

SUFAC Meeting minutes for February 28th, 2008

Approval of the Agenda – Pha made a motion to add International Club to Item D and move the following down. Cheng seconded. Pha called the question. Pha called acclamation. Amended agenda is approved.

Approval of the minutes – Ryan made a motion to approve the minutes. Andy seconded. Anton called the question. Anton called acclamation. Minutes are approved.

Reports

OFO: The current contingency balance is at \$9,984.02 and the small org start up is at \$0.

Senate: Meeting on Monday.

GTP: No report.

SGA Exec: No report.

Vice Chair: No report.

Chair: No report.

Discussion Items

WGBW – WGBW presented its budget. WGBW said it is in the process of growing and is finally on its feet and this is the year it started broadcasting. WGBW said the radio is broadcast over the internet. WGBW said since last semester, it has doubled the shows aired and doubled the on average listeners. WGBW said it is growing and the whole campus doesn't realize it exists. WGBW said it has 5 directors at presently. WGBW said it is promoting a lot and doing a lot of things around campus to get the word out. WGBW said it has been going to community council and orgnet meetings. WGBW said it has listeners from around the world as well as U.S. listeners. WGBW said it has a unique ability to broadcast worldwide. WGBW said before the station was up and running, UWGB was the only 4 year campus without one. WGBW said all the other stations from around the state that it has had success on the campuses. WGBW said it is in the building phases of that. WGBW said it is very rare because it is webcasting. WGBW said a lot of other stations from UW schools have asked for advice. WGBW said it has interviewed famous people, such as Relient K and Kal Penn. WGBW said it has the full support of the staff of WGBW and it is looking to recruit more support as well. WGBW said for S & E, it has \$30 for general supplies for writing utensils, whiteboard, things like that. WGBW said \$70 is for photocopying which is a huge part of the promotion aspect of the radio station. WGBW said phone is at \$204 for a monthly bill of \$17. WGBW said it needs a phone for talk radio which is how the station is run. WGBW said \$100 was for duplicating for promotions. WGBW said \$10 was for postage which is useful for sending out items to the Wisconsin Rock Association to get grants. WGBW said committed is \$600 total. WGBW said \$200 is to get an external hard drive because both of the computers in the office are out of space. WGBW said it makes commercials for the radio and it doesn't have the storage to save anymore. WGBW said the other \$400 is for honorariums. WGBW said \$100 is per semester for station manager and webmaster. WGBW said the station manager puts in almost 40 hours a week of working and it is 7 days a week for general running of the station. WGBW said the webmaster keeps everything up to date immediately so the website and webcasting is up to date. WGBW

said the total \$1,600 for contractual worksheet. WGBW said it is needed for the webcasting license to actually broadcast. WGBW said the total requested is \$2,614. Anton asked where the equipment is kept. WGBW said it has a studio in IT. Pha asked if WGBW received honorariums in the past. WGBW said it does not believe so. Anton asked what kind of commercials are done. WGBW said it does commercials for all the orgs on campus, the bookstore and is looking at doing other kinds of commercials. Anton asked if commercials will be charged in the future. WGBW said yes but only for outside businesses if it receives gift certificates to give out to students. Pha asked if WGBW plans to generate any revenue. WGBW said no, it plans to use funds to benefit station and students. Anton asked how many people tune into the radio station. WGBW said on average it is about 12 people for show. WGBW said say there are 6 computers, there could be 1 person listening or as many as 10. Voting will take place on D-Day.

