

## SUFAC

Meeting Minutes for 17 November 2011

- I. Call to Order**

SUFAC Chair Matt Balson called the meeting to order at 5:21pm.
- II. Roll Call**
  - a. Members Present:** Matt Balson, Jessica Olive, John Landrum, SGA Exec., OFO, Jillian DeRidder, Lindsay Krapfl, Kimberly Dawson, Jonathan Amel, Jeff Huebner, Rebecca Ellenbecker, Shawn Brown, Shawna Albert, Kyle Zellner, Matt Nieman
- III. Recognition of Guests:** Jessica Hammond- GTP; Chris Baldwin-GTP; Jeff Cook-SGA/PEAC; Jordon Tilkins- Fourth Estate
- IV. Approval of Agenda:** Matt entertained a motion to approve the agenda. Jess motioned. Jillian seconded. Shawna called the question. Lindsay acclimated.
- V. Approval of Minutes:** Matt motioned to approve the minutes for last week. Jess motioned. Kyle seconded. Matt called the question. Jillian acclimated.
- VI. Reports**
  - a. OFO:** The contingency report is \$40,979.94 \$33,884.94 and the new organization start up is \$ 1,300.
  - b. Senate:** A joint Senate-RHAA group met with Paul Pinkston of Facilities this week to propose an on-campus ice skating rink to provide students with an outdoor activity during winter. We are still in the exploratory phase, but the proposal would be for a trial period next semester. Also, the SGA childcare survey has concluded. There were 550 responses. On Tuesday, the 22<sup>nd</sup>, from noon to one in Phoenix Room B, we will be having an open forum for any students, faculty, or staff who have an input on the issue. The next Senate meeting is Monday, November 21<sup>st</sup>. We will be having guests from the Cofrin Library and Information Systems to discuss the use of technology on campus.
  - c. SGA:** We have a students rep meeting on Dec 2<sup>nd</sup> and 3<sup>rd</sup>.
  - d. Vice-Chair:** We went back and spoke with Amy about the position and we'll discuss that later on.
  - e. Chair:** N/A.
- VII. Discussion Items**
  - a.** The mission of GTP is to contribute to the educational mission of the UW-GB by designing, developing, and presenting leisure and educational programs, that improve the value of student life. Some highlights have been Thompson Square, Pat McCurdy, Jim Wand, and more. Under S&E, we're requesting a total of \$11,730.00. General office supplies will cost \$6,650.00, photocopying is \$325.00, phone is \$250.00, duplicating is

\$2,270.00, memberships is \$625.00, and computer is \$1,610.00. We have no capital expenses. For Contractual, we're requesting a total of \$94,300.00. Program one is public relations, which will cost \$3,000.00, Special events is program two and costing GTP \$26,000.00, Lively Arts and Issues costing \$22,800.00, Innovative Sounds costing \$14,000.00, Variety Entertainment costing \$16,500.00, and Outdoor Adventure and Travel costing \$12,000.00. For our food breakdown, we're asking for a total of \$1,970.00. Pat McCurdy will cost \$500, Ladies Night Out will cost \$450, Weekend programs one and two both costing \$250, Gravedancer's Ball costing \$325, and our Fall and Spring Member Relations meeting, \$195.00. For our travel breakdown, we're asking for SUFAC to contribute \$2,898.00 for trip one, \$2,936.30 for trip two, and \$701 for trip three. Under honorariums, we are requesting \$14,570.00, with no percentage of increase for any position. Under our revenue and summary sheet, we have a total of \$300 in total revenue, total cost for trips equaling \$6,535.30, total cost equaling \$129,405.30, and total allocation equaling \$129,105.30.

**Questions:** Jess asked under trip request two, why they are taking two vans for eight people. GTP said that is because two advisors are going, also. Jess said that as a point of information, GTP is usually an exception under travel because the organization is going to benefit the entire student body. GTP also said that if they booked different acts to come to campus outside of the conference, they would be spending about \$3000 more compared to booking them at the conference. Jess asked if all of these acts are booked at the conference. GTP said that not all are, but a good majority. Dave asked if GTP has to prove that they were at the conference to book an act at that price? GTP said they wouldn't be able to get the act at that price, so that is how people know if they were at the conference. Jess asked if the organization is requesting any additional money compared to last year? No, they are requesting the same price.

