



Wisconsin Union
Experiences for a lifetime

Union Council 2016-2017 Dec 12th, 2016: Meeting Agenda

4:30-6pm SEAG Reception

6:00pm Call to Order

Deshawn

- Approval of November meeting minutes
- Nominating committee
- Spring semester Council dates

6:10pm Open Forum

6:20pm Update on Pubcom study

Adan

6:30pm Update on Babcock ice cream

Exec

6:45pm Financial Report

Susan

6:55pm Budget Process

Officers

- Seg fees/Building ready for use
- Student wage analysis
- Directorate Budget

7:25pm Subcommittee Reports

****REMINDER - Those seated on Council should also be seated on a subcommittee****

- External Relations
- Admin
 - Amendments to WU1-1
- Facilities
- Dining
 - Amendments to policy DS1-2
 - Amendments to policy DS1-5g
- Program and Leadership
 - Amendments to policy PL3.3
 - Amendments to policy PL3.4

7:45pm Updates

- ASM
- Hoofers
- Union/Council
- Officers

8:00pm Closing

Union Council Meeting Minutes November 14, 2016

Present: Deshawn McKinney, Mark Guthier, Madison Laning, George Cutlip, Omar Jandal, Jessica Franco-Morales, Susan Dibbell, Chris Verhaeghe, Caleb Foust, Lily Hansen, Peter Lipton, Adan Abu-Hakmeh, Carmen Gosey, Samuel Park

Guests: Swetha Saseedhar, Forrest Koslowski, Kelsey Rahe, Wade Dittburner, Audrey Wilde, Mills Botham, Victoria Fok, Folarin Ajibade, Halle Lukisch, Jay Ekleberry, Lori DeMeuse, Paul Broadhead, Dar Ward, Jonathan Bronk.

Call to Order: Deshawn McKinney called the meeting to order at 5:30 pm.

WUD Committee/Club Goal Presentations

The following WUD Directors and Hooper Club Presidents reported on their goals for this year:

Global Connections – Swetha Saseedhar

- Focus on social justice minded topics and speakers
- Introduce more well-rounded cultural programs
- Be more inclusive

Hooper Outing – Forrest Koslowski

- Implement land safety code
- Create and implement an outreach program
- Clean up Google Docs from previous years

Hooper Scuba – Kelsey Rahe

- Set up a cycle of trips
- Incorporate more ocean diving
- Set up template for planning trips
- Plan more social events – especially in the off season

Approval of 10/24/16 Meeting Minutes

Lily Hansen **made a motion to approve** the minutes from the 10/24/16 meeting. **Samuel Park seconded. All approved. Motion passed.**

Open Forum

No one was present to speak at the open forum.

Update on Union South Bike Station – Adan Abu-Hakmeh

Dar Ward and Jonathan Bronk from UW Facilities Planning and Management gave an overview of the bike shelter proposed for the Dayton Street side of Union South. A plan for a larger bike shelter was removed from the original project due to insufficient funding. A shelter that was going to be used for another purpose recently became available. The plan for this shelter is a scaled down version of the previous proposal and can house 48 bicycles. The hope is that it will be constructed next summer. Spaces would be obtained by an annual application process.

WUD Committee/Club Goal Presentations

The following WUD Directors and Hooper Club Presidents reported on their goals for this year:

Hooper Mountaineering – Wade Dittburner

- Work on safety audit items

- Create a protocol and safety procedure document
- Finish up gear usage policy
- Complete PSR safety document and vote on implementation in about 3 weeks

Hooper Riding – Audrey Wilde

- Reinvigorate current membership
- Look at the value of Riding Club and its role in the Union
- Work on summer youth programming
- Provide equine experiences outside of riding
- Expand socials and outings

Hooper Sailing – Mills Botham

- Redo sailing safety manual and ground school documents
- Raise funds for new piers – he recently secured a matching program grant in the amount of \$1 million
- Purchase an ATV for snow kiting
- Purchase new fleet of collegiate race boats
- Restructure socials
- Improve volunteerism in the club

WUD Publications – Victoria Fok

- Increase diverse voices in publications
- Increase presence on campus
- Work with College Library to have coffee and publications distribution right before finals week

WUD Performing Arts Committee - Folarin Ajibade

- Inclusive booking
- Rebrand world music and put it under a global union
- Experiment more with multi-media
- Work with more student organizations
- Collaborate more with the school of Music
- Have less segmentation among Assistant Directors

