SUFAC

Meeting Minutes for October 23, 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, Milton Byers, Erica Kuehn, Karen Basulto, Allison LeMahieu
2. **Recognition of Guests:**

**Dean of Students Office:** Brenda Amenson-Hill

**International Club:** Shan Liang, Marina Hauser

**Office of Business and Finance**: Kelly Franz

**Student visitor**:Jessica Murphy

**Ducks Unlimited:** Evan Miller

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

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

1. **Reports**
	1. **OFO:** Contingency is $28,327.05 and small organization start up is $1500.
	2. **Liaison:** There is a band playing upstairs and a lot of student life events happening this week.
	3. **Senate:** N/A
	4. **SGA Exec:** N/A
	5. **Vice Chair:** N/A
	6. **Chair:** I chose Eric Kissinger as my Vice Chair and he will be confirmed at the next SGA meeting. We had budget training presentations and a majority of the orgs showed up so it went smoothly.
2. **Discussion Items:**
	1. **International Club Contingency Request:** Every Tuesday there is an event at the Mauthe Center where they cook and collect money to build wells in Kenya. The International Club would like to cook a meal for students to come and try the food from 9 different countries. There is an itemized list from each country and what they would like to cook. All the food is free to everyone. This will promote education about international foods and different cultures. This is one event where students can sample foods. The International dinner is in the spring, which is a similar event.

**Questions:**

Bryan asked how many international students do you have total to prepare food? We have 2-3 students that will cook for each country and they are all from that representative country.

Reed asked if this needs immediate action since it is on November 11th? It can wait since we cannot buy the food now.

Eric asked if this is a one-day event? Yes, it starts at 5:30. Eric asked if there is enough room in the Mauthe Center for this event? Yes, we do this every Tuesday.

* 1. **Dean of Students Budget Hearing:**

I am the Dean of Students on campus for 16 years. I’ve always worked with Student Government; I started at GB as the advisor for SUFAC. The Dean of Students office is an area of student leadership and service. I am also the Title IX organizer on campus. There are different areas of student services and we also work with common themes. We do a lot of outreach and management as well as individual work. If there is a crisis or issue, we manage with counseling including the crisis center as well as providing support for students dealing with loss and mourning. If a student violates an alcohol or drug law on campus then they must go through classes and the teachers and classes are paid for. I am not asking for an increase, we just need to remain the same. In the 6-year out spreadsheet, unless something changes significantly then I am not planning to ask for an increase in the seg-fee until 2018. We still have a reserve and a plan to spend that down by not asking for an increase and utilizing the money we already have.

I thought we would spend more money of the reserve coming into this year but since we do a lot of collaboration on campus. For example, we collaborated with AIC on the campus pride event and a lot of the funding came from the AIC. Our supplies and expenses are going to be constant every year but the unknown things are some of the student events that vary each year. We have a very tiny university budget but we do a lot of collaboration with other agencies on campus. One person from each office usually goes to a conference every year. Two years ago, we remodeled parts of our office and we have one piece left, which will probably cost $8000. Lori Slattery’s office was never completed with new furniture and the estimate was $8000 for that project. That is the only thing out of the ordinary. Right now, the common theme is excellent and very active. We want to put more money into programs that will engage a lot of students. After the campus pride training, we had more students trained in how to deal with hate-crimes. These advertisements will be seen all over campus and they are smaller cost projects. We need to be flexible to the needs of the students.

 Kelly Franz clarified that the cash balance percentages is the percent of your expenses for that year and you generally strive for 12%.

 In any given year, we might have a couple more conferences or projects. We will continually spend down our reserve and I think that is the best approach. The university is trying to plan and be strategic while trying to keep the seg-fee as low as we can. I hope that there will be a gradual decrease because we don’t have a high priority need to spend our reserve.

 Brenda said to feel free to e-mail, call, or stop by the office with any questions.

 Nik A. asked about work-study. A student with work-study is less expensive on the employer’s end because some of the wages come out of their aid and some from the university. Some offices are required to hire only work-study students. However, we do not hire based on that. Kelly Franz explained that the federal government provides for 75% of the student wages while the university funds 25% of the student wages.

**Questions:**

Trevor asked about the remodel. Is that something that the campus is doing? It is not really a remodel but just new furniture purchased. Most of the staff thought that their furniture was acceptable. We don’t have a choice of where we can go to purchase. The appearance of storage area by the office is not very appealing so we would like to purchase a new one.

John commented that the personnel costs are increasing but there is no change in personnel. There is room in there for student wages because minimum wages might rise and we would like to pay our students reasonably. We cannot predict whether or not students have work-study so we have to plan for them not having that benefit. Otherwise, we would not have to spend as much in that area.

Brenda commented that they only have 3 student employees. We focus on students that are absolutely qualified because we deal with a lot of confidential situations so we need student employees that can be responsible with that information.