SGA – SGA said the budget is for four different branches of SGA. SGA said for general supplies it includes paper supplies and that sort of thing. SGA said it found out that it pays for all the paper that RHAA, GTP and OFO uses. SGA said photocopying is for the judicial branch, such as cases or election papers. SGA said senate photocopies signatures, schedules. SGA said SUFAC does the binders. SGA said it still uses phones as well. SGA said subscriptions and memberships are for the periodicals. SGA said it going to go with NY Times for next year. SGA said it is asking for 7 more computers. SGA said it only has 3 computers. SGA said the Exec branch has 1 as well as the judicial. SGA said the 9 secretaries use 1. SGA said Senate only has 1 computer for 25 senators as well as the Speaker and 1 administrative assistant. SGA said it is asking for 1 for the judicial branch as well as another for SUFAC. SGA said it needs \$10 for faxing. SGA said the speakers for 7 computers as well as the other 3 it will cost \$300. SGA said it has telecommunications and videos that need to be viewed given that SGA is now in the information age. SGA said there are training videos that explains Roberts Rules as well as other things. SGA said it needs a shredder for private documents. SGA said it is requesting \$500 for membership fees for information on running an SGA. SGA said the voice recorder is for documenting senate or exec meetings when an executive assistant is not available. SGA said it is also for use by the 9 secretaries. SGA said it wants a 10th edition Roberts Rules for \$20 because the Student Court doesn't have a copy. SGA said the life expectancy is more than 2 years. SGA said the American flag is no longer available because another Veteran's group always has the flag so it is asking for a flag because it is in the constitution. SGA said under honorariums, the executive assistant positions are being cut from 3 to 2 and it is requesting an increase to \$7.00 because of minimum wage laws. SGA said it has the lowest honorariums in the UW system. SGA said in Madison and Milwaukee the president makes \$10,000 a year. SGA said the requirements of their constitutions are the same as here. SGA said the work is not bigger than UWGBs. SGA said the honorarium has not changed in many years. SGA said it has been many years since the honorarium has changed. SGA said for the current honorariums now, for just the office hours, speaker makes \$2.50 an hour which does not include hours out of the office. SGA said the speaker serves 10 hours a week plus 10 more in meetings. SGA said it needs a webmaster because that person is the one that puts up the constitution, the by-laws, agendas and minutes. SGA said other schools do read those things as well as students. SGA said a senator has access to see it online as well.

SGA said Beyond The Wall is the poster sale. SGA said \$3,000 is paid and any profits go to agency. SGA said it is re-negotiating the contract to decrease it. SGA said it has been done every year for many years. SGA said every year one meeting per semester there is food provided. SGA said it plans on doing it in Spring and Fall. SGA said the Senate retreat has been done traditionally and is when the new administration takes over so the new and old senators come together. SGA said it is highly recommended by the DOS to keep it up. SGA said Passing the Gavel is for the administration and executive members switching old and new, which is attended by the Dean and Chancellor. SGA said the Justice Retreats are Spring and Fall welcome back, goodbye meals. SGA said the reason it has so many traveling trips is because it is not part of United Council. SGA said it has to keep up with policy and legislation. SGA said it uses telecommunications and the internet as well. SGA said the trips are about getting a large group of members together to talk and discuss. SGA said the La Crosse summit was unable to attend this year however next year it is planned. SGA said it is a time to set policy and confer with other UW schools. SGA said the Madison Lobbying Trip is a direct connection with Green Bay representatives. SGA said the VP and President trip is to discuss with other UW leaders. SGA said the diversity trip is for the purpose of seeing what other universities do regarding the Diversity & Equality position. SGA said the big one is the DC Summit where UWGB meets up with other schools in the national. SGA said it discusses for 3-4 days how SGA can get involved at all levels. SGA said it is a strong conference on building crucial skills. SGA said in addition, La Crosse, Madison and DC trips have been gone on for quite awhile. SGA said the big new one is the Diversity trip. OFO went through the S & E to make sure the numbers were correct. Brad said the phone cost changed for \$1,134 and duplicating was \$500. OFO said total was \$11,179 for S & E. Pha asked under S & E for subscriptions, it was getting the NY Times and if it was for a year. SGA said it would be for a year but for a smaller amount than what was requested this year. Pha asked where the capital items would be kept. SGA said it has a storage closet as well as locked offices. SGA said each branch has an office for storage. Sheila asked if SGA is limited on traveling students. SGA said it is a rough estimate and more can attend. OFO said it handles the sales for the poster sale and an outsider company comes in and 25% is given to SGA. SGA said it organized a new contract. OFO said the contract is a flat fee of revenue with no expense. SGA said to write it off. Cheng asked if the trips were gone on previously. SGA said most of the trips and a few were cancelled this year due to bad weather and crisis in the SGA. Yue asked how do the computers differ from GAC and Library. SGA said there is a different username with different information. SGA said in addition, the computers are all hooked up for one printer where the paper is paid for in the budget. SGA said with all the accounts, only specific accounts can be used for each computer. Anton asked why the budget is increasing since last year. SGA said due to honorariums. Pha asked if the computers were being planned to be bought because \$805 is a networking fee. SGA said it is planning on buying new computers. Matt said the \$805 just covers the maintenance and installation of the networking and not buying the computers. Matt said computers must be purchased. SGA said that must be a mistake. SGA said it thought the \$805 was the price of buying the computer. Anton asked if all that money is used to buy computers. SGA said yes. Tania asked if a networking fee needs to be added as well. Tania said if computers are being purchased with \$805 isn't there another fee. OFO said the \$805 charge is a maintenance

