

SUFAC

Meeting Minutes for February 1st, 2007

I. Call to Order

SUFAC Secretary Matthew Winden called the meeting to order at 5:05 P.M.

II. Roll Call

- a. **Members Present:** Joe Tyrell, Chrissy Aurit, Ryan Wegner, Anton Williams, Matthew Winden, Ron Ronnenberg, OFO Representative, Trista Seubert, Crystal Jushka, Kate Dorner, GTP Representative, Pha Thao

III. Recognition of Guests

Sheepshead Review- Jim McGrath, Heather Kester, Joel Lee Liberski, Southeast Asian Student Union- Yer Vue, Peter Xiong, Kong Vang, SAGA- Jillian Nelson, Student Court- Emily Krambs, GTP- Beth Klemme, Ashley Prest, David Dybdahl, Matt Stiltjes, Molly Weber, Student Film Society- Robert Fish, BSU- Jane Swan, Oyinpreye Dorgu, Ricardo Lynch

IV. Approval of Agenda

Anton made a motion to move SAGA to before discussion items. Joe seconded. Anton called the question. Anton called acclamation. SAGA moved to before Discussion items. Joe made a motion to approve the agenda. Ryan seconded. Agenda is approved.

V. Approval of Minutes

Ryan made a motion to approve the minutes. Anton seconded. Joe called acclamation.

VI. Reports

- a. **OFO:** No money was allocated last week so OFO funds are the same.
- b. **Senate:** February meeting is next Monday.
- c. **SGA Exec:** There are two surveys out, one an academic survey in which over 1,000 people responded and an environmental survey. If you haven't taken it, please do so.
- d. **GTP:** There are upcoming events that you can check out on the GTP website
- e. **Assistant Secretary:** No report.
- f. **Secretary:** Chrissy is late because she caught a train in Neenah. It's also nice to add that we have a GTP rep now.

VII. Information Items

- a. **Straight and Gay Alliance-** SAGA presented a budget for a total of \$1,176.47. SAGA explained the budget is pretty similar to the ones handed in from the past. SAGA started by explaining it attends yearly the Midwestern Bisexual, Lesbian, Gay and Transgender and Ally Conference, usually referred to as the Big Gay Conference which location changes states from year to year, but is usually in surrounding states. SAGA also requested rights to show a movie, the cost estimated off movies shown before and also added two requests for food for the SAGA social, which is an event once a semester to get people to play games and recruit. Joe asked how many members are in SAGA. SAGA said somewhere between 20-25 regularly and over 60 on email. GTP asked if SAGA knew they can get educational rights to movies if they got a professor to sign with. SAGA said it wasn't aware. Chrissy asked how many people attend the trip. SAGA said usually 20 or so, and this year there were 20 interested. Voting on this item will take place on D-Day.

VIII. Discussion Items

- a. **Good Times Programming Contingency Request -** GTP asked for \$400 for a salary that they would pay the webmaster, which is kind of a tricky situation. GTP explained last year since they became an independent student org, they hired their own webmaster, and was only allocated \$850 for start up funds, for starting up an entirely new web site. GTP said now that those funds have depleted, it is asking for \$400 until next budget year. GTP explained

attached board members would find additional info, including a monthly programming magazine which highlighted the UWGB website for GTP and listed it as region's top website, so GTP said it clearly deserves this money for this man. Pha asked why request money if they have \$1200 in the agency balance. GTP said agency balances can't be used on salaries. Ryan asked what was the initial contract for the webmaster. GTP said there is an hourly wage set up which is what most union people get paid. GTP added there was a maximum amount of hours allotted. Anton asked if the webmaster knew how many hours of work he was allotted but had he already went past that mark. GTP said the updates are still needed and right now he is working for free which is making the union lose money. Anton asked how long that position has been in existence. GTP said it was just written in there, and added it used the SGA webmaster for the account and since they became their own org they have to hire their own. Chrissy asked how is that going to change, if he needs the more amount over time. GTP said since now it will just be updating, he won't be needed as much in the future. GTP added it wont need to be redone for at least 5 years. Chrissy asked what are the changes cost wise, and is there any idea how many hours it took to start up the whole website. GTP said atleast 100 hours, and that it might be more in the future because they are working with a person with 3 years more experience. GTP said he does every website pretty much besides student life and main website. GTP added in the future a new one might cost more. Ryan asked if the 100 hours was prior, or is that forward as in the future. GTP said the 100 was for starting up and it was a toss up over how much will be needed later. Ryan asked how \$400 was thought up. GTP said Kelly Kramp came up with that figure. Chrissy wanted clarified that right now, the webmaster is being paid by the union and GTP is asking for money to offset the union's portion because GTP is using him. GTP said they are using his normal union hours for his specific hours for the website, so yes. Chrissy said that so GTP would be paying the salary that otherwise the union would be using him. GTP said yes. Ryan asked how many people visit the website on a weekly or monthly basis. GTP said out of the websites they do, its more looked at, right now there is a survey on there to help know what students wish to bring. GTP said a lot of other campuses from that handout look at the website too. Ryan asked where they learned they cant use agency balance for salary. GTP said they learned that from Grant Winslow. Ron clarified that is because essentially it could be used to stuff the pockets of the board.

