SUFAC Meeting Minutes

February 16th, 2023 5:15 PM

1965 Room, UWGB

1. Call to Order 5:16 PM
2. Roll Call
3. Recognition of Guests
4. Approval of Agenda
   1. Moved by Maleny
   2. Seconded by Kris
   3. Motion to amend USGA Contingency request into action item
      1. Moved by Tanisha
      2. Seconded by Brendan
   4. Approval of Amended agenda
      1. Agenda adopted
5. Approval of Minutes
   1. Moved by Zea
   2. Seconded by Zach
6. Reports
   1. Chair
      1. Ski and Snowboard Club
         1. reallocation for $1833.91
         2. contingency approved for $363.49
         3. Reallocation was $451.56
      2. Engineering club reallocation of $250
      3. MSA had $40 contingency supplies request
         1. $100 approved for fundraising
      4. Contingency for soccer club as travel $137
      5. Travel contingency request for SGA travel $421.47
      6. Approved org startup for workers and socialist party
      7. Have been in contact with members of SGA to get amendment to make SUFAC more autonomous
   2. Vice Chair
      1. Working on guidelines for subcommittee
      2. Riley, Nathan, and Brendan will use that to make changes to guidelines and bring them to the committee
      3. Join if you would like
   3. Senate
      1. Interviews with potential senators
      2. Been in contact with Zach Pearson
   4. SGA Exec
      1. Senate meeting where they passed resolution for more transparency
      2. Dissolution of University SGA
      3. Working on lobbying day
   5. Liaison
      1. $27,637.35 in contingency
      2. $2921.92 in startup
7. New Business
   1. DECA Request
      1. Transfer funds from regional conference to upcoming nationals trip to Florida
      2. Will help bring down costs for members
      3. Brendan: this was originally in the budget for this year, I advised to create a new request that would replace the old request in the budget
   2. MSU
      1. Celebrate multiracial experience
      2. Asking for $500 in general supplies- more specific in itemized
      3. $200 for digicopy
      4. Contractual
         1. Speaker for fall and spring
         2. Workshop in fall and spring
         3. Social for fall and spring
      5. Food
         1. Food for events, speaker workshops, and recruitment
         2. Leftover used for food for meetings
      6. No travel
      7. Questions:
         1. Riley: can you give us a total guess of attendance for each event?
         2. Mack: we have roughly 40 students on our email list, so I would say 50ish
   3. Ultimate Frisbee Club
      1. Team based sport – practicing and teaching the sport and less competitive from other sports
      2. Food
         1. Both events for recruitment after org smorgs
      3. Travel
         1. Steven’s Point Competition
            1. Similar for the rest of the travel requests
         2. Questions:
            1. Riley: I noticed you don’t have a mission statement; I will follow up with you on that
            2. Riley: is the club part of a conference?
            3. Rep: not currently
   4. SASU
      1. Strive to create a space for multiracial students to feel welcome
      2. Collaborate with other student orgs
      3. Food
         1. All socials with food are for all students on campus
         2. Want to fundraise to make up difference of what is outside of guidelines
      4. Members
         1. 20 people at each meeting
         2. Last social had 35 people
      5. Questions:
         1. Riley: can you walk through the contractual?
         2. Rep: there are some parts of the budgets we are not sure why they are over because the last president stepped down from the position so the budget was not created by us
         3. \*clarification needed on fundraising plan\*
         4. Riley: you are asking for an exception to the $10,000 per year guideline?
         5. Rep: yes
         6. Riley: under supplies, are you purchasing new pots or do you have ones from previous years
         7. Rep: last boards reserved a kitchen space and then used what was there
         8. Riley: for the boba night, is it okay if we move this to the general supplies?
         9. Rep: yes
         10. Riley: we will reach out for more details about what all is being purchased
   5. SGA
      1. Represent the wants and needs of student body at UWGB to the administration
      2. S and E total of $7,930 with bulk of it going to computers which we have to have
      3. Some items we would like to request is office chairs, clock, etc. which will cost $1000
      4. Scholarships
         1. Many of these we are asking for an exception to the 10% increase
            1. Raising president and vice president 9.09% to stay in line with other universities
            2. Raising the speaker 45.45% for all the work they do
            3. Increase for chair of SUFAC 18.92%
            4. Increasing the vice chair of SUFAC 13.64%
            5. Committee chair also 13% increase
            6. Administrative assistant 2.27% increase
            7. Chief justices have a 6.9% increase
            8. Associate justices have a 6.25% increase
            9. Director of outreach has no increase
      5. Contractual
         1. Committee chair programming
         2. Transcription services so we can have closed captioning on presidential debates
      6. Food
         1. Pass the gavel
            1. Network with admin and senators
         2. D-Day
         3. Initial fall senate meeting
         4. Initial spring senate meeting
         5. Fall and Spring Retreats
      7. Travel
         1. Lobbying day in Madison
         2. Wisconsin Dells Exec Board Retreat
         3. Spring Exec Board Retreat
         4. Fall Board of Regents meeting
         5. UWGB at Marinette
         6. UWGB at Sheboygan
         7. UWGB at Manitowoc
      8. Questions:
         1. Matthew: when it comes to salaries, is there an estimated weekly commitment
         2. Alex: there is a spreadsheet where we broke everything down
         3. Matthew: what does that break down to per hour?
         4. Alex: $15/hour
         5. Braden: are you replacing the computers currently in the office?
         6. Adam: with the computers, that is the rate that IT charges to maintain the computers and computers get updated every 2-3 years
         7. Riley: is the full amount charged every year?
         8. Adam: I believe it is fully charged, and there is a record as to what those computers are
         9. Brendan: Do you believe that the stipends as they are reflected is a representation of workload, do you believe that is reflected in the SGA constitution? Would someone new coming in right now doing the same workload?
         10. Alex: I think they would do about the same after training
         11. Brendan: can you describe the process of evaluation for these stipends?
         12. Alex: we go over what each paid person has done over the semester thus far with the advisor
         13. Matthew: is the furniture in the SGA lounge broken?
         14. Alex: the furniture is old, like from the 60s or 70s
         15. Riley: Could you go through each of the 4 scholarships that are raising over 10%
         16. Alex: speaker of the senate and chair of SUFAC we want at the same level of the VP because they have the same workloads, VP increased to be in line with other universities, same with SUFAC and committee chairs
         17. Matthew: regarding pay, was that ever set up with the university to be an hourly pay?
         18. Riley: technically this isn’t an hourly position, this is equivalent to a scholarship because it isn’t technically employment
         19. Riley: What was the reason for the committee chair increase? To make it an even $1000?
         20. Alex: I believe so
         21. Riley: there are stipends here that are redundant with the next budget we are about to go over; would you like us to retain these in here?
         22. Riley: these positions are still up in the air based on our resolution on Monday- USGA is separate from SGA of the campus
         23. Riley: Alex, are you asking for an exception for supplies?
         24. Alex: yes
         25. Riley: programs 1, 2, 5, and 6- these are closed events, correct?
         26. Alex: correct, are programs 3 and 4 open to the public
         27. Riley: so you're asking for an exception?
         28. Alex: yes
         29. Riley: what is the allocation for pass the gavel?
         30. Alex: Pass the Gavel is a program with outgoing and incoming SGA administrators
         31. Riley: Are you asking for an exception for this event?
         32. Alex: Yes
         33. Riley: are programs 5 and 6 along with the dells?
         34. Alex: yes
         35. Riley: so you are asking for an exception to our guideline?
         36. Alex: yes
   6. USGA
      1. USGA represents all university students, not just student at Green Bay
      2. No budget request put in last year
      3. Putting in a budget request for next year because it currently exists
      4. Supplies
         1. General supplies and copies for $400
      5. Salaries
         1. $3000 per semester for university president
         2. $900 for administrative assistant
      6. Nothing in contractual or food
      7. Travel
         1. This is for travel to campuses, not USGA activities, but I would like to scrap all of the travel at this time
      8. Questions:
         1. Riley: are you still requesting ¼ of the total allocation?
         2. Harrison: no, because then students at branch campuses are paying more, my request is to divide this by the number of students
         3. Zea: what is the evaluation process for the administrative assistant here?
         4. Harrison: this is done by the president's council, each campuses portion is approved by that campus's senate
         5. Riley: is that spelled out anywhere?
         6. Harrison: yes, there is a document that I would like to adopt
         7. Riley: could you clarify which of the campuses have adopted?
         8. Harrison: I presented at all the branch campuses, but GB did not put it on the agenda for the next meeting
         9. Riley: Do you need office supplies and printing?
         10. Harrison: if it is needed for next year, it would be available, so I want to keep it in the budget
   7. USGA Contingency Request
      1. I would like to change from 25% to 88% for UWGB campus which comes out to about $0.82/student
      2. Riley: would you like immediate action on this or would you like it tabled?
      3. Harrison: I don’t mind if it is tabled given the future of USGA
      4. Harrison: this is a contingency request similar to the budget you just saw, this is a request to provide stipends and reimbursements for activities from this year
      5. Questions:
         1. Zea: who was the admin assistant for the fall semester?
         2. Harrison: Karime Galaviz from UWGB at Manitowoc
         3. Tanisha: To clarify, you are asking for funding for things you have already done?
         4. Harrison: this just makes the funds available; it would still need to be approved by the senate
         5. Riley: So, you are asking to be reimbursed for the trips you already took?
         6. Harrison: yes, I made 4 trips
         7. Tanisha: if the events are available online why did you attend in person?
         8. Harrison: meetings were mostly attended in person, so this way I could be a more effective representative of the students
         9. Zea: what is the solution for these trips for students who have class during the day?
         10. Harrison: my experience in putting out poles, presidents say they are available on Fridays, but not everyone can make it which is why this position was created
         11. Tanisha: Can you explain your travel to Madison?
         12. Harrison: I attended a shared governance meeting in Madison and am requesting funds to reimburse my gas and parking
         13. Harrison: my main role is to support presidents from each campus in what they would like to achieve, and I have been very successful of supporting presidents at branch campuses
         14. Alex: in the email, documentation of specific activities was requested, is that available?
         15. Riley: we will not hold Harrison to that most likely
         16. Harrison: I have begun preparing documentation
         17. Zea: what happened to the first half of fall semester, should we be paying you for that?
         18. Harrison: I believe this is best to be discussed in senate
         19. Zea: sounds good
         20. Tanisha: What is the deal with when we are supposed to be turning things in? Why is this just coming up now versus last year?
         21. Harrison: I went to my advisors about if this should be a student organization or a separate auxiliary, and I am fine doing this voluntarily if funding is not approved, but I was encouraged by my advisor to request funding
         22. Riley: I am requesting we wrap up questions soon
      6. Riley entertained a motion for a 10-minute recess
         1. Moved by Maleny
         2. Seconded by Tanisha
         3. Recess until 6:42
8. Discussion
   1. DECA Request
      1. Riley: I would like to entertain a motion to put this under action
         1. Moved by Brendan
         2. Seconded by Matthew
      2. Motion carries agenda is amended
   2. MSU
      1. Zea: Supplies looks good within guidelines
      2. Zach: Itemized list looks good within guidelines
      3. Alex: Contractual looks good, within guidelines
      4. Zach: food looks good, within guidelines
   3. Ultimate Frisbee Club
      1. Alex: supplies looks good, within guidelines
      2. Zea: food looks good, within guidelines
      3. Zach: travel looks good within guidelines
   4. SASU
      1. Alex: Supplies looks good within guidelines
      2. Riley: let's look at contractual
      3. Matthew: is this the section, they were not sure on because of the turnover in leadership
      4. Riley: my understanding is they are referring to the travel, would you like me to reach out to them?
      5. Matthew: Yes
      6. Alex: contractual looks good, within guidelines
      7. Zach: food looks good within guidelines
      8. Riley: in travel, SASU amended their request to stay within guidelines
      9. Matthew: that is a lot of money, I would like some clarification on that
      10. Maleny: could we get an itinerary or more clarification on these trips?
      11. Riley: yes, I can ask
      12. Tanisha: does SASU typically go over this?
      13. Riley: last year we did grant a request for CRU, but we don’t need to consider what happened last year
      14. Stephanie: could I get some clarification on this?
      15. Riley: the entire travel total is over our cap of $10,000
      16. Tanisha: I am in favor of granting an exception to this because of the amount of people attending and the org is contributing significantly to the cost of travel
      17. Straw Poll taken
          1. In Favor
             1. 8
          2. Against
             1. 1
          3. Undecided
             1. 1
      18. Brendan: can we talk more about fundraising?
      19. Riley: they did not ask for any money for fundraising in their budget, so I will reach out about that
   5. SGA
      1. Riley: Supplies is over our guideline by a significant amount
      2. Matthew: is there a timeline on computer maintenance and replacement?
      3. Stephanie: they will take an office computer and refurbish it for the students, so it is 4 or 5 years old by the time a student gets it
      4. Matthew: I don’t think the furniture needs to be replaced just for being old
      5. Riley: I do not find the furniture particularly uncomfortable, and you all can test them out to inform your decision, as far as the office chairs go, a couple of them are falling apart so I asked Grant Winslow for new chairs, but the ones he found us didn’t have arm rests, and two office chairs do not cost $1000
      6. Riley: would you like this item gone or negotiated?
      7. Matthew: I think we need more itemization
      8. Riley: so, more description?
      9. Matthew: yes
      10. Brendan: I think it should be considered the computer cost is non negotiable
      11. Riley: we can go through each position and their duties
          1. Tanisha: I think what they were making was not enough so I feel like the raise is deserved
          2. Matthew: so, the speaker of the senate is the head of that section?
          3. Zea: it's like the speaker of the house
          4. Riley: would we like to see the exact responsibilities laid out in constitution?
          5. Matthew: yes
          6. Brendan: I am generally against going over the 10%, but with the speaker with the work she does, going over the 10% is reasonable
          7. Zea: I thought I was going to make the same as the Vice Chair of SUFAC
          8. Riley: I will consult with SGA
          9. Stephanie: what is the precedent for sticking to a certain amount?
          10. Riley: there is no longer a guideline that used to bar increased for 2 years
          11. Riley: the speaker has taken on a lot more for their role
          12. Zea: I can send my general duties through an email
          13. Brendan: this is also for next year and there will be turnover in almost every position
          14. Riley: what do you think about the chair of SUFAC’s increase?
          15. Brendan: 10% cap is my thought
          16. Stephanie: it should be raised if there is additional responsibilities
          17. Matthew: I am wondering why there is so many exceptions in this budget
          18. Riley: SGA does typically ask for a lot of exceptions, but guidelines have not been broken until quite recently, the idea is that speaker and chair are tied to VP because those positions are allegedly equal in work
          19. Riley: I personally believe Brendan and I do an equal amount of work, so I probably would have put him as the same scholarship as me if I were making this budget
              1. Straw Poll

As proposed

2

10% which is the maximum

8

Undecided/want something different

No one

* + - 1. Zea: I want duties laid out for committee chairs
      2. Matthew: I want to stick to the 10%
         1. Straw Poll

As presented

1

10%

9

Undecided

No one

* + - * 1. Braden: are we not talking about chief justice because of the duplication?
        2. Riley: Alex wants to keep this here incase USGA continues to exist, they currently are being paid out of the SGA budget, I believe SUFAC would have a case to remove this from the budget because technically these positions do not exist
        3. Braden: I don’t know where the money would go if we didn’t use that
        4. Riley: it would go into SUFAC reserves
      1. Zach: contractual looks good, within guidelines
      2. Zea: I would like to change senate meeting food stuff to $50/each
      3. Matthew: what is so special about program 1?
      4. Riley: pass the gavel is a program SGA holds every year to welcome new SGA admin and say goodbye to old SGA admin
      5. Matthew: I just think it is a lot
      6. Stephanie: it has to be itemized
      7. Brendan: you asked if they wanted an exception for food on travel events, I don’t think you asked for an exception on maximum amount either
      8. Riley: you’re right, I will reach out
      9. Riley: I think it might be against university guidelines to purchase food associate with a trip and I am not sure if that guideline is because of state regulations
      10. Adam: they are well equipped with agency funds to cover that
      11. Riley: their agency is about $3400
      12. Braden: have these events happened before?
      13. Riley: no, they are new \
      14. Zea: with the exec board retreat, that is a lot of money
      15. Riley: these events are all within guidelines and we are to assume the events will happen
      16. Total allocation is over $70,000
  1. USGA
     1. Matthew: supplies looks good, within guidelines
     2. Riley: there is not currently an eval process for scholarships
     3. Zea: I think we should allocate it incase USGA does exist next year
     4. Riley: for travel, he wants the first 6 removed
     5. Tanesha: looks good, within guidelines

1. Action Items
   1. DECA request
      1. $4,950
      2. Moved by Tanisha
      3. Seconded by Zach
      4. Motion carried 10-0-3
   2. USGA Contingency Request
      1. Riley: do we want to decide on this tonight?
      2. \*Committee agreed to continue\*
      3. Motion to approve stipend request for both fall and spring for the president in the amount of $4,400
         1. Moved by Tanisha
         2. Seconded by Braden
      4. Discussion
         1. Tanisha: I think we should look at this as an allocation instead of whether or not it is deserved, and I think we should allocate it
         2. Riley: SUFAC has hardly ever granted contingency requests for new positions and approving one after the fact would be further pushing the precedent
         3. Brendan: I am in favor of approving the stipend for the spring semester and not the fall semester so we are not funding something in the past, we have continually denied organizations of travel that has already taken place so we should keep everything fair
         4. Brendan: I would like to motion make an amendment to strike the fall stipend from the motion
            1. Seconded by Zea
            2. Zea: The USGA constitution came into effect last April
            3. Tanisha: I agree
            4. \*Committee in favor of striking fall\*
         5. Riley: Now we are looking at funding $2,420 for the spring semester from SGA
            1. Alex: funding 88% of this model is concerning to me because we do not always receive 88% of the utility from this organization, we also only have 1/5 vote within this organization
            2. Matthew: I think this position is more about the students as a whole and not the weight of each campus - I see that as justifiable
            3. Tanisha: I agree, it should be per student- the university president will be representing all students
            4. Riley: president campus is one campus, one vote system in the presidents council
            5. Alex: This concerns me because GB’s vote would be overshadowed, despite the larger population, by other campus’ vote in a presidents council
            6. Zea: do other campus presidents get paid?
            7. Adam: not in an SGA capacity
            8. Zea: I don’t know why this position is being funded while the other go unfunded
            9. Riley: okay now we are voting to fund the spring semester for $2,420

Motion carries 11-0-2

* + - 1. Riley: we are now going to discuss approve the admin assistant in the amount of $774.40
         1. Moved by Tanisha
         2. Seconded by Zea
         3. Motion carries 9-0-3
      2. Riley: now we are going to discuss the travel reimbursement
         1. Motion to enter a committee of the whole by Brendan
         2. Seconded by Maleny
      3. Committee reports the amount to be approved is $198.16 for 2 trips
      4. Motion carried 10-0-2

1. Announcements
   1. Riley: I want to thank you for sitting through this SUFAC meeting and I promise future meetings won't be this long
2. Adjournment 7:52 PM
   1. Moved by Zea
   2. Seconded by Tanisha