

SUFAC

Meeting Minutes for October 4th, 2007

I. Call to Order

SUFAC Secretary Brad Zuleger called the meeting to order at 5:02 pm.

II. Roll Call

- a. **Members Present:** Brad Zuleger, Pha Thao, Andy Locke, GTP Rep, OFO Rep, Ron Ronnenberg, Peter Xiong, Long Kha, Ainura Khissimova, Matt Kehl, Kate Dörner, Cheng Thao, Steve Schultz

III. Recognition of Guests — Ryan Birdsall, Andrei Varney

IV. Approval of Agenda

Pha made a motion to approve the agenda. Chris seconded. No discussion. Pha called the question. Pha called acclamation. Agenda is approved.

V. Approval of Minutes

Peter made a motion to approve the minutes. Steve seconded. No discussion. Peter called the question. The board unanimously passed the minutes. Minutes are approved.

VI. Reports

- a. **OFO:** Committed funds are at \$27,648.04 and small org start up is \$1,000.
- b. **Senate:** Not really much, not a whole lot going on yet.
- c. **GTP:** Jim Wand is coming October 11th, and there is a same sex marriage debate on the 16th in the Phoenix rooms.
- d. **Secretary:** Welcome back. We're having a great year so far and I'm excited to see all of you.

VII. Information Items

- a. **SUFAC By-Laws & Guidelines-** Y Brad said he was not going to go over the By-Laws line by line but explain some important issues. Brad said on the third page it explains quorum, which is half of the board plus one. Brad stressed that attendance is very important in this respect. Brad said members need a 2.0 to be on the board so keep your grades up. Brad said after the By-Laws there is a SUFAC FAQ sheet which is just a bunch of questions to ask. Brad said the board is not limited to the questions on there but they are used to just get members thinking. Brad pointed out the committed funds request guidelines and explained that SUFAC will provide new orgs \$100 for supplies. Brad said the new orgs have to advertise in 15 areas, provide an itemized list of supplies they need, and very importantly have to be a registered student org. Brad pointed out number 5, which just says to be aware of an org's agency fund. Brad said if the org has money in there, the org needs to explain why it isn't being used. Brad said SUFAC will only fund up to \$2,000 to any org for a year, with exceptions on a case by case basis. Brad finished by saying an org representative must be at the meeting to present. Brad next explained contractual obligations. Brad said a contractual request is for things like singers, lecturers, films and performers. Brad said that SUFAC can fund up to \$2,000 per year and that orgs are encouraged to cosponsor with other orgs. Brad said orgs need to advertise in 15 areas at least 5 days before the performer. Brad said it is also helpful to make a suggestion to cosponsor with GTP and Grant Winslow. Brad explained if the performance falls through, the org has to ask SUFAC to reallocate and redistribute funds. Brad next explained the food request guidelines. Brad said that for an org to request food the org has to be holding the event on campus and if its not hosted at the ecumenical center, the food has to come from Sodexo. Brad explained that at the EC, it can be catered by anyone. Brad said the event needs to be held on campus and orgs can't request for events off campus. Brad said the org needs to advertise in 15 areas and that again, SUFAC does encourage co-sponsorship. Brad further explained that the org has to meet with a Sodexo representative before coming to SUFAC to make sure numbers are in line. Kate asked if that changed from

last year. Brad said he didn't think so. Brad explained the travel request guidelines and said orgs can come to SUFAC for funds but do have to provide 1/3rd of the expense as SUFAC can only fund up to 2/3rd of the cost. Brad said SUFAC can only fund up to \$2,500 per year and orgs can't use any money of that on food, but just for travel. Brad said everyone being paid for by the trip must be enrolled at UWGB. Brad said if a student had a friend attending, the friend, not SUFAC, would cover the cost. Brad said orgs should not be going out and finding the most expensive hotel as price comparison is important. Brad said after the org does go on the trip, the org has to inform the student body. Brad said for example, the org can set up a booth to inform others what was learned. Brad said the org should make the presentation at least 2 weeks prior to the event. Brad said Pha pointed out that staff can't be funded on a trip, as it's just for students. Scott said for hotels, if they are in state, OFO has a list for authorized hotels. Scott said depending on the mileage away from campus is what the hotel will cost. Scott said there are in-state rules for hotel prices. Scott said for example, to stay in Green Bay it is \$62, for Milwaukee \$72. Scott said only basis to pay more than that is that the hotel is not bound to that price, but a discount must be there. Scott said the hotel holds the right to up the price as bowling league ran into that and had to pay \$99 for hotel rooms.

