

## SUFAC

### Meeting Minutes for February 13, 2014

#### I. Call to Order

SUFAC Chair Shawn Brown called the meeting to order at 5:19 pm.

#### II. Roll Call

- a. **Members Present:** Shawn Brown, Reed Heintzkill, John Landrum, Heba Mohammad -SGA Exec., Bea Yang-OFO, Elizabeth Smeaton, Megan Leonard

#### III. Recognition of Guests:

**SLO Foods:** Alex Stenner, Hachi Iwamoto

**Psi Chi:** Becky Senn

**Intervarsity:** Zachory Brinkman, Rebecca Steinhewer

**French Club:** Adam Meyer

**Intertribal Student Council:** Paige Gayle, JP Ceary, Jose Villa, Elizabeth Peterson

#### IV. Approval of Agenda and Minutes:

Shawn entertained a motion to approve the agenda. Reed motioned. Megan seconded. Elizabeth called the question. Reed acclimated. Voice Vote. Agenda passed.

Shawn entertained a motion to approve the minutes. Reed motioned. Elizabeth seconded. Megan called the question. Megan acclimated. Minutes Approved.

#### V. Reports

- a. **OFO:** Contingency is \$20,737.70 and small organization start up is \$808.46.
- b. **Senate:** N/A
- c. **SGA Exec:** The good news is that we have doubled our number of senators and we have a new speaker of the senate as well as a new justice. Vanya will now be a senator. On the exec side, this morning we had our first meeting about how to present the seg-fees to the student body.
- d. **Vice Chair:** First order of business is that I had a meeting with SLO, PEAC, and Dietetics about Food Day and Earth Week. We got everyone organized and we came to some equitable decisions. We got the budgets within guidelines and money for the event. We also had discussion about presenting to SGA regarding the seg-fees. Shawn and I are going to do an overview and I will do a full presentation after D-day.
- e. **Chair:** I will save my announcement until the end.

## VI. Discussion Items:

a. **Psi Chi Budget:** Starting with supplies, we have \$30 for general projects. \$20 for photocopying for fliers. We have \$5 for postage for events. There are no salaries. Under contractual, we are pushing more speakers this year. I wanted to have \$1000 for two speakers, one in the fall and another in the spring. This would cover their hotel, flight, transportation, etc. For example, this year we had one in the fall that drove up that totaled about \$800. We are looking at speakers from all over the United States. Under food, we have one big program in the spring, which is our induction ceremony. We want to start doing a social hour before to show off our research that our members have been doing. We want to do a formal dinner beforehand. We have about 60 members and each member is allowed 2 guests. They would have to pay for any extra guests. Our MPA trip to Chicago is done each year to present the members' work. We had 12 members eligible last year. It costs \$250 per night for the hotel. The total lodging would be \$3000 and our org would be one third of the cost. The SUFAC contribution would be \$2400.

### Questions:

Reed asked about the MPA trip, is there both a group and individual registration fee? Yes, according to last year there is a group fee and each person has to pay his or her own fee. It is a \$25 fee per person. Reed pointed out that the cost of the trip is over the guidelines. This year, we have 26 members invited but I think at least 20 members will be going this year. Last year, there were only 12 allowed to travel. Reed commented that the individuals could pay their own fee and SUFAC could pay the group fee.

Shawn asked about the hotel situation? Usually we do 4 rooms for girls and last year there was only 1 guy so it had to be decided about the rooming situation. The rooming situation should be different this year and there should be fewer rooms necessary for this year. We would like to keep the 6 rooms in the request because we are not sure of the number of people traveling.

Elizabeth asked about the spring induction ceremony, specifically are the guests all paying for their meals? We would charge non-UWGB attendees. We would also like to limit the number of people coming because the Phoenix rooms get crowded.

Heba asked about the Psi Chi plaque in the request? The current plaque will be filled after this year so next year they will need a new one. It should be another 10 years until they need a new one.

b. **SLO Foods Budget:** SLO focuses on cultivate, advocate for sustainable and organic food, and educate students on campus how to grow their

own food and take care of their soil. Under committed requests, we asked for \$30 for office supplies, \$225 for general supplies. This includes garden supplies or any pesticides we need. Under capital items, we asked for \$450 for garden stock and plants. This is what we need for garden planting. We are asking for \$30 for metal stakes to support the tomatoes. We had these tomatoes last year in the summer and we discovered that the soil is soft and shallow so we need the extra support. We are asking \$225 for new hoses because the ones that we have now are broken and not working very well. It will be helpful, especially when one person is working the garden during the summer.

Under contractual, we have a food film festival. This upcoming semester, we will have two films about food. We hold the festival during Earth Week to build interest and bring awareness to these events. This would pay for licenses and fees as well as for the venue. We are asking for \$1200 for a speaker. Last year, we had Will Allen come to speak and he filled both the Phoenix rooms. We want to have another big name this year to gain more recognition and bring awareness to the sustainability movement. We want to cosponsor the speaker with PEAC and Dietetics to lower our costs.

Under food requests, for the Food Day event we network with local supplies to get grains and meats. It depends on seasonal availability but nonetheless; we take fresh local produce and make a meal of the items. We invite UWGB students and faculty to enjoy the meal and we also ask community members to contribute a cost toward that. We would also like to offer something to the participants in the food film festival, such as popcorn or lemonade. We are asking for \$150 for each the spring and fall semester recruitment events. We have kickoff meetings to recruit members and we use the money to make a dinner at the Mauthe Center. It was really successful last year. In the spring, we plan on growing micro greens in the greenhouse on campus. We also help PEAC with the Earth Day picnic. They try to bring in sustainable foods and share that with UWGB students. There is also a band to celebrate the environment.

Under travel requests, we are requesting a budget for Growing Power, which is an indoor and outdoor farm in downtown Milwaukee. We have been going there for the past 3 years and this is where we bring new students in the fall to show them what kind of things we do here. The number of students traveling varies per year. We are asking for 15 students so that we will have enough for everyone to go.

We are also requesting for the spring break trip. We have not done this lately but we would like to go to a farm in the Midwest to gain the experience and learn about local farming. There is also an organic and sustainable conference in La Crosse with big name speakers. It is a great opportunity for students to get networked with these individuals and there is also an educational component. It is a pricey event, which is why it is \$200 per student but we usually don't have a large number of people that go to this event.

**Questions:**

Elizabeth asked where is the greenhouse on campus? It is near the laboratory science parking lot.

Heba asked why there are so many fewer students that go to the event in La Crosse compared to growing power? It is usually easier for students to attend and since it is so expensive, fewer students commit.

Heba asked do you know how much the speaker (Will Allen) cost last year? He was on his book tour so we were able to get him for free. However, this was a once in a lifetime opportunity. Heba asked how much other speakers cost? I don't know off the top of my head.

Vanya asked how the collaboration between PEAC and Dietetics has worked in the past for the Earth Day Picnic? Usually PEAC pays for more of the event because it is mainly their event. We usually contribute fresh greens to the event from local supplies. We also used to provide pulled pork that was locally grown.

Heba asked how much did you contribute to Earth Day last year? Around \$500.

Shawn asked how many active students do you have in the org? It varies. Last year, we had about 8-10 active, committed members. We are trying to grow that number. We have about 20 people that show up to the meetings, sometimes on a random basis.

