SUFAC

Meeting Minutes for October 16, 2014

# Call to Order

SUFAC Chair Reed Heintzkill called the meeting to order at 5:16 pm.

1. **Roll Call**
   1. **Members Present:** Reed Heintzkill, John Landrum, Bea Yang-OFO, Nikolas Austin, Kaitlin Skroch, Eric Kissinger, Trevor Matson, Nicholas Toyne, Bryan Boeck, Vanya Koepke, Tyler Sterr, Samantha Braaten, Penghan Yi, Erica Kuehn, Karen Basulto, Allison LeMahieu
2. **Recognition of Guests:**

**Assistant Dean of Students:** Mark Olkowski

**SGA:** Gretchen Klefstad

**360 Degrees of Fitness:** Kayla Decker

**Ultimate Frisbee Club**: Noel Craig

**Vice Chancellor of Business & Finance**: Kelly Franz

**Budget Director**: Dick Anderson

**Chancellor:** Gary Miller

1. **Approval of Agenda and Minutes:** Reed entertained a motion to approve the agenda. Eric motioned. Trevor seconded. Voice Vote. Agenda passed.

Reed entertained a motion to approve the minutes from the last meeting of last year. Nick T. motioned. Tyler seconded. Voice Vote. Minutes passed.

1. **Reports**
   1. **OFO:** Contingency is $28,327.05 and small organization start up is $1500.
   2. **Liaison:** N/A
   3. **Senate:** N/A
   4. **SGA Exec:** N/A
   5. **Vice Chair:** N/A
   6. **Chair:** I’m saving my announcements until the end because I would like to get going on request presentations.
2. **Discussion Items:** 
   1. **Ultimate Frisbee (Noel Craig)**

We have not been having success with disc sales because they are just like the ones that the bookstore sells. We would like to purchase custom discs to sell because we feel like more people would be interested.

**Questions:**

Tyler asked why they decided to sell custom discs? Last year, we sold about 7 discs and we didn’t turn much of a profit so we decided to change discs.

Bryan asked how they determined how many discs to sell? We asked the club and we had about 30 members that were interested.

* 1. **360 Degrees of Fitness (Janelle Schirmer)**

We are doing a Zombie Run on the arboretum trail. We have volunteers for zombies so we wanted white makeup for their faces as well as 9 bags of candies to be put along the trail for runners. We are also asking for five $1 buckets to put the candy in as well as $1 packet of streamers.

**Questions:**

Trevor asked if they have approval from the arboretum for the Zombie Run? Yes, we do.

John asked what the total request is for? They do not have a total cost but they have estimated amounts for each item in the request. We are adding the face paint, which would be about $2-$3. We only need one roll of streamers instead of four. The total allocation, according to Reed, would be $44.96.

* 1. **Chancellor Miller Presentation (Gary Miller)**

I’m here with the athletic director to tell you about the project that is underway and we want to ask your partnership on. It has to do with intramurals and athletics. I would like to remind everyone in the room that there are only 3 institutions in the Wisconsin system that have Division I Athletics programs. Over the last 5-6 years, the intramural participation has grown dramatically on campus. This is a really good thing, the level of intramural participation is high and the diversity of the sports programs is high. We have pretty good facilities for intramurals but there are places where we can make some improvements, particularly in outdoor facilities, especially for winter weather.

Intramurals is important because it increases the level of engagement and keeping people on campus. I have been in higher education for almost 30 years and I can tell you that the level of support that we receive in the community depends on the arts and Division I athletics. I encourage you to support the arts in the future. There is a lot of focus on how high the segregated fee is. However, we have one of the lowest tuitions when considering the total cost of attendance for an in-state student living on campus. When we are talking about student debt and our competitive position to other institutions, we compare the total cost including all student fees and tuition.

We are asking you to partner with us on an enhancement of the outdoor student facilities. This has been a part of the university plan for a few years. The two major issues that we are trying to resolve are: all-weather facilities and better outside facilities for athletics. We also want tournament ready facilities for our softball and soccer teams. There are serious issues with drainage, not enough seating, poor dugouts, and no restroom facilities in the softball facility. The soccer field is not close to the Kress center locker rooms and it is not an all-weather field. This is a $6 million project and outside investors have gotten us to approximately $5million. We are installing restroom facilities. We also will be putting an all-weather turf on the field. There will be lights and this will extend the use of the outdoor recreation time because you can play well into the night. We are asking the students to join us in building these facilities. We have approval and we can start construction in 2017. This will not only benefit athletes but also intramurals.