VIII. Discussion Items

a. SGA Travel Request- SGA said the Diversity and Equality Committee would like to sponsor a trip through United Council for an LGBTQ summit leadership conference at Parkside on the 19th and 20th of October. SGA said there will be presentations where activists come from around the state to learn about issues pertaining to employment, diversity and legislation. SGA said there will be presenters presenting ideas and news to take back to each university. SGA said that it will be making a presentation on domestic partnership benefits and the history of them in Wisconsin. SGA said the total trip expense is \$470. SGA said the registration fee was \$20, but it was waived because the head of Diversity and Equality is presenting. SGA said it is taking 2 vehicles to UW-Parkside which is south of Milwaukee for a total cost of \$310. SGA said the additional \$130 is for two rooms at a hotel at \$65, which is the Days Inn in Kenosha. SGA said the org contribution is \$160. Matt asked why SGA didn't find out about this before. SGA said notice was given about mid-September so SGA was quickly gathering up info to talk to the President and Vice President about it. Pha asked if it has been advertised for all students. SGA said flyers were sent three weeks ago to public safety but that public safety was backlogged. SGA said it went to different orgs to make a presentation to inform other orgs because SGA hadn't seen the posters posted yet. SGA said the trip filled up within a week and that a sign up sheet was posted in the SGA suites with registration forms. SGA said it didn't get to do as much advertising as it would have liked. Matt asked which orgs were presented to. SGA said SAGA as well as a presentation at the SGA senate meeting. Pha asked if SGA put forth any effort to write on white boards in classrooms. SGA said no, not really. Peter asked if the campus email was used. SGA said no but SGA emailed all members of SAGA and SGA and told them to email back. Ainura asked if SGA has gone before. SGA said no, the position is newly created and it's the first opportunity to do something and it is the first thing it's wishing to pursue. Chris asked if SGA was providing \$160. SGA said \$20 was being collected for the cost of going on the trip. Pha asked what other trips are the agency balance being used for. SGA said a trip to La Crosse, two to Madison, one to Superior and another to DC. Pha asked if those trips aren't covered by SUFAC funds. SGA said they didn't know about that. SGA said the VP said they are in the budget. SGA said the trip wasn't specifically budgeted. Peter asked if there are any community members. Andrei said non traditional and traditional students are going. Matt said he is still confused, so the seven other people are paying registration. Pha asked how come SGA didn't subtract the 1/3rd contribution by SGA. SGA said that was an error. Matt wanted to clarify that the cost of the entire trip is \$470 plus \$160. SGA said the total cost was \$280 plus the 60\$ for the daily use of the vehicle plus \$130. SGA said that is the total cost of the trip without the 1/3rd contribution. SGA said it is budgeted with the 1/3rd contribution. Peter asked if the 8 students are UWGB students. SGA said yes. Pha wanted to clarify the \$470 is without the 1/3rd? Scott said the \$470 was \$280 for mileage plus \$60 for two vehicles which are \$15 a day, which is \$470 and 1/3rd of that is \$157. Scott said UW-Parkside is listed at 308

miles for a round trip. Scott added \$387.12, which leads 1/3rd of \$129. OFO said the total cost including the 1/3rd contribution is \$387.12. Brad said \$388 is the total of the trip and what SUFAC would approve is \$259. Peter asked if the students are providing their own meals. SGA said meals are covered. Long asked if this would benefit UWGB students. SGA said yes. SGA said it is doing a presentation to give to other colleges and SGA could bring back info from other presenters. SGA said it will work through three different groups dealing with diversity and it is very well rounded. Matt asked if all 8 positions were filled. SGA said it's all full. Voting will take place next week.