- c. **Intersarsity Budget:** We are a Christian fellowship and we have about 30 members right now. We expect to keep growing in the future. We are requesting \$30 for office supplies, such as folders for leaders so that they can keep organized with their passages. \$40 for photocopying to print off our passages. It is \$116 for our memberships, which is how we are able to display our music at events. There are not contractual costs. Under food requests, we are

asking for \$150 for our pizza party in the fall. We also have an ice cream social in the spring, which we are requesting \$150. That would be a total of \$300. Under travel requests, we would be going to Green Lake, WI. We expect to have over 20 members. The SUFAC contribution is \$1612.50 and \$21.15 per day. The next trip is in Michigan and the total registration is \$5,370. Our contribution is \$3022. We are willing to contribute more because this is a very important leadership conference and since it is during the week, we want to encourage people to go. There is also a weeklong trip in Milwaukee that we expect to have 6 students for. We are asking for SUFAC to contribute \$675. The total SUFAC contribution would be \$4,435.35. Our biggest focus is travel, which is how we grow as an org and develop leadership.

**Questions:**

Heba asked about what is included in the cost per student number for the Michigan trip? It would be lodging, registration fee, and food for the week.

Elizabeth asked if they categorized the trips since the request exceeds the guidelines? Yes.

Vanya asked if it would be possible to contribute the remaining costs to stay within the guidelines or would you rather prioritize the trips if cuts were to be made? We did prioritize our trips.

- d. French Club Budget:** Under supplies, we have requested \$30 for copying and \$30 for duplicating. Since French is not as popular as Spanish on campus, we need the posters and flyers to get the word out on campus. For our events, we generally have refreshments as well as social gatherings. This totals to \$248, which correlates with the contractual events. We have 4 events. Victoria Box has performed here many times and I believe she has a family member here. The third event has a different Cajun theme compared to the other events; we weren't able to bring in this band this past year. The fourth event is an opera singer. She is a versatile person and we wanted someone different from the rest. It would be \$300 for the first two events and \$325 for the Cajun event while the last event would be smaller. French club members would like to not be charged since it is a small club but we would charge community members. We have no travel requests. The itemized list contains the refreshments.

**Questions:**

Reed commented that the contractual request exceeds the guidelines. He asked for justification for exceeding these guidelines by approximately \$4600? We generally focus on the first three events but we would like to bring in the fourth person if we could. We don't need lodging or travel nor do we ask for high food requests so this is basically the only costs that we are asking for.

Shawn asked how much revenue the events brought in this year? We have done one event last year and we kept \$360 from the profits. We are planning another event around March.

- e. **Intertribal Budget:** Our organization focuses on educating the campus and community about indigenous cultures and developing leadership while maintaining second-generation teachings. Under contractual requests, we are asking for 12,000 for the UWGB powwow. We are expecting about 300 people to attend. It is a celebration of life and culture. We bring people from all over the state to present to people on campus. Every year, we have an event that educates about positive and negative images on Native Americans. The speaker usually charges \$3000 but he charges us less. The expected cost is about \$1,200. We also have a November event for elder storytelling. Oral storytelling is a big component of Native American tradition. We usually have a variety of people representing different tribes in Wisconsin. The expected cost is usually about \$6. There is also a Columbus Day event to educate people about the true history of the day.

**Questions:**

Reed commented that the contractual request exceeds the guidelines. Can you provide justification? We do not do traveling or other costs that would cost a lot of money so the powwow is our main event. We would like to keep it going and not exclude it from our campus.

Elizabeth asked if they tried working to other organizations to distribute the costs? Yes, we try to work with BSU, OLA, etc. We are still working on the assistance with funds and volunteering.

Heba asked if the reason they do not charge entrance to the powwow is because of cultural reasons? Yes, that is true.

Reed commented that we had requested that Intertribal seek outside funding in the past to lessen SUFAC's cost? Yes, we go out in the community and we ask for assistance. A lot of the advertising,

which is about \$1000, was saved. We also saved on honorariums. Reed requested this information to be provided.

Elizabeth if the other events besides the powwow are prioritized? Yes.

Reed asked where Allen Caldwell's, the person running the powwow, salary is coming from? I do not know. Reed also commented that it came to his attention that the powwow costs could be lowered according to this new manager of the event? Yes, he has more experience with powwows so he will be able to help us save more money.