WUD Music – Halle Lukisch

- Focus on inclusivity
- Work on venue safety
- Develop a harassment hotline
- Send students to the South by Southwest Conference
- More collaboration with other campus departments/agencies

WUD Film – James LaPierre

- Make WUD Film a safe place for guests and the committee
- Continue strong participation
- Feminist Film Festival in spring
- Coordinate trip to Sundance Film Festival in January

Thinking Forward Together – Jay Ekleberry

Mr. Ekleberry and Susan Dibbell are co-facilitating the current Wisconsin Union strategic planning process. Mr. Ekleberry reviewed the process to date and presented the 5 identified strengths that have emerged from the process so far. They are:

- Locations/Spaces
- Events/Service
- Trust in Students
- Community Passion
- Committed and Knowledgeable Staff

Discussion took place around what communities were selected to participate and the definition of “community”. Deshawn McKinney asked for a breakdown of the groups that participated in the process up to this point. Next steps in the process will be bringing the 5 identified strengths back to Union area meetings after the New Year and scheduling Town Hall style meetings before spring break.

Financial Report – Mark Guthier

Mr. Guthier reviewed the financial reports for the first quarter. The budget was prepared anticipating that the 1st floor of Memorial Union would be open the beginning of September. Catering and the hotel were ahead of budgeted revenue. Juli Aulik expressed concern regarding the delay in opening the 1st floor and the impact on the budget. Mr. Guthier responded that there were savings in operating expenses such as salaries and supplies due to the fact that the 1st floor units weren’t opened. The effect on the financials will be more evident in the October preliminary reports which come out this week.

Annual Budget Process – Mark Guthier

Mark Guthier stated that department heads are meeting Monday afternoon to begin planning for the budgeting process. A slightly different approach is being taken this year in that we are setting some aspirational goals for the Union. The financial impact of these goals will be built into the budget.

Directorate budgets will be presented to Council in December rather than April as in the past. Budgets will be broken down by line item rather than totals only.

Sub-Committee Reports

Deshawn McKinney reminded Council members that they need to serve on a Council sub-committee.

External Relations - Omar Jandal

- Recently toured Union facilities to provide context.
- Reviewed procedure ER1-9a on web procedures and ER9-2b on photography.

Facilities – Adan Abu-Hakmeh

- An update on the bike station was given earlier in the meeting.
- The committee has not had quorum at that past two meetings.
- They are reviewing Facilities policies and procedures, most of which predate the new Union South.
- Are waiting for art to be installed in the Union South Reflection Room and for the Memorial Union 1st floor to come back online.

Dining – Caleb Foust

- Expressed the desire to have all of the Union’s policies on the website.
- The committee recently met and discussed the following:
 - Having calorie counts on all menus
 - Providing detailed nutritional information
 - Advertising drinking consequences to students – display signage in public
 - Directorate and Hoofers will receive an additional RSO discount from catering

Program and Leadership – Lily Hansen

- Working on policy changes
- Starting workgroups for co-sponsorship and fundraising
- Deletion of P&L 4.3. Lily Hansen stated that this policy is no longer relevant. Ms. Hansen made a **motion to delete**. Adan Abu-Hakmeh **seconded the motion**. **All approved. Motion passed.**

Administration – Deshawn McKinney

The committee began discussions on the makeup of Union Council and whether to add a University Staff and Student employee representative. One of the options presented was to keep Council the same size and eliminate the Alumni rep appointed by the Chancellor and one of the ASM reps. Discussion on the pros and cons of this option took place. The constitution will need to be voted on prior to any changes. The committee will resume discussion on this issue at its next meeting.

- WU1-1. The policy was updated to reflect the change in officer positions. Lily Hansen made a **motion to approve** the policy as amended. Adan Abu-Hakmeh **seconded the motion**. **All approved. Motion passed.**

Updates

ASM – Carmen Gosey

- Has been in conversation with Athletics regarding the racially offensive football game costume. A policy was created and students were involved in the process.
- Pork gelatin in Babcock Dairy ice cream is an ongoing concern.

Hoofers – Caleb Foust

- Continues to work to get Google apps free of charge for Hoofers.

Heidi Lang

The Union along with the Dean of Students office has held listening sessions in response to the offensive costume incident.

Susan Dibbell

The Wiscard office has issued 7,345 voter ID’s to date. 989 of these were on Election Day.

Adjourn

Adan Abu-Hakmeh **made a motion** to adjourn the meeting. Adan Caleb Foust **seconded the motion**. **Motion passed**. The meeting was adjourned at 8:30 pm.

Wisconsin Union Policy WU1-1
Wisconsin Union Bylaws

1. Bylaws

The rules contained in these Bylaws to the Constitution of the Wisconsin Union shall govern the Council and subcommittees in all cases to which they are applicable and in which they are not inconsistent with the said Constitution.

2. Personnel of the Council

a. The fifteen voting members of the Council shall be as follows:

- (1) The Chair or his/her designee of the all student governing board and three other students reflecting the multicultural and diverse nature of the campus community, as designated by the all student governing board, one of whom shall be selected from the Student Services Finance Committee (SSFC).
- (2) Three students who have been recommended by the Nominating Committee, to be selected by the outgoing Council under the procedure given in Bylaw 9: one to serve as President of the Union Council and the Union Directorate, one to serve as Vice President of the Union Council and the Union Directorate of External Relations, and one to serve as Vice President of the Union Council and the Union Directorate of Internal Relations.
- (3) Two student members of the Union Directorate to be elected by members of the incoming Directorate as a representative on the Council, serving as a chair of a Council committee. One of these members shall be the President of Hooper Council.
- (4) ~~Three~~Two representatives of the faculty ~~and~~, academic, and university staff, to be chosen by the Chancellor of the University for terms of two years, the terms expiring in alternate years.
- (5) ~~Two~~One alumni members, ~~one~~ to be chosen by ~~the Chancellor of the University and the other by~~ the governing board of the Alumni Association for a terms of two years, ~~the terms expiring in alternate years.~~
- (6) The Director of the Wisconsin Union, ex-officio
- (7) The Deputy Director: the officer of the Wisconsin Union in charge of business operations, ex-officio.

b. The non-voting members of the Council shall be as follows:

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- (1) The Assistant Director for Program and Leadership Development of the Wisconsin Union.
- (2) The Dean of Students of the UW-Madison campus.

3. Quorum

At all meetings of the Council, the presence of a majority of the voting members, which includes two of the three student officers and either the Secretary or the Treasurer, shall be necessary to constitute a quorum. Any act of a majority present at a meeting at which there is a quorum shall be the act of the Council, except as may be otherwise provided by the Constitution or these Bylaws.

4. Meetings

The Union Council shall hold meetings at least once a month during the regular academic year. Meetings may be called by the President or upon written request of six members of the Council. All members will be duly notified at least 48 hours before a regular or special meeting by the Secretary of the Council of the time and place of meetings.

5. Rules of Operation

- a. Meetings of the Wisconsin Union Council and its subcommittees will be conducted according to Robert's Rules of Order, newly revised. The President may appoint a parliamentarian.
- b. There will be no proxy or absentee voting. In the case where a member of Union Council is part of the selection pool for a Directorate position, the right to vote or participate in deliberations pertaining to the selection is waived.
- c. The Executive Committee of Union Council will consist of the President, the two Vice Presidents, the Secretary and the Treasurer of Council. Other members of Council are privileged to attend and participate in Executive Committee sessions. The Executive Committee will set agendas for all Council meetings.
- d. The Council Executive Committee will set agendas at least five days prior to each regularly scheduled Council meeting. To be considered for placement on the agenda, items must be submitted to a member of the Executive Committee prior to the agenda meeting.
- e. Non-Council members or groups wanting to present issues to be considered by Council must submit their requests to a member of the Council Executive Committee before the agenda meeting to be considered for placement on that

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agenda. The request will be considered with other New Business items and may be scheduled for a later meeting or as soon as time is available.

- f. At a regular Council meeting there will be a limit of three non-member speakers for any proposal from (a), unless Council is asked to consider two sides of a question. Then there will be a limit of two non-member speakers for each position introduced. There is a 10-minute per speaker maximum presentation time for non-member speakers for presentation of the issues.

6. Annual Meeting

The annual meeting of the Union Council shall be held in April or May and shall be the occasion of recognizing outgoing and incoming Council and Directorate members.

7. Term of Office of Council Members

- a. Faculty, academic staff and alumni appointees, selected as provided in Section 2a (4) and 2a (5) of the Bylaws, shall be appointed by May 1, or as soon thereafter as possible, the terms expiring after two years, at the close of the annual meeting. Faculty, academic staff and alumni members may be reappointed to succeed themselves once.
- b. The all-student governing board representatives, selected as provided in Section 2a (1) of the Bylaws, shall be named by May 1, or as soon as possible thereafter, and shall serve for a term of approximately one year, from the close of the annual Council meeting to the close of the succeeding annual Council meeting.
- c. Union Council officers and Union Directorate representatives, selected as provided in Sections 2a (2), 2a (3), 7 and 8 of the Bylaws, shall serve for a term of approximately one year, from the close of the annual Council meeting to the close of the succeeding annual Council meeting.

8. The Union Directorate

a. Membership

The Union officers and directors of all standing committees (referred to in the constitution as "House Committees") as well as the President of the Wisconsin Hoofers, which are organized under the Union auspices, shall comprise a board to be known as the Union Directorate. Non-voting members of the Directorate include: the Union Director or her/his representative and the Assistant Director-Program and Leadership Development or her/his program staff representative.

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b. Functions

The functions of the Directorate shall be to coordinate the work of the several committees and clubs organized under Union auspices, discuss common problems, study the techniques of effective group work and community service, and formulate social and educational programs and policies for recommendation to the Union Council.

c. Method of Selection

Committee directors shall be elected by the Council at a meeting of the Council in the spring, from the nominees submitted by a nominating committee. The nominating committee shall consist of the three incoming officers of the Council and Directorate, the outgoing Vice President of Internal Relations of the Council and Directorate, and one program staff representative, appointed by the President of the Council and approved by the Council. The vote by the Council shall be taken by written ballot without further nomination and a simple majority shall be required for election.

d. Term of Office

Newly elected Directorate members shall meet and begin preparations for the ensuing year immediately after appointment but shall not assume the responsibilities of office until after the annual meeting of the Council. They shall continue as Directorate members in office through the annual meeting of the Council of the following year; the committee directors, however, being subject to recall by the Council.

e. Recall

A committee director may be recommended by a majority of the Union officers to be relieved of her/his duties for cause, subject to approval by a majority vote of Council, and consistent with guidelines established by Directorate and confirmed by Council, to insure due process for the director. Pending Council action, the director may be suspended by the Union officers if necessary for a period not exceeding the time to the next regularly scheduled Council meeting.

f. Fiscal Responsibility

The Directorate may sponsor or manage certain revenue-producing programs provided that the finances for such programs are managed within the Union revolving fund pursuant to Statute 20.906(1), that such programs have the approval of the Union Council and that all surpluses are turned over annually to a

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general Union purpose with the exception of Hooper club surpluses, which are intended for future capital acquisitions.

A separate Distinguished Lecture Series fund is to be established, an account distinct from the Union's general operating fund and from other Wisconsin Union Directorate funds. The fund is directly under the auspices of WUD and will follow the same program approval process as established for all WUD free programs. All programs will be free of charge. All funds remaining at the end of the academic year will carry forward to the new fiscal year.

g. Rules

The Directorate shall formulate its own rules of parliamentary procedure.

h. Summer Operation

The summer program is implemented by the summer program coordinators selected by Union Council. The voting members of the nominating committee for the summer program coordinators are the outgoing Vice President of External Relations, the incoming Vice President of Internal Relations, and a program staff representative appointed by the President.

9. Officers of the Union Council and Union Directorate

- a. The Officers of the Council and Union Directorate shall be elected by the Council at a meeting of Council before spring break from the nominees submitted by a nominating committee. The nominating committee shall consist of: the outgoing President and two representatives of the Council, one of them being a non-student representative and one of them being an all student governing board representative, both appointed by the President of the Council and approved by the Council. The outgoing Vice President of Internal Relations and one program staff representative appointed by the President shall serve as ex-officio, non-voting members of the nominating committee. The vote by Council shall be taken by written ballot without further nomination and a simple majority shall be required for election.
- b. The President of the Council shall have power to vote only in case of a tie, except in the election of the Council President and Vice Presidents.
- c. In the absence of the President, the Vice President of External Relations shall chair the Union Council, and the Vice President of Internal Relations shall chair Directorate.

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- d. The officers of the Council and Directorate may be relieved of their duties for cause by the Council, in accordance with recall procedures established by the Council. Upon written petition of five voting members of the Council, the Council will appoint a special subcommittee of the council composed of five voting members of the Council to investigate charges and determine whether the validity of charges warrant bringing the recall petition to the full Council. In such cases as the recall petition is brought to the Council, a simple majority of the voting members of Council is required for recall with the person under consideration of recall not eligible to vote. Typical grounds for recall would include, but not be limited to, the following: negligence of duty, unavailability to perform job functions as described in the officer job description policy.
- e. The officers of the Council and the Directorate shall be replaced only in the same manner in which they were originally selected.