b. Auxiliary Budget Training- Ron handed out two mock budgets and said the first, Dean of Students was very simple and the other one is the most complicated budget being the Kress Events Center budget. Ron mentioned that this is the best start of any SUFAC board that he has seen in ten years. Ron said everyone asked good questions and asked that everyone keep that kind of energy up. Ron asked Andy how much in Seg fees he pays. Ron said it's \$570 each semester. Ron said it's over 5 million dollars collected, very close to 6 million and it does add up. Ron said SUFAC is responsible and has influence over 5 million in fees paid in so make sure its taken seriously. Ron said approximately 5.5 million goes towards auxiliaries. Ron said auxiliaries are departments that rely totally on seg fees for funding. Ron said Health Services, the Student Union, Dean of Students, Athletics, Kress Center and Student Life rely on SUFAC's funding to continue to operate. Ron said it's called non-allocable auxiliaries. Ron said SUFAC's decisions are advisory and after every department presents, SUFAC will deliberate and vote. Ron said Brad and Pha will write up a report and forward it to the Dean of Students who will submit her recommendation as well which the final say on a budget will ultimately be up to the Chancellor. Ron said SUFAC can't veto a budget, but may recommend a budget not be funded. Ron said but ultimately, it is up to the Chancellor. Ron said about \$350,000 or perhaps \$400,000 goes to student organizations, such as SAGA, SGA, GTP. Ron said seg fees pay a municipal fee of \$60,000 with lots of little fees that tack in, but if the university collects more fees then what it pays out, the remainder goes into the SUFAC account. Rons aid it is used in partly for the \$30,000 committed fund for students presenting throughout the year. Ron said SUFAC members roles are to listen to the budget requests of either auxiliary or student orgs and to ask them questions and discuss at the end what you as a board think is fair. Ron said SUFAC needs to treat both student orgs and auxiliaries the same. Ron mentioned SUFAC tends to be more deferential to auxiliaries and treat them more cautiously because administrators present the budget. Ron said its important to try not to do that and to try to question both the same. Ron mentioned the board spent a lot of time discussing a \$259 travel request, so make sure SUFAC spends at least that much time for a 2 million dollar request. Ron explained that auxiliaries are basically a spread sheet. Ron said it lists the expenses and the revenue, departments put the money in and write checks out and hopefully they balance out. Ron said most of this is information SUFAC members are used to, but it is just worded differently. Ron said the only big change on the Dean of Students spreadsheet is that the salary was taken off. Ron said if members look at what DOS requested in 2007-08, it's the same number if members look at what DOS spent in estimated actual. Ron said DOS only asked for what was spent in 06-07 and 07-08, so nothing there really triggers any unusual questions. Ron said a potential question could be asking her what students do. Ron said or maybe have DOS describe briefly the responsibilities, operating s & e, which is things like paper, pens, copy machine, telephone and computer hook up expenses. Ron said if members look at and see the estimated total operating expenses are at \$30,922, DOS is asking for \$30,931 which is an operating margin in excess of \$9. Ron said that excess falls out on the very bottom and is the ending cash balance or the surplus. Ron said the surplus is forwarded every year for contingencies and unusual expenses. Ron said for example, if they should happen to need emergency help and had to hire someone to do a big project, which is called LTE (Limited Term Employment), \$1570 in surplus funds are available and can be used to hire additional help. Ron said when SUFAC gets the Student Union budget, Rick will talk about surpluses, used to cover for when things like refrigerators blow up or a stove doesn't operate, which takes quite a bit of money to replace. Ron asked if anyone saw anything unusual in the budget. Ron reiterated it is not the budget for this year. Chris said in 05-06 the approved vs actual, in the approved DOS budgeted for the deficit and in the actual it was three

