

SUFAC

Meeting Minutes for November 7, 2013

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:17 pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, Reed Heintzkill, Megan Leonard, Morgan Mason-SGA Exec., Bea Yang-OFO, Gain Bae, Penghan Yi, Elizabeth Smeaton, Joel Taipale, Andrew Lindstrom

III. Recognition of Guests:

University Union: Rick Warpinski, Lee Reinke

Curling Club: Phil Huberty

Dean of Students Office: Brenda Amenson-Hill

Business and Finance: Kelly Franz, Dick Anderson

- #### IV. Approval of Agenda and Minutes:
- Kim entertained a motion to approve the agenda. Reed motioned. Shawn seconded. Joel called the question. Voice Vote. Agenda passed.

Kim entertained a motion to approve the minutes. Shawn motioned. Reed seconded. Elizabeth called the question. Voice vote. Minutes Approved.

V. Reports

- a. **OFO:** Contingency is \$23,270.61 and small organization start up is \$1,147.00.
- b. **Senate:** N/A
- c. **SGA Exec:** Morgan is representing SGA.
- d. **Vice Chair:** Thank you for being here, I will save my report for the end of the meeting.
- e. **Chair:** Org Budgets are due November 15th. Many organizations still have not attended a budget-training presentation, which is required for submitting a budget. I will be graduating next semester and Shawn will likely be moving to Chair. Before the next meeting, a Vice Chair application will be sent out. Anyone can apply for the position as long as they have served in SUFAC for semester.

VI. Discussion Items:

- a. **Curling Club Committed Request:** They are requesting 4 memberships, which is a total expense of \$400. They were under the assumption that they could bring visitors as often as they like to the Green Bay Curling Club but they were recently informed that a visitor is only allowed to

come once before being required to enroll as a member. The four memberships being requested would make a total 8 memberships for the year.

Questions:

Shawn asked, will you need more uniforms? At the moment, no. They will be trying to fundraise on their own.

Kim asked if they would need immediate action or can it be voted on next week? No immediate action is required.

- b. Dean of Students Presentation:** Dean of Students Office works with student services (Student Life, Health and Counseling, etc.) and enrollment services. If there is a crisis on campus, they are responsible for taking care of the situation and following up with the students and their families. There are a variety of these crisis situations in the office, which are 1% of the total seg-fee. There are 2 student workers that work 10-15 hours a week as well as 1 worker in the summer. Some of the campus life budget is used to support SGA and diversity programs on campus. The total requested budget is \$34,372. They are not expecting to ask for additional money in the near future. There was a renovation in the front of the office, which greatly improved their efficiency. There is still money leftover that was not put towards the renovation, which is why they do not intend on asking for more money.

Questions:

Reed asked about the percentages listed on the budget? 72% is all personnel in the office. Traditionally, universities do not ask SUFAC to fund for their salaries and they do not on this campus. They are not asking for full funding of the counseling center. They want to keep seg-fees as low as possible to keep a reasonable big picture.

Kim asked if the increase in the future is from renovation costs? DOS Office is often asked to help with conferences and diversity programs on campus. Sometimes student government also asks them to fund the end of the year banquet depending on the SGA balance.

Reed asked if the powwow was one of those events that they fund? No, they do not ask to be funded by the DOS. Most of the things they work on are from collaborating with multiple departments.

Kim asked if they are comfortable with their reserves? They would rather use the money out of reserves to limit how much money they are asking from SUFAC. There is not a lot of programming so they do not foresee an increase, especially since they are not asking for funding for salaries. If they do not use the reserve, someone else will.

- c. **University Union Presentation:** They feel that they do not have enough student feedback not only on the budget, but also on what the students want out of their union. Additional questions and comments would be appreciated. Rick Warpinski is a UW alumni and student union director. Around the mid-70s, the construction of the initial building was finished, which was much smaller than the current structure. There was an addition in 1985, including Student Government, Good Times programming, etc. The organization has changed over time. It used to be called Office of Student Life, which is now separate from the Union. The Union focuses on student leadership and development model. They have been tracking capital in more depth in the last few years to help support their budget. There is a recent staff vacancy because a staff member left at the beginning of November. This position will need to be filled in the spring. Capital improvements: student labor is vital to the operation of the union. There is an estimated 36,000 hours of student employment. They are able to employ student at a fraction of the cost of professional staff, which helps to keep costs lower. They look to meet goals for revenue outside of seg-fees every year. Challenges in enrollment affect all operations, business and dining, which affects their union budget. There is not a lot of excess in this budget. Supplies expenses and staff costs have been kept at a minimum. They started the year with \$358,000, but \$100,000 needs to be subtracted due to liability of Pass Points. \$212,000 is the expected budget balance at the end of next year. The big reduction noticed is due to paying off the mortgage. They are expecting a 1% increase in the seg-fees over the next 5 years in order to keep their balance steady in the future.

Questions:

Vanya asked about the 50615 exclusion in the 5-year plan? It was a holding account to increase ticketing revenue that can be disregarded because it was dispersed to the organization.

Shawn asked about the difference in the capital expenditures? They are going down because this is what can be afforded. There are some plans in place, such as a fire alarm upgrade, that will be funded through private funds. It should be a campus responsibility to make sure that the fire alarms are up to par with public safety. There have been adjustments made over time to extend the use of certain things while staying current and fresh in the building. The building is being maintained and working equipment, such as comfortable couches and effective dining operations, which takes money to take care of. The pressing needs at the moment include the tables downstairs that are worn down.

Kim asked if everything in the 2014-2015 list is what would be expected to be replaced for capital projects? Yes, they are already researching certain projects, for example, the compressors. They are also working on evaluating

furniture and kitchen equipment to decide what needs to be immediately repaired or replaced.

Joel asked if the % change in sales and charges is reflected on the budget sheet compared to the assumptions page? The assumptions page is formula driven to feed the five-year page. There is an expected 3% change that is formulized by the budget sheet automatically. These projections are beyond a year and are likely to change, based on the enrollment change in the future.

Reed asked if he could describe how the structure of the financing of the dining ties into Aviands? They run a contracted dining service with Aviands since the late 70's. The dining service runs their own operations and their job is to provide the food service to all facilities absent Phoenix club and Shorewood. The university owns all the dining equipment. The agreement is they will operate the food service in exchange for our commission. They pay us commission on all the sales as well as \$90,000-100,000 for direct charges. They also pay gas bill in the building as well as a portion of the waste-management costs. They pay for a portion of the campus ID card and software costs because they use this system the most. The university has policies that impose a minimum dining plans for students living in residence halls that do not have kitchen facilities. The university sets those plans but there is no request to increase the dining plan because of the increases in the previous years.

Shawn asked how much of the equipment is beyond useful life? On the dining side, they are reasonably current other than a baking oven and some hoods that need to be replaced. They just finished updating the original air handling system for the furnace, which was partly funded by SUFAC. There are 3 air handlers on the lower floors that will probably need to be replaced within the next few years. There is carpet that needs to be repaired and some of the wood floor is being sanded and refinished to avoid replacing the entire area. The flooring is very inconsistent throughout the building to maintain.

Reed asked if the air handlers an expense to be expected in the new future? They are planning to soften the costs over a span of time rather than a hard one-time expense since the money is not immediately on hand.

Discussion:

Dean of Students

Megan thinks the budget is wonderful because they are keeping it flat and they don't want to ask for an increase in the future. They have a high reserve for a lower budget.

Andrew thinks that it was a good presentation and it is nice that they can access university funds for staff salaries to keep the seg-fees low.

Elizabeth commented how they are reflecting their budget off of the changes in the seg-fees, which is important.

Reed commented that Ms. Anenson-Hill gave the impression that it varies from school to school how they split the budget support between the university and seg-fees.

University Union

Elizabeth appreciated that he explained the history of the union and thoroughly explained how they are using the money and why.

Reed commented how Mr. Warpinski has always been a thorough presenter.

Shawn would like to ask about the jump in the reserve (ending cash balance) since it seems so significant. Kim was going to ask but she got distracted.

John asked how do the Pass Points work? If a student has unused pass points, they are kept in an account so that a student may use them when they return.

Megan explained that Pass Points carry over as long as you are a student and they stay active 6 months after graduating.

The committee has a follow up question about where the Pass Points go that are left unused by alumni?

Kim likes that he is requesting a 0% increase.

Shawn commented that he is very aware of the life-use of equipment and other operations.

Reed commented that if they are eating into their cash reserve, it will be a trend that will need to be recognized.

VII. Action Items

a. International Club Food Request:

Andrew motions to approve request in full. Shawn seconded.

Discussion:

Elizabeth commented that it sounded that people outside of the university can attend and provide a donation. Kim commented that the question was not directly asked but in the past, such events are mostly students. Shawn commented that we do not need to worry about charging community members because the request is not over \$500 according to the guidelines.

Kim commented that they are fundraising for a charitable donation to building the well rather than fundraising for club supplies, which means that they would be expected to pay the funds back to SUFAC. Megan clarified that they will not be expected to pay the money back. Reed commented that it can be seen as donating the money to the well.

Gain asked why the Mauthe Center does not fund the event? Kim explained that since it was not asked, it cannot be considered. We also cannot consider requests from last year because of viewpoint neutrality.

Reed commented that the Mauthe Center funding is separate. Morgan commented that they are using the Mauthe Center simply as a venue, not for funding.

Andrew favors the request because it fits the guidelines.

Reed called the question. Roll call vote. Motion passes 9-0-0.

VIII. Announcements:

Shawn announced that the Sigma Delta Tau request did not need to be presented because they unknowingly had the funds for the trip.

Shawn explained that they sat down with Fourth Estate and their budget will be lower because of reduction in the number of copies. There will be 26 issues per school year, which amounts to \$14,000 compared to \$42,000 in the past year. They compromised in splitting the issues, but plan on requesting full color.

Kim commented that they measure how many issues are left behind by the height of the stacks. They will keep a record of that to understand how many copies are unused.

Morgan commented that he would encourage them to reduce the color and build the pages. Some pages are entirely pictures, rather than student articles. It would not be unreasonable to drop the budget down to \$12,000 so that they will reduce the color. It would be more realistic to lower the budget and the number of copies. The meeting with Fourth Estate is December 5th.

Megan commented that if there is so many copies left that they need to measure the stack rather than count the number of copies, their readership may not be as high as they are proposing.

IX. Adjournment: Kim entertained a motion to adjourn the meeting. Joel motioned. Andrew seconded. Megan called the question. Everyone acclimated. Meeting adjourned at 6:55 pm.

Respectfully submitted by:
Sarah Batten
SUFAC Administrative Assistant