SUFAC

Meeting Minutes for November 6, 2014

# Call to Order

SUFAC Chair Reed Heintzkill called the meeting to order at 5:17 pm.

1. **Roll Call**
   1. **Members Present:** Reed Heintzkill, John Landrum, Bea Yang, Nikolas Austin, Kaitlin Skroch, Eric Kissinger, Nicholas Toyne, Bryan Boeck, Erica Kuehn, Allison LeMahieu, Sam Braaten, Milton Byers
2. **Recognition of Guests:**

**Office of Business and Finance**: Kelly Franz, Dick Anderson

**SGA**: Jessica Murphy, Andrew Pfaff, Trevor Matson, Sami Dannhauser

**Union**: Rick Warpinski

**Kappa Sigma:** Phil Huberty, Alex Munson, Preston Waala

**Phlash TV:** Noelle Cutler, Kristine Alvarez

**International student**: Marc Minani

1. **Approval of Agenda and Minutes:** Reed entertained a motion to approve the modified agenda. Allison motioned. Han seconded. Voice Vote. Agenda passed.

Reed entertained a motion to approve the minutes from the last meeting. Eric motioned. Nick T. seconded. Voice Vote. Agenda passed.

1. **Reports**
   1. **OFO:** Contingency is $27,183.30 and small organization start up is $1500.
   2. **Liaison:** We are still looking for volunteers for Saturday’s UWGB Day at Lambeau Field. Women’s basketball plays tonight and Women’s volleyball plays this weekend.
   3. **Senate:** N/A
   4. **SGA Exec:** N/A
   5. **Vice Chair:** N/A
   6. **Chair:** N/A
2. **Composition of Board**
   1. **Senate members**

We have two potential senate members interested in joining and one is present today (Sami Dannhauser) and she is willing to commit to the meetings so she will be confirmed as a member, which is written into the by-laws. Kaitlin’s position as AIC rep is also written into the by-laws.

* 1. **OIE Seat**

1. **Discussion Items:** 
   1. **University Union Budget (Rick Warpinkski):**

Thank you for inviting me to hear about the budget for your University Union. There are a lot of new faces on the board and I’m hoping that all of you as students are taking advantage of the facilities and programs on campus. It is there just for you and I want to make sure that I am meeting your needs. If you want me to come back, I’m more than willing to discuss about the budget or programs and my staff will do the same. There is a 6-year budget sheet and there is a capital detail that goes along with that. There are 4 different charts or graphs that speak to the breakdown of expenses and revenue. There is also information regarding the dining plan with information about our minimum plan. There are the details about the capital purchase plan and information about a fee increase as well as a new fee. There are also details about our major projects and services offered at the facility.

Looking at the 6-year budget, the union budget is asking for a roughly 2% increase to the segregated fee allocation. This follows 3 or 4 years of going flat or even decreasing. There are not a lot of changes in operating expenses. There is a drop in the university staff number is due to a correction in the number of custodians. An individual dropped her number of hours a day so we reduced that part of the budget. The product appointment is also not being renewed. This has an impact on the fringe benefits amount. We have a slight increase in the student wages because we are getting more active in services so we need to provide support for. S&E is based on the programs and activities. The big change for 15-16 is the capital line. We are projecting to use some of our reserve, which has grown in recent years due to a deferred project of getting the dishwasher replaced.

There are 3 contracts that are coming due at the end of this fiscal year (page 3 of the narrative). The first is the banking and ATM services agreement, which is being used by the UW Credit Union. They have been on campus longer than everyone else. That contract will go out for a competitive bid to lease the space and provide the ATM services. We have been debating about using the campus university ID as a bank or debit card. We might engage the service with whoever that vender turns out to be. It may or may not be something we want to do depending on issues of credit card fraud and other technology out there. The next is the ticketing services agreement. We provide a majority of the support for Green Bay athletics and we charge them for this service. We do not do the Weidner events unless it is a Good Times event, a different ticket company provides the service for that. We have been using this contract for about 3-4 years. We have two vending contracts. This is the last year of the five-year agreement for vending, snacks, and food on campus. There are machines in the academic buildings as well as Res. Life. With that contract, we have began the steps in the process for a recording rights contract which would lead to a single vendor providing soft beverages on campus. There might be alternative products available as well. We work hard on maintaining cost controls by having this agreement. We might give away some marketing opportunities for the vendor and they may provide for some events and locked-in pricing for dining operations. That would be new for Green Bay but late in the industry. La Crosse and Platteville are examples of universities that put their agreements on the market so we are gathering information from those cases.

In the current year, the major project is the refrigerator compressor system that manages the walk-in refrigerated space to support the dining operation. The current system was installed in 1993 so it is roughly 22 years old and we have already had to replace some parts. The state has assigned an architect to design a system to meet future demands and we want to tie in an emergency generator and freezer to the system to safeguard some of the inventory in the event that we lose power. This became an emergency change because of the breakdown of the unit over time and costs have escalated since. Another project for 15-16 is the dishwasher, which will also tie in the hot water equipment for the building. We will also remodel some other equipment. This project kicked off last week with the state and they are going to assign some to design the project. It will take a few months to design then signing papers, etc. Winter break is our best bet for shutting down.

Certain projects take a long time, for example, the dishwasher. Dining facility upgrades has to do with the contract we have with Aviand’s. If we have a different vendor, there may be some changes in dining. We will know more by next year’s budget about the direction we will be heading for 16-17. The air handlers in the 1985 addition will need to be replaced or there will need to be a project to repair them. The 1993 addition is the biggest addition including the 1965 room, student government, conference rooms, etc. also has older air handlers that we will need to replace as well. We have tight meeting space and stock/storage space so we are planning on expansion. We are looking at these projects over a 20-year period to soften the costs.

In 20-21, if there is growth in students at that time and we are busting at the seams for space then we might need to be looking long-term at another expansion or remodeling. This is a far out projection but projects of that nature need that long from today to make it a reality. Remodeling of the Phoenix club took about 7-8 years so it is better to looking further in the horizon for those types of projects.

We are also looking to increase the current minimum-dining plan for $1100 to $1200, which will barely put us in the same range as other universities. We need to increase fees to maintain the dining program and the chancellor will need to approve and possibly even the state might have to look over the plans. We are proposing a required dining plan for all students in apartments on campus. This has been discussed previously and we have researched other schools that forced all students on campus to have a dining plan. Students with dining plans attract vendors or self-servicing dining plans and without that basis, we don’t have that to work with. Students are likely already spending the difference in the plan that we are suggesting but they are missing out on the tax deduction of using the meal plan.

**Questions:**

Reed asked about the sales and charges income, it looks like it is declining but it projected to come back up. What we budgeted and what has been reality has been two different things. There are certain things that we do not budget for, which are unspent points that expire. We want them used but by policy, they must have an expiration date. We don’t plan for that because we want everyone to spend it. Whatever is not spent is used for dining. We have made use of that money with new booths and seating for the cafeteria. We are never quite sure about sales and charges because there is a lot of variation throughout the year.

Reed asked if the minimum dining plan is the backbone for the vendor, is it fair that anyone not on the dining plan but is still spending money for food on campus is going back to them? Yes, all sales do. The dining plan brought in about $1.55million last year and $420,000 for passpoint sales across all venues. In the past few years, we have been increasing the dining plan, which has shown a drop in passpoints.

Reed asked about the plan to increase the minimum dining plan, will that be coming to the SUFAC board for approval? We are considering going to the Senate board to get student support before we get things in motion.

Reed asked if they have talked to students about what they think in an increase in the dining plan? They have yet to get a broad survey from the student body.

Reed asked what other feedback they are expecting? We are looking for feedback on the regular budget; there are not wild changes in the budget but more on the capital project side.

Sam asked how many students use the dining plan? There are 713 students living in residence halls.

Sam asked if she could get a meal plan even though she lives off campus? You can get a dining plan or set up a passpoint account. There are thoughts out there about not having two different kinds of points but we have to put some thought into that.

Bryan asked if there are certain areas where you have budgetary slack built in? There are 6 different managers in the operation that meet the needs of their specific area. Not everything is predetermined from the time you set the budget. Depending on where they spend on the money for which projects or what pieces of equipment fail, we have some flex in the budget to be safe but we try to use our reserve more for emergency situations. The budget is fluid because not everything falls in place as we plan it for the year. There are some services that we know what we will be charged for no matter what but there is a lot of variability. We leave the door open to respond to interest and change of the students.

Allison asked if the compressors are going to be installed next year? It will start the day semester ends and should be installed by May. Allison asked if the estimate is accurate for the dishwasher project? That is the budget estimate based on past projects that is determined by department managers and the state. That is the maximum budget and we are hoping that it will be lower.

Reed asked about the sustainability of the new dishwasher project? The new equipment is 300% more energy efficient and saves water, which will be an area of payback in installing this new equipment.

Rick reiterated that he is very willing to come back to a future meeting or he is open to responding to questions via email.

* 1. **Plash TV Contingency Request:**

We are requesting funding for a fundraiser. We are asking for $432.00 and that is the number we feel comfortable that we can raise and pay back. They have a deadline on November 15th and they don’t start taking orders again until January. The funds will go to a cooking show we are starting. It will be a cooking competition with faculty and student judges. It will be interactive and broadcasted on channel 27 and possibly on YouTube as well.

* 1. **Kappa Sigma Appeal**:

Reed explained that the process of appeals is initiated by an organization that was denied funding or not fully funded a request. They submit a request in writing, which was deemed reasonable by the Chair and Vice Chair.

The reason why we are appealing is because our event is open to the entire campus even though we are an exclusive organization, which is within the guidelines. We can take the educational negative aspects from the video and apply them not only to Greek Life but student life as well since these are common issues among students, such as excessive drinking. We want to answer any questions or concerns that may not have come up during our first approach.

**Questions:**

Reed commented that now is the chance to clarify any misconceptions, especially for anyone who voted against the request. We will be having discussion tonight and next week when we vote on it. However, next week we will not be hearing from members of the organization before the vote.

Reed continued that a concern was that this was a rush event since there is not a specific rush time period and they are rushing all year long. They explained that there are certain events where we recruit male members. This is an event to educate against negative stereotypes and what Hollywood portrays about Greek Life is not reality.

Reed commented that there were questions about the reserve account since there are large monthly dues in the organization so there is question of why these are used for the event? Around 50% of the dues go towards the national fraternity to cover insurance and various other expenses. We keep the other 50% as a group and our goal financially is to meet the fraternity standard for charter. We want to become the first nationally recognized fraternity on campus and we intend on paying that large fee in April using this reserve. The rest of the money goes towards miscellaneous events for the brotherhood. These events are very small ticket items and we do not have a lot of money lying around.

Throughout the year, we have had deemed rush weeks that are male-oriented to get guys involved and interested. This is a key factor in chartering and this specific event that we want to put on would not be geared towards men and it is basically just an informational fun event for the entire student body. There will be a discussion after the movie to discuss the consequences of the actions that would occur on campus if it were to happen. However, this is not how Greek Life is.

Andrew asked how many brothers there are in Kappa Sigma? We have 17 active brothers and we need to be the largest on campus to be nationally recognized.

Allison asked how long the movie is? Her concern is that the educational aspect is after the movie and she is questioning whether students will stay around after the movie for the discussion or if they will leave beforehand. Reed commented that this is a concern for them but SUFAC is not trying to judge the effectiveness of the movie.

Bryan asked if there are service activities they need to do to be chartered and is this counted as one of those activities? No.

Nik A. asked if they designed the advertisements for this event yet? Not yet. Nik A. asked if it will be clear on the poster that this is open to the entire student body? Yes, we are not advertising this as a rush event but we are merely sponsoring it. We changed the date to December 1, which is one week prior to finals starting to make it clear that this is not recruitment.

* 1. **Review: Health and Counseling Budget**

Reed sat down with the director and they are requesting a flat-line segregated fee, which is the same as last year. Looking at the cash-ending balance, there is a big dip in the cash reserve. We had dipped into this fund to cover some expenses this year.

Kelly Franz explained that there was a transfer from this account to help with the seg-fee. Reed continued that they have been building up a cash balance account for years and since this is SUFAC money, we used it to cover the seg-fee. That’s something to keep in mind in how she is setting up her budget over the next few years. There’s a 1% increase in staff costs and fringe benefits, which is inevitable. They are looking at adding a full time nurse practitioner within the next few years but they are going to find another way to cover that cost.

* 1. **Review: Office of Student Life Budget**

Reed commented that Lisa is going to be in here next week. This is a straightforward budget so please look it over for next week.

* 1. **Prelim Approval: Dean of Students Budget**

Reed explained that we don’t vote on the budgets until D-Day but after the presentations, we like to give them feedback on their budget. Reed will inform them that there are no concerns with the budget.

* 1. **VPN Discussion**

Reed commented that we should remember our viewpoint neutrality training to consider each request individually on its own merits. The Kappa Sigma request is the type of event that we would also find reasonable to fund for any other group. The fact that we voted it down and the types of questions that were asked causes a problem because it makes it seems like SUFAC is not funding them because they are a fraternity, which is not within the guidelines. It is our job to determine what is a good use of student fees and this is one of those questions where it is understandable to question about whether showing this movie is a good use of fees. However, this was not among the concerns that were questioned last week. One example that Reed did not feel comfortable telling them about is that this film could potentially backfire and not show Greek Life in a positive light. That is not our problem but the organization’s concern.

John commented that the reasoning that an event represents inappropriate use of student funds has not been used very often over the past few years because SUFAC has done a good job in developing rules and guidelines to prevent that from occurring. Reed continued that the reason that we have language in the by-laws that we can fund an event that is open to the public is because last year, Kappa Sigma came to us with a request. We sought legal help and decided that we can fund events open to the student body so to not fund this event is inconsistent.

1. **Action Items**
2. **Announcements:**

Reed commented that we will hear from WOC next week and we will vote on the Kappa Sigma appeal next week.

Marc Manani has been selected as the OIC seat. Marc said thank you for welcoming me. I came from Rwanda in Africa and I think being here is going to be very helpful and informational. I feel that I can provide something to the group.

1. **Adjournment:** Reed entertained a motion to adjourn the meeting. Allison motioned. Eric seconded. Meeting adjourned at 6:44 pm.

Respectfully submitted by:

Sarah Batten

SUFAC Administrative Assistant