We aren’t ready to talk about the mechanics of the length of time of the fee but this is a very high priority for the university. The community wants it and supports it as well as the administration. There will be a fee increase for a few years then it will disappear. Mary Ellen added that intramurals, wellness, and other programs play a huge role in student participation and retention rate. We will provide more statistics at a later date. We feel that we are providing a great option for all students to enhance the student life component at UWGB.

**Questions:**

Bryan asked if this would allow us any leverage in setting up athletic contracts in the future? The chancellor explained how difficult it is to play so well during the season and not be considered for the tournament. The success of the athletic teams greatly impacts retention rates. Everything has to do with the reputation of the university and the success of these athletics contributes to our reputation and the general feeling of the institution. That also gives us the opportunity to ask for more support from the community in Wisconsin. The first thing these investors want to talk about is athletics, it is a tool that no one else in the Wisconsin system has except for Madison. We cannot get rid of Division I athletics because it is too precious.

Trevor said that he is concerned about the student attendance at the games because it seems relatively low despite the size of the student body. The Chancellor asked them to look at the intramural part, which is growing. This partnership may not increase attendance, but I feel that it will since it will be sheltered and there will be restrooms. This will give more students the opportunity to paly soccer so we are asking for an investment primarily in the intramural part of it. As for student attendance, it goes up and down over a period of years. It seems to be about the same for about every institution I’ve been to, most students do not go. A basketball fan was having a discussion with me about the Horizon League athletics agreed to donate more computers to the Veterans. Those types of discussions happen all the time. This partnership would be buying serious upgrades in intramural facilities.

Vanya replied on behalf of intramural officials. He is an official for the football games and many of the games were cancelled recently because of storms so a facility that would help with those weather conditions would greatly help those students since all the playtime had to be made up for.

The chancellor appreciates our consideration and hopes that we will agree to the partnership.

* 1. **Understanding Auxiliary Budgets (Kelly Franz and Dick Anderson)**

For those of you who don’t know me, I am Kelly Franz, the Vice Chair for Business and Finance. I want SUFAC to be knowledgeable about what the Auxiliary budget presentations are to be about and what questions to ask. I noticed that many students in the past are hesitant about asking questions. Essentially, these budgets will come in every packet for the auxiliary that is presenting. One of the things to think about in the context of these numbers is a lot of auxiliaries revenue comes from segregated fees while others generate a lot of their own revenue. The operating margin is the revenue minus the expenses and this should be at or near zero to break even if there isn’t any big project in the horizon. The general cash balance that you want to strive for is 12% of your expenses, which is what the legislature honed in on so that the cash balance is 12% below your expenditures and nothing needs to be reported.

Dick Anderson continued that we cut out the budget columns and we have a six-year budget that we are preparing instead of 5 years according to the system guidelines. We added on the bottom some details if they have anything in the capital items. We also added two percentage lines. The 12% is a reporting threshold, not a cap maximum. We won’t be holding each individual department to 12% because they may have a reason to go above that threshold. We still have to report and look at segregated fee balances as a percentage of the previous year. The Wisconsin system is still trying to clarify those statutes. The cost of health insurance varies widely between departments depending on full-time, part-time, marital status etc. This is a big part of fringe benefits, which determines how high or low they are.

Reed asked for further clarification about the budget, such as formulas, etc. Dick commented that there is a standard inflationary increase that is used but if there are any other significant increases, these are included as well in the budgets. Some areas may provide more details of their expenses along with their budgets. However, they are not required to submit this as a part of the budget. Kelly said that from his experience, he would look at the 5-year plan of where the money was being spent. He would also look at the employees in the department and factor in health-care costs to calculate the fringe rate. You can always look to the prior year to look where you ended up, which are important for the SUFAC members to look at and consider. It is free game to ask questions about how they did in the past years because there are generally logic explanations as to why those spending plans did not materialize.

Reed said that he is going to strive to obtain a copy of the budget they are presenting the week before the meeting. During the meetings the week prior to the presentation, we will try to go through the budgets for the upcoming auxiliary in preparation.

Kelly and Dick commented that they will be there to answer questions about policies and provide historical reference but they will not comment on the individual presentations. Feel free to call or email anytime with questions.

**Questions:**

Bryan asked if there is anything we should be keeping in mind when approving these budgets, specifically what the university is allocating money towards? For example, the funding of the childcare facility, I’m wondering if there are any extra things that the university might want to allocate funds for. Kelly responded that he doesn’t think that the board will come to the university and say that we need to have a childcare facility.