charge and \$800 for a new computer and OFO will find out through CIT. OFO said it is not sure if the \$805 needs to be paid the first year. Pha asked if the reason was inflation for the honorariums, why aren't the honorariums equally increased. SGA said it took into account what other schools are making and still undercutting by \$6,000 and one reason it is increasing now due to inflation. SGA said the ones given more money were because the job had increased duties. SGA said it cut positions who had lesser workload. Pha wanted it by line item. Anton asked if the numbers were other schools available. SGA said not available. Cheng asked if the webmaster fee was whoever built it or maintained it. SGA said it is for the person who maintains it and it needs constant attention. Matt said all orgs get free webspace if requested so the webspace itself is free. Pha asked if the food events open to everyone. SGA said every senate meeting is open. Pha asked what if the justice retreat and exec retreat. SGA said that is just for the judicial branch and executive. Tania asked which were considered senate meetings and the senate retreat. SGA said the retreat was not done this year and it would be for the new senators to get associated with Parle Pro, resolutions and referendums. SGA said it was lacking this year to help the senators with this information. Matt asked if it is possible to ask a student to do the webmaster position instead of a professional. SGA said it needs to keep in line with meeting laws and if a student were to forget it would put SGA in direct violation of Wisconsin State Law. Matt said the website is not always up to date. SGA said it is playing a game of catch up now. SGA said it felt it didn't need a 3rd executive assistant and is relying on secretaries of SGA. Pha wanted the food events ranked. SGA said each would get a 1. SGA said the senate retreat and pass the gavel are attended by the Dean and Chancellor. SGA said the senate food is very effective in recruitment for senators. Tania asked what does the American flag entail. SGA said the one that was used before had a stand and was weather proof. SGA said it doesn't want to replace a flag every year because the flag will last a very long time if the proper one were bought. Lynsy asked where it would be stored. SGA said it would be in a locked storage room and only be for SGA use. Ainura asked who gets to go to the DC summit. SGA said as the applications came in the President and Dean of Students reviewed them. SGA said it has been gone on before. Ainura asked if students contribute money. SGA said yes. Matt asked if SGA was aware that the AIC and Student Life area will have computers available. SGA said it wasn't aware but it wasn't sure if the new computers will allow logging in of the account from other computers. Matt asked if it is possible what happens then. SGA said they weren't able to log into the senate account from the executive computer. SGA said it budgeted for what it saw at the time and if it can be cut, it should. Tania asked if the entire budget will help the org become more organized and promote itself. SGA said it is really trying to set up for the next administration that is workable. SGA said the trips are important because it is effective communication. SGA said just talking to students is an effective form of communication. SGA said the Smoking Policy is something other schools have been doing and input was given. Anton asked if SGA could explain major things done this year for the student body. SGA said it worked on a smoking ban and it is still being worked on, as well as depression awareness, a safety walk for students on campus, rifles or tasers for Public Safety and an initiative to get guest access to SIS accounts translated to other languages. SGA said it was curtailed by the software company. Chris asked if the webmaster is contracted. SGA said it is a contract to the best of its knowledge. Voting will take place on D-Day.

Fourth Estate – 4E said it has won 5 awards and many other awards for the paper in the past year. 4E said it is an org but it also has members who are enrolled in news journalism classes. 4E said the ad team has been working very hard on increasing the revenue and it has reached a record week of sales in the past two weeks. 4E said there are a few things that needed to be corrected. 4E said all the corrections are positive changes which are being decreased. 4E said under Committed Form B it is \$9,100 bringing total committed to \$10,219. 4E said under contractual the bid pricing is based on a 15 week semester and next year is 14 weeks. 4E said it is switching down to 27 issues next year and on top of that distribution is being decreased to 2,500 issues. 4E said the estimation is at \$1,000 per issue so the new total is \$27,000 plus \$2,260.75 for delivery. 4E said it is changing the request from three hard cover sets to four for a total of \$31,300. 4E said in terms of S & E the phone lines are dropping from 3 to 2, so \$408 total for phone. 4E said the other financial change listed is on the final form F the total would be \$25,535.49. 4E said the general supplies is higher because last year it got \$0 and it is playing catch up. 4E said the photocopying is for materials org members need to bring to class. 4E said it sends papers weekly to other UW schools so that is why postage is high. Andy asked if on any given Thursday, how many papers are left over. 4E said it has been trying to keep tabs on it and lately it has been averaging 500-750 left over. Tania asked if the trips were gone on every single year. 4E said yes and it usually has more interest than the 15 students listed. 4E said the Horizon League championships need to be covered since our school attends them. 4E said lodging isn't listed because from year to year the location changes. Anton asked if the computer money was just for maintenance. 4E said it has 5 computers and the money goes towards their maintenance. Anton asked if 4E is moving. 4E said it is moving to GTP's old office. Pha asked if it has a reserve. 4E said it has somewhat of a reserve but it has been something that is not understood by everyone so John Landrum is being spoken to. Voting will take place on D-Day.

International Club – IC said it is here today to ask for \$480.13 that is still owed can be waived. IC said in order to have the International Dinner the debt must be paid. IC said it is the longest running event on campus. Brad explained that last year IC went on a trip. IC said it realized too late that the budget was wrongly planned and IC spent more than what was budgeted. IC said it took full responsibility and has been paying the debt off for almost a year and a half. IC said it has been fundraising all year long but up to this point a debt still remains. IC said it needs to be decided soon whether or not the fee will be waived. IC said it needs to start advertising and planning extremely soon if it plans to have the dinner. Brad said that OFO froze the account this year so IC needs the funds to pay the debt. Brad said IC is asking for \$480.13 from a trip that wasn't gone on this year to go towards paying the debt. OFO said that IC came on Friday for a trip done on Saturday and car rentals were charged, parking charges, hotel charges and problems with snow. OFO said it changed the booking of the hotels and it was miscommunicated what was owed. OFO said it owed \$2,700 and so far IC paid in \$2,200. OFO said it had money left over from SUFAC sponsored events last year that could have gone towards the cost. Matt asked if there is an issue with seg fee funds from last year. OFO said the debts come from the same pot anyway. IC requested it be an immediate action item. Pha made a motion to make the IC fund request an immediate action item. Andy seconded. Yue called the question. Motion passed 11-0-1.

