professional development (\$10,000)** and **student wages**. While the majority of these funds were used to ensure a smooth transition and sustain CAB's operations, a portion was returned as it exceeded what was necessary to operate effectively.

For **FY26**, CAB received new one-time funding to expand programs and strengthen student staffing. This included **\$7,500 for Hawk Tunes (now renamed Spring Thing)**, **\$7,500 to launch a Film Series beginning this year**, and **\$7,903 to supplement student wages not fully covered in the base budget**. These investments broaden CAB's programming portfolio, create innovative engagement opportunities for students, and ensure adequate staffing support to successfully implement events.

**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 Campus Activities Board (CAB) directly supports the mission of Student Affairs by creating inclusive, engaging, and student-centered programming that promotes campus involvement, personal development, and community building. Our events are intentionally designed for creating a sense of belonging and involvement. By offering a wide range of social experiences, CAB helps students connect with their peers, explore new interests, and feel a greater sense of attachment to UHCL, which in turn supports retention and student success.

CAB's impact is seen in the high level of student engagement and feedback we receive from events throughout the year. Whether through Weeks of Welcome activities, school spirit and traditions events or connective community events such as Casino Night that was hosted recently that students greatly enjoyed during their 2<sup>nd</sup> week back at UHCL. These events are not only entertaining but also serve as gateways for students to become more involved on campus, build networks, and develop transferable skills such as event planning, teamwork, and leadership. In this way, CAB serves as a vital contributor to a vibrant campus life and the community development of UHCL students.

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

The Campus Activities Board (CAB) continues to design programs that create memorable experiences and foster school spirit for the UHCL community. Highlights from this past year include:

- **Wing Night** – CAB’s kickoff program of the year, which engaged over **150 students** in a welcoming, high-energy environment.
- **I Heart UHCL** – drew more than **300 students** and featured popular activities such as the **mechanical bull** and **hat decorating**, both of which students identified as making the event especially memorable.
- **Spring Thing** – the first-ever rendition of this new program attracted over **100 students**, who enjoyed the opportunity to hear **live music**. Despite needing to relocate indoors due to weather, students shared positive feedback about the overall experience and atmosphere.

Through these programs and others, CAB continually gathers insight from students to inform future planning. Feedback indicates that students are most engaged by interactive, community-building events that foster connection and pride. Large-scale signature programs such as **Spring Thing** and **Casino Night** are consistently viewed as highly impactful, while also building momentum for future traditions.

At the same time, students have expressed a desire for more frequent, smaller-scale opportunities that allow for deeper connections within the Hawk community. CAB has seen this contrast firsthand: while major programs like **True Blue for You** draw strong attendance, participation is less consistent in smaller events such as general member meetings.

In response, CAB is expanding opportunities for involvement beyond its large events by **strengthening its committee structure** and offering more intimate, student-driven programs. This evolution will allow CAB to balance its well-established signature traditions with ongoing initiatives that provide consistent touchpoints for student engagement throughout the year.

**7. Describe any new programs and/or initiatives for the current year.**

This year, the **Campus Activities Board (CAB)** launched several new and enhanced initiatives to expand engagement opportunities for students. One of the most exciting additions was **Casino Night**, a brand-new event that quickly became a standout success. The CAB-transformed the Garden Room/Atrium 1 was filled with students from start to finish, creating an interactive and fun-filled atmosphere where students could socialize, unwind, and enjoy friendly competition. Beyond entertainment, Casino Night offered a welcoming space for students to connect with peers during the first week of classes, helping to build community and ease their transition back to campus life.

CAB is also introducing a Film Series this year to connect students to each other through movies. They are still in the planning stages and this program will take place into the spring semester for students to enjoy three films.

Finally, CAB is entering the **second year of Spring Thing (Hawk Tunes)**, further enhancing this signature program with new activities and expanded opportunities for student involvement. By building on its successful launch last year, Spring Thing continues to grow as a cornerstone of CAB’s spring semester programming, strengthening school pride and student engagement.

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

As a student-led initiative, the **Campus Activities Board (CAB)** faces several unique challenges. One of the most pressing is the **recruitment and retention of officers**. Officer positions are compensated at a rate that is not competitive compared to other on-campus opportunities, and students are paid for only 10 hours per week despite the fact that the responsibilities of their roles often require greater time commitments. Because of the university's 20-hour cap on on-campus employment, CAB officers are limited in their ability to take on additional student jobs. This creates a significant barrier in attracting and retaining student leaders who are both willing and able to take on the demands of the role.

In addition, as a smaller university, CAB continues to navigate the challenge of reaching and engaging a consistent student audience. With many students balancing academics, employment, and personal commitments, participation in smaller-scale events can be difficult to sustain. Limited resources and budget constraints also require CAB to be especially creative and strategic, ensuring that each program maximizes impact while staying within scope.

At the same time, these challenges present **meaningful opportunities**. CAB has the ability to create a close-knit campus community where student voices are heard and engagement feels more personal. Efforts such as the development of **CAB Committees** will help broaden involvement, tailor events more closely to student interests, and provide leadership development opportunities for students beyond the executive board. This committee model also creates opportunities for mentorship and peer-to-peer learning, strengthening CAB's long-term impact.