b. Black Student Union Contingency Request- Black Student Union presented a contingency request for \$850. BSU said the budget for this year is \$1,644 with the majority of that going to Soul Food, which would be \$1000 for food and \$300 to pay thecook, but BSU said it needs money for remaining programming so it is requesting an additional \$850 for a guest speaker Mr. Chris Swan. BSU said on the 17th of February for \$500 for first week of march it is getting a hip hop group from Milwaukee, the Unforgiven Sons, and said one member is a dual citizen of Nigeria and the USA. BSU said there was an extra dollar amount for ribbons and flyers and added theyhave \$300 remaining from additional budget going towards materials for orgsmorg,and black history month. BSU said the majority of activities are in black history month, an educational process for campus and off campus. BSU said most of the events are well attended, especially the Soul Food dinner, 100-150 students, lot of student orgs show up, ribbons passed out to represent distinctive culture. BSU said some of the things GTP provided Naturally 7, Story Song, andCitizen King. BSU added RHAA is also helping out on the 17th with soul food dinner, group will help with decorating and things. Chrissy said she didn't notice anything after GTP for funding sources and asked if they did not get an answer back. BSU said they didn't fill out the form yet. Joe asked how many active members BSU has. BSU said 20 active members, a mixed group of students and added anybody can join. Chrissy asked regarding the ribbons that they are planning on purchasing, how many ribbons does that get. BSU said 200 ribbons passed out so far, three ribbons cut and added they also buy pins. BSU added today was just appreciation and passing out flyers so people can see the upcoming events. Chrissy asked if they have already requested funding and if they have been allocated. BSU said \$1,300. BSU added money for the trip to go to Milwaukee fell through so they have money from that, but what is in the budget has been earmarked for Black history month. Chrissy asked regarding the soul food dinner, are there decorations that can be reused. BSU said pictures, banners, stuff to go on the table, RHAA

has some things they can use, but BSU said it likes to get new things where food is concerned, but try and save as much as possible. Chrissy asked for the speaker and band, are those open to all students and if its open to general public. BSU said everything is free. BSU said for publicity it had Channel 2 and 26 on campus today, a story in the Press Gazette, and sent out through campus emails. BSU said it will be sent to teachers and will be on the website tonight. GTP asked if the \$500 is everything associated or contractual fee. BSU said everything associated with it. Voting will take place next week.

c. At Large Member Application Peter Xiong- Chrissy asked if Peter could be any type of animal what type would he be. Peter said that's a good question, and he said he'd probably be a turtle because they live longer. GTP asked how much experience Peter had with public relations being a Public Relations Officer. Peter said he just got the position, but has done it with other groups. Joe asked if Peter had been in any government stuff other than applying for SUFAC. Peter said no, not really, and added one of the things he wanted to do in college, but he just never really took the opportunity so he is taking it now. Voting will take place later tonight.