- b. Fourth Estate:** The Fourth Estate's mission is to provide the campus and the community of Green Ba with information regarding news, sports, and entertainment. Fourth Estate will also teach its writers strong journalism ethics that will prepare them for their occupation in the communication field. Under S&E, we are requesting \$8,075.00. The majority is this is for computer and networking fees, which costs \$4,025.00. General supplies also costs \$750, photocopying is \$300, phone is \$550, postage is \$650, subscriptions is \$1,300, and memberships cost \$500. Under capital, our total expense is \$342.50. Item number one is writer incentives, which will cost \$50, associated stylebooks will cost \$80, WNA Foundation Better Newspaper contest will cost \$112.50, and the end of the semester party will cost \$100. Our total committed expense is \$8,417.50. Under honorariums, we have 14 paid positions that rank differently. We are not planning on increasing any percentage of the honorariums this coming year. The editor in chief makes \$1,540/year, Managing Editor makes

\$750/year, the News, Sports, Entertainment, Life, and Opinion Editors all make \$660/year, the 4Play/Off the Wall Editor makes \$360/year, the Layout Editor makes \$330/year, Photography Editor makes \$550/year, Copy Editor makes \$720/year, Business Manager makes \$830/year, Website Manager makes \$400/year, Ad/Distribution Manager makes \$280/year, and the Ad Commission makes \$1,600/year. This adds up to \$10,660.00. Each position is averaged to spend about 10-15 hours/week working on their section of the paper. Under travel, we are requesting one trip, in which we would be going to the Best of the Midwest Newspaper Convention. There would be a total of 15 students going, and the cost per student is \$1000. We would need four hotel rooms, and would be staying a total of two nights. We would also need three vehicles, in which we would be taking motor pool with a round trip mileage at 600. The total registration for this trip is \$1,500, and the total lodging is \$1,200. The total transportation would be \$729, total trip cost is \$3,429, the one-third org contribution would be \$1,143, and the SUFAC contribution would be \$2,286.00. We also have one contractual cost, which is \$43,000. We currently have a contract with the Shawano Leader. Jess asked how many copies 4E receives. The organization receives about 225 copies each week. 4E estimated about \$42,000/year in advertising revenues, and figured they'd give about 10% back to SUFAC. Our total allocation would be \$29,163.50. Jess said that as a point of information, the last years SUFAC board froze the honorariums for two years. OFO said that under travel, the accurate mileage would be .38, not .33. This would just change the rate, as the number is still correct. Jess asked under contractual, if it is estimated at \$43,000/year. The breakdown does not add up. Jess asked if the board wanted to cover them an extra \$300, or not just in case anything were to come up. The board will stick to \$43,000. Jess asked if they could go over the Horizon League coverage. 4E said that this is set in place as it protects the organization so they are covered. Jess asked if people go to the home games and take pictures now. Yes. Jess asked if they covered the Sweet 16 for the women. No, they did not, but this is what this fund would be for. Jess said that for SUFAC's purposes, and since there isn't any figure, they should come in on contingency and ask for the money. She also said that the other option would be to email the actual numbers to SUFAC so the board could work that into the budget. Overall, the total revenue is \$36,343.00. Under cost summery, Fourth Estates total cost for trips is \$3,429, total cost is \$65,506.50, and total allocation is \$28,953.50.

- c. **SGA:** SGA represents the student body, take care of the policies at UW-GB, and makes sure the campus is running the best way it can for the students. Our total S&E was \$8,012.00, but should actual be \$6,462, as memberships should be stricken from the budget. Under our Capital Items, we have a total of \$18,500. Capital Item one, OrgSmorg, we're requesting \$200. For item two, name tags/business cards, we're asking for \$100, and we're requesting \$18,200 for item number three, which is our new

sustainability fund. Therefore, our total committed expense is \$26,512.00. Under honorariums, you'll see the 48.36% increase for the SUFAC Vice Chair. This is justified as the structural format for all the other orgs has a 10% decrease from the top down. This is not true when looking at the differences in salaries between the Chair and Vice-Chair for SUFAC. Therefore, to make it fair, we have a 48.36% increase. Other than that, no other position has an increase in their salary. For the President, he/she receives \$2,420/year, Vice-President receives \$1,936.00, Senate Speaker receives \$1,452.00, SUFAC Chair receives \$1,814, Committee chair's receive \$544/semester, Chief Justice receives \$990/year, Associate Justice receives \$300/semester, Executive Assistant receives \$660/year, and Press Secretary receives \$600/year. Under contractual, we're requesting a total of \$9,500. For program one, Max U Day, we're asking for \$1,000, for program two, the Ally Conference, we're asking for \$500. For both the fall and spring special event, we're asking for \$2,500, and for the SGA Committee Programming, which is a new program, we're requesting \$3,000. Under food, program number one and two are used basically saying thank you for those who have served on the board. Each of those are requesting \$150. Program three is D-Day, which comes out to \$400. Pass the gavel event is a dinner outing for the SGA Exec Bored members, incoming Exec Board members, and administration. This will cost \$500. The Exec Board retreat, program five, is a dinner with the newly elected and appointed SGA Exec. Board Retreat, which is requesting \$200. Our new program is at SUFAC meetings. This is to help the board get food on nights where you know it'll be a long meeting. Therefore, that event is requesting \$150. The total for food expenses is \$1,550. Under travel, we are requesting money for five trips. Our first trip is to the UW System. There would be three people attending, with a registration cost of \$17/student. We would be staying one night, and would need one to two rooms depending upon who decides to go. We would also take a motor pool vehicle, with a round trip mileage of 288 miles. This breakdown is true for trips one through five. Trip 5 is for the SUFAC Chair and Vice Chair, and this is to make sure that things are running smoothly. We did have a bug jump. Matt asked if Jeff could talk about the sustainability fund. This fund is basically where we talk about potential projects that can be done to reduce energy costs, water saving techniques, or anything that can help the campus environmentally. Right now, we are in the middle of our research on what project we'd like to see funded. Right now, we have a solar assessment provider that will come and present his findings. From that, we can determine which part of campus would be mostly benefited. We have also talked about solar wind, and also looked into geo-thermal. Anything that you may want to know is in our minutes, which can be found online. Riley also stated that there was an amendment added, so there are regulations in place and can be followed. Jeff said that it is our first year with this fund, so we're still looking to get the ball rolling. However, we're hoping to propose an idea to Senate at the latest,

beginning of spring semester. Matt asked about the computer fees. Riley stated that he forgot to add another computer in the budget. As a point of clarification, Dave said that the computer fee of, \$4,025.00, is budgeted.

### **VIII. Action Items**

**a. Athletics:** Jess motioned to enter committee of the whole for 15 minutes. Lindsay seconded. Jeff called the question. Jillian acclimated. Entered at 6:24pm. Jess motioned to exit committee of the whole. Kim called the question. Kyle acclimated. Matt entertained a motioned to approve Athletics. Kyle motioned. Jess seconded. Rebecca called the question. Lindsay acclimated. Roll call vote passes 10-0-0.

Shawn entered meeting.

**b. Kress Facilities:** Matt entertained a motion to enter committee of the whole for 15 minutes. Jess motioned. Matt seconded. Shawn called the question. Kim acclimated. Entered at 6:36pm. Matt entertained a motion to end committee of the whole. Jess motioned. Jonathan called the question. Matt acclimated. Matt entertained a motion to approve Kress Facilities. Jillian motioned. Rebecca seconded. Matt called the question. Jess acclimated. Roll call vote passes 11-0-0.

**c. Dean of Students:** Matt entertained a motion to approve Dean of Students. Jess likes the no increases. Kyle asked if she was planning on using some of the reserves. Matt said that it is pretty small, anyways. Jess asked John how much an organization could have in their reserve? John stated that the number was 15%. Jess also liked that Brenda was maintaining a small reserve. Kim liked how she justified what part of the seg fees she way paying for. Lindsay asked for the total amount. \$31,220. The \$3,250. There was discussion about the \$31,220 on the spreadsheet. John and Jess had a side discussion on the amount to approve. Rebecca motioned to table the Dean of Students. Jess seconded. Jillian called the question. Jess acclimated.

**d. Health and Counseling:** Jess motioned to enter committee of the whole for 20 minutes. Jillian seconded. Shawn called the question. Riley acclimated. Entered at 6:49pm. Matt entertained a motion to extend committee of the whole for 15 minutes. Jess motioned. Jillian seconded. Rebecca called the question. Matt acclimated. Matt entertained a motion to extend committee of the whole for 15 minutes. Jess motioned. Jonathan seconded. Shawn called the question. Jess acclimated. Matt entertained a motion to exit committee of the whole. Jess motioned. Jeff seconded. Riley called the question. Jess acclimated. Exited at 7:35pm. Dave motioned to approve B. Riley seconded. Shawna called the question. Dave withdraws his previous motion. Dave motioned to approve the budget in full with option A. Kim seconded. Jess called the question. Roll

call vote fails 1-4-2. Matt entertained a motion to approve in full for option B. Jess motioned. Kim seconded. Lindsay called the question. Roll call vote fails 4-2-2.

- e. **Bowling Club:** Matt said that there was an email sent to the board stating that they would like to remove their contingency request.
- f. **Ski and Snowboarded:** Matt entertained a motion to approve in full for \$275. Jess motioned. Jillian seconded. Jonathan called the question. Roll call vote passes 5-0-3.

**IX. Announcements:** John wanted to know if the board would like to un-table the Dean of Students. Jess motioned to take the Dean of Students off the table. Jillian seconded. Lindsay called the question. Jess acclimated. Matt entertained a motion to approve the Dean of Students in full. Jess motioned. Matt seconded. Jess called the question. Roll call vote passes 7-0-1. Matt wished the board a Happy Thanksgiving. Jess said that as a point of information, the board would be meeting the week before finals, just not the week of finals.

**X. Adjournment-** Matt entertained a motion to adjourn. Jessica motioned. Shawna seconded. Kim called the question. Jess acclimated. Exited at 8:00pm.

Respectfully submitted by:  
Hope Nyenhuis  
SUFAC Administrative Assistant