**Union Council Meeting**  
Minutes  
September 20, 2022

**Present:**

Lauren Damgaard

Saehin Kim

Jasmine Machhi

Brady Palzkill

Susan Dibbell

Mark Guthier

Heidi Lang

Steve Schaffer

Jason Stephens

Christina Olstad

Reilly Coon

Sophie Salewske

Kevin Jacobson

Paul Peppard

Marie Tuchscherer

Ndemazea Fonkem

**Guests:**

Danielle Brzezinski

Ed Janairo

Meeting called to order at 5:33 p.m.

Motion: Susan moved approval of the April 21, 2022, meeting minutes. Jasmine seconded the motion. April Meeting Minutes were approved.

Land Acknowledgement read by Lauren

Introductions

**Open Forum**

* **Explanation of Open Forum Rules- Mark-** Mark explained the process of Open Forum at the Union Council meetings. A total of 15 minutes will be allotted for open forum to any guests that want to speak. It is also time for Council members to speak on any topic. Open Forum can be extended by a Vote of Council.
* **Open Forum-** no speakers.

**Union Council Orientation- Lauren, Heidi, Ed, Mark & Susan**

* **Role of the College Union (Heidi):** The role is to advance a sense of community, by serving students, faculty, staff, alumni, and guests. We also offer programs and activities that serve the college mission. The union is the “College Living Room” of the campus and helps to enhance the student experience. It’s intended to be a united force for campus. The approach within the Wisconsin Union, is to gather staff and students to make decisions together.
* **Organizational Structure (Mark G.):** The Leadership & Engagement organization chart is in box.
* **History (Mark):** Mark gave an overview of the history of the Wisconsin Union. The Wisconsin Union has been around since 1907, founded as a student organization. It was created so that every student could belong, the first of its kind. We are responsible for the cultural/social and recreational well-being of the student body. In 1928 the Union’s constitution was created. In 1930, the Theater wing was added to Memorial Union. 1939 is when the student government and the Wisconsin Union Directorate were created. In 2011 the new Union South opened and in 2018 renovation of Memorial Union was completed. Mark then described how Union Council is comprised of students, staff, faculty and alumni.
* **Bylaws and Constitution (Mark):**
  + Copies are in box.
  + The constitution was written by a faculty and student committee in anticipation of Memorial Union opening. It describes the make-up of Union Council and how it should be run. It hasn’t been amended since 1965.
  + The Bylaws are where you go for definition and describe the rules of operation, meeting details and terms of office for council members. Quorum is 8, this is needed for business to take place, and 1 member must be one of the student officers and 1 member has to be one of the Union staff voting members.
* **Parliamentary Procedure (Mark):** 
  + Found in the handbook in the box folder. These will help everyone know how the meetings are run and how decisions are made during the meeting.
* **Shared Governance/Advisory Boards (Lauren):**
  + Lauren described shared governance- it spells out the different voices that are involved in decision making for campus. Union Council reflects this. All materials for the meetings will be available in box for everyone 48 hours in advance of the meetings.
  + Lauren described the Advisory Boards. Each meet between the Union Council meetings. There are 4 of them: administration, facilities, dining and social education, and 1 of the officers chair each of these. The goal is to get broad input..
* **Financial/Budget Process (Ed):** 
  + Ed gave an overview of the budget process and the budget timeline. Union Council’s primary role is to approve the Union’s segregated fee budget and the operating budget.
  + Ed went through the Union’s June’s income statement, and how the Union ended last fiscal year. This is in the box folder.
* **Policy Index (Susan):**
  + Susan described the policy manual. The index is 19 pages and lists the policies and procedures. We have these to make sure we are transparent in our decision making. Procedures correlate with the policies and answer how things are implemented. These are kept in box as well for reference.

**Union Advisory Boards- Jasmine, Saehin, Brady and Lauren**

* **Membership on Council requires serving on an Advisory Board -**
* **Advisory Board Topics** 
  + **Administration - Jasmine-** Represents the administration areas of the Union. Topics: operating budget & segregated fee rate, and student wages.
  + **Dining & Hospitality- Saehin-** Represents the dining & hospitality areas of the Union. Topics: review cultural food offerings.
  + **Facilities- Brady**- Represents building and conference services. It deals with the different uses of the building. Topics: focus on sustainability, reflection room analysis, and general operational needs.
  + **Social Education- Lauren-** Represents leadership and program areas. Topics: working on facilitating relationship between the new groups, like homecoming and Wisconsin Singers, continuing Associate Director Compensation Study, Hoofer free program, and updating purpose statements.

**Officer Reports**

* President- Lauren- they are busy getting things ready for the year. They had their retreat in August. There have been 2 directorate meetings so far. There was a very successful Wisconsin Welcome.
* VP of Internal Relations- Jasmine- had a good leadership training day. She has started connecting with WUA about mentorship program.
* VP of External Relations- Saehin- they had successful WI Welcome events. They will be meeting with Marketing Associate Directors this week.
* VP of Resources and Operations- Brady – they have created a calendar of events, which is getting filled up.

**Action Items & Updates**

* Secretary Update- Mark shared that this year has the largest incoming class of freshman. They also welcome 150 new faculty. The University has successfully moved to the middle of the Big 10 in salaries. The Lowell Center continues to be used for University Housing. The Physical Plant is being taken down and will be used for Data classes.
* Treasurers Update- Susan shared that we have increased the starting wage for students to $15/hr. There has been an increase in student employees but are still struggling to hire enough staff. There is a swipe and save program, to give deals to students. The University Club should be open shortly. She shared that the Union is managing the Student Activity Center.

Meeting adjourned at 7:15 p.m.