

# SUFAC

## Meeting Minutes for November 16<sup>th</sup>, 2006

### I. Call to Order

SUFAC Secretary Matthew Winden called the meeting to order at 5:00 P.M.

### II. Roll Call

- a. **Members Present:** Tyler Vorpapel, Eric Frank, Chrissy Aurit, Ngosong Fonkem, Ryan Wegner, Anton Williams, Matthew Winden, Ron Ronnenberg, OFO Representative, Trista Seubert, Crystal Jushka, Pha Thao

### III. Recognition of Guests

### IV. Approval of Agenda

Chrissy made a motion to approve the agenda. Eric seconded. Tyler called the question. Eric called acclamation. Agenda is approved.

### V. Approval of Minutes

Chrissy made a motion to approve the agenda. Tyler seconded. Eric called the question. Tyler called acclamation. Minutes are approved.

### VI. Reports

- a. **OFO:** Current OFO balance is at \$20,782.12 with the small org start up budget at \$900.
- b. **Senate:** There will be a meeting December 4th with the Chancellor and the Provost attending. Michael, the Speaker for Senate is also looking for fundraising ideas.
- c. **Exec:** Website is up and hopefully at Thanksgiving there will be a registration of classes survey. Also we are talking to Green Bay Metro to change the hours of the bus schedule to accommodate winter break.
- d. **Assistant Secretary:** : Don't be afraid to ask questions concerning the budget presentations.
- e. **Secretary:** Email me any questions regarding the by-laws and we can discuss them at the next meeting.

### VII. Information Items

- a. **Kress Events Center Programming Budget-** Chrissy asked what is the justification for the 6 full time equivalent staff members in relation to the programming budget, not operations budget. Kress said the programming budget does not have 6 FTE but is instead asking for 3 additional, including: Director of Operations given the size and scope of the new facility, Kress felt they need a director with budget development and monitoring abilities. Kress added this person would also be responsible for policy development, hiring and supervising, development of long range operation, schedule rental, fees, programming and over seeing the learn to swim program. Kress added, in addition, it would also need a Fitness Coordinator, which was the number 1 recommendation formed of two committees last spring. Kress explained the Fitness Coordinator will hire and train all student employees for the fitness program, run personal and small group training programs, develop new health and wellness programs, new nutritional classes and so forth. Kress explained it currently has a student/LTE who works 15 hours a week and basically offers limited fitness programs and with a full time person dedicated to doing that, Kress can expand and compete with the YMCA of Green Bay in terms of programming. Kress said the third and last FTE wanted is an Event Coordinator; someone who would be contacted when any person on campus/off campus wants to use the arena, outdoor fields, and so forth who would work with GTP and make sure Kress can fulfill the needs for every event. Kress added the Event Coordinator would be at every event to make sure everything runs smoothly, and also be available to hire and train staff for event days. Chrissy asked why is revenue 102 going down. Kress said because students are not charged membership fees. Kress added that it is in discussions with Dean and Tom and is going to look at transferring and still depositing the revenue for university staff and community alumni in fund 102 as well as rental revenue so salaries can be offset and recapture some fringe benefit savings. Kress said revenue is shifting back to 102 and looks like it will be around \$65,000. Chrissy said it looks as if the revenue is going up with the budget. Kress said the \$176,000 included were learn to swim registration fees, \$25,000 in vending sales, and miscellaneous revenue for \$13,920. Kress added there will be \$45,000 in non-student membership fees and \$20,000 in rental revenue. Chrissy asked why is there a need to hire three times as many students when the majority of the square footage is arena, which will be staffed by people using it for events. Kress said although the arena makes up a good chunk, the fitness center is over 6 times the size it is now, so they'll need a monitor for the new gym as well as the turf gym, plus Kress is anticipating an increase in the number of people using it. Kress added there will be additional students at the check in desk, new programming, along with cleaning the fitness center equipment which will be done throughout the day and which is approximately 40 pieces, plus Kress is hoping for significant increase in usage. Chrissy asked why the new positions needed were put under classified staff instead of academic staff. Kress said