* 1. **Robert’s Rules of Order (Mark Olkowski and Gretchen Klefstad)**

Mark commented that he used to be a part of the SUFAC board in the past and he has a great appreciation for what the board does. Robert’s Rules is important in allowing everyone to have a fair say in what is going on. I will be providing the basics of Robert’s Rules. The National Association of Parliamentarians governs Robert’s Rules of Order. The foundation is based on courtesy and justice for all in order to balance the conversation and move through subjects at an orderly fashion. It gives the minority the opportunity to be heard but in the end, the majority wins. The goal is to create a fair playing field for both parties. The Speaker’s List is the order in which the Chair calls on people, which is important during heated discussions. Calling the question is the opportunity to end the discussion and move on to the vote, even though one opposition will cancel this call. Call for acclimation means that we are all in agreement and the motion is unanimous.

Gretchen explained that in order to move a motion, the motion must be stated then seconded. The chair states the question; there is discussion and a vote.

Mark continued that if there is not enough information to make a decision about a certain action item, the item can be tabled and voted on at a future date after the information is received.

Gretchen explained that there is a main motion and then there is an amendment. Think of amendments as stacking layers to a cake.

Mark explained that there are many different ways to vote. Roll call votes are popular in this group. Point of information is when there is a piece of information that is not included on the report sheet. Point of order is when a member is called out of line. Point of personal privilege can be in reference to the comfort of the members, such as the temperature of the room or the need of a recess.

Gretchen explained that the Division of the Assembly is when the voice votes sound too close in order to accurately differentiate the majority votes. The voice vote would be turned into raising hands. Move to question is when the group needs to take a vote on whether or not to end the discussion and vote while calling the question only needs to be seconded by another member. Adjournment requires a second and no debate is requested. It requires a majority vote and it officially ends the meeting at a time that is recorded in the minutes.

Reed asked about straw polls. Straw poll is not a formal vote but is a preview of how everyone is feeling in the room according to the vote.

1. **Action Items**
2. **360 Degrees of Fitness Discussion:**

Trevor asked why the Zombie Run request was brought to the board since it is under $150? Reed explained that there has been some concern about whether the student organization should be responsible for this event or if the Kress Center should be responsible for funding? The Kress Center is required to set up athletic events and if they did not deem it as fundable then what is our position? Trevor commented that it seems like they are operating outside of what the Kress normally does.

Nik A. asked if they normally get funding from the Kress and were denied this year, would that be a reasonable reason not to fund them? Reed responded that it is reasonable since SUFAC funds the Kress Center. Reed said that he will have to look at how much they have spent on giveaways and whether it fits the guidelines.

Han asked if they said how many people would be participating in the run? Reed said that they did not say. He asked if they could be emailed about this information. Reed said that he is going to email them.

Nik A. asked if we know whether they went to the Kress Center first for funding? We do not know this information so we will include that in the email.

1. **Chancellor Presentation Discussion**

Reed commented that we should focus on that he is looking for a partner. Reed feels that it shows good spirit on his part the way he approached this and there are many factors to consider.

Trevor asked if we could get numbers and statistics before the athletic director presents?

Reed said that without knowing exactly what the request would be, it is difficult to discuss. Reed also was wondering if we can arrange this using a bond structure rather than using the segregated fees over an extended period of time.

Bryan said that the student obligation is to fund the turf field and the restroom facilities. Bryan asked what role does the Phoenix Fund play? Kelly responded that he is not sure at the moment what the role would be in this project.

Trevor said that we would probably have to increase the segregated fee so how does this fit into the already increased segregated fee rate? Reed commented that he is aware of the current increase.

1. **Announcements:**
   1. Org Budget Training is this coming week, Tuesday and Wednesday, in this room at 5:00-6:00pm. It would be very beneficial to all of you to see that. Anyone that wants to volunteer to help is welcome to.
   2. Vice Chair Applicants: Reed announced that the deadline is midnight tonight. The by-laws suggest that I have a minimum of two applicants and I will have to go to the Senate with the approval of my decision.
   3. Rick announced Phoenix Club Trivia in the Union tonight.
2. **Adjournment:** Reed entertained a motion to adjourn the meeting. Bryan motioned. Kaitlin seconded. Trevor acclimated. Meeting adjourned at 6:29 pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant