

SUFAC
Meeting Minutes for October 27, 2016

I. Call to Order

SUFAC Chair Allison called the meeting to order at 5:32 pm.

II. Roll Call

- a. **Members Present:** Allison LeMahieu, Sam Welhouse, John Landrum, SGA Exec., Lea Truttman-OFO, Nik Austin, Courtney Zambon, Mark Fischer, Allie Hislope, Janae Due, Alexis Galvan, Kaylie Noll, Alex Zeller, Jaclyn Delagrange, and Christopher Thomas.
- b. **Absent Members:** Jacob Fierst (Excused) and Dylan Tritt.

III. Recognition of Guests: Lisa Tetzloff, Dick Anderson, Greg Davis, Emily Seidemann, and Taylor Campbell.

IV. Approval of Agenda and Minutes: Allison entertained a motion to approve the agenda. Kaylie motioned. Janae seconded. Voice vote. Agenda passed.

Allison entertained a motion to amend the agenda to add Hip Hop Club travel request. Courtney motioned. Kaylie seconded. Voice vote. Amended agenda passed.

Allison entertained a motion to approve the minutes from October 21st. Sam motioned. Janae seconded. Voice vote. Minutes passed.

V. Reports

- a. **OFO:** Contingency is \$34,062.00 and org start up is \$1500.00.
- b. **Liason:** Tonight, Grave Dancers Ball at 8pm. Family Weekend this weekend. Athletic events: Soccer Friday at 7pm, Women's Basketball Saturday at noon, and Women's Volleyball at 4pm on Saturday.
- c. **Senate:** None
- d. **SGA Exec:** None
- e. **Vice Chair:** Approved reallocation of \$35.34 for Campus Kitchen. Last year a group for Earth Day had a band. The band was late in getting forms in, so \$600 had to be paid from this year's budget out of contingency.
- f. **Chair:** None

VI. New Business

- a. **Hip Hop Travel Request** – New team this year, so they don't have an annual budget for this year. Traveling for a competition that requires \$12/girl = \$180 to get into competition. They had \$100 for startup, but that money is going toward uniforms and other things for the competition. There was a request from the club for immediate action.

Questions/Comments:

Allison – It is a straight forward request, they are just asking for the money to pay for the fee to get into competition, no other fees. It's okay to not have questions for them.

Motion to move to immediate action. Seconded. Passed voice vote.

VII. Budget Hearings

a. Office of Student Life Budget: Lisa Tetzloff

- i. “We plan things outside of class for learning and promote a good college experience. I will discuss some things we already did this fall. This year we had: UWGB Shopko night, Groovin Grounds (131 students), Org Smog, GBNites (400 first night, 375 second night), New Event – Escape Room that was full both nights, Color Run, and many other events are filling up and very popular. Narrative – Attendance is always up, experienced staff so experienced in programming. We know that there is always discussion of not enough events on the weekend, but we had a survey that showed that 8/10 students are satisfied with weekend events. Only 250 responses, so we are sending out another survey, results later in November. We haven't asked for an increase in 4 years. This year has a small increase that won't pay for all of expenses but we have a good reserve – due to retired employee, that spot is now filled. Increase is to practically offset some other expenses – hope to implement 2% pay increase since we have not had increase in many years. (Dick – areas that don't rely on government funding can put it in their budget). Student Life is 100% funded by segregated fees – may be only Auxiliary. Regarding revenue, we don't charge for much, when we do charge it is to ensure that students who sign up show up. Money from that is reinvested into programs – not taken in as profit. We do charge for Family Weekend, since families are coming to campus and we don't want student fees going to families. We also charge booth rentals for the Community Fair and for movie passes – those just wash out. Years with more revenue are because of concerts. 65% of budget is personnel. We do have a new programs with Paul's Pantry which helps Campus Kitchen, and also the Escape Room. The Emerging Leadership Experience with freshman in fall is being opened up to all students in 5-hour experience. There is also a new Personal Event Coordinator service so that if student is feeling uninvolved we will sit down with them and try to figure out what orgs or activities they can participate in to help find a good fit. Revenue for next year will be pretty much the same things. Cannot predict concert for 2017-18 yet, we won't know until next year. We spend a fair amount of money on food, and small amount

of money on professional devolvement. We try to collaborate with other orgs. Since there was an overlap with the Dean of Students and Interim Dean of Students, we spent more money than we expected, but it wasn't an issue. Title change for Stephanie K. because she now supervises the ambassadors, which is more work. This is will be approved through many campus channels, this would increase her salary somewhat but not drastically. If not approved the increase will be pulled back out. Reserves are fairly high – can look at spread sheets: requesting \$795,000.00. Puts us in the hole some. Cash reserve is taking a dive. We believe we need to be around \$50,000 in Reserves – we don't have capital expenses; we like to have money in case a major artist is coming that we didn't know and we want to offer to students. We are requesting less than we projected last year.”

Questions/Comments:

Q: Jaclyn – Why have sales gone down so much?

A: The amounts reflect concerts we have that year. 2014-15 we had two concerts which is why it's so high – that did not sell out. In 2015-16, we had Andy Grammar. Most of the time we don't know when we will have concerts, for example Daya, we didn't know until a week before we started advertising that she was coming. It just depends on concerts we can get. Daya costs us \$25,000.

Q: Allison – Did any concerts sell out or have any previous years come close?

A: No, I can't think of any right now. Grant is good at predicting up and comers. For example, Daya is hopefully going to become more popular and we are hoping to sell out with her, but we just never know. I Cannot remember last time we sold out, Kesha – never came and were contacted this year and since she bailed twice we didn't want to have her again.

Q: Allie – Increase from interest income?

A: It is on cash balance, so interest on cash balance. (Dick – based on what they predict: .5% in 17-18-19 and .2% after, but that is just a guessing game.)

Q: Nik – Where do the transfer out funds go?

A: Money goes to task forces. We fund part of those with Res Life, Health and Counseling, and AIC help pay. Task forces were created to combine content experts with programs, started 10 years ago. (like Sex Talks, Drug etc.)

Q: Kaylie – Are there any programs you put on that don't continue?

A: We don't charge for most of our programs, so we review them and when programs start to decline in interest we remove them and replace them as needed. Right now, we are looking at movies, cheap seats movies are not doing as well right now, we will have to look at that since we pay a fair amount for the movies and don't charge students much for it. But from surveys, most students enjoy that we offer them.

Q: Alexis – Are you going to try to make a point to have celebrities every year?

A: We do try to every year, we also take recommendations from students, but some are just not realistic for example Beyoncé. When we find someone, we have to send a request with how much we are willing to pay and then it is negotiated from there.

Q: Allie – Since concerts have not sold out recently how do you think you can work to sell out for the future?

A: We try everything we know. We promote all over town, posters in the high schools, and with ads on radio. Andy Grammars issue was people know his music but not his name so we tried to promote his music and face when we realized that. Also since our campus is small it is hard to find a performer that is appealing to everyone.

Q: Jaclyn – Have you ever had or could we have concerts at Resch?

A: We could not afford it. Compared to other event programmers in the area, they have a lot more money to work with. (John – I agree, are target area is small because we are not trying to make money off concerts, we are trying to get a cheap price for students to enjoy something. If Beyoncé was going to come to Resch we would need to ask for extra money.) We also don't have staff to manage an event of that size. People also lose money on those events because it's always a guess if they will sell out. They often take losses but they are in a better position for that than we would be.

Q: Nik – Academic staff for 2014-15 between 15-16 etc. continues to rise, but then drops for 17-18 can you explain why?

A: I would have to sit down and figure this out. We have a stable staff, our only change is that Shelia left and her salary would have fallen to cash balance, but we replaced her so it would have gone up. (Dick – two years with her spot open, so below during that time without her.) Budget cycle is June 1 to July, so her position went through two fiscal years... Good Times went from student organization to student life.

Q: Nik – When you have an employee leave does that change amount requested?

A: We didn't have notice she was retiring until a few weeks before. We were searching to fill the position while she was still here, was going to fill, but all positions were frozen so could not hire someone. We thought we could fill position, that it was going to just be a short-term freeze... But we could still maintain quality programs during that time.

Allison – We like to bring Lisa in early because it is strait forward and not much changes from year to year.

VIII. Action Items:

a. Hip Hop Club Travel Request:

Allison entertained a motion to approve immediate action. Allie moved.
Mark seconded. Passed 9-0-0.

Discuss: Allison: They are only asking for registrations costs which is \$120, not any traveling money because it's in brown country. We are taking immediate action on this because they need the money to pay for the fee next week.

IX. Discussion Items:

a. Office of Student Life Budget:

Brianna – I thought she did a good job, the layout was easy to follow for this being my first meeting.

Q: Jaclyn – Can we go through the budget request?

A: Allison – You can reference Auxiliary Budget hand out, discusses both notice fringe benefits is large amount of budget request. (Dick – S&E then is almost everything else (office supplies).)

Q: Allie – Do most budget requests have transfers?

A: Dick – Not that many do, you see it more in other areas on campus.

Allison – We gave some questions out just to give you guys some ideas of what should be asked, good job. If any questions come up let us know and we can reach out Liza and say we feel comfortable with what was presented and that we would be okay with approving this on Dday.

John – If we're presented something that we didn't feel comfortable with approving, we want to reach out to the presenter so they are not blindsided by a turn down on Dday.

X. Announcements:

Q: Janae – Are the budget due dates on the spreadsheet updated?

A: Lea – Yes, was updated yesterday.

John – Very good and appropriate questions, even some that were not handed out. Asking questions makes the presenters feel more comfortable, so can even ask simple questions.

Allison – Even if the budget makes sense, ask questions any ways so they know that you understand it.

Sam – You are now responsible for your binders.

Allison – They can be kept in the office or at home, you just need to remember to bring them to each meeting!

XI. Adjournment: Allison entertained a motion to adjourn the meeting. Jaclyn moved. Mark seconded. Meeting adjourned at 6:30 pm.

Respectfully submitted by:
Miranda Kurzinski
SUFAC Administrative Assistant