* 1. **Ducks Unlimited Contingency Request** (3 requests)

Evan Miller is the chairman of Ducks Unlimited chapter. This is a part of the national Ducks Unlimited, which is located in Mexico. We have two food requests. We also have speakers that will be speaking about the Cat’s Island project that relates to UWGB. We would like to serve punch and food as an added incentive to encourage students to come. We also have an event next year that we have not set a date or speaker for yet. We would like to do a similar speaker about environmental non-profits. It differs from academic lectures because we would like to encourage our mission about preserving wetlands across America. The previous chairman was not experienced when submitting the budget because we had only been a chapter for a few weeks so we did not get it in on time. This is supplementing some of what would have been requested on a full budget form. We are requesting $80 for supplies and expenses for flyers for promotion. We have 2 speakers and contests in the spring. Last year, we were fortunate to have nearly 100 Ducks Unlimited flashlights donated to us from the Sheboygan chapter. We would like to do the same thing with key chains for org-smorg next year. We have not had duck houses approved yet to attract the ducks in the arboretum. They would be built at a correctional facility up North and we would like to fundraise for them. This would be a good use of student funds because we would like to promote our organization and gain student interest. The duck houses would promote an eco-friendly environment. We would like them to be visible on the path with a sign that would explain duck migration patterns. Wooden duck houses would be a great way to attract ducks on campus and education people on campus.

**Questions:**

Reed asked about what the organization is? The national chapter started in 1939 with the goal of preserving the wetlands. In the late 1990s, the university chapters were started. Our main advisor was the director of youth advancement for Ducks Unlimited. They wanted to get more youth involved and excited about wetland preservation. There are over 300 chapters across the nation. Our goal as a student org here on the UWGB campus is the same as the rest, we would like to raise funds and promote wetland conservation as well as educate the importance of the preservation. We raised over $5000 in our banquet last year and we had 25-30 students attend our speaker last year. We would like to expand further in the future. There is a Sweet 16 competition next year for the top chapters in the nation and our goal would be to be on that list.

Bryan asked if they have thought about partnering with other student organizations? We have not been contacted by other organizations but we are a part of the sustainability page on the UWGB website and we post things. We are a part of the PEAC mailing list and they are a part of ours.

Milton asked how they are advertising on campus? We got off to a slow start this year. I didn’t know very much about the university guidelines with online registration but we have been picking up attendance. There were 12 members at the last meeting. We have a contest coming up for deer hunt season and a speaker so we are hoping these two events will gain interest in our organization. We graduated over half of our committee last year but a lot of our new members are excited about it.

Milton asked if they are preserving ducks or hunting ducks? It is a misconception that Ducks Unlimited is made up mostly of sportsman but they are abundant in the organization because they understand the need for wetland conservation since that is essential for their activities. It is not a hunting organization but a conservation group.

Reed POI: When they established their org, they had to sort with John that none of the giveaways is going to involve guns or ammunition.

Our goal is to get about 4 or 5 duck houses and we will like to place them throughout the arboretum. We are hoping to put them up in April but we need permission first. We would like to put one by the stream near the entrance of the campus under the bridge since we have seen ducks there. We would also place them around other ponds. If they are not approved, then we have another location in the north side of Green Bay. It is like a wildlife preservation that is owned by the county that preserves the natural habitat for animals that use the bay. It is still natural and has walking trails.

Bryan asked about the duck houses? We have to either build the houses or buy them. However, building the houses means they will not last as long. There is an organization that sells about 2000 duck houses per year built in the correctional facilities.

* 1. **2015 SUF Projection Discussion (Reed)**

Reed explained that the total allocation for each auxiliary is added to the total for the student organizations in addition to the municipal services, which are city services provided to the school. Based on these total costs and how much we take out of our reserves, the segregated fee is adjusted accordingly. We don’t know how the Chancellor’s proposal about the athletic field is going to affect the segregated fee yet. John commented that the projection is based on last year’s data and we don’t know for sure what the segregated fee will be until after we do the calculations. Reed continued that the Chancellor’s proposal was estimating a cost but that will be a gradual increase over a period of years so we cannot be certain of the effect it will have on the seg-fee.

Milton asked about the percentage increase, is it every year? Reed said that generally seg-fees increase every year because budgets increase due to costs of benefits to employees and other expenses. Even if every budget leader decided to spend the same amount as the previous year, the employee benefits will go up as well as other uncontrollable factors, such as the price of airline tickets. They cannot control these factors.

Milton asked if the segregated fee is every considered too high? John explained that the SUFAC board has to decide that and vote on it. Reed explained that by changing the amount of students, we change the amount of money coming into the university, which also affects how much we spend. There are other factors such as allocations that were not spent in the previous years, which can be used to offset any increases in the current year. Not everyone enrolled at UWGB pay segregated fees because they do not use those benefits on campus. There was news that enrollment is up and closer to that estimated 3900 mark that we estimated last year.

Nik A. asked if we have more students than we expected last year? Reed said that we have slightly more students than what was predicted and total enrollment is slightly increased. Kelly Franz confirmed this. The UW-system on the tuition side gave the universities an allocation based on high-school statistics.

Kelly Franz explained that when we set the seg-fee this year, we tred to estimate how many students we will have that will be paying the seg-fee. Most high school students apply to go to college in September, October, and November. Most of the transfer students apply in the spring. Knowing that data, in February for D-Day we will have a pretty good clue based on applications what the segregated FTE will be for next year.