Heba said that his salary comes from Brenda's office. Heba asked if they keep track of people at the powwow with a sign in sheet? We would like to be more efficient with keeping track this year.

- f. **D-Day Guidelines Discussion:** Shawn has added changes that we made last week, such as a maximum \$150 for org smorg giveaways under S&E. I also included no individual memberships. Reed commented that he mentioned this concept to Psi Chi for funding their group registration while the club sponsors their own individual fees. Megan said that we should e-mail them and ask for more information about the registration fee. Elizabeth commented that it could be a presentation fee, so we should e-mail them. Reed said that a classic example of a limit on contractual costs is French Club, since they do not have travel costs but contractual costs that exceed the guidelines. It seems to be a skewed idea because we want to encourage people to do more activities on campus. Reed doesn't think it would be fair to change the contractual guidelines to raise the limit since other orgs would not have been able to ask for more. Uniforms are included under the no clothing guideline except for fundraisers, which SUFAC is paid back for. Under food, there is a maximum of \$150 for recruitment or farewell events. Elizabeth commented that we discussed that we can fund cultural events and not holiday events. John said that he thought cultural events were approved but not religious. Megan said that technically all holidays are cultural.

## **Action Items**

- a. **Rocketry Club- Contingency Request:** Shawn entertains a motion to approve Rocketry Club's request for \$845. Elizabeth motions. Megan seconds.

**Discussion:**

Reed commented that it seems very expensive. John stated that this is a new student org so they did not submit a budget last semester, as clarified by Reed. Elizabeth asked if there is a limit on contingencies? The maximum is \$2000. Heba said that she likes it because it is different from other orgs. It would be a good contribution to the campus because we would like to get more of this field on campus. Good for them. Reed POI: Under the committed guidelines, technology will only be funded if it is integral to the focus of the organization. Thus, it is necessary for their club. Megan says that they seem to know what they need to build the rocket, she built a rocket once and it was fun.

Reed called the question. Motion passed 4-0-0.

- b. **Vets 4 Vets- Contingency Request:** Shawn entertains a motion to approve Vets 4 Vets request for \$300. Reed motions. Elizabeth seconds.

**Discussion:** Reed was talking to Ken about this, which is the man that came to present, and he gave us the link to the event. They are raising money for participants that do the Polar Plunge. On the form, it says that each participant needs to raise a minimum of \$75. I believe that SUFAC isn't allowed to give direct charitable donations. For example, in the past there was a March of Dimes event that charged registration for each participant that had to raise money for donations. The Vets 4 Vets have not been going around asking for donations. They told me that it was for donation but it is not for that. Heba said that it is understandable because they can't participate unless they raise the money, much like having to pay the registration fee for a conference.

Reed asked John if technically, are we allowed to fund this? No, we are not allowed to do this. John commented that he believes that this is registration cost. In the De Pere March of Dimes, they charge a registration fee and expect participants to bring in donations. They charge people to attend the event so none of that money is fundraised money. Another March of Dimes event applies that money towards



fundraising and the registration money is making a donation to the organization. Shawn said that the money has to be donated to participate in this event. Vanya asked if they need action this week? Yes, Reed clarified that the event is next week.

Reed called the question. Motion failed 0-4-0.

## **VII. Announcements:**

Shawn said that next year, we are not going to have as many students so we need to decide how much we need to increase the seg-fee and decrease the auxiliaries. We had said before that we did not want to increase the seg-fee.

Heba says that she does not mind raising the seg-fees by more than 3%.

Elizabeth asked what are the seg-fees right now and how much would they increase at 3%? They are \$1378 and raising it 3% would be about \$41. Elizabeth said that from the student perspective, I pay for all my tuition myself. I do not see this increase as something that would break the bank.

Heba does not find the fact that we have the second highest seg-fee in the UW system compelling. We have to do what we have to do. Megan agreed. For example, Platteville does not have a lot of the things that we have. These schools are very different from Green Bay so we should not be comparing the seg-fees.

Vanya asked how much we raised the seg-fee last year? Shawn said about 2.4%. Vanya asked if the 3% raise is a trend? Shawn said that if we raise it higher than 3%, we would have to explain the increase to Madison.

Elizabeth said that a lot of the auxiliaries are digging into their reserves and it was concerning so I am not sure if we should be putting more pressure on the auxiliaries. John asked what kind of issue could occur where the reserves are necessary? Elizabeth is not sure, except for maybe a medical emergency. John commented that type of event would be taken care of by the university. Elizabeth asked what the reserves are for? They are partly for staffing changes. John said that there are some changes and fluctuations when the state conducts a pay raise, but this would never be a large enough number that would require such a large reserve. However, there are virtually no cases where such high reserves are necessary. Some reserves are there for new projects in order to keep the seg-fees from jumping too high. The decreased enrollment is the real problem, which might eat away at the reserves.

Vanya asked if every reserve has been allocated towards a certain area and have we made steps to justify our reserves? Heba said no, there is no real specification.

John said that the total auxiliary reserve is about \$900,000. The seg-fee gets paid back out to the auxiliaries in monthly installments and it is supposed to even out at the end of the year.

Shawn said that in June, we are going to be about \$500,000 short. The \$900,00 reserves will help cover a lot of that.

Vanya asked about the projections for 2015-2016, will there be another 3% increase? John said that is all based on a lot of guesses. Shawn said that it is hard to predict because enrollment is low. Reed commented that we hit that maximum enrollment and now we are decreasing.

Elizabeth asked what would happen if we raised it 1.5%? It is hard to tell. John said that a big plan this year was to attack the reserves.

Shawn said that we have some numbers based on what the freshman class might be next year. It is based off of a 3% increase in the seg-fee rate. We are expecting a 7.7% reduction rate in the auxiliaries because of a 13% reduction in the freshman class next year. Reed commented that there are other scenarios because we do not know how much enrollment will be.

Shawn said that we are going to need to decide how much we are willing to increase the seg-fee rate. Shawn asked what is the most comfortable number we are willing to increase the seg-fee? Elizabeth said 3% maximum. Vanya said maximum 2% while Heba said 5% maximum. Reed said that he approves of an increase between 3-4%. Reed asked if SUFAC is unwilling to raise the seg-fee past 3%. Yes.

Heba and John both contributed that students don't understand what the seg-fees are but only look at what the big number is.

Shawn commented that since we need to raise the seg-fee so he is comfortable with 3% because enrollment is low. John commented that graduation rates are supposed to improve in 2017.

### **General Discussion:**

Elizabeth commented on how the French Club is not going on any trips and not much on food, but their travel costs are very high. Elizabeth also questioned whether they still have money to spend on these events. Shawn commented that this budget situation happened last year.

Reed commented that there are more students interested than the dozen people that they are requesting to go on the trip. He recommended allowing more people to attend to help the costs.

Elizabeth commented that the powwow is a lot of money. I see why the event is important and great to the campus but would it be fair to give them this huge amount for other organizations? Reed said that there is the idea of legacy since we have funded this every year. However, every SUFAC board is different so it does not mean that we need to remain the same. We need to decide if this is a prudent use of student funds. Reed was not aware that every other UW-system has a powwow. Vanya asked what the lowest number that they stated would be required for the powwow? Reed replied that they did not have an answer. Elizabeth wants to know how low they can go with the price. Shawn said that we are going to need to decide how much we are willing to spend to support this event.

**VIII. Adjournment:** Shawn entertained a motion to adjourn the meeting. Reed motioned. Elizabeth seconded. Reed called the question. Elizabeth acclimated. Meeting adjourned at 7:30 pm.

Respectfully submitted by:  
Sarah Batten  
SUFAC Administrative Assistant