SUFAC

Meeting Minutes for November 13, 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, Eric Kissinger, John Landrum, Bea Yang, Nikolas Austin, Kaitlin Skroch, Nicholas Toyne, Erica Kuehn, Allison LeMahieu, Milton Byers, Sami Dannhauser, Marc Minani, Brandon Swanke, Penghan Yi, Karen Basulto
2. **Recognition of Guests:**

**Office of Business and Finance**: Kelly Franz, Dick Anderson

**Athletics**:Brendan Gildea

**Student Life**: Lisa Tetzloff

**SGA**: Jessica Murphy

**Counseling and Health**: Amy Henniges

**WOC**:Tress Blake, Camara Wallace

**BSU**:Justin Mallett

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

Reed entertained a motion to approve the minutes from the last meeting. Eric motioned. Vanya seconded. Voice Vote. Agenda passed.

1. **Reports**
   1. **OFO:** Contingency is $27,103.30 and small organization start up is $1400.
   2. **Liaison:** Everybody should go to see the Installation ceremony tomorrow at the Weidner for Chancellor Miller. It will be interesting to see all the staff dressed up like a graduation ceremony. It only happens once every 5-7 years. It is something worth your time. It starts at 2:00pm and there is a reception after. UWGB Day at Lambeau is this Saturday.
   3. **Senate:** Reed announced that Brandon Swanke is joining us as a Senate member. Brandon is glad to be a part of this and as an accounting major, he said that he should get used to numbers so he will be happy to serve the board.
   4. **SGA Exec:** We want to replace paper posters with TV monitors in the academic buildings and hopefully in housing as well. We are also reviewing the student election rules over the next few weeks.
   5. **Vice Chair:** This week, we have approved the Curling Club for equipment as well as Alternative Theater for a trip to Madison and a Bowling Club reallocation for registration. The Curling Club request was under $100 so we approved that on our own.
   6. **Chair:** Marc Minani is joining us but he has a class conflict this semester so he will be attending later. Anyone who has not done Viewpoint neutrality training needs to see me before they can vote so please see my Vice Chair or I. I had meetings this week with Athletics and Intramurals and the Kress Center. We have figured out that budget, which we will be going over this evening before they present next week.
2. **New Requests**
   1. **WOC Travel Reallocation**

Reed explained that the travel expenses do not fit guidelines so we decided to take this request to the board even though we can usually approve reallocations.

We were originally going to a women’s conference in Wisconsin but we found a more fitting conference in Louisville, Kentucky. We had no control over the location of the conference, last year it was in the Midwest. Compared to the women’s studies conference, this conference is more fitting because it provides a safe place for women of color to voice their issues and develop an identity.

Reed POI: Technically, Louisville, Kentucky is not in the Midwest but we have made exceptions in the past since it is not far from Ohio. The concern is that it exceeds the $40 per person per day guideline.

**Questions:**

Allison asked about the lodging, is one room going to accommodate all 5 people on the trip? We hope to only need one room but it depends on the genders of the participants. If there are all females, we will only need one room but if there are males as well, then we will need two rooms.

Eric asked about why the guidelines should be broken for this conference? This conference in Kentucky is more fitting to our needs than the one in Wisconsin, which is more specific to women studies majors while the Kentucky conference is open to all majors.

Reed POI: Essentially, they are asking for an additional $900 on top of what we have already approved to fund from their budget.

Vanya asked if the hotel they are staying out is close to the conference? Yes, it was the hotel recommended by the conference. Vanya asked if there are other hotels nearby? They are not sure about that. Reed commented that would be something that they would work out on their own with the conference.

* 1. **BSU Soul Food Dinner**

Reed commented that this is another event that was in last year’s budget for BSU. There was a request for $1000 for the Soul Food Dinner, which has been funded every year and has been funded in the past. It was denied on the technicality that an itemized list was not provided, which is why it can be reconsidered within the year according to the guidelines. This is Program 3 under their budget. In the past, orgs that have been denied based on lack of an itemized list have had the opportunity to present.