Amnesty International Contingency Fund Request – AI said it is a group dedicated to preserving human rights and standing up for human rights throughout the world. AI said big issues it is for is preventing violence against women, freeing political prisoners, protecting people of all countries. AI said it has been registered for 2 weeks and it has missed the October deadline for the budget. AI said this is the budget it needs. AI said the \$50 assessment fee is for the affiliation with Amnesty International annual fee. AI said the \$13.50 is for a banner that is an official Amnesty International banner from the Midwest office. AI said the banner would be helpful for the March booth it is presenting. AI said the next item is a \$250 request for a screening fee of Committing Poetry. AI said it is a documentary regarding the censorship of poetry and other arts during war time since 2001. AI said the \$20 request is for temporary tattoos for promotional items since it has missed OrgSmorg. AI said the \$20 Screening Fee is for Invisible Children. AI said it is regarding the displacement of child soldiers in Northern Uganda. AI said it is also requesting \$100 for office supplies since it is a new group. AI said it will write letters frequently as well as copying costs. AI said another \$100 is for Air Grams which are typical stationary used in chapters since it is used for international letters. AI said the main campaign was working for Chinese prisoners so every week hundreds of letters were sent. AI said it is one piece of paper which is written on the inside and international postage is included. AI said it is cheaper than buying paper, envelopes and postage separately. Matt asked when in March is the event planned. AI said March 10th and March 13th there will be a documentary called Justice Without Borders regarding the International Legal System. AI there will be two showings each day. Anton asked where the DVD be stored. AI said all orgs are provided storage space and office space next year so there are secure places. Pha said since AI is a new org, will goals be followed. AI said yes and it has only been registered for 2 weeks and an event is already planned. AI said with more resources it will be easier. Pha asked how does this benefit the university. AI said the org provides itself as an International organization. AI said it would like to bring attention and awareness to issues UWGB students are unaware of. Tania asked what will be done next Fall for funds. AI said it will be requesting a contingency next Fall as well. Matt asked if anything is needed before March 10th. AI said it already has booth space reserved and it would like the materials before then that can be used at the booth. AI said not all are particularly necessary by the 10th but will be necessary after that date. Anton made a motion to make the Amnesty International Request Action Item C. Lynsy seconded. Anton called the question. Motion passed 12-0-0. AI Contingency Request is now Action Item C.

Public and Enviro Affairs Contingency Request – PEAC requested an \$1800 amount to purchase t-shirts. PEAC said it is the biggest event of the year for the org. PEAC said it has tried to fund itself for the longest time and is asking the amount for 300 t-shirts because demand has increased so much. PEAC said it used to make its own but every year more and more people get interested so the workload is increasing. PEAC said it is hoping this year because of the demand it hopes to get more t-shirts at a good quality and then have excess profit for other events. Cheng asked how much t-shirts will be sold at. PEAC said \$10 is the price chosen. PEAC said it hopes to make \$1,500. Anton asked whatever money is made will be used for other events. PEAC said \$1,800 will be paid back to SUFAC. Anton asked if PEAC has agency. PEAC said it doesn't think so. Anton

asked if fundraisers were been done this year. PEAC said this is the fundraiser it does every year. Matt asked how much t-shirts cost last year. PEAC said this year they are organic t-shirts so they are more expensive. Pha asked if additional fundraisers are done besides the t-shirts. PEAC said it does fundraisers every semester. PEAC asked if this could be an immediate action item. Anton made a motion to make this action item d. Tania seconded. Ryan called the question. Motion passed 11-0-1.

SUFAC Food Request – Anton said the food request has changed. Anton said the old version of the menu was used for the food funds. Anton said two hour rule for food is enforced as well as only certain food is allowed on the weekends. Anton said breakfast is provided, lunch and an afternoon snack. Anton said it was originally \$170 and it is now \$368. OFO said the total request is \$168 if you subtract the \$170. Andy made a motion to make it an immediate action item. Lynsy seconded. Cheng called the question. Motion passed 7-0-5.

Gamers Club Travel Request – Tania made a motion to approve the Gamers Club in full. Matt seconded. Andy made a motion to go into Committee of the Whole for 1 ½ minutes. Lynsy seconded. Anton called the question. Anton called acclamation. Andy said what would happen if it wasn't funded and the representative said it would happen either way. Andy asked why do people ask for money whether the club needs it or not. Sheila said then the students have to take it out of pocket. Tania said it shows the passion for the organization. Pha said it is trying to recruit more females to the club by going on this trip. Committee of the Whole ended. Pha called the question. Motion passed 3-1-8.