Looking forward, CAB also sees growing opportunities for **collaboration with other University Sponsored Organizations (USOs)**. By working more closely with groups such as Student Government and the Activities Funding Board, CAB can co-host events that not only expand reach and participation but also foster a stronger sense of Hawk spirit and community pride.

Overall, while CAB faces ongoing challenges with officer recruitment, participation, and resource constraints, these same challenges highlight the opportunities to innovate, strengthen collaboration, and position CAB as a central hub for student life at UHCL.

**9. Did you have more than \$5,000.00 in Student Fee funds swept at the end of FY25? If so, describe how much and in which areas the funds came from.**

Yes, the **Campus Activities Board (CAB)** had more than \$5,000 in Student Fee funds swept at the end of FY25. The total amount swept was **\$27,730**, largely the result of the **Hawk Spirit and Traditions Council (HSTC)** being absorbed into CAB. The returned funds primarily came from **student wages**, as several officer positions were covered by work-study this year rather than budgeted wages, along with excess wage allocations from HSTC that were absorbed into CAB's budget. In addition, some **maintenance and operations funds for professional development** were not fully utilized due to the increased allocation received through the HSTC merger.

**10. Are you requesting any new one-time funding for FY26 or FY27? Present your budget request with appropriate justification. \*Note that only one-time funding requests (no base requests) may be reviewed for FY26 and FY27.**

Yes, the **Campus Activities Board (CAB)** is requesting new one-time funding for FY26 and FY27 to support officer development, program quality, and signature student engagement opportunities.

For **FY26**, CAB is requesting:

- **\$12,000 for professional development** through the *NACA Programming Board Institute*. This conference equips student leaders with the tools to design innovative, student-centered programs and strengthens their ability to serve as peer mentors. Investing in this development enhances program quality and cultivates leadership skills that ripple across the campus community.
- **\$10,000 to support Weeks of Welcome programming**. In recent years, CAB has successfully hosted large-scale kickoff events, such as Casino Night (190 attendees in 2025) and Wing Night/Game Night (170 attendees in 2024). These events create high-energy anchor experiences that connect new and returning students, set a positive tone for the year, and establish momentum for involvement.

For **FY27**, CAB is requesting:

- **\$12,000 for professional development** to continue sending the Executive Board to the *NACA Programming Board Institute*. Ongoing investment ensures leadership sustainability, allows new officer cohorts to benefit from the training, and strengthens continuity in CAB's programming model.
- **\$7,903 to supplement Executive Board wages** not fully covered by base funding. These roles require significant commitment and leadership responsibility, and supplementing wages ensures that officer positions remain accessible to a diverse pool of students while supporting CAB's ability to recruit and retain student leaders.
- **\$10,000 to continue Weeks of Welcome signature programming** such as Casino Night or CAB's Wing Night in the past couple years. Based on demonstrated success, this event has proven to be a popular and effective anchor program that fosters connection, builds community, and enhances Weeks of Welcome.
- **\$10,000 to fund Spring Thing**. FY27 would be this program's third year. Spring Thing is developing into an impactful signature program. Continued funding will allow CAB to expand the event's scope, increase student participation, and solidify its role as a cornerstone tradition at UHCL.

**Total Requested:**

- FY26: **\$22,000**
- FY27: **\$39,903**
- Combined: **\$61,903**

These requests reflect CAB's commitment to creating engaging, student-led programs while ensuring that officers have the professional training and resources necessary to succeed. By

investing in leadership development and high-impact campus events, CAB can continue to build community, foster school pride, and enhance the overall student experience at UHCL.

**11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY27 budget and provide a line-item explanation of where budgetary cuts would be made.**

If faced with a 5.0% reduction in our FY27 base budget, the **Campus Activities Board (CAB)** would implement cuts strategically to minimize the impact on the student experience. CAB's base allocation of **\$43,789** supports programs, events, and operations, so reductions must be managed carefully to preserve the most impactful initiatives. A 5% reduction equals **\$2,189**.

Our priority would be to maintain the **quality and accessibility of CAB's anchor programs**, including *Spring Thing* and *I Heart UHCL*, as well as the **Weeks of Welcome major program** (which in recent years has included Wing Night and Casino Night). These events serve as cornerstone experiences that foster school spirit, belonging, and community.

To meet the required reduction, CAB would scale back **entertainment and vendor costs**, while also applying smaller reductions to **maintenance and operations**. These adjustments would be focused on discretionary areas, while protecting core program needs.

**Line-Item Reduction Plan:**

- **Entertainment and Vendor Costs:** Reduce by approximately **\$1,500** through rate negotiation, fewer external performers, and limiting vendors to high-attendance events (250+ participants).
- **Maintenance & Operations:** Reduce by approximately **\$689** by tightening discretionary supply and marketing budgets, while preserving essential operational expenses.

**Total Reductions:** \$2,189 (5% of base budget)

This approach allows CAB to responsibly absorb a budget reduction while continuing to deliver high-quality, student-led events that enrich campus life and build Hawk spirit.