

SUFAC
Meeting Minutes for February 12, 2018

I. Call to order

SUFAC Chair Haley called the meeting to order at 3:36PM. Haley entertained a motion to exit Winter session. Motioned by Reese, seconded by Sarah. Motion approved.

II. Roll call

- A. Members Present: Haley Marks, Will Terry, Reese Eckenrod-Snyder, Sarah Bock, John Landrum, Grace Keller, Taylor Gulbrand
- B. Members Absent: Katera Cavitt, Yasmin Nur, Lea Truttmann,

III. Recognition of guests: Linda Peacock-Landrum, Eric Arneson, Rick Warpinski, Richard Anderson, Jeff Krueger

IV. Approval of Agenda

- A. Haley entertained a motion to approve the agenda. Grace motioned, Reese seconded. Voice Vote. Agenda passed.

V. Approval of Minutes

- A. Haley entertained a motion to approve the minutes from 12/13. Reese motioned, Grace seconded. Voice vote. Minutes approved.

VI. Reports

- A. OFO: No report
- B. Liaison: Thanks for rearranging schedules, busy next few weeks. Dick Anderson will be here later today to help show how budgets work.
- C. Senate: 1st meeting was over a week ago. 4 appointments. Talking about org-smorg and new green disposal
- D. SGA Exec: 1st meeting yesterday. Name game, introductions. Report on expectations as exec chairs
- E. Vice Chair: Haley and I took care of reallocations and have been reviewing guidelines ahead of D-Day
- F. Chair: Approved BSU reallocation of \$600 from Soul Food Speaker to Soul Food Dinner in full. Approved Green Bay Audubon Travel Request of \$607 to Sax-Zum Bay for \$560 based on number of students traveling and our \$40/person/day guideline. Approved Homecoming reallocation of \$300 from advertising to food for pep rally in full. Approved Round River Alliance food request of \$113 for a first

member meeting for Spring semester in full. Approved UWGB Car Enthusiast Club for org startup. Approved Sigma Tau Delta Reallocation request of \$121.60 from fall book discussion to spring book discussion in full. Approved LYM in full of \$92.50 from fall bonfire to spring tabling. Website updated with members, office hours, and meeting times. Prep for D-Day with recording equipment and ordering food and getting budgets in order.

VII. New Business

A. Career Services Budget

1. New position request with S&E funds. Serve the needs for students, give tools to be successful.
2. Need for new position
 - a) Increased number of students undergrad and grad
 - b) New academic programs at undergrad and grad level
 - c) Targeted outreach by academic college and or program
 - d) More collaborative programs and class presentations
 - e) New programmatic offerings
 - f) More time intensive unique issues
 - g) Direct impact on service to student
 - h) Increased requests for community engagement and campus wide support
 - i) Increase in the number of graduates annually
 - j) Increased data requests-FDS, internships and hiring trends
 - k) Increased demand on staff time- takes away from student access
 - l) Technology demands and changes
 - m) Increased employer partnerships and outreach
 - n) Help serve growing population, diversity of programs, and employers.
3. Questions-
 - a) Grace- how many current positions
 - (1) 3 that serve students, including Linda as director. One office manager for support. Students don't like working with students for mock interview
 - b) Grace- when is last time position has been added to department
 - (1) 1999-Karla Miller. Lost half time admin support person

- c) Reese- with new 4 college system, are you also working with their students as well or do they have their own?
 - (1) They do not have a dedicated person, they did not have handshake, etc. all of the outreach is coming from Linda.
 - d) Reese- so you reach out to the one person on each campus
 - (1) Phone appointments, skype appointments, different services for those
 - e) Grace- with handshake, is there one person in charge of all of that?
 - (1) Linda- stronger tech background, Steve-online assessment, Karla-tech support. Have support but not with CIT and security.
 - f) Reese- Is it a person from registrar's person who integrates personal info into handshake
 - (1) Liaison with CIT about modifying data needs, getting right programs. Account creation, system changes, it me
 - g) Haley- this position would be servicing students, are they adding program, support what we have now, what will they do
 - (1) Linda- outreach to student orgs (alumni, presentations) taught a professional skills course would like to be brought back couldn't with staff. Offer another section of career planning. Piloting a career readiness program, if that goes well, would like to work hard to get it implemented, can't do with current staff.
 - h) Grace- do you see yourself needing another staff member as years move forward, or with this position sustain you in a decade?
 - (1) Linda if our campus gets to 12,000 students like the Chancellor's would like, if you do the math I don't know we could serve that population without that.
 - (2) Haley- with 12,000 there's more seg fee
4. Reese- why does this person's salary come out of seg fee instead of through traditional budget.
- a) Linda- looking at other institutions, we've not grown in S&E in 20 years. There aren't new state dollars available, for me to try to

better serve students, this is the option. Seg fee allow support of career services.

5. Grace- do you know about how many students you help throughout a year.
 - a) Linda- didn't bring stats. Can't identify a unique student (go into classes) average about 120 programs and presentation a year class of 120-10. Doesn't count email communication or individual appointment. 8,000 emails a year.

B. Pride Center Budget

1. Stacie Christian is director of pride center and full-time faculty
2. Move her to be full time in pride center/diversity inclusion excellence training.
 - a) LGBTQ community is strong on campus
 - b) Stacie can't keep up with amount of people who use pride center
 - c) 200 students use pride center regularly
 - d) Also teaches classes, does not leave enough time for pride center, etc
 - e) Rankings of support we are best in state because of Stacie.
 - f) In top 25 nationwide in terms of how student feel in environment
 - g) Enrollment driver- high schoolers calling and inquiring.
 - h) Enrollment camps for summer
 - i) Expansion of pride center being explored
 - j) Requiring faculty and staff to train in IE, Stacie does most of that.
 - k) Co-chairs IE council for Chancellor
 - l) \$50,995 annually to have her full time in that role
3. Questions
 - a) Reese- could you briefly go over 102 fund
 - (1) Money the state gives us. Money keeps going down. 17% of money comes from state, rest comes from students.
 - b) Seems cut and dry to Reese.
 - (1) Also part of enrollment strategy. More and more students come here and feel safe here.
 - c) Grace- as we gain numbers, will this become something bigger that the IE will need more staff

(1) Yes, but I don't anticipate coming here again. Working with Stacie to find consistent donors. This will help but won't get us where we need to go.

C. University Union Budget

1. Charts and graphs- 1st time in Union budget history, charges will exceed seg fee. Budgets being shown will show more revenue coming from other sources. Requesting less than previous year. Proposed funding outdoor rec and travel program- best housed under UREC. budget request will be less than last year.
2. Seg fee held flat in regard to what it was this year.
3. Sales and charges- breakdown in where sales charges and revenue come from. Were some other sources of income in budget that were removed to fund other initiatives. 150,000 moved out of union budget into other university administration. Campus will pick up costs for repair and service and support, not seg fees. Your union only pays 30% of utility bill. The campus picks up other portion of that billing. Good portion of time is used for public, state covers 70%, 30% students.
4. Big picture expenses- staff wages, student wages, fringe benefits, (payroll alone is upwards 1.5 mil of cost to run facility) open positions- custodian, marketing. All of that is in there and seg fee stays flat. It's your union. You have a lot of say in it. If you want something done different and hopefully that response will be made. Projection for 3% increase. 2% last year, 1% for past 8 years. S&E- cleaning supplies, other supplies, small equipment repairs. Capital bridges range from point of sale items, kitchen equipment, dining contract (provide support for Chartwells to run dining) repairs, replace items. Have ownership over building, dining runs. University charges- charges imposed on department charged by the university. Funds HR and pub safety support.
5. S&E- administration, student personnel, custodial services, phoenix club, technical support, 6 furnaces, 3 unites installed in 1984. Air handler 25 years old. Things like that will be done in a major project (21-22). Reserve fund to help with major projects, expansions
6. Programs and services- facility, employment,
7. Questions

- a) Haley- did you end up putting anything in budget for composter?
- (1) Not a line item but could easily fall into administration or student wages number. Measure in effort and time. Load in thru Chartwell's, unloading, take it away, or spread it out. New process, but filling custodian position could help that.
- (a) Haley- students are working on getting composter on campus, putting into union budget
- b) Reese- your former position is academic staff position and others are university staff?
- (1) Rick- there's difference between salaried and hourly pay. Academic are all salary. University staff paid hourly. University staff a little more administrative. Little bit of hierarchy. Union staff split 50/50. University more trades custodial, etc. either way, its budgeted the same. The university is in a workload study, there's differences in benefits. Academic staff get a stronger benefit staff to start, university staff has less but grows and could even get more if you stay long enough. Faculty have tenure. What is a nonacademic faculty equivalent of tenure. Depends on type of work they do. First time in 15 years anyone asked that
- c) Grace- you have in written explanation that there are 2 new positions joining university staff, but budget goes down.
- (1) Jeff- some small changes were happening right before the meeting. It might look a little goofy. Marketing and graphic was university and moved to academic staff. Rick- All subject to HR interpretation.
- d) Grace- looking toward future projection, there may be a bigger project coming in 21-22, so that's the down payment for a renovation?
- (1) Rick- yes, the growth of dining into a dining hall or additional meeting or conference space, or what is needed at that time. There's another document with a description, sits in the hopper until there's enough credence to move to

the top of the list. Have to follow state process for pulling it off. Start to move it along in the next few years.

e) Sarah- 8% of money comes back to the university?

(1) Rick- put it in, pay taxes 8% goes back to state, state funds universities. Circular move of money. Not exempted from state taxes even as state employees. In general there's not a tax dollar in the union operation. Either seg fees or from revenue from services. No tax dollars funding union as opposed to academic departments.

8. Jeff- to speak about big numbers. This form may not be seen like this again in future budgets. A lot of us are new to the new budget system.

D. Seg Fee

1. Thanks for being patient with our disorganization. New budget system that people are just starting to use, new forms that we are still finding the best way to present them. Still structuring the merging of the new branch campuses. Appreciate the patience.

2. Anything that's presented to you will be what's in the final budget.

3. Jeff- I love to give tours of the Kress and the facility so you can know about what you are listening to, offering that for the Union as well.

a) SUFAC field trip!

4. There are going to be a lot of new things added to the budget. We are going to hold the seg fee flat this year. Over the last few years we have been taking in more seg fees, allowed us to hold rate flat, starting to use that money for new initiatives. Will show estimated projection, combination of standard increases. Another thing to ask people as they come in, what are plans going forward. Fund balances will also be shown to you.

E. D-Day is now 9AM February 23rd.

VIII. Action Items

A. Discussion Items

B. John- usually we would find out if there were questions you didn't think of, and we would talk about last week's presentations, and then think about if it's presentable. Because of time crunching, it may be that we need to process these

presentations today. The first two budgets are for new offices to exist. It doesn't mean that you have to approve those.

1. Career Services

- a) Grace- I am in full support of career services getting another position. It directly affects students and for students to fund it makes sense. They haven't gotten one since 1999. The inclusion of handshake and new technological services.
- b) Sarah- Also in favor because a lot of the campuses of the system aren't growing at the rate we are. We don't want to give one person the responsibility to service 3,000 students. Adding an extra person would be nice to help engage students and make things more efficient. They also reach out to the branch campuses.
- c) Reese- I support the idea.
- d) Grace- with the inclusion of the branch campus that don't have career services, it's our responsibility as they are part of our campus. Adding programs to support different programs on campus.
- e) Questions were answered, information provided was good.
- f) Reese- if state funding were to change where they were able to get funding, would they try to use that to fund the position.
- g) Haley- with the auxiliary budgets, once they have it it's there's. I don't see us stopping funding it. With the way the seg fee works, we adjust it to what we need. As more students come in, they bring in more of a seg fee. We are not raising the seg fee this year, but if were to find that there is not enough to fund everything, we would have that discussion.
- h) Dick- it's always our last resort in raise the seg fee. With increased enrollment we usually get more funding from that as opposed to raising the fee.

2. Pride Center

- a) Grace- I support the idea of having us fund this because its direct student impact, it also directly impacts our enrollment. It does make a difference that we are in the top 25 in the nation. For this

community its extremely important. By having a director that's 100 percent involved in IE.

- b) Reese- with the salary, is fringe benefits. Why are there such differences in the numbers between the career services and pride center. If you could talk to Dr. Arneson I would appreciate it.
- c) Dick- they vary greatly based on health insurance and the make up of the staff. It can vary anywhere from 20-100%. It's just an estimate. What we've done, we look at average fringe rate across the campus.
- d) Reese- this is probably fairly accurate then because they already work there, but they don't know who is going to work in career services.
- e) John- it's a finite amount of money we are approving, and it'll be up to that person to make the fringe work
- f) Reese- I'm all good with funding the position
- g) Sarah- a lot of people come here for the pride center, and the number of students who use the pride center and resources, I believe that we do need more resources to help out. We want to stay in the top 25 of the nation.
- h) Haley- career services does so many events, work one on one, communication with students over email, prospering later in life. Same goes with the pride center. To be able to have someone there to direct it better and give it more time to grow it and make sure it's growing in a well-developed way. I support them both

3. University Union

- a) Looks good to Reese
- b) Reese- I don't know what to say, seems clear cut. Its awesome that sales and charges are more than the seg fee. This is the place on campus that students are at the most. If this wasn't here, this campus would suck. No additional questions about it.
- c) Sarah- good, thorough budget, easily laid out. One of the most utilized places, everybody comes to this building. I think we need to plan and prepare for repairs. Don't want to increase the fees one year to fix something, we want to be consistent.

- d) Grace- Rick was able to answer my questions. I appreciate the fact they what they are requesting for seg fees has gone down and are working on getting them down and looking at other forms of income. The inconsistencies I found were explained to me. I think it was a solid budget.
- e) Haley- they've been saving up for the renovation, do you have any concerns.
- f) Reese- I think it would be good. It's just a random renovation of who know what.
- g) John- as we have more and more students, it's pretty full now.
- h) Grace- I think that being worried about big expenses and having to change the seg fee. I think the fact that they've been saving expenses has been good.
- i) John- the way it usually works is that this chunk of money is a down payment, and then pay it off over the next 10 years
- j) Looks good to Reese

4. Seg Fee

IX. Announcements

- A. We're out of practice. Taylor has power.
- B. The sun will shine someday
- C. D-Day Saturday 2/23 at 9:00AM

- X. Adjournment:** Haley entertained a motion to adjourn the meeting. Reese moved, Sarah seconded. Meeting adjourned at 5:34PM