based upon the state and Human Resources policies and practices, whether academic or classified, is not a flexibility based upon duties. Kress added the Fitness Coordinator was a classified position and what the state recommends for that position. Chrissy asked with the addition of the Director of Operations and Event Coordinator are needed when the Kress won't be marketed to the community. Kress doesn't envision soliciting music groups, not someone actively seeking those types of events, but Kress expects the Director of Operations to build relationships with community to do certain events in the building that makes sense, such as the boy's sectionals, which would be a great example of bringing people to campus that wouldn't, such as high school kids looking to go to college. Kress added they are not going to actively seek the circus, or Toby Keith, or those types of events, but market the facility, not just the arena, a building everyone should be proud of and get the community involved. Chrissy asked with the fee membership through the \$400 student fee, will there be any other fees to use the Kress Events Center. Kress said they will be charging very small fees to register an intramural team, such as \$10 per team, but if the extra fund isn't needed that fee could go away also. Chrissy asked if there is only certain revenue you are allowed to transfer to 102. Kress said yes, they can't transfer vending sales or community members. That would be a different fund and the 102 as is used now is used as a holding place for money, historically, the holder can save fringe benefits on salaries through 102. Chrissy asked why is that changing. Kress said the mechanism that the state accounts for fringes so as that pool shrinks, there may or may not be enough dollars in that pool and system comes to a point where the fringe pool is really tight. Ryan asked when the Kress Center is used for events such as basketball games or WIAA sectionals, are there other parts of the facility open for student use. Kress said yes, the other parts would be open.

**b. Kress Center Operations-** Chrissy wanted to know how Kress came up with \$200 for maintenance and \$200 for debt service. Kress said based on projections for debt service and operational cost, bonds haven't been let, so Kress doesn't know the interest rate, as time goes on there will be better estimates which is true of all budgets for Kress. Chrissy said historically, SUFAC has discussed 150/250 breakdown and its never been set in stone, would that be a number Kress would be willing to work with if students want that option instead. Kress said it doesn't have that option and can't prepay because state will reset bonds or interests may go down. Kress said it's not like a whole mortgage, can't prepay to pay off faster, once it is set, it will be set. Kress added if they can re-bond at a lower interest rate, that figure could be used in the future. Chrissy asked if students can request a bond at a certain level, in terms of maybe adjusting how long the bond is for, so students can choose the amount they want to pay. Kress said it is not an option, the fund is being collected from the \$400. Chrissy asked why was this number even brought up in the first place if it was never

really an option. Kress said the split was based on projections a long time ago when the construction was first talked about. Kress said with the 250/150 split, 250 was the best guess based on beginning construction because debt service begins when you start construction. Kress said it has money in hand to pay contracts, through the state through bonds or cash in hand and the disadvantage was construction was delayed, so there was more cash on hand when construction began, so Kress doesn't have to bond as much because there was more cash at hand, so bonding is down to \$200. Kress added it is now looking at operating costs and realistically, need more to operate. Kress added the \$400 is still believed to cover debt service and operating and the only unknown is utility cost. Chrissy asked why there was a groundskeeper added when more outdoor space is being used up by the events center itself. Kress said mowing takes place and although there is no shrubbery, there will be outdoor planting, outdoor sidewalks and pathways that will have to be shoveled and such. Kress said it is a fair amount of work that will have to be done due to the addition of the Kress Center. Chrissy asked there is a huge maintenance cost associated with people hiring in general and most of the floor space is arena, staffed by whoever is using it, so why is maintenance going up as far as what you need to staff daily. Kress said the Events Center from a square footage perspective is not that large, but in terms of cubic or volume, it's huge. Kress said there are lots of locker rooms, shower rooms, bathrooms, which will have to be cleaned daily, so that will be a fair amount of custodial positions. Dean Rodeheaver offered to give tours to SUFAC of the construction to demonstrate this. Chrissy asked if maintenance costs do go down and Kress already has people hired, how would Kress deal with that if too many people were hired. Kress said truly if it got to that point, Kress would lay somebody off. Kress said the question about not being able to fire people because of classified vs. academic staff is not true. Kress said classified staff can be eliminated easier due to budget constraints. Ryan asked due to programming, when buying equipment for depreciation value, does it go over so many years or just a one year request. Kress said generally only one year and that they only depreciate equipment that is over \$5,000 and most pieces are not. Ryan added so then the following year, since it is a major purchase, the following budget will be less on the next year? Kress said the weight equipment will be purchased, and cardio leased and that Kress is planning on spending \$75,000 of reserve on weight equipment in addition to what's in the project budget. Kress said that equipment does not pay to lease with its 10-15 year life span. Kress finished with when it's needed to be replaced, it will be done a few pieces at a time with a certain dollar figure in the budget that will remain constant due to changing certain pieces each year.

**c. Mock Trial-** Mock Trial presented a request for \$375 that included start up funds and money to register for the regional Mock Trial held on February 26<sup>th</sup> and 27<sup>th</sup> down in Milwaukee. Mock trial said there are 6 or 7 people who were interested and are going to join. Mock Trial said after tonight, they hope to post a bunch of signs to get the word out to more people. Tyler asked how many people compete on a mock trial team. MT said the club would be open to as many people, which could be more than one team. MT said one team consists of 6-8 people and that is considered small. MT said in the future, perhaps it can add more teams, as many people that can join and help with the case. Chrissy asked how would MT decide who goes to the competition. MT said either the attorney coach, or the state when they signed up, but MT would like people who felt that they were competitive enough to put forward their name, decide who would be best for each position. Chrissy asked could other members still go to the competition if they don't get picked to compete. MT said yes, anyone can come and watch or take notes, and help out any way they would like. Ryan asked how many days for this competition. MT said it would be February 26<sup>th</sup>-27<sup>th</sup>, a two day competition down in Milwaukee. MT said Regionals are between January and February and that there are 25-30 regional spots. Chrissy asked if MT could explain the two costs. MT said \$100 is just for a new team to bring in a

new idea for the case material and that MT receives 10 copies. MT said the \$175 is to compete, the top couple teams get medals, trophies, or move on, so that takes care of some of that cost. Ryan asked if there were any membership fees or sources of revenue. MT said its hoping to see how it would go and then next year move it on to something bigger. MT added that this year it's a trial run, maybe next year or the year after there will be opportunities through fundraisers. Chrissy wanted clarified the money for general org money. MT said that is start up money for supplies, notebooks, pens, posters for advertising, etc. Tyler asked how many mock trial competitions there are per year. MT said there were a couple practices and exhibitions in December, but basically there is the one shot in February. MT added that if you take 1st, you get to go to nationals. MT said all fall is preparing for Regionals. Ryan asked how transportation and lodging will be funded. MT decided as of right now, MT will figure out a way and compete the day and then drive back, adding they didn't have any plans for hotels or anything. Eric asked if practice mock trials had to be paid for. MT said yes, it's worked in with the \$175. Tyler moved to make this action item c. Anton seconded. Tyler said it sounds like they are really interested in doing this, and MT has already passed the deadline so if it gets put off, almost to December when we return from break there might not be a spot left. Chrissy called the question. Tyler called acclamation. Mock Trial Contingency Request is moved to Action Item C.

### VIII. Discussion Items

**a. Future Marketing Professionals-** Future Marketing Professionals requested the typical start up budget of \$100.00 for an org. Chrissy asked if they have a current roster of members. FMP said yes and that they currently have 25 members. Voting will take place on this item next week.

### IX. Budget Presentations

**a. American Choral Directors Association-** ACDA requested a total of \$4,413.33 for their budget. This included \$100 for supplies, duplicating and postage, \$2,500 for guest speakers which included a specialist and a clinician, \$100 for a pizza and beverage lunch to recruit prospective members, \$1,713.33 for the state convention in Madison which included lodging and registration fees. ACDA explained the first guest speaker was a voice specialist who would not perform but would rather have students perform for him and he would critique, and the second would perform as well as offer critiques. Tyler asked if it would be open to general students who want to receive a voice lesson. ACDA said that the actual class is open to everyone but to get a personal critique the student would have to be in a master class. Eric asked if ACDA requested this in a past year. ACDA said yes. Tyler asked if students have access to someone who can critique them now without bringing in the guest speaker. ACDA said yes, but the new opinion and perspective really helps the students. Anton asked how many attend this usually. ACDA said approximately 20-30 students. Tyler asked how many audition. ACDA said depending on the time limitations at the least 5, at the most 10. Chrissy asked when the promotional lunch is being held. ACDA said the lunch is in early winter when music hosts scholarship auditions. Ryan asked how many staff critique daily. ACDA said all choral majors are assigned to 1 teacher and sometimes staff hold a master class. ACDA said if it comes to choosing one speaker, they would prefer the performer, Floyd Slotterback, over the critic, Neil Semer. Ryan asked how ACDA will cover the 1/3<sup>rd</sup> travel cost. ACDA said Seroogy candy bar sales, bake sales, and any money not raised will be offset by the student attending. Ryan asked if more than the amount of students they request for attend how will they offset the cost. ACDA said the money from SUFAC will go equally to all attending. Ryan asked if they have attended the convention before. ACDA said no because it was previously held in Fargo, North Dakota.