IX. Budget Presentations

a. Sheepshead Review- Sheepshead Review presented a total budget request of \$10,171.72. SR explained this year's budget eliminated some things SUFAC provided for before and added some, added more than has been taken out. SR said on the first page, it eliminated photocopying, telephne, postage, duplicating and that was \$834 on the last budget year. SR said it also eliminated requests for any food which was \$88, which they will pay for that out of agency. SR said because it has it's own computer, printer and copier producing all of the print needs, SR needs money for printer cartridges and printer paper. SR said it was also asking for cost of network computing which is \$805. SR said the committed funds which are largely made up of print costs, as spelled out in budget, have been advised by the print liaison to start budgeting with contract price. SR explained the contract price is a price guaranteed anywhere from 1-3 years by different printing companies to the state for the funds used for printing, in which it will be guaranteed and fixed, so therefore SR said it is not then not faced with budgeting a year in advance and possibly being shortchanged. SR said in past years it used discount bid prices, along with contract price, in which bid prices are used by state and asked to give that price but can fluxuate within a range. SR said the state can ask whether the company can print for that price or not, but the company is not held to that, but they are held to the contract price. SR said by using the contract price if a lower price is negotiated, the excess would be sent to SUFAC. SR said its source of funds are donations and ads which vary year to year. SR said the fee based on 112 page journal and it has 1500 journals printed. SR said the reason for going to a 112 page journal is because there has been a great increase in the amount of submissions and interest in the journal and that has come about because of orgs efforts to promote journal around community more. SR said in 2005-2006, it had more than 150 extra submissions than usual per semester, 350 submissions last semester with another semester to go. SR said its spring semester usually is 400 or so submissions, so over 700 and some submissions per this year which is almost three times as much as usual. SR said there is an increased amount in visual arts, historically might get 20-30 submissions, last semester got 150 submissions. SR said it does need a larger journal because of this renewed student interest to accommodate everyone. SR said it was also asking for a color insert once a year because of the increase of interest in visual arts, so would like to once a year put in an 8 page color insert that would be necessary to showcase the visual arts. SR said the Fall journal had an 8 page color insert, in which the colors were very nice and really showed off the artwork better. SR said it wanted it as an insert also because it is cheaper than getting 8 pages of various color throughout the journal. SR said that cost would be abot \$900. Chrissy said they haven't listed any revenue but ads do run in the journal and asked if that offsets the cost. SR said yes, sometimes it does, but added SR depends on SUFAC for printing costs because revenue from donations and ads is erratic. SR added that it's agency account really varies from year to year, if you see pie charts, last year the agency was 19% and this year it is projected to be 11%. Chrissy asked for an approximate estimate for the ads that are being sold. SR said a quarter page ad is \$64 per year, a ½ page for a year is \$104 and for a full page \$232. Chrissy asked

what the revenue goes toward to then. SR said overage and this past year, for the computer and printer. SR added this year they really have been actively seeking the donations. Ryan asked how much the printer and computer bought last year was. SR said the computer and software was roughly \$900 dollars, almost \$1000, gotten through the university. Ryan asked if they used agency. SR said yes. Ryan asked so this year there is an excess of revenue and how much excess for that. SR said last year they really actively started seeking donations and ads, last fall was first time SR really saw an increase in revenue. Chrissy asked if community members purchase the journal or if it is given out. SR said the only journals for community members are community members accepted to be published in the journal. SR said community members have made up 8% of published submissions, so roughly 21 people, out of that 21, 4 were teachers in high schools and 4 were professionals who had been published. SR said since 2004, 21 people have gotten a free journal but all people who were published. Chrissy asked if that's also true for alumni and professors. SR said yes, only other people that get journal are reciprocal agreements with other journals, such as Harvard and Indiana Review, and that they also send out 1 copy to every UW university. GTP asked what does actively seeking ads entail. SR said physically visiting places, such as coffee shops, bookstores, SR added it wants to expand that to include a hardware store or someplace students would shop. SR said it currently has active interest from festival foods and the recently opened naked foods, a natural food store catering to the more health conscience. GTP asked if SR knew that 4e charged a more amount for their ads. SS said typically 4e charges more because it's published weekly and their paper stock is just regular newspaper so you can have bigger ads, ads are getting out more frequency, to twice a year. GTP added that with the quality of the ads she would charge more. SR said when it first started, it set contract prices a little lower because they weren't sure if there would be interest, about a steady stream of advertisers to pay the money, rates might go up and probably will considering with fluctuating print costs, kind of a test thing to see if SR could get advertisers. Chrissy asked when distributing the journal if that is only on campus. SR said just on campus. Ryan said last fall a contingency request was made for \$1700 and they were allocated only \$183, what different things did SR do to make ends meet. SR said they did not print as large a journal as they asked for and the difference came from their agency balance, which is currently \$900 and some change. Pha asked if SR is located on campus. SR said yes. Pha asked why computer networking fee is needed. SR said you have to pay to access system, you have to pay GB to get access in their network and be insured with network protections. Voting will take place on D-Day.

b. Southeast Asian Student Union- Southeast Asian Student Union presented a budget for \$15,946. SASU said it requested the usual \$100 for general S&E. SASU also said it has a dance during Halloween and is requesting \$450 for the dj. SASU said programs 2 and 3 are for asian month in April. SASU said one is a speaker to talk about her experience in Asia and the other is a performer of Asian folk tales with a group of dancers from Sheboygan and also the third performer is there to have some traditional music played. SASU requested a \$50 honorarium for each of the three performances. SASU said it would like food for Halloween, basically just cheese and crackers and fruit trays for munching. SASU said for events 2 and 3, it would like to have food for the speaker and performers to help get people to come and enjoy the performance. SASU requested funds for the Hmong National Development conference which is held every year in a different city, and this year it is in Detroit, MI and next year it is in Denver. SASU said the conference is open to all students on campus as long as they sign up. SASU added that there was another trip, a diversity trip to New York City, for the New York Asian film festival which is for people all over the world to show Asian films and to show how the industry is progressing. Trista asked looking at the Halloween dance, did SASU plan on charging community members who attend? SASU said they weren't sure if they could charge. SASU added they had them bring can foods to donate. Ryan asked how they came up with the estimates in the prices. SASU said each trip is estimated for 15 people, estimate is gotten online, in which they look at three different websites, such as Travelocity or Orbitz and for hotel estimated for 15 students, estimating registration fee also. Christal asked how many people usually go. SASU said around 15-20. Kate asked for the keynote speaker if the \$2500 includes lodging. SASU said it included airfare, lodging and such. Chrissy asked if

Asian month speakers and performers advertised and how are they advertised. SASU said they use flyers, table tops, and will have those up for April. Chrissy asked if advertising is done in the community. SASU said just on campus. Kate asked how many people plan to attend the keynote speaker. SASU said they usually use the phoenix rooms, and attendance depends. Ryan asked regarding to NY, what is all included, air fare, rent a car, food, etc. SASU said just air fare and lodging, the cars and such will be paid by students. Voting will take place on D-Day.

c. Student Film Society- Student Film Society presented a budget for a total of \$1,875. SFS said there were 5 films that they wish to show in 2007-08. SFS said the last film they want to show is *Throne in Blood*, a Shakespeare adaptation in which they hope to be able to show in conjunction with annual Shakespeare literary course and would then be able to show it for free but market it as a public showing. SFS said this year the current cycle is the first year with a budget and added its going pretty well, only showed 2 films last semester, and are saving things for this semester. SFS said also this semester, it began marketing the films to specific academic programs on campus. SFS said Feb 9th, 10th and 11th, the Spanish film *Bad Education* will be shown, in which SFS marketed it towards the Spanish department. SFS said it is passing flyers around to Spanish classes, and teachers are offering extra credit to attend. SFS said it wanted one Spanish language film next year, *Trainspotting* for the literary department and *Samurai Fiction* for the Japanese exchange run between UWGB and St. Norbert. Chrissy asked generally how many people attend. SFS said it will range from about 8-25, largest showing has been about 45 people but the Christie Theatre accommodates well. Chrissy asked if SFS had to rank the requests in order to which it'd prefer. SFS said *City of God*, *Samurai Fiction*, *Throne Blood*, *Brazil* and *Trainspotting*. Chrissy asked if anyone is charged SFS said no. Chrissy asked if they advertised to the community. SFS said membership is loosely affiliated, core of 3 officers, at this point, resources are limited for large scale advertising. Voting will take place on D-Day.

d. Student Government Association- Student Government Association requested a total of \$44,198.42.

SGA said the first thing it would like to point out is that student government has undergone a change since last presented a budget, not just the exec board, but exec, SUFAC, Union board, and Student Senate combined to one plus the Student Court. SGA said general supplies are pretty self explanatory, what is needed to function, items such as photocopying, phone, pretty much what was asked for last year, including computers. SGA said SUFAC wanted to be shown what the webmaster would do last year, so cut the item in half and gave the money for it. SGA said the webmaster is bought kind of like GTP and the amount he is paid is an hourly wage which is his actual job. SGA said his duties include adding info on the website to keep it updated for next year. SGA added its important to have, given legal factors to post agendas and minutes on website. SGA said starting next year it would like to try and get a link off current students web page, also trying to get a track and pull for surveys right off website so students can leave comments and such, especially for SGA. SGA said the next page is for capital items, mostly for student court, judicial branches are new this year and do need a gavel. SGA said the voice recorder is not only for student court but every single meeting for SFUAC and SGA, in case minutes are destroyed or if there is a question about what one person said or what was on the minutes. SGA said also lost minutes over the summer between transition because of voice recording would be able to reconstruct, and added it would be very essential and be stored in the SGA closet locked up. SGA explained the Roberts rules of order cd-rom would be of use especially to the student court, you would type in a word and it would show up everything in the book with it, highlight, bookmark things, instead of having to buy new editions. SGA said every time a new edition comes out, the cd-rom automatically updates things, student court would be able to leave notes for future student courts, used for rulings, and is a lot quicker. SGA said there were 3 administrative assistants, and all had general jobs of typing up minutes, making copies, duties that needed to be done. SGA requested a slight increase for the President's duties due to the change in constitution, there is a lot more oversight needed by president, no longer just sitting in a room, lot more time involved. SGA added VP has also gone up, as they are running student senate meetings. SGA said the Speaker duties were in the by laws and elected from student senators and helps them out.

SGA said the Secretaries are given \$500 for a semester, which is lower than what other schools give, and added they have done a whole lot more work this year, lots of surveys, lots of meetings, lot of time spent. SGA said the Chief of staff is very critical to help with secretaries, keeps everything including budget stuff in line. SGA said the Press Secretary does a lot of promotional stuff. SGA added that the Chief of staff and Press Secretary are split up off of the extra administrative assistant, and it is now just a stipend and duties were added, really a lot more than what was done last year. SGA said the Chief Justice and Assoc. Justices, this year wrote by laws and election stuff, amore full range of duties, because next year, it will be slower but SGA will add duties to their position, such as coordinating things with the Dean of Students and will have more projects to stay busy. SGA said the Assistant Secretary of Seg fees is what chrissy does this year. SGA added after evaluations, it can cut honorariums. SGA said as president, number of hours alone, includes 20 hours a week, for the VP about 15. SGA said the food is for student senate, one for each semester to help promote the meetings. SGA said Pass the Gavel is had at the end of the year and is an introduction for new elected officials and also afarewell to outgoing. SGA said all students are invited, a good way to wrap up the school year. SGA said for in state trips, there is a UW Student Representatives retreat, held 3 times this year and 4 times next. SGA explained it is an opportunity to network with other SGA presidents, great networking time, not really sure where it would be held next year, in madision perhaps, but budgeted for the farthest location. SGA said for out of state trips, there is the DC Summit conference, which is cheaper than a prior conference gone to in the past. SGA said there is a lot of focus on lobbying, each student pays their 1/3rd contribution. SGA said 3 SGA members are going this year and 2 non SGA members going. SGA also requested funding to join American Student Government Association which has lots of good information on their website with discounts for trips and things and makes it so SGA can research other student governments. Ryan asked with salaries and honorariums, why don't senators get honorariums and why do associate justice's do. SGA said senators don't get honorariums because they don't put as much time into it as associate justices. SGA added that there are 4 and up to 5 people in Student Court to regulate the student body, acting like any way a director would, and said that they are in charge of the election commission in spring. SGA said the honorariums are just a thank you to take time to help SGA out of their busy days. Chrissy asked what past amounts were for honorariums as there seems to be a jump in some. SGA said the President went up, which used to be \$2000, the Vice President was \$1600 last year, Secretary of Seg fees was \$1700, secretaries went up slightly, witheach running committees such as SUFAC, their duties include every couple weeks coming up with surveys and things. SGA said the Chief of Staff is a new position and Press Secretary is also new position. Chrissy asked assuming looking at travel, is just the president traveling. SGA said yes, just the president, for lobbying purposes. Chrissy asked if the trip is open to all students for the DC summit. SGA said yes. Chrissy asked oddly enough Matt would like to know if honorariums for this year that were given out last semester would have to be cut by evaluations. SGA said it has happened in the past, but not this past semester, based on evaluations. SGA said it is actually working on a system to come up with a better source of evaluation. Chrissy asked what about the people that aren't the head of a board, how are they evaluated, people such as Associate Justices or the Chief of Staff. SGA said they sit down with the President and Vice President and the Chief of Staff would be evaluated by those he works above. Chrissy asked SGA were saying the hours people spending in the office have increased, has SGA increased the hours required in the by laws. SGA said yes, in the past, only one hour was needed, but now they are required to post two and do 8-10 per week. Ryan said comparisons were made to other schools how did UWGB rank with that. SGA said most pay honorariums, those that don't, the SGA president would get tuition free, or some kind of compensations. SGA said a lot of times it can be considered an actual job as most Presidents don't hold another job. Ryan clarified, asking if there were any other further incentives other than honorariums. SGA said no, they just received the honorarium. Voting will take place on D-Day.

X. Action Items

a. *At-Large Member Application Peter Xiong-* Chrissy made a motion to approve Peter as a new member of the board. Joe seconded. Matt said more participation is good. Chrissy said that she likes that he wants to be a turtle. Joe called the question. Motion passed 5-0-0.

XI. Announcements

Mark your calenders - D-Day is two Saturdays from now, February 17th, which all of this budgeting and process leads up to, make sure you are available from 9-5. Will there be food? Most likely.

XII. Adjournment

Joe made a motion to adjourn. Chrissy seconded. Chrissy called the question. Chrissy called acclamation. Meeting ended at 6:40p.m.

Respectfully Submitted by,

Joy Hanneman
SUFAC Administrative Assistant