

SUFAC
Meeting Minutes for November 15, 2012

I. Call to Order

SUFAC Chair Matt Balson called the meeting to order at 5:19 pm.

II. Roll Call

- a. **Members Present:** Matt Balson, Kimberly Dawson, John Landrum, SGA Exec., Bea Yang-OFO, Joshua Shope, Reed Heintzkill, Shawn Brown, Kyle Zellner, Jeff Huebner, Katie Simson, Megan Leonard, Brianna Mollberg

III. Recognition of Guests: Danielle Jerominski-Women's Club Volleyball, Brenda Amenson-Hill-Dean of Student's Office, Grace Vecchie-OLA, Rick Warpinski-Union

IV. Approval of Agenda and Minutes: Matt entertained a motion to approve the agenda. Kim motioned. Jeff seconded. Megan called the question. Kyle acclimated.

Matt entertained a motion to package the minutes from November 1, 2012 and November 8, 2012. Kyle motioned. Megan seconded. Kim called the question. Jeff acclimated.

Matt entertained a motion to approve the minutes from November 1, 2012 and November 8, 2012. Jeff motioned. Megan seconded. Kyle called the question. Megan acclimated.

V. Reports

- a. **OFO:** Contingency is \$30,937.72 and small organization start up is \$1,300.
- b. **Senate:** None.
- c. **SGA Exec:** We are looking at the budget right now and we possibly want to fund child care.
- d. **Vice Chair:** Next semester in April our meeting time will be Wednesday instead of Thursday. If you already scheduled classes its fine and we may not have a meeting every week if we don't have business
- e. **Chair:** Student org budgets due tomorrow at 11:59 pm and it's our final week of auxiliary presentations. After tonight we will look at approving all those budgets and then we will move on to the student org budgets. Deadline for vice chair application is tonight.

VI. Discussion Items:

a. OLA Trip Request

OLA is requesting money to attend a national conference in Chicago, IL. This conference is a great opportunity for OLA members to learn from others about the current issues facing Hispanics/Latinos today. It is also a good opportunity to gather ideas on how to make OLA a better organization. OLA is requesting money for 11 more students to stay for 3 nights in Chicago. There has been an increase in interest in the conference and OLA wants the organization to expand. OLA also wants students to get the experience and learn more about Hispanic/Latino culture. The whole school is allowed to join in and go to the conference.

Questions: Kim asked if 10 students were already approved. Yes, that was part of the budget last year. Heba asked if they only needed one motor pool vehicle. We had 2 already approved so we only need one more. Shawn asked if students already showed interest in going. We have 16 students wanting to go but we have 21 spots. Reed asked when the trip is. February 14-16. Katie asked about advertising. We have fliers and a tamale sale which we do every year. Kyle asked how many vans the university has. Matt said 4. Trevor asked if the 6 students that want to go now are new to the club. Yes they are. Heba asked if it is always in Chicago. Yes. Trevor asked what made OLA choose this conference over others. There is a conference in fall in Milwaukee and there is one in spring in Chicago. The spring conference in Chicago was more beneficial and it is nationwide. OLA has been going to this conference for years.

b. Women's Club Volleyball Trip Request

Women's Club Volleyball is requesting money to play in a preseason tournament at UW-Stout. This tournament would give them the opportunity to work together and try many different lineups before the actual season starts. Many teams that are participating in the Wisconsin Volleyball Conference will also be playing in this tournament. The tournament is December 1.

Questions: Megan asked how different the mileage for this trip was since it is at another school. Bea doesn't know yet. Heba asked how many people are going. 13. Reed asked why it wasn't budgeted for last year. We didn't know where it was going to be. Our conference play includes 4 tournaments and a state tournament, so this was in addition and we didn't know if we would play in it or if we would have a team. Trevor asked if this was the only preseason match. Yes.

Matt entertained a motion to make this request an immediate action item. Kyle motioned. Jeff seconded. Megan called the question. Kim acclimated.

c. Dean of Students Auxiliary Budget

Brenda said the Dean of Student's office deals with student conflict, crisis management, advocating for students, and we are part of campus wide

initiative programs. I am presenting a small part of the overall picture. This is a small but important part of the segregated fee. I am not asking for an increase, so I am asking for \$34,472. The money goes towards student help, supplies and expenses, and fringes; none of this money goes to professional staff.

Questions: Katie asked if S&E was \$20,947. Yes. Katie asked what that money goes towards. It goes towards computer, phone, basic supplies, and professional development such as getting updated on FERPA and other laws. Brenda also said that some of the money goes towards supporting programs such as LGBTQ, Kwanzaa, and other new organization programs that don't have a budget.

d. Union Auxiliary Request

Rick said the Union budget covers Administration such as professional staff salaries, wages, and fringes, S&E, and capital improvements. We fund two large work teams. We operate the phoenix club and we administer the card system for campus. The good news is that the mortgage for the 1993 addition will be paid off in April 2013. It has taken us 20 years to pay that off. There will be a large drop in the segregated fee request because the mortgage will be paid off. There is a significant portion of the budget that generates revenue. There are about 12 sources that generate revenue. We have about 80 students that work in our department; that make up student salaries. There are fringe benefits for all professional staff. We are expected to bring in \$2,053,374 and our expenses will be \$2,058,701, so \$5000 will come from the reserve. I provided details about the dining plan. We want to increase the dining plan to \$1100 per semester from \$1025. We are currently the second lowest minimum required dining plan even after increases.