We annually host the Soul Food Dinner, usually during Black History Month. This event is a way to gather the family together traditionally and honor Black History Month. We want the students to be able to be a part of Black culture so they can enjoy and learn about what we have to offer.

**Questions:**

Allison commented that the request goes over the maximum amount in the guidelines. Reed commented that we increased the limit last year but not for food. We need to consider that there are times where we make exceptions and times that we don’t.

Kaitlin asked if they have looked into having other departments sponsor the event? We have collaborated with other orgs but since they have other events, they do not have spare money to contribute to this event.

Reed asked if they plan on charging at the door for nonstudents? Yes, we are charging students ($3) and nonstudents ($6) but the cost is $18 per plate. Reed commented that community members must be charged fees equal to the cost of their meals for event according to the guidelines. That may be a requirement depending on how the board votes.

Nik A. asked if they have any other method of raising the money? We would love to do other fundraisers and the Director plans on seeing if they have available funds to support the event. We will seek other methods of raising funds. The American Cultural Center is willing to help out if they have the funds available.

John POI: They expect to take in about $1300 from ticket sales for this event? They responded that the money that we get from the tickets would go back to SUFAC.

1. **Budget Hearings:** 
   1. **Office of Student Life:**

Student Life plans activities for students outside of the classroom and they are a mixture of entertainment and educational events. We do all different types of programming and leadership activities. We are happy with the growth we have had over the last few years. We are not asking for an increase next year. We plan on spending down our cash balance to compensate for any increases, which is in the 1.5-2.5% range. One of the reasons that we are able to do that is because last year, we wanted to bring Ke$ha to campus but that did not happen so the money that we allocated for that went back into our reserve instead. Our Student Coordinator is retiring and until we replace her, we are saving on costs there for a few months. We do collect money for some events. For outdoor adventure and travel programs, students pay half price and nonstudents pay the full price. We decided to enforce this because students have bailed in the class and we usually have a long waiting list for the events. This year, we have the Ingrid Michaelson concert this Saturday and we are projecting a small loss for this concert unless we sell another 100 tickets. However, we can absorb any costs that we may lose. Movie ticket sales are just a pass through that we sell to students. The revenue is filtered back and forth there. About 65% of our budget is personnel and the rest is for speakers, promotion, etc. For staffing, we have 6 full time staff, 1 part time, and 11 student staff. We supervise ambassadors but we do not pay for them. Shiela Carter, the coordinator, is retiring as I mentioned previously. We are constantly evaluating at which events food would be appropriate. We are very responsible for our money, which is why this is the third year that we are not asking for an increase.

**Questions:**

Reed asked if there is anything in particular that you would like feedback on concerning the budget? No, nothing we can think of. Reed commented that this is a pretty straightforward budget.

Eric asked if they plan on increasing the number of student employees in the future? No.

* 1. **Health & Counseling:**

Through the funding that we have been provided is free nursing and counseling services. We had 4948 visits to our health and counseling center, which includes both the nurse and counseling visits. We are not asking for more seg-fee dollars. We have factors in a 1% increase for staff across the board as well as a salary progression for one of my nurses that will be hitting the 7-year mark. We are using some of the reserve funds that we have to not ask for more money. All of my staff is selecting full-family benefits so the fringe benefits will not decrease. 77% of our funding is from SUFAC. To limit our costs, we only order medication when needed. We shifted some of our nursing positions around. We are using the money to pilot an increase in nurse practitioner hours so that we can fill those practitioner spots since they are already employed and have benefits. The goal is to hire a nurse practitioner since we are limited at the moment by 6 nurse practitioner hours. We returned $75,000 to the seg-fee last year. We are being trained on how to wear protective gear in an emergency situation, such as ebola. This involves safety training and use of equipment, which is what we want to save some of our reserve money for.

Reed commented that we used some of the money they gave back to us to help us with the seg-fee. When they do eventually ask for an increase, they would have been planning it for a long time and we need to consider that.

Nik A. asked what a urine test is? The nurses can use the sample to test for urinary tract infections.

Nik A. asked about the marijuana and alcohol classes for students that violate these guidelines on campus? We teach the classes and the Dean of Students collect the money.

Vanya asked if there has been an increase or decrease in the number of visits? I would like to say that there is an increase I will send the actual numbers.

Allison asked how many flu shots they have left? We have less than 40.

Milton asked if they plan on hiring more students? We have had one student worker and that seems to be the right amount so we don’t plan on increasing that for next year.

Reed asked if there is any feedback you would like on the budget? Just whether or not it looks reasonable. Thank you for the support.

1. **Discussion Items:**
   1. **University Union Budget**

Reed explained that we want to tell Rick what is definitely approved and an indication about the capital projects and whether we want to support them in the future. This will determine how we want the fee to look in the future. Some of the items, like the dishwasher and hot water equipment, are already in process. We pay Rick to determine what projects we need funded and we have to decide what we would like to support in the long run.

Eric commented that these items seem very supportive of the union. While the dollar values are very high with these replacements and repairs, in the long run they seem reasonable. A few concerns that came up last time include whether the dishwasher will meet our eco-demands. Rick said that the dishwasher would have a function of pulverizing the solid waste while we currently have to pay a service to get rid of this waste. The pulverized waste can be used for the composing project. Last year, there was a bill through student senate requesting that we will support the idea of a self-dining system after we finish our contract with Aviand’s.

Allison asked if $50,000 is an accurate cost for vending machines (in the 15-16 budget) because it seems expensive? John commented that there are probably about 15-20 vending machines on campus.

Milton asked if becoming a self-dining system would change the dining and pass point system? Reed commented that there would likely be changes in the dining system but this is a service that students find convenient. John commented that this has to do with the dining contract and it would change the system completely.

Nik A. asked what an HVAC is? It’s a heating and air-handling unit. Kelly commented that essentially, it is a giant air-conditioning unit.

Allison asked what POS means? Reed responded that it is point of sale and the Blackboard Company oversees all the student transactions on campus, including laundry services. Milton wants to know if we are still paying for them or is that contract changing? Reed will e-mail them with that question.

Reed commented that some of these changes Rick is asking about should be brought up at a Senate meeting since we are focusing mainly on the budget. We will talk about this budget again so we can give Rick some more feedback.

* 1. **Projected SUF**

Based on the auxiliary numbers, we can estimate the SUF rate. We took out about $400,000 from our reserves last year, which we cannot repeat next year.

1. **Action Items:**
   1. **Phlash TV Contingency Request**

Reed entertained a motion to approve the Phlash TV committed request for $432.00. Eric motioned. Han seconded.

Milton asked if Phlash TV is used a lot? Reed commented that it is a broadcasted on campus. Vanya responded that they gained a few more members but they are not as active as they would have hoped. Student government has used them for several addresses. They are looking for more active members.

Eric commented that they plan on fundraising to sell Seroogy bars to pay SUFAC back.

Roll call vote. Motion passed 6-0-1.

* 1. **Kappa Sigma Appeal**

Reed entertained a motion to approve the Kappa Sigma request for $365.95. Han motioned. Kaitlin seconded.

Straw poll vote. Roll call vote. Motion passed 7-0-1.

1. **Announcements:**

Vanya announced that they are drafting a letter to the governor’s office to state the importance of the education system so that he will hopefully extend funds so if anyone is interested in helping to draft the letter by December 6th, please contact me.

Milton asked if anyone wants to do the feedback survey, please e-mail me.

Reed hopes everyone can check out the chancellor’s installation tomorrow.

1. **Adjournment:** Reed entertained a motion to adjourn the meeting. Allison motioned. Karen seconded. Meeting adjourned at 6:35 pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant