

## SUFAC

### Meeting Minutes for 20 October 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, Michael Hengles, Jillian DeRidder, Lindsay Krapfl, Kimberly Dawson, Jonathan Amel, Shawn Brown, Josh Shope, Kyle Zellner
- III. **Recognition of Guests:** Lisa Tetzloff- Student Life; Nate Rusch- Golf Course; Kelly Kramp-Union; Rick Warpinski-Union; Megan Leonard-Student Senate Secretary
- IV. **Approval of Agenda:** Matt entertained a motion to approve the agenda. Jess motioned. Jillian seconded. Shawn called the question. Riley acclimated.
- V. **Approval of Minutes:** Matt entertained a motion to table the minutes. Jess motioned. Kimberly called the question. Jonathan acclimated
- VI. **Reports**
  - a. **OFO:** Contingency fund is \$43,709.87, and small org startup is \$1,500.
  - b. **Senate:** Megan in the new administration assistant for the Senate. She is here tonight to see how things are run.
  - c. **SGA:**
  - d. **Vice-Chair:** There is a health and safety meeting for the campus wide smoking ban. There is also discussion of passing a proposal about the Kress events center for faculty and staff.
  - e. **Chair:** Tonight we'll be hearing from the Union and the Office of Student Life for their budgets. Next week, we'll be hearing from the Kress and Intramurals.
- VII. **Discussion Items**
  - a. **Student Life Auxiliary Budget – Lisa Tetzloff:** We are requesting a funding increase for just under 3% for the next fiscal year. This is mainly due to Orgsync's contract. Therefore, we're hoping to extend this contract for another year and a half. We are hoping to extend this contract for 18 months, as we don't want to lock into something that we won't like later. In order to cover basic expenses and everything else it'll cost about \$18,000. Revenue and expenses have basically stayed the same, however. Also, all of our money comes from SUFAC, 100%. Our main expenses are personal, or those who plan events. Food is also a big expense. We don't see much of the revenue changing for the next academic year. Sometimes a ticket fee will occur, but at this time we don't know of any that would be occurring next year. We spend about 5% on our budget on food. The OSL

also collaborates with a lot of offices on campus, and therefore we are able co-sponsor with a lot of other organizations. We do not anticipate any changes within our full time staff. We are also looking to add someone, but will not cost any additional money. We would like to hire a part time classified staff to manage all functions of OFO (see separate handout). We're hoping that this will allow the same person to continue keeping track with the updating policies, changes, etc. This will hopefully keep things running smoothly. We currently are spending about \$15,000 for OFO. OSL is not asking for more money, but mainly just changing the status. The only other big expense would be Orgsync. We are seeing that more and more students and organizations are using OrgSync, so we would like to buy another year and a half. It'd cost roughly \$1,165. Our mission statement is in this packet I handed out also, along with some statistics. We did check with other UW schools to see how their OFO programs work. Jess asked about student workers. Where will this money come from and move to? Lisa said that OSL would have to propose a position, and then have the position go up all the way to the Chancellor. Therefore, there is no exact number, as that'll be determined next year. For this year, we're basically on track with what we're budgeted to spend.

**Questions:** Jess said that you don't see many increases with this budget. Riley asked how great the OrgSync is being used. Lisa said that a lot more organizations are now using it. The 2015 class is using it a lot more, mainly because we're helping them understand it right away compared to the upper classman who are used to the way they were taught when they were freshman. We're hoping to have more usage, but what we've seen in the recent past has been very positive. Lisa said that OrgSync is really the only program around so we don't see this becoming an issue. Jess asked what the difference between pay schedule and pay range is. Lisa said this was a hard thing to explain, but basically is it the technicalities of that certain description. John tried to help explain this difference too. Michael asked if this staffing cost is appropriate compared to other UW schools that are comparable to GB? Lisa said that when looking at other schools, we're hoping this will work for the size of Green Bay. She also said that OFO may need some student hours, but we're hoping this will create a smoother process. This position is also a 55.5% job, and once a job reaches 60%, then the school needs to provide benefits. Lisa said that we want to make sure the core time of this position for OFO will be staying year to year to year. This is a hard position to learn, and our students have done a really good job thus far.

- b. University Union Auxiliary Budget- Rick Warpinski:** Rick mentioned right off the bat that he brought some other staff members along in case they were able to answer any questions better than he was. The first sheet in the packet he handed out is the mission statement and the role of the University Union. Rick said that he thinks it's important to see what

happens on a year-to-year basis. On the backside of this same sheet are some of the highlights, accomplishments, and statistics of UW-Green Bay. Your Union is basically a service organization, Rick added. The Union does some programming, mainly in the Phoenix Club, Christie Theater, and Coffeehouse from time to time, also. On the vending side, the Union has one new vendor handling the snack portion, with another vendor doing beverages. Our requested seg fee allocation is \$1,654,254, and our increase in seg fee for 2011-2012 is \$48,182. Also, the increase in seg fee per student was \$10.47. Some of the major changes that would be proposed is the hiring a professional staff in maintenance and repair man, which would cost about \$64,662 in addition wages and fringe benefits. Another major change is the air-handling unit #4, which is estimated to cost \$350,000. It services about 40,000 square feet. The increases in S&E are often tied to increases in revenue, as cost of goods sold is included in the S&E budget line. The majority of the projected \$50,000 S&E increase is related to a variety of small, one-time purchases from non-capital equipment plus about 15% of that total relates to material for resale. One major item to note is that next year will be the final year for paying off the mortgage/bond. Jess asked why the Union wants to hire a new maintenance staff. Rick said that it's been about two to two and a half years since this position has been filled. If anything breaks down, we usually call in an off campus service industry to fix it or replace it. For other repairs, we would most likely be paying more for an outside service company to come in and fix the appliance or whatever the problem is. Therefore, I think we'll be able to save money in that sense. Also, the repairs will be able to be fixed a lot quicker, and can provide the service at a faster. For future changes and issues, capital projects and improvements are substantial in the coming years and will utilize savings from not having a mortgage/bond. There was also a discussion about UW-GB's increase in minimum semester dining plan from \$950-\$1,025. In the next academic year, we will still be the lowest school that is under the dining plan.