Questions: Kim asked what the reason for the decrease was under Sales and Charges. The main reason is that in the current year we have the Shorewood restaurant revenue and in the new budget that is not present. Kim asked Rick to speak about Shorewood. Shorewood revenue has been average this year. Matt asked Rick to elaborate on reasoning for the Shorewood change. Matt said last year we had a one-year trial period in which Shorewood was integrated in the Union budget and this year Shorewood will not be in the budget. Rick said he has been directed to do so. Shorewood club house operations should stay with the golf course. Kelly said that if the operation at the golf course makes money it should stay with the golf course and if it loses money students should not have to subsidize funding for that. Rick said it was meant to be a one year plan and that is what it was. There was really no impact on the students by doing this. We still want to push forward a partnership with the Office of Student Life and other organizations. Trevor asked about the salary savings. We have two positions that are not filled. Heba asked what happens with extra food. Most food can be saved and reheated. Some food has a shelf life of 7 days, whereas other items just have a one meal shelf life. Dining has a large liability if someone takes the food home

and gets sick, so there is a protocol that happens with the food. If food gets close to being out of date, the vendor may take it and bring it somewhere else that sells food quickly. We are looking into composting. We need a system and a process for compost but Green Bay doesn't have a large market for composting. Reed asked Rick to explain the relationship between the Union and A'viands. I manage the dining contract as Director of the Union. We utilize a vendor because they bring in an expertise/purchasing authority. The A'viands staff/director reports to me. We have a 7 year contract. It is technically a one-year contract with six contract renewals. All food service locations on campus are through A'viands except Shorewood, the Kress Events Center, and the Phoenix Club. The Weidner also has an exclusion from using A'viands food, but A'viands does provide alcohol there. A required dining plan helps to maintain the business and provide service. Our contract and delivery of dining service is different than any other campus because we are all retail, there is not a number of meals required, you have a set amount of money. Green Bay has been historically low on the required dining plan, which gives students a choice of how to spend the dining plan. Almost every other campus has a built in overhead component. Our overhead is about \$150,000 per year. Rick said the University administers the dining plan. We don't give A'viands any money until they sell that amount. Whatever money they don't earn, they don't get. If students are satisfied, they will get their full amount and A'viands may even capture more. It gives them incentive to be better and sell more. Reed said under Projected Revenue you have dining plan overhead as income, so where is the expenditure to A'viands? You don't see it because it's a wash. A'viands says that they are losing money, but we are getting closer to breaking even and we are hoping to make A'viands slightly profitable in the future. We pay all utility bills, upkeep, etc. If an oven breaks down, we have to pay those costs. Heba asked if at the end the year A'viands loses money. Yes, I don't have a percent of what they lose, but that number is decreasing. Kim asked if they are planning capital projects. Yes, we need to remodel and replace the dishwasher and dish room. It has been in the budget for quite a few years. The dishwasher is from 1996 and it is not very efficient. I always allocate a portion for replacing kitchen equipment or building wide furniture. Matt asked Rick to go into more detail about the 5 year capital plan. I'm trying to have a track record of what we proposed and what we did. Some things get pushed back or are not currently defined. As you go to 2014-2015 we need to replace our main condensing compressor and I want to plan for that so it doesn't spontaneously happen. We try to buy good furniture when we buy it. The furniture across from Erbert and Gerbert's and The Grille is from the 1993 edition. We want to bring in some new furniture so it is more comfortable to students. We have a projected plan where I budgeted for \$65,000 for 4 years. We have a planned replacement of air handling units that are almost 30 years old. We want this building to stay fresh so students want to come inside. Reed asked about the total amount for the capital projects. About \$1.2-1.4 million. We are looking to hire a dining consultant to establish a strong dining program so we have quality vendors. We want to be attractive to these vendors. Brianna asked what the relationship is with Erbert and Gerbert's. They are contracted and operated through A'viands. A'viands has a

franchise for Erbert and Gerbert's. They have to pay royalty back to Erbert and Gerbert's.

VII. Review of Auxiliary Presentations

Reed asked why the Dean of Student's budget for staff comes from different fund. How do we determine what our responsibility is? John said there are areas of campus that are not allowed to use segregated fees and there are areas that are. Bryan said if they are viewed as an academic entity they are not segregated fee eligible.

Shawn thought it was interesting that there was a big push for the Shorewood merger last year and this year they just aren't doing it. Heba asked if the one year trial was the solution. Matt said the one year trial was a compromise because they wanted it to be a full on merger. Kelly said Rick wants to combine the costs for air handlers and fire alarm systems and they want to bond that. Kelly said he asked some auxiliary's to give a 5 year plan so we can think about bonding and combining projects so the segregated fee isn't hit so hard.

VIII. Action Items

a. Women's Club Volleyball Trip Request

Matt entertained a motion to approve Women's Club Volleyball Trip Request for \$434.00. Jeff motioned. Shawn seconded. Jeff called the question.

Discussion: Kim said one positive thing is that this is their only preseason game and they already have registration paid for. The only thing is they already budgeted for games this year. Jeff said last year we didn't fund maybes and that is why she came in on contingency. Trevor asked about a state tournament. Kim said they already budgeted for that this year. Shawn asked why we funded registration but not travel. Matt said registration was approved in contractual. Kim said they are paying their 1/3 on the registration.

Roll call voted. Passed 10-0-0.

IX. Announcements: Kim said you have 5 hours to get the vice chair application in. Matt asked what the process is going to be to evaluate the applicants. I will bring them in for a meeting and the decision will be made by the next meeting. I should be in most of my office hours next week. John said we will formally approve auxiliary budgets at D-day but we will make an informal decision about them on November 29.

X. Adjournment: Matt entertained a motion to adjourn the meeting. Reed motioned. Kim seconded. Megan called the question. Kim acclimated. Meeting adjourned at 7:04pm.

Respectfully submitted by:
Lindsay Krapfl
SUFAC Administrative Assistant