Reed said that the enrollment numbers do not concern us but we focus on the FTE number. This year, we have been fortunate that the estimated 3900 number is close to the actual number

John commented that these are great questions but this is very complicated. Reed said that we are going to spend more time on this in the future and feel free to come by.

Trevor asked if this is one of those situations where we shouldn’t think about it too hard? Reed said that there is plenty of math crunching going on before D-Day so that we will only have to make a decision.

* 1. **Chancellor’s Presentation Discussion**

Reed commented that he had mentioned intramurals growing over the last 6-7 years. Reed would like to know how much have they grown and what is the percentage of the student population that participates. There was correlation with student activity and student enrollment or retention and I would like to see what that correlation is. There is the matter of how much of the total seg-fee that goes to athletics and the Kress Center and it calculated at about 50% of the total amount of seg-fees. This seems like a very high number and we should be aware of this when considering the requests in this area. The Chancellor presented this as being finite, paid for within a period of time then the increase disappears. However, based on past increases, this was not the case. Once the fee is increased, it generally does not decrease again because there will be other expenses that need to be covered. The Chancellor is aware that student attendance is not as high as we would like at these athletic games. However, athletics are not entirely about student interest but how we sell the university to the outside world, including investors that might contribute money to the university. He stated that many of the sponsors that invested did based on the student support of this and they are counting on the student body to have interest to concrete their investment in the project.

Trevor said that if they are not worried about student attendance then why are they focusing so much on increasing the student bleachers. Trevor questioned whether they could just renovate the soccer field they already have. Reed said that we are not trying to suggest alternatives to the project. Trevor is interested in whether there was an enrollment increase after building the Kress Center. Trevor is also interested in why the bathroom facilities cost so much. He is also interested in whether they are planning on making this a campus-wide issue that all students are aware of and can voice their opinions. Trevor clarified that he is not against this but he just wants to make sure that it is very planned out.

Reed is making a list of questions that the athletic director can addressing when she presents.

Bryan asked if there is a projected payback then where could we see savings being allocated in the budget? Also, if we are going to be able to have more games here then shouldn’t we have savings in our transportation costs? John clarified that we would not have more games, there are a set number of games that they are allowed to play and about half of them will be played at home. The Chancellor talked about the opportunity to have more games here. John said that we could rent out the facility by local clubs and high schools. We did that several years for the women’s high school basketball regional tournaments. These are possibilities for the university.

Nik A. commented that the Chancellor that at one point we couldn’t host a tournament because it didn’t fit the standards.

Reed said that we are going to talk more about this next week so please form some ideas and opinions as well as questions for the athletic director when she comes in a few weeks.

1. **Action Items**
2. **Ultimate Frisbee Contingency Request:**

Reed entertained a motion to approve the Ultimate Frisbee request. Nick T. motioned. Trevor seconded.

Nick T. called the question. Motion passes 7-0-3.

1. **360 Degrees of Fitness Discussion:**

Reed entertained a motion to approve the 360 Degrees of Fitness request for $44.96. Trevor motioned. Allison seconded.

**Discussion:**

Reed shared an email from the organization in response to the board’s questions. An estimated total based on student interest is 15 attendees and we expect only students. We do not rely on the Kress Center for funding of our events and we rely on SUFAC for funding. Our advisors come up with the ideas for our events. The Kress program hosts their own programs while ours are separate and planned completely by the students.

Trevor commented that we pay seg-fees to the Kress Center to fund events like this so we can question funding this project.

Nik A. commented that they had mentioned that they use the Kress Center to print their flyers. Reed POI: The flyers are not included in this request.

Trevor called the question. Motion failed 2-2-6.

Milton asked what happens now that it was not approved? Reed will e-mail the organization with the decision. Eric point of order: he asked if we can take a revote? Someone from the winning side can motion for a revote.

Eric motioned to enter committee of the whole. Nik A. motioned. Trevor seconded.

Reed entertained a motion to exit committee of the whole. Trevor motioned. Nick T. seconded.

Nick T. motioned to reconsider the vote on the 360 Degrees of Fitness request. Trevor seconded. Voice Vote. Motion passed.

Reed entertained a motion to approve the 360 Degrees of Fitness request for $44.96. Eric motioned. Allison seconded.

Trevor asked whether or not it is legitimate to fund the group based on their connection to the Kress Center? Are we considering just the request or on other factors? John said that we are going to need to use our own judgment. Trevor wants to make sure that we are voting on this with the right mindset.

 Nik A. asked if we could judge future budget requests based on misjudgments made in the past? Reed responded that we cannot punish organizations for the past but we can take these events into consideration. Reed commented that they did use the Kress for printing in the past but SUFAC did not fund it, so it does not affect anything.

Eric called the question. John point of order: I did not harass everyone about abstaining to force people to approve this. I will not try to lead you to vote one-way or the other. Eric would like to thank John about his discussion on abstaining. Motion failed 2-6-2.

1. **Announcements:**
2. **Adjournment:** Reed entertained a motion to adjourn the meeting. Eric motioned. Karen seconded. Meeting adjourned at 7:27 pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant