

SUFAC
Meeting Minutes for April 17, 2013

I. Call to Order

SUFAC Chair Kim Dawson called the meeting to order at 5:19 pm.

II. Roll Call

- a. **Members Present:** Kimberly Dawson, Shawn Brown, John Landrum, SGA Exec., Reed Heintzill, Trevor Fuller, Megan Leonard, Jeff Huebner, Katie Simson, Brianna Mollberg, Jack Mellberg.

III. Recognition of Guests: N/A

IV. Approval of Agenda and Minutes: Kim entertained a motion to approve the agenda. Jeff motioned. Megan seconded. Jack called the question. Brianna acclimated.

Kim entertained a motion to approve the minutes from April 3, 2013. Jeff motioned. Megan seconded. Jack called the question. Shawn acclimated.

V. Reports

- a. **OFO:** Contingency is \$27,267.78 and small organization start up is \$1,100.
- b. **Senate:** We have a meeting next week and two meetings the week after that.
- c. **SGA Exec:** The elections end today at 6 pm. We will find out the winners of the two elections tonight at 6:45 pm.
- d. **Vice Chair:** Thanks for coming. We are in the process of trying to hire a new administrative assistant. The applicatoins are due on Friday so tell anyone who might be interested. On Friday I am meeting with Allen Caldwell to discuss the Powwow. He had concerns he wanted to voice and we do as well so we are having a meeting. I will update you on that when I know more.
- e. **Chair:** Shawn and I are working on hiring the assistant. This could be our last meeting depending on what business we get.

VI. Discussion Items:

a. **Subcommittee Update**

Kim said that some of the board met with Michaela who is the Fourth Estate editor. We have notes written down so we know what to ask them about next year and how to decide what will happen on D-day. Shawn said we asked her about how the contract is set up but she didn't know. Someone sends out a bid which is renewed every three years. The previous bid is up for renewal this year. Reed met with Nancy Matzke. She is the person in charge of sending out the bid. We want to sit down with her to find more out about the contracts. Reed has met with her a

couple times already so he has a few things to share. Shawn said there are a lot of questions about the contract. We had questions about the newspaper class and we were told that anyone in the class can write an article for the paper. Anyone receiving an honorarium has taken the class already. They have 2500 newspapers and based that off the number of students in the school. They don't keep track of readership. Reed said when asked what the readership of the paper was, Michaela's answer was 6000, which is the student population. Any newspaper should have a realistic estimate for advertisement purposes and other things. They should keep track of how many papers get left in the bins. Heba said segregated fees can't fund anything student related. Is it a gray area since students in the class write for the paper? Shawn asked if she meant that we are funding contracts for those students to participate in the newspaper. Heba said yes. Kim said that wasn't our greatest concern and it is a gray area but I don't have more answers for you right now. Shawn said it is a gray area but it is not that big of an issue. Jack said no one who receives an honorarium is in the class, but there is no requirement that says you have to had been in the class. It should be clearer and stated that in order to receive an honorarium they have to have taken the class. Kim said we talked about the pros and cons of having a physical newspaper. Michaela was very adamant on having a physical newspaper. Shawn said she said it was vital to their org to have a physical newspaper. We were more focused in the beginning on telling her that she should go towards online articles. Kim said we plan on following up with her still. Now Reed will talk about the contract. Reed said the newspaper uses contributions from the class to form a paper. The class does not require students to write for the newspaper. After we met with Michaela I met with Victoria Goff, who is the advisor for the Fourth Estate and teacher for the newspaper classes. I talked to her about printing and the contract. She referred me to the Purchasing Office and I met with Nancy Matzke. Goff will be retiring this year and we don't know who the new instructor will be. Goff stressed that everything in the budget was necessary for the newspaper. When I met with Nancy Matzke in the Purchasing Office she said they put out a request for a bid in 2009. On the original bid they requested 1000 issues per newspaper and 26-32 newspapers per year. Each issue had varying degrees of color. Many different vendors put in bids. They went from around \$30,000 to \$43,000 and no one knows how that happened. Trevor said the color issue was discussed in the meeting with Michaela; was that brought up in the contracts? Shawn said he thought Michaela said that it would be more difficult to print in both color and black and white. Reed said she wasn't meant to have this role so she doesn't really know what is going on. She thinks the Fourth Estate needs to printed in color on every page. Trevor said she thought it would also hurt the readership, if it wasn't all color. Reed said it is a waste to have color on every page. The original bid said that the paper only had certain pages on color and the others were black and white. John said having color on every page was approved by

SUFAC at one point. Reed said there is a lot of missing information from what we approved this year and I think that would have changed the decision that was made if we had the correct facts. We looked into this at an ideal time because the bid renewal has come up this year. Heba asked who deals with the contracts. John said Nancy Matzke handles it. She is the printing technician in the Purchasing Office. All external printing for the university is handled by her. Reed said SUFAC will be involved with the bidding process and the paper. Jeff asked if anyone looked into the process in which you \$1200 to write articles. Reed said the website was free and the company gets advertising on the site. Reed said Michaela said that they do not have enough staff to support 20 pages worth of articles. If student interest and readership is not there, we wonder if we need to fund this large of a paper. Jack said they don't have enough writers, but they have a class that also supplies articles. Trevor said Michaela said some of the articles they receive from the class are rough.

Questions: N/A

b. By-Law Revision

Shawn said he went through this two weeks ago and met with Chloe yesterday to get the verbiage down. Shawn discussed revisions made to the guidelines. He discussed publicly advertising for at-large members, all resignations must be submitted in writing, and moving the grade point average section to another location in the by-laws. Kim said that on the screen it will look different because a justice looked through it to organize it so it looks similar to the SGA by-laws. It is spaced out and looks nicer. There was more discussion on changes to by-laws. The board discussed if the SGA President should be assisted by peers to evaluate whether the chair or vice chair deserve their honorarium. Shawn talked to the board about appeals. Reed said that appealing a decision in seven days is restrictive. Jack said it is the orgs responsibility to check their email. Jeff said if we gave them longer than seven days they may appeal a decision after school is out. Kim said in the D-day emails there is a disclaimer about the appeal process and we usually send decision emails to personal accounts, not just the org accounts. Shawn said we are not the final stoppage point for the orgs if they do not get approved for a request. Reed said that he thought Monday is too late for orgs to get requests in. Jack said things arise over the weekend and it is nice to have that extra day to get a request in. Shawn said the meetings will be on Thursdays next year so the board will find out ahead of time if there is a meeting or not. There was more discussion on by-law revisions.

Questions: Jeff said he wanted to add a section about Exec Board members to the by-laws. Kim said in the constitution Exec members are allowed to serve on SUFAC but Jeff wants only one member to be on the SUFAC board. Trevor said Exec members used to not be able to serve on the SUFAC board. Reed said

restricting the members of SUFAC further is a bad idea because there is not enough involvement in SUFAC already. Jeff said people thought I would have more power if I was an Exec member and on the SUFAC board. Some people want to limit the number of exec members on the board. Kim said she would not agree to limit the amount of Exec Board members. We accept members throughout the year and it limits who can be on our board. There was further discussion about exec board members. Straw poll was taken on whether or not there should be a restriction on Exec Board members. The board decided on adding a restriction to the number Exec Board members on the SUFAC board. Trevor said the board should only have one Exec member. Shawn said that might be too restrictive.

VII. Action Items

a. By-Law Approval

Kim entertained a motioned to approve the updated by-laws. Jeff motioned. Katie seconded.

Discussion: No discussion.

Trevor called the question. Roll call vote. Vote passed 8-0-0.

b. Summer Guidelines

Kim entertained a motion to enter Summer Guidelines unless the Chair and Vice-Chair deem a meeting necessary. Shawn motioned. Katie seconded.

Discussion: Kim said the Summer Guidelines will be in effect unless Shawn or I deem a meeting necessary then we would use our normal guidelines. If a meeting is not necessary then we do not have to call another meeting to approve these guidelines. Shawn asked if something major happens with Fourth Estate would you want another meeting. Kim said that if requests are made outside of the Spring and Fall Guidelines the Chair and Vice Chair will determine if a meeting is necessary.

Shawn called the question. Roll call vote. Vote passed 5-0-0.

VIII. Announcements: Shawn said if anyone is interested in administrative assistant position applications are due Friday!

IX. Adjournment: Kim entertained a motion to adjourn the meeting. Shawn motioned. Katie seconded. Shawn called the question. Trevor acclimated. Meeting adjourned at 6:44 pm.

Respectfully submitted by:
Lindsay Krapfl

SUFAC Administrative Assistant