10. Union Council-Union Directorate Meeting

A joint meeting of Union Council and Union Directorate shall be held in the fall semester.

11. Director's Duties

The Director shall be the staff officer generally responsible for the operations of the Wisconsin Union. The Director shall be employed by the Board of Regents, which shall take into consideration the recommendations of the Union Council and the President.

- a. The Director shall be charged with coordinating all the various functions of the buildings and the interests of all the various groups served by the buildings.
- b. The Director shall make reports from time to time showing the operations of the Wisconsin Union.
- c. The Director may act for the Union Council, discharging the functions of the Union Council, when so requested by the Union Council.
- d. The Director, or a staff member whom she/he may appoint as a substitute, shall be a non-voting member of all standing committees and special interest clubs organized under the auspices of the Union.
- e. The Director's further functions in the buildings, beyond the responsibility to the Board of Regents, shall be as the Union Council may provide.

12. Amendments to Bylaws

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These Bylaws may be amended at any regular or special meeting of the Council, by a vote of eight (8) members of the Council, provided the amendment is submitted in writing at least one week previously at either a regular or special meeting.

For interpretations, resolution of problems, and special situations contact:

Secretary of Union Council: WU Director

Chair of Union Council: WU President

Policy Authority (suggested amendments should go through these bodies):

Executive Committee of Union Council

Union Council

Date(s) of Action:

March 6, 1950; Rerun April 30, 1952; Revised March 21, 1956; Amended March 24, 1965; Rerun June 12, 1968; Amended April 15, 1969; Amended March 11, 1970; Rerun December 4, 1970; Amended March 8, 1972; Amended April 12, 1972; Amended September 13, 1972; Amended October 11, 1972; Amended September 12, 1973; Amended February 11, 1976; Amended February 7, 1978; Amended February 22, 1978; Amended December 10, 1979; Amended April 26, 1982; Amended March 14, 1984; Amended May 7, 1990; Amended December 4, 1990; Amended March 31, 1992; Amended December 2, 2002; Amended April 24, 2003; Amended February 16, 2004; Amended April 20, 2004; Amended September 17, 2008; Amended December 11, 2008; Amended November 14, 2016; Amended Dec 12, 2016

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	Account	Description	Current Budget	Requested	Increase (change)	Reason
Art		3 to 4 ADs			additional 240	
	3300-2890	Cosponsorships	-	-	-	
	3300-2170	Art Sale Income	-	-	-	
	3300-7090	Art Sale Expenses	-	-	-	
	3300-7702	Art Education	1,500.00	1500	-	0.00%
	3300-7715	MU Exhibitions (School Year)	3,200.00	8250	5,050.00	7715-budgets for ten exhibitions at MU during academic year (2 galleries x 5 time slots each)
	3300-7730	Special Events	1,000.00	2500	1,500.00	7730-combine funds for Special Events, Wheelhouse Programming and Intra-WUD Collabs, reduce by \$1000 (allow max flexibility in how funds may be allocated)
	3300-7739	Wheelhouse Programming	1,500.00	-	-1,500.00	merged into special events
	3300-7800	Publicity	1,500.00	1500	-	0.00%
	3300-7835	Student Art Show	1,400.00	1400	-	0.00%
	3300-7836	US Exhibitions (School Year)	3,200.00	2475	decrease	7836-budgets for three exhibitions at US during academic year (Student Art Show has separate budget)
	3300-7840	Summer (Both Bldg)	2,500.00	4950	2,450.00	7840-budgets for four exhibitions at MU and two exhibitions at US during summer @ \$825 each
	3300-8037	Intra-WUD Collaborations	1,000.00	-	-1,000.00	-100.00%
		PROGRAM TOTAL	16,800.00		5,775.00	per exhibition costs estimated to include \$500 artist honorarium, \$100 gallery lettering and printed materials, \$50 Facebook ads, \$175 reception costs
	3300-6090	ADMIN-Long Distance	-	-	-	
	3300-6150	ADMIN-Postage	-	-	-	
	3300-6460	ADMIN-Copies	-	-	-	
	3300-5900	ADMIN-Misc Supplies	200	200.00	-	0.00%
		ADMIN TOTAL	200		-	0.00%
		Art Total	17,000.00	22,575.00	5,775.00	33.97%
All Breaks		6 to 6 ADs				
	3600-7712	Educational Programs	\$1,800.00	\$1,000	-800	We are requesting this amount to continue doing activities during our 2-3 orientations for our students attending our AB trips
	3600-7730	Special Events	\$1,500.00	\$1,500	-	We plan to have 3 events per semester and continue to collobrate with other organizations
	3600-7736	Weekend Breaks	\$0	\$0	-	Have not occurred since at least 2014-15

