

SUFAC  
Meeting Minutes for November 03, 2016

**I. Call to Order**

SUFAC Chair Allison called the meeting to order at 5:16 pm.

**II. Roll Call**

- a. **Members Present:** Allison LeMahieu, Sam Welhouse, John Landrum, SGA Exec., Lea Truttman-OFO, Nik Austin (Tardy), Courtney Zambon (Tardy), Mark Fischer, Jacob Fierst, Allie Hislope, Jane Due, Alexis Galvan, Alex Zeller, and Jaclyn Delagrange, Brianna Messner.
- b. **Members Absent:** Dylan Tritt (Excused), Kaylie Noll (Excused), and Christopher Thomas.

**III. Recognition of Guests:** Rick Warpinski, Lee Reinke, Greg Davis, and Dick Anderson.

**IV. Approval of Agenda and Minutes:** Allison entertained a motion to approve the agenda. Allie motioned. Alexis seconded. Voice vote. Agenda passed.

Allison entertained a motion to amend agenda to remove approval of minutes. Allie motioned. Janae seconded. Voice vote. Agenda amended passed.

**V. Reports**

- a. **OFO:** Contingency is \$31,637.00 and org start up is \$1,500.00.
- b. **Liason:** Please stop by my office sometime next week, I just would like to meet you all. This week: Cheap Seats, Women's Basketball at 7 tonight, Friday at 1pm Men's Soccer Senior day, 2 – 4:30 early voting at MAC Hall, Cosplay Showcase Saturday 1:30pm-4pm (cool new student org). Next week Nontraditional Student Org clothing drive, there will be a band in Phoenix Club on Monday night, and the Graduation Resource fair on Wednesday.
- c. **Senate:** Not present
- d. **SGA Exec:** Not present
- e. **Vice Chair:** \$55 for food request from College Democrats for election night. Reallocation for \$100, reallocation \$300 SISMBBA \$330 out of contingency for state. (Allison - Paper work just went through from the state, but was from contingency.)
- f. **Chair:** None

**VI. Budget Hearings:**

- a. **University Union Budget: Rick Warpinski**
  - i. "Thank you having me here and being here on this very important committee. I will present the University Budget for the 2017-18

fiscal year. I believe this budget is truly yours compared to other budgets that you will review this year. Let's run through some of the history of the Union since we have a lot of new members. So, 40 years ago - 1976, started the construction of first GB Union that opened in 1977, this Union was at Shorewood before this. 32 years ago - 1984, the students decided the Union was too small, and that an addition was to be added to the Union, this is now the Christie Theater, the lounge with TVs, Student Life suite, and the Phoenix Club. 30 years ago - 1989, I arrived on campus as a student. 25 years ago, efforts were put together to expand the Union, this is the Phoenix Rooms, the Corner Store, the game room, this space (1965 room), some expansion of the kitchen, this also came from the students. 10 years ago, we expanded again, added the Information Center, Student Store, and Credit Union, students also made that decision. Those projects are all paid off, so there is no debt to those. If we want to do another project down the road the goal would to use revenue and thus not have any debt.

This building (the Union) is yours, costs go into maintaining this building. Our budget goes toward maintaining and supporting this building. The state technically owns it, but I like to say you guys do. We did a major project this past year that did have a big impact on the segregated fees, by updating the fire alarm system. The money for that did not come out of the Union budget, instead it came out of the Bookstore budget, which came from people buying books. It cost \$1,000,000 to update. Another project that didn't cost anything upfront or going forward is that Chartwells invested (roughly \$600,000) and helped remodel the Market Place Dining Hall and the Garden Café, along with equipment. Another project that took longer than predicted was rebuilding that dish room and updating the water heater system. The rebuild in dish room took longer, and it is now fully functional and will save money and water with up to \$10,000 a year in savings. I will let you know next year if we see those numbers.

Now to highlight over the packet – Segregated fees: proposal is to keep the money requested flat, a reduction in segregated fees may occur if enrollment increases. Sale and Charges: The increase in revenue projected is coming from the dining contract. I project the Phoenix Club will decrease with the opening of the food options downstairs. We generally earn 5% interest income, at certain times we have more than 1 million dollars in our account and whenever

you have 1 million or more you get charged an interest rate. Expense: An employee who has been with us for 41 years is retiring this December. She has done a lot for this operation, but this means quite a bit of change and has some impact on the org structure. There will be no significant impact on the budget with the way things will shift. University staff, implementing some change starting for July 1<sup>st</sup> of next year. For this fall we are hiring someone to help with student hiring, student employee, and some leadership to marketing and graphic website design to make use of budgeted student labor. For the following year, I plan on hiring a position in reservations for handling callers and event planners who to book places on campus. Student employment is critical aspect of our function. We don't get what we get done in this building without the aid and leadership of students. Dining needs more students working for them, it's a tough market in this area of the state. Fringe benefits for staff consist of 20% of salary plus actual costs to fund health insurance. Student fringe is relatively low, we do pay little more in summer. Combined fringe is 15% of Union's budget. For Operating S&E we want to keep doing what we are doing to maintain and clean the facility. We will encounter some additional expenses this current year, higher than budgeted. That is coming from helping support work and operations with Chartwells. Capital line includes 8 items, one is replacing the sound system in the Phoenix Club – they are 23 years old, the Garden Café is an extension of the Union; campus operations cleans, but furniture and work for remodeling was from us. Some update to seating in the Garden Café area to have more space for students. Dollars budgets for digital signing to help be a more effective way to get news around. Starting this year with beginning funds balancing of about 0. We hope to get back to the 10-12% in about 2 years, which that would then go to a new project in a few years.”