There is a separate section for the Shorewood Golf course. This section is not in the base proposal. Rick is proposing to partially integrate the golf course into the Union's operating budget/plan. Rick is also proposing to separate the golf course from all of the other operations, which are out there (restaurant, pro shop, and facility/clubhouse). He's hoping to incorporate these latter three components into the Union budget. The revenues are conservatively projects at \$100,000 annually. The expenses would include \$60,000 for S&E, \$25,000 in student labor, and \$40,936 for a new professional "Food and Beverage" manager. The new "Food and Beverage" manager would oversee both the Phoenix Club and Shorewood Clubhouse Restaurant operations, along with the additional expertise in food safety and sanitation helping to administer and enforce the dining contract with A'viands. Riley asked what's wrong with the way it is set up

right now? Rick said nothings wrong, but looking for sustainable reasons. Riley asked if both places are successful operating independently? The golf course has had its ups and downs, but we're thinking that by combining the two, the golf course will be able to sustain more. Jess asked how many of the golfers are students? Rick stated that about 10% are students, faculty/staff, or alumni. We also think we can increase the student usage through other reasons. Dave asked about the upkeep that needed to be done and if it had been completed. The air-handling unit was replaced, and the restrooms have been remodeled. As far as everything else goes the structural and functional issues are fine. Currently, there is nothing planned for the Clubhouse in the budget. However, if students were willing to come out during the winter and have events and programs there, then the clubhouse would need to do some upkeep. Jess asked if Rick would be getting rid of students if the "Food and Beverage" manager were hired? Other positions would be possible for those who are hired in that type of position now, Rick added. Michael asked if this position was comparable for the positions that there was now? Yes. Michael then asked if we had students come in the winter, if the expenses would rise? Rick again stated yes, but then we'd generate more revenue, which can off set these two areas. Matt asked what the PGA prof does? Rick said he is in charge of the clubhouse operations; managing the pro shop, coordinates/manages the leagues, marketing strategies, events, and programs. Jess asked if after three years, there would be a decrease of \$300,000 in the budget? Rick said it's a possibility, but hard to determine as to what the students would want at that time. Jess asked how big the golf course is? Rick said that it is about 4,500 square feet. The building would increase about 4% when combining the clubhouse with the Union. Matt asked what the \$50,000 for special purpose was for? This would be for road repair, steam repair, project repair, main entrance, University Union Court, North Circle Drive, Wood Hall Drive. Michael asked if the five-year capital plan include the composter? It is a capital line, and will hopefully be combined within the years to come. John said that Rick won't need to increase his budget request for that then in the years to come? No, he will not.

#### **VIII. Action Items:**

- a. **Black Student Union Contingency Request:** Matt entertained a motion to approve BSU's travel request \$2,093.33. Michael motioned to approve in full. Jillian seconded. Jonathan called the question. Michael said that it sounds like it was a good trip last year, and they just want to bring more people. He didn't see the need to question anything. Shawn said that the conference seems pretty popular. Jillian asked if the organization has to pay their one third right away, or if SUFAC upfront them right away. Roll call vote passes 7-0-1.

**IX. Discussion of Tonight's Auxiliary**

**a. OSL:** Jess likes that the budget remained flat! She also liked the increases in organizations within OrgSync. Dave asked why there needs to be another hire when John already knows a lot of the policies. Michael said that he feels it's a negative that the school would be taking away student employment with this new hire. Dave feels that it'd be unfortunate to lose those student employees, as it's a great opportunity for them. He feels like that's the biggest lose. John added that Lisa might say no because of that very same reason.

**b. Union: Adding Shorewood:** Dave asked if anyone has ever been there. He feels that there are too many needs and upkeep for what Rick is proposing. Riley said that there will eventually have seg fees helping the improvements. Jonathan said it was interesting how he didn't know how he was going to increase student usage. Michael feels it'd be a lot of work to add this building to the Union and all of its operations. Riley added that he doesn't think it's the student's problem. Kimberly asked if the golf course has had a profitable season? John said that it's a roller coaster, as each year is different. Jess asked if this could be proposed as a trial run. Riley feels like that wouldn't work, as it's a huge risk. Dave feels that Rick has had success when hosting an event out there, as about 400 students came for a neon dance event out there.

Shawn liked the maintenance repair hire compared to hiring outside companies. Kimberly asked if it was possible to hire someone who would be able to repair most of the needed repairs. John said that for example, if a stove went out, a company would still need to be called. Jess would like to see some actual numbers for hiring outside companies. John said that the Union is short staffed by about 8 people. They really have been holding that budget down for SUFAC.

**X. Announcements:** Jess announced that Sex in the Dark is happening now. John thanked board members who added to the discussion.

**XI. Adjournment-** Matt entertained a motion to adjourn. Jessica motioned. Michael seconded. Kyle called the question. Jess acclimated. Exited at 7:21pm.

Respectfully submitted by:  
Hope Nyenhuis  
SUFAC Administrative Assistant