International Club Reallocation Fund Request – Andy made a motion to approve. Tania seconded. Pha said it is hard to be an international student and every year new students come in. Pha said it wasn't the students this year's fault and it is a good idea to remove the debt so an international dinner is possible. Andy agreed with Pha and said it went haywire real quick. Andy said this should be second chance. Matt said it is great because it is reallocation so that is good. Ainura said the students have paid so much of the debt already. Pha called the question. Motion passed 11-0-1.

Amnesty International Request – Matt made a motion to approve. Andy seconded. Tania made a motion to enter Committee of the Whole for 3 minutes. Lynsy seconded. Tania called the question. Tania said that she understands but is concerned with the idea of \$553 to use up in the time that is left in the semester. Tania said she is worried what is going to be asked for in the Fall. Andy said he understands but the \$50 assessment fee, the office supplies and the banner won't be needed next Fall. Andy said it is a wait and see situation. Andy said AI already has an event planned. Lynsy asked if SUFAC could fund less than what was asked. Lynsy said it is an org a lot of universities are involved in. Lynsy said the tattoos aren't needed. Tania said most orgs get \$100 for start up so it is kind of unfair to the other orgs. Lynsy said the orgs don't all have registration fees. OFO said start up money is for office supplies, which AI asked for \$100 worth. OFO suggested cutting office supplies by half. Matt said orgs have been funded for start up and other things simultaneously. Claudia said the org seems organized. Pha wanted a straw pull for line by line. Everyon eapproved the assessment fee. Majority approved banner. \$250 fee

for committing poetry approved. Tattoos not accepted. Invisible Children majority for. \$100 office supplies not supported FIX THIS UPP!!!! Majority in favor of postage. Andy suggested cutting office supplies in half because the semester is almost done. Majority approve \$50 office supplies. FIX THIS UP!!!! Andy said the quick math would be \$483. Matt said other advertising methods are available. Anton said the last org to get \$100 was approved on 2/27/08. Matt asked if since org start up is done does it come from a different pot. Brad said it comes from the same pot. Pha made a friendly to the motion to remove the tattoos and cut the office supplies in half. OFO said the total is \$483.50. Matt did not accept the friendly. Tania made a motion to go into Committee of the Whole for 5 minutes. Lynsy seconded. Committee of the Whole did not pass. Anton made a friendly to erase the \$20 fee. Matt accepted. Pha called the question. Motion passed 8-1-3.

PEAC – Lynsy made a motion to approve in full. Anton seconded. Matt made a motion to go into Committee of the Whole for 2 minutes. Yue seconded. Committee of the Whole for 2 minutes. Andy said this was done for Good Monsters and it was for a different issue. Tania said the money will be paid back. Andy said people need to be bought. Tania said the numbers don't lie and the t-shirts have sold previously. Matt said only 200 need to be sold to get the funds back. Tania said the awareness this raises is for environmental education. Andy asked how much the cost of t-shirts would be if they weren't organic. OFO said \$10 instead of \$9. Tania said it is organic t-shirts and people would be interested in buying them. Ryan called the question. Motion passed 12-0-0.

D-Day Preparations

Guidelines – Brad said guidelines need to be set for the meeting and what will go across the board. Brad said in the past, S & E for anything \$100 can be approved. Brad said the salaries & honorariums were talked about and could be kept the same or around campus 2% increase for the pay plan so it could be upped by that amount. Brad said contractual could be limited by in an amount or number of speakers. Brad said 1 food event per semester for meetings. Brad said travel is important to be clearly defined and if not it can come back next year. Brad said that is stuff to think about. Brad said even though guidelines are approved, exceptions can be made. Brad said there won't be stress on individual items, it is not up to SUFAC to decide which speaker but rather an approved amount. Matt asked if ranking is not useful. Brad said it gives an idea what can be approved.

OFO Updates – OFO said the changes might better be handled by each budget during D-Day.

Announcements – Matt said there are 100 registered org.

Brad said D-Day is on Saturday in the 1965 room.

Anton made a motion to adjourn. Cheng seconded. Yue called the question. Meeting adjourned at 7:30 PM.