**Questions/Comments:**

**Q:** Allison – Student employment says the Union employs 70 students of \_\_\_\_ hours annually?

**A:** That is supposed to be “in excess of 35,000 hours”.

**Q:** Mark – University staff has a projected increase of \$60,000 for this year to next, while students is decreasing \$60,000, why is that?

**A:** The budget for prior years was high. And for a position for the current year we used about \$15,000. We had some unspent dollars from previous years. So, 2015-16 is a normal number. We also had change in wages, about .50 an hour. Some areas are harder to staff or require the guidance of a nonstudent. So, students can't do the work, a professional should be doing it. For example, in the critical front line areas we want full time staff.

**Q:** Alex – Capital for 2020-22 goes up to about 1 million, is that for the renovation?

**A:** Correct, probably won't be capital, but it is easier to call it that. This is a vision of the future for the Union and probably dining at that time. Students will be highly involved in that. By 2021-22 it will be about 15 years since we did anything with the facility. This needs to be in line with enrollment, if it doesn't go the way we want, increased student enrollment. It takes time to define, but we want that money for a down payment and then we would want to borrow. Come next year we want a plan in place so that we can start to put the process in motion.

**Q:** Greg – Could you explain the relationship with your events and student life's events?

**A:** Student life presented last week to SUFAC. The relationship is what I call the four C's – Christie Theater, Cloud Commons, Common Ground Coffee Shop and Phoenix Club. We co-sponsor those events for example with Cheap Seats, we provide support funds. I would also like to see more programs in the Christie besides just movies. After Hours is in the Phoenix Club and we created our own DJ service for that, so we are not contracting that role out any longer. Lee is managing Shorewood and we like to put on events and other things there. With the coffee house, Student Life does Groovin' Grounds and then we have an Open Mic Night once a month. Also, themed things to draw people into the building. Student Life is more about leadership, advising, and supporting student orgs, and concerts. We do small things and they do big things, ours are mainly themed towards bringing people to the union.

**Q:** Jaclyn – Sale charges increase, is Chartwells is main reason for that increase?

**A:** I could say it is all Chartwells, our new dining vendor. They changed how we have our meal plans. They also have a high commission percentage that they pay on retail back to the University/Union. We are generating revenue in excess of our expenses. For our dining contract, everybody has to win, first and foremost students. We know it can't be perfect, but we try to create an experience that is a win all around. Compared to other campus the semester food plan is \$1,000 less in Wisconsin than in other states.

**Q:** Janae – When is dining hall down stairs going to open?

**A:** Right now there is just that there is a lack of professional staff and student staff. It's easy to sit here and blame Chartwells as the vendor, but I think it's just a market issue. They could have been more prepared but I've seen what they have done this far, working more regularly to keep us going with what they have and I

am working with them to try and help create the work they need. They may have to cut back hours at other areas just to try and get the downstairs area open. I just don't want just anyone working in the kitchen, ideally we want a certified and trainable person. We are not opening it because we want a confident work force to do the work. Also, there are 3 major grocery stores being constructed in the area right now and one of them is right at our door step, Festival Foods, and they are looking for the same work force that would be working here on campus. Tough market because we can't pay what those places can. We also want Chartwells to win, meaning make a profit at some point along with the University. That's the primary reason. I just finally "pushed the final buttons" to try and get Chartwells to reallocate staff. I am not sure if that is what they will do, but we are trying. I am unhappy with this, but it has to be dealt with.

**Q:** Allison – In general has the operation been good, are we measuring the levels of attendance, like in the later hours; and what is the least attended place?

**A:** The least attended place is Innovation Kitchen, which was where World Market was – they need a more robust menu there. The numbers are interesting, opening at 7 am has been going very well. It is open until 9 pm, and should maybe close at 7 pm or 8 pm, since we only get about 50 customers after 7 o'clock. We were doing 1,700 transactions a day, which is about 20,000 a week. These numbers dropped about 150 after the Garden Café opened. And now the MAC Cart and Wood Hall shops have been dropped to a more manageable level compared to when the Garden wasn't open. The Coffee House has been busy. We aren't sure what is going on with the Corner Store. They have some solid days, but we also expected the store to not be what it used to be because of the meal plan change, so it was somewhat expected. The peak time for the Market Place is about 11 am to 1 pm or 12 pm to 2 pm.

**Q:** Greg: Does the Union handle vending machines and coffee machines?

**A:** Yes, I manage both of those.

**Comment:** Greg – The coffee machine by the Garden Café is often not functional and is often not fixed for day or weeks. I also noticed the sandwich machine was broken, not sure where you get feedback for those.

**A:** I have a meeting once a year with SUFAC where they let me know the problems. There should be weekly maintenance on those machines

**Q:** Allie – Is there talk about Chartwells providing chocolate milk to student athletes at the Kress again?

**A:** I believe that Chartwells will be the provider to support athletes with their chocolate milk.

**Q:** Alex – Is the Union or Chartwells ever planning or thinking about putting a food area in the Kress?

**A:** Yes, we do, for the last contract we asked for them to propose a food operation there and no one found it to be profitable. To combat that we try to supply fresh food there. I think a smoothie station would be a good idea, but not sure there

would be enough traffic to support it. It is just unknown if one day we sell lots and other days' sales would not be enough. I am just not sure it would be an investment that everyone would see as a win. For example, Shorewood is only a seasonal restaurant and will actually close tomorrow.

**Q:** Brianna – Is there going to a To Go option offered at the Market Place? Many people won't go there because they cannot get a meal To Go.

**A:** Yes, but how do we make that work? We may try to put something in play for spring semester. For unique cases, it is an option, but it takes a unique case like a certain diet scenario. We also know everyone feels short on time, but we don't want that to be a routine thing. When lower level opens that will be a To Go option people will have, and hopefully that feeling will go away, but if you want the Market Place food then you need to allocate those 10-15 min to eat. But we don't want To Go to become the norm because of To Go container costs, who picks the food, how to keep track of what food is leaving, etc.

**Q:** Nik – Are there rearrangements that have not been set in stone, and is there money put in place for that? I have heard some talk of extra rooms being added.

**A:** Are you referring to Campus Life/Student Life potential movement of people? I cannot construct space that quick... to some degree there is money built in the Union budget. In some of the planning we talked about, moving staff, putting a wall up, taking a wall down – the significance of those expenses are not out of reach. It just depends on who they are going to which decides if it should come out of Union Budget, or places that are not supported by segregated fees. There is nothing I am aware of right now that is significantly priced, only the project coming up down the road, I wish it would happen next summer since we are running out of space – they don't have enough for what they should have. When we grow (as a campus), that will just influence the problem. But the state of Wisconsin doesn't react to problems that quickly.

Nik – AIC has been storing some things for other offices in our office. I am glad these conversations are happening.

Greg – What Rick is saying is true and those decisions need to be made this semester, I hope they happen next semester.

**Q:** Jaelyn – For the off-campus dining pass and points, does that money come back to the school at all?

**A:** Yes, it does, but not a lot. Commercial rate is about 2-4% and there is also a cost to operate it, but we generate a little more than that cost. Subway is one of the better ones. BP stations, are not very good if students are using them for gas. We continue to look for partners to expand those as well.

**Q:** Sam – Outflows of 300,000 what is that for?

**A:** That is from the dish room and water heater project that came out this year. It has not been fully accounted for, not fully closed out, up to \$10,000 yet on the close out because of some unexpected things. Where things get accounted for that aren't capital.

**Q:** Allison – Is that related to capital decrease from 2016-17 to 2017-18?

**A:** Yes

Rick – I am always welcome and interested in any questions. Please contact me about any of them! Thank you for your time and the work you are doing.

## **VII. Discussion Items:**

### **a. University Union Budget Hearing:**

Allison – Any questions or feelings?

John – You guys did a really nice asking very good questions and getting a lot of information. Keep up the good work. Also, Allison is asking for your comments because she needs to draft up an email to the Chancellor about these presentations at the end of them and wants to put you inputs in there.

Janae – I appreciated how he was honest and presented his own concerns.

Nik – I like he brought up how the Market Place has upset him, that would be something a student would say.

Alex – I thought it was good, he has good explanations.

Allison – The Union has a lot of capital items compared to Student Life. He does a really job of projecting out what he thinks that facilities are going to need. The Intermural budget also has capital items along with Kress maintenance.

John – Are you okay with the changes and renovations?

Sam – Like the new sounds system.

Allison – And carpeting, they are all from the original building and due for an update.

Allison – If you think of any more questions feel free to go and find Rick or I can contact him for you.

Nik – He seemed more enthusiastic about Chartwells than their old vendor.

Allison – There has been a lot of discussion about the retail program and how it was pay for each item specifically, we were the only UW System

that did that and one of the few in the nation. So, we wanted the change and are already seeing a good outcome. Obviously, there are always some things to work out still. In general, we are feeling pretty good about approving this on D day?

Poll, voice vote, – Good about it.

**VIII. Announcements:**

John – Go to the game tonight, Women’s Basketball! Also, don’t forget to come see me next week.

Nik – If you go to an athletic event they are handing out punch cards and if you get 20 punches you get a free hat.

Janae – AIC has a contest this month, take a selfie at any Basketball event and post it to UWGB.

**IX. Adjournment:** Allison entertained a motion to adjourn the meeting. Allie motioned. Mark seconded. Meeting adjourned at 6:45 pm.

Respectfully submitted by:  
Miranda Kurzinski  
SUFAC Administrative Assistant