**b. Bowling Club-** Bowling Club presented their total budget of \$11,982.65, which included S&E expenses of \$485; \$30 for photocopies, \$5 for postage and \$450 for membership fees split equally at \$225 per men and women, a contractual expense of \$4,896, and travel expenses which included \$6,601.65. Bowling Club explained the contractual expense was for the recreational Cosmic League held at Willow Creek Lanes. BC explained it is a 19 week program, 10 weeks from early October- mid December and a 9 week program from mid February- late April. The last week is free to all bowlers and is a "fun night" with special deals available. BC explained that each night the student pays \$5 to bowl and that SUFAC cover the extra \$3 needed. BC explained since Willow Creek offers two free weeks (one in Fall, the other in Spring) they are budgeting for 96 students for 17 weeks at \$3 per night for a total of \$4896.00. BC budgeted for 7 in state trips and 2 out of state trips. BC explained the first one is to Wauwatosa for 14 bowlers for 1 night and BC would participate in the longest running tournament in USBC history, which BC has attended for the past 6 years. BC is asking SUFAC to fund \$667.73 of this trip. BC explained the 2<sup>nd</sup> trip was for the 1<sup>st</sup> of 4 conference meets in La Crosse. BC explained that the meet is required for them to attend in order to make it to the sectional tournament. BC explained that they would have to leave Friday in order to make the 9am bowling time that Saturday. BC is requesting a total of \$746.13 SUFAC contribution for this trip. BC explained the 3<sup>rd</sup> trip was for the second of the four conference meets and it would be in Platteville and is asking \$769.65 SUFAC contribution for this trip. BC said the 3<sup>rd</sup> of the 4 conference meets is in Madison and are requesting \$483.47 SUFAC contribution for this trip. BC explained the final of the 4 conference meets is in Wauwatosa and are asking for a total of \$466.67 SUFAC contribution. BC also asked for travel money to the Titan Invitational in Oshkosh where they would not be spending the night but rather driving back down twice. BC requested \$478.93 SUFAC contribution for this trip. BC explained the 1<sup>st</sup> of the 2 out of state trips would be to South Bend, IN to attend the Tier 1 Blue & Gold tournament. BC explained it is another prestigious event that greatly improves GB's chances for a sectional appearance. BC requested \$1,102.67 SUFAC contribution for this trip. BC explained for the 2<sup>nd</sup> of the 2 out of state trips, they would like to travel to Lafayette, IN to attend the Boilermaker classic. BC explained it is a special scoring tournament that would include past national champions Lindenwood and Saginaw Valley, so BC is quite excited about this trip. BC is requesting a total of \$1,169.60 SUFAC contribution for this trip. Ryan asked regarding the contractual obligations and why it is for 17 and not 19. BC explained the last week in each semester is free courtesy of Willow Creek lanes. Ngosong asked whether Bowling Club fundraises. BC said hopefully planning an annual even in January. Ngosong asked how many teams on average bowl in the Cosmic League. BC said there are roughly 20 lanes for an average of 73-75 students per night. Chrissy asked if the lanes are usually filled up. BC said according to the past president, BC comes close to it every time. Eric asked if they attend the conferences and invitationals every year. BC said they

attended the Warhawk and Purdue this year, with the Warhawk being a 1<sup>st</sup> year tournament that BC hopes to make a tradition. Ryan asked why there was a discrepancy in the mileage for Wauwatosa. BC explained it was due to different bowling alley locations. Ryan asked if there are 96 students in Cosmic, how do they decide who goes to the tournament. BC explained like intramural vs. varsity, the bowlers at cosmic bowl at a different level than what is needed for the tournaments. No more questions. Voting will take place on this item in February.

**c. *Campus Crusade for Christ-*** Campus Crusade for Christ presented their budget of \$4,890 which included \$390 for S&E; broken down into \$100 for photocopying, \$150 for duplicating and \$140 for subscriptions, \$1,600 for capital items and \$2,900 for travel expenses. CCC explained the money for the subscriptions was due to licensing to play music at events they hold, such as their meetings. CCC explained the fee would usually be only \$100 to renew the subscription but an extra \$40 was needed to gain licenses for new music to add into the subscription. CCC explained the \$1,600 for capital items are for Student Survival Kits offered at Org Smorg at the beginning of the year. CCC explained they are available for all students and the money will get 200 kits total. CCC explained the kits include a bible, the book More Than A Carpenter by Josh McDowell, a CD of various popular songs, a laundry bag and several other small items. CCC requested money for 3 trips, 2 in state and 1 out of state. CCC explained the 1<sup>st</sup> in state trip would be the annual fall retreat for Fox Valley campuses in Westboro, WI for 30 students. CCC explained the weekend is for students to grow in personal faith and its application to their student life. CCC is requesting \$1,200 SUFAC contribution for this trip. CCC explained for the 2<sup>nd</sup> of the 2 in state trips they would like to attend TREK in Westby, WI for 3 travelers. CCC explained it is an annual leadership conference and is held for any student attending a college in the Midwest region. CCC is requesting \$500 SUFAC contribution for this trip. CCC explained for the 3<sup>rd</sup> trip and the only out of state trip, CCC would like to attend TCX Christmas Conference in Minneapolis for 20 students. CCC explained it is open to all students and students would have the opportunity to experience four days of training and growth spirituality. CCC is requesting \$1,200 SUFAC contribution for this trip. CCC explained all travel costs together would be a total of \$2,900. Ryan asked what can be considering capital items. Point of information, any handout for org smorg is put under capital items. Ryan asked what is the breakdown for subscriptions. CCC explained \$100 is for the actual subscription and the extra \$40 is to cover new material to add into the subscription. Chrissy asked for the travel to Madison if there were any food costs. CCC said none. Ryan asked if there were any food costs for other trips. CCC said yes, for the TCX trip. Ryan asked what dollar amount that is. CCC said it is within the registration fees for the trip. Point of information registration fees cannot be itemized in a list. Voting will take place on this in February.

## **X. Action Items**

**a. *Line Dancing Club Contingency Request-*** Chrissy made a motion to approve LDC in full. Anton seconded. Chrissy believed that LDC should use their agency to fund the t-shirts. Tyler made a friendly to omit the cost of the t-shirts and recommend LDC use their agency funds for the t-shirts instead, for a total of \$50.00 SUFAC contribution. Chrissy accepted the friendly. Anton did not. Chrissy explained that to only give the t-shirt to club members would not be fair, that instead it should be available for all students. Tyler agreed. Tyler repeated his friendly. Chrissy accepted. Anton accepted. Tyler called the question. Chrissy called acclamation. Motion passes 6-0-0.

**b. *SAGA Contingency Requests-*** Chrissy made a motion to package all saga requests for a total of \$1,865.56. Pha seconded. Chrissy called the question. Chrissy called acclamation. Requests are packaged. Chrissy moved to approve SAGA in full for \$1,865.56. Pha seconded. Anton asked if its possible to subtract their balance of \$14.81 of their agency balance. Chrissy asked why. Anton said to help pay for it. Point of information can SUFAC force them to use agency balance. No, only underfund which will then by process of elimination they will need to use it. Anton made a friendly to subtract the \$14.81 from the request for a total of \$1850.75. Chrissy accepted the friendly. Pha accepted it as well. Crystal clarifies it is just subtracted just to lower the cost, she would not recommend it. Agency can be used as back up for additional expenses. Chrissy generally said if they have agency in such a small amount, its not usually argued. Chrissy called the question. Friendly failed 2-4-0. Chrissy thought the two items for food items seem appropriate, fairly small amount, planning 20 students hopefully to increase membership in the club, also open to all people, and is advertised through banners and campus life which is required by SUFAC. Ryan agreed with Chrissy it is an adequate amount to promote the group. Ryan said moving on to S&E, basically they did not submit a budget the prior year, on the yearly subscription they did not contact other sources such as the library, and the subscription will be kept in the org desk which is not available to all students. Chrissy said they would be able to give it to anyone at meetings to look at and have it available plus Chrissy is not aware of anybody who goes to the library for a subscription. Chrissy said she thinks the request and the other two requests for the movie were solid plus they have a lot of attendees, but they are showing the movie hoping to facilitate discussion on the campus day of silence, perhaps suggest they move date of movie to another day. No other discussion. Chrissy called the question. Motion passes 3-1-2.

**c. *Mock Trial-*** Tyler moved to approve Mock Trial in the amount of \$375. Anton seconded. Chrissy thinks what they are asking for is good, whole concept of mock trial organization is solid to try and get students involved. Tyler added the idea of bringing in any student to bring on the team and/or watch is good to get students involved. Ngosong agreed with Chrissy. Tyler called the question. Motion passed 6-0-0.

## **XI. Announcements**

Email Matt anything on the by-laws, currently just a work in progress. No meeting next week. Have a good Thanksgiving.

## **XII. Adjournment**

Tyler made a motion to adjourn. Chrissy seconded. Pha called the question. Tyler called acclamation. Meeting adjourned at 6:55PM.

Respectfully Submitted by,