times as much. Ron said they were spending down the cash balance. Rons said there was a period of time departments were building up reserves, a rule of thumb standard is 15% of a department budget so 15% of 30,000. Ron said the DOS reserve grew to around 30% range and there was a real push to start spending down, so basically DOS wouldn't have to ask SUFAC for funding because DOS had money in reserve that came from seg fees already. Ron said DOS has done that quite effectively. Ron said Student Union had a huge reserve and did it knowing the Union was building a new student union and knew that Student Union would spend it down then. Ron mentioned it will be interesting to see the student union budget this year. Ron said that's stuff SUFAC has to look at, to compare one year to the next and the next. Ron asked if there were anymore questions. Ron said it is very straightforward and nothing there is out of the ordinary. Ron said the next is the "intramurals budget" Ron said it's the first Kress Center budget. Ron told the board to look at the 07-08 operating receipts and operating expenditures. Ron said the money coming in goes from \$200,000 to \$600,000. Ron then pointed out that the cost goes from \$200,000 to 1.4 million which is the Kress Center opening and the debt repayment. Ron said the intramural budget has been absorbed and now the entire thing is called the Kress Center budget. Ron said from the spreadsheet, the KC will anticipate that revenue generated from sales and charges will increase to a little over \$100,000. Ron said that the KC also anticipated that it will have coming in \$649,095 in revenue and are going to spend it at the rate of 1.4 million. Ron said the KC is going to have a negative balance approximately \$749,000. Ron said the KC would then explain how its going to cover the deficit. Ron said what is not on there is that students have been paying seg fees for the KC for a number of years and all that money was put in a fund going towards paying for building and operations, which is offsetting a lot of that cost. Ron asked what the board would ask. Ron said to look at expenditures. Ron asked what the board saw. Peter asked if the extra money was new student help. Ron said the cost in that section goes from \$124,000 to \$246,000 and that's a 62% increase for student help. Ron told the board it would have to question the worthiness of that cost. Ron said academic staff before was zero and now they are asking for \$150,000. Ron told the board it would need to ask who would they hire, what they do, job descriptions, when they will be hired, which are all legitimate good questions. Ron said all budgets attach a narrative, which goes into an explanation of why the departments are asking for funds. Ron said the board last year said when the members looked for from July to June, and the KC doesn't open till October, the members asked why the KC was asking for funds when it knew it would only be employed for at most 8 or 9 or 10 months. Ron said the board asked the KC how it could justify a 62% increase in student help funding when the KC didn't know what the students would be doing. Ron said those are good solid questions. Ron said sales and charges aren't really going up. Ron said a number of other questions can be asked and formulated as board members look at the budget. Ron said KC has answers, but the board members must ask the questions. Ron said some answers were explained in narrative but not to the satisfaction of the board. Ron said the board needs to ask to clarify issues if its not understanding. Brad asked whether the projected figures out til 2011-12 are important. Ron said not really but that the board should concentrate on looking at numbers 2-3 years in the future and if they present at a steady increase in cost but no corresponding increase in revenue questions should be asked. Ron said that in the student union the cost increase goes up but the corresponding increase in revenue from sales is there to help offset the steady increase of seg fee requests. Ron said the Dean of Students can't generate their own revenue. Matt asked how come we don't have copies of present year auxiliaries. Ron said board members will get all that. Ron finished by saying board members have the ability, right, and responsibility to have departments justify and explain why they need to do what they need to do.

IX. Action Items

a. *Saga Request-* Pha made a motion to move SAGA from the table to action item A. Matt seconded. Matt asked if SAGA was going to re-present. Brad said SUFAC got an updated version and will just discuss it. Pha called the question. All in favor of moving to action item A. Motion passed Brad said everyone got an updated request and asked that everyone just look it over and be reminded of it. Brad said travel costs were taken off completely. Peter

made a motion to discuss the SAGA request. Andy seconded. GTP asked what happened to the travel budget. Brad said SAGA is covering it with their own funds. Brad said SAGA just took it out and didn't specify where it was going to get the funds. GTP said basically what might of happened is that sometimes travel is included in the cost of contract. Peter asked if there is an overall difference between old and new. Brad said that now SAGA is requesting \$812 and the old request was for \$950. Peter said he noticed the students attending increased by 10. GTP said an LGBTQ themed conference was being held that weekend. Peter asked how many of those students are UWGB students. GTP said they were expecting 40 and that they are not sure about the extra 10. Matt said if it wouldn't be best to enter committee of the whole. Matt made a motion to enter committee of the whole for 2 minutes. Andy seconded. Matt called the question. Seeing then, now in committee of the whole for 2 minutes. Matt asked if anyone else had questions. Steve asked what is the \$500 contribution. Matt said Student Life is giving \$500 for the program. Andy said the concert is free and asked if its free because of SUFAC. Brad said if they charge for it than the revenue comes back to SUFAC. Ron said an example of charging students is the International Center dinner where students are charged a smaller amount but which is all considered revenue. Ron said a \$1 entry fee can be charged but orgs generally don't. Ron says it comes back to SUFAC, not the orgs coffers. Matt asked if SUFAC has a copy of their budget here. OFO said its downstairs and will bring it back for this year. Moved out of Committee of the Whole. Andy made a motion to approve the \$812. Matt seconded. No discussion. Motion passed 7-1-1.

X. Announcements

Brad said he'd send an email to confirm the location of next week's meeting.

XI. Adjournment

Chris made a motion to adjourn. Andy seconded. A board member called the question. Acclamation. Meeting adjourned at 6:21.

Respectfully Submitted by,

Joy Hanneman
SUFAC Administrative Assistant