	3600-7800	Committee Publicity	\$1,000.00	\$1,000		- This is part of our marketing, we hope to expand our marketing materials as we have more special events
	3600-7820	Info Meetings		\$0		- These happen irregularly at best and would only require money for food
		Site Leaders		\$3,000	3,000.00	Refer to new site leader policy: https://docs.google.com/document/d/1XvtsIKvekGll2r7u06pze12dIT-mEAe6edXOlgKj2Vg/edit (Will allow there to be 14 site leaders, 2 per trip)
		Revenue	-	-	-	
		Meissner Fund Scholarships	\$4,000			- NOT INCLUDED IN REQUEST
		All Breaks Total	4,300.00	6,500.00	2200	
Cuisine		1 to 5 ADs				
		Gen Admin	200	320	120	
		Marketing	550	1,000.00	450	
		Educational/Demonstration	3,250.00	4,800.00	1,550.00	
		Service	250	500	250	
		Cooking	1,800.00	2,000.00	200	
		Tasting	-	-	-	
		Revenue-Gifts/Grants/Cosponsorship	-	-	-	
		Dining Service Revenue	1,000.00		0	
		AD Stipends	240		960	Increased from 1 to 5 ADs
		Cuisine Total	7,290.00	8,620	3530	
DLS		4 to 4 ADs				
	3200-6020	Marketing	3,400.00	3,400.00	-	
	3200-7711	Main Series	145,000.00	145,000.00	-	
	3200-7713	Security	-	-	-	
	3200-7731	Spotlight Series	-	5,000.00	5,000.00	The spotlight series allows DLS to expand their programming into smaller events. It also allows us to build relationships with various campus organizations by helping them put on events. In the past this has been a part of the budget, and we would like to see that return.
	3200-7730	Special Events & Nominations	400	-	-400	
	3200-7822	Coffee w/TED	-	-	-	
	3200-7827	Wisconsin Festival of Ideas	2,000	2,000.00	-	

	3200-7210	Meals & Receptions	-	-	-	
		PROGRAM TOTAL	\$151,000		4,400	
	3200-6090	ADMIN-Long Distance	-	-	-	
	3200-6150	ADMIN-Postage	-	-	-	
	3200-6460	ADMIN-Copies	-	-	-	
	3200-5900	ADMIN-Misc Supplies	-	200	200	
		ADMIN TOTAL	200		200	
		DLS Total	\$151,200	\$155,600	4,600	
Film		9 to 9 ADs				
	3700-2890	Cosponsorships	-	-	-	n/a
	3780-5900	Sneaks Income	-	-	-	n/a
	3700-7747	Sneaks Expenses	-	-	-	n/a
	3700-7730	Festival Programming	8000	8000	-	0.00%
	3700-7724	Projection/Facility Fees	9800	9800	-	0.00%
	3700-7840	Summer	7000	8500	1500	21.43% -increase to continue additional Summer film bookings not budgeted for previously
	3700-7746	Film Rental/Shipping/Posters	54000	60000	6000	11.11% -accounts for 3% anticipated increase in distributor licensing fees (used actual licensing costs from FY16 to estimate percent increase) and Rocky Horror Picture Show special event costs
	3700-7732	Promotions	2000	2000	-	0.00%
		PROGRAM TOTAL	60800		7500	9.28%
	3700-6090	ADMIN-Long Distance	-	-	-	n/a
	3700-6150	ADMIN-Postage	-	-	-	n/a
	3700-6460	ADMIN-Copies		200	\$ 200.00	20000.00% -anticipating copies to start billing back to committees again (assumes a mix of b&w and color flyers)
	3700-5900	ADMIN-Misc Supplies	200	200	-	0.00%
		ADMIN TOTAL	200		200.00	100.00%
		Film Total	81000	88700	7700	9.51%
GloCo						

	3400-7710	Culinary Programming	1,900.00	2,700.00	800	events the chance to learn more. We are requesting more for this because we have made these programs completely free to students. Last year, everyone was charged \$5 for attending. We have made these programs more accessible to everyone, more educational, and more inspiring for students to take action on issues on their own.
	3400-7720	Afternoon Conversations	1,100.00	1,100.00	0	
	3400-7730	Special Events	2,900.00	2,900.00	0	
	3400-7781	Educational Excursions	1,500.00	2,000.00	500	history and culture by participating in the guided tour of the historic plantation for free. As many ethnic studies departments are continuously losing funding, students have less of an opportunity to learn about the importance of Black culture/history, Native culture/history, etc.
	3400-7800	Committee Publicity	500	500	0	
	233-JD31	Cultural Collaboration Grant	5,000.00	0	-5,000.00	grant doesnt count in request
		GloCo Total	7,900.00	9,200.00	1,300	grant doesnt count
Music		8 to 8 ADs				
	3500-7725	MU Weekend Music	52000	\$38,400.00	(\$13,600.00)	
	3500-7703	Behind the Beat	14000	\$10,400.00	(\$3,600.00)	
	3500-7730	Special Events	30000	\$22,160.00	(\$7,840.00)	
	3500-7840	Summer	50000	\$36,960.00	(\$13,040.00)	
	3500-7741	Summer Interim	20000	\$14,800.00	(\$5,200.00)	
	3500-7748	Summer Bluegrass	3850	\$2,842	(\$1,008)	
	3500-7805	MU/US Promotion	15000	\$11,080.00	(\$3,920.00)	
	3500-7759	US Weekend Music	78000	\$58,360	(\$20,640)	
	3500-7726	Open Mic	7600	5,680	-1,920	
	3500-5900	MISC	8400	\$6,240.00	(\$2,160.00)	
	3500-7722	Play Circle Programming	25,000.00	\$18,520.00	(\$6,480.00)	
	3978-	Revelry	25,000.00		-25000	
	3500-	ADMIN-Long Distance	-	-	-	
	3500-6150	ADMIN-Postage	100	\$100.00	\$0.00	
	3500-	ADMIN-Copies	100	\$240.00	\$140.00	
		Music Total	330,050.00	225,782.00		Adjusted because they get 80,000 from dining each year
PAC		3 to 3 ADs				

		General & Admin				
	6150	Postage				
	6460	Copier				
	5900	Miscellaneous				
		Telephone				
	7800	Publicity				
		Student Ticket Discount	\$11,000	\$11,000		
	7730	Special Events/Improv	\$1,700	\$1,700		
		World Music Festival	\$11,000	\$11,000		
		Play Circle Programming	\$10,000	\$10,000		
		Student Performances	\$5,000	\$5,000		
		Revenue	\$0	\$0		
		Marcia Legere Play Festival	2000			not included in PAC total (its a grand/fund thing)
		PAC Total	\$38,700	\$38,700	\$0	
PubCom						
	3460-2890	Cosponsorships	\$0	\$0	\$0	
	3460-7754	Emmie	\$5,000	\$5,000	\$0	
	3460-7755	Programming	\$2,000	\$2,500	\$500	
	3460-7756	Illumination	\$0	\$0	\$0	
	3460-7768	Lit Fest	\$2,400	\$2,400	\$0	
	3460-7769	Souvenirs	\$5,000	\$5,000	\$0	
	3460-7774	UW Flash Fiction	\$300	\$300	\$0	
	3460-7775	Book Publishing	\$0	\$0	\$0	
	3460-7776	Professional Development	\$0	\$0	\$0	
	3460-7777	The Dish	\$5,000	\$5,000	\$0	

	3460-7778	Fade In	\$300	\$0	(\$300)	
	3460-7779	MODA	\$5,000	\$5,000	\$0	
	3460-7782	Sifting and Winnowing	\$0	\$0	\$0	
	3460-7783	JUST	\$0	\$0	\$0	
		PROGRAM TOTAL	\$25,000.00		\$200.00	
	3460-78007	ADMIN-Marketing/Publicity	\$200	\$200	\$0	
	3460-6150	ADMIN-Postage	\$0	\$0	\$0	
	3460-6460	ADMIN-Copies	\$0	\$0	\$0	
	3460-5900	ADMIN-Misc Supplies	\$0	\$0	\$0	
		ADMIN TOTAL	\$200		\$0.00	
	161 PRJ14PA 96 1000 8	Boulware Fund	\$50,000.00			NA GRANTS NOT INCLUDED in request
	3460-7782	Sifting/Wnnow PRJ78KW	\$5,000.00			NA GRANTS NOT INCLUDED in request
		PubCom Total	\$25,200	\$25,400	\$200.00	
SoPo						
	3470-2890	Cosponsorships Income	\$0.00	\$0.00	\$0.00	
					\$0.00	
		Expenses			\$0.00	
	3470-7728	Political/Social Issues	\$4,450.00	\$5,800.00	\$1,350.00	
	3470-7729	Social Issues	\$0.00	\$0.00	\$0.00	
	3470-7731	(Spotlight Speakers)	\$0.00	\$0.00	\$0.00	
	3470-7764	Special Events	\$1,000.00	\$3,000.00	\$2,000.00	
	3470-7765	Table Talk	\$0.00	\$0.00	\$0.00	
	3470-7766	Human Rights Awareness	\$0.00	\$0.00	\$0.00	
	3470-7767	Awareness Weeks	\$0.00	\$0.00	\$0.00	
	3470-7800	Publicity	\$800.00	\$1,000.00	\$200.00	

		PROGRAM TOTAL	\$6,250.00		\$3,550.00	
					\$0.00	
	3470-6090	ADMIN-Long Distance	\$0.00	\$0.00	\$0.00	
	3470-6160	ADMIN-Postage	\$0.00	\$0.00	\$0.00	
	3470-6460	ADMIN-Copies	\$0.00	\$100.00	\$100.00	
	3470-6900	ADMIN-Misc Supplies	\$200.00	\$100.00	-100	
		ADMIN TOTAL	\$200.00		\$0.00	
		SoPo Total	\$6,450.00	\$10,000.00	\$3,550.00	
				\$591,077.00		
		Hoofers +		5450		
		VP +		13950		
				\$610,477.00		
			2016-17	2017-18	change in total budget	
		WUD BUDGET TOTAL	669,090.00	593,477.00	-75,613.00	need to account for WUD MUSIC receiving 80,000 from Dining in the 2017-18 total. (it is already accounted for in the 2016-17 totals because it is built in across line items on the music budget)
		total including 5,500 for Hoofers	674,590.00	678,977.00	4,387.00	<<< total requested increase across WUD
		BUDGET TOTALs when including grants/funds from all committees	735,090.00	732,738.32		(loss of 5,000 from GloCo grant, Boulware spent approx 2,000... no more 25k for revelry. Total accounts for 80k from Dining)
		plus the 5,500 to Hoofers	740,590.00	738,238.32		
HOOFERS	Account Number		2016-17	2017-18		
	7737 Winter Carnival		\$1,500	\$1,500		

	7842 Summer Kickoff	\$1,500	\$1,500	no change	
	7701 Commodore's Ball	\$1,000	\$1,000		
	7730 Special Events	\$1,500	\$1,500		
	TOTAL	\$5,500	\$5,500		
	Info from Heidi below:				
		2016-17	2017-18		
	TOTAL BUDGET WITH AD STIPENDS	\$778,881			
	AD STIPEND TOTAL?	\$109,791			
	LEADERSHIP wiscard stipends = \$50 x 20 ppl x 8mo	8,000			
		\$101,791			
	135,861 allocated for stipends last year?????				

Officers

Officer Administration					
Vice Presidents: 3050	Account Number	2013-2014	2014-2015	2015-16	2015-16
General & Admin		\$650	\$250	\$200	\$200
Postage	6150	\$50	\$50		
Copier	6460	\$350	\$0		
Miscellaneous	5900	\$200	\$200		
Telephone		\$50	\$0		
Recruitment	7738	\$2,000	\$2,000	\$500	\$500
Promotions	6020	\$2,100	\$500	\$500	\$500
Recognition/Retention	7810	\$6,250	\$6,250	\$6,250	\$6,250
Selection	7815	\$600	\$0	\$0	\$0
Leadership	6351	\$3,000	\$1,000	\$1,000	\$1,000
Special Events	7730	\$7,645	\$3,500	\$3,500	\$3,531
Committee Recognition	7810	\$0	\$0	\$0	\$0
Democratic Principles Fund		\$3,000	\$0	\$0	\$0
Craftshop Programming		\$4,000	\$0	\$0	\$0
Marketing Team Budget		\$2,100	\$1,000	\$1,000	\$1,000
Assessment		\$0	\$1,000	\$1,000	\$1,000
Revenue	2890	\$0	\$0	\$0	\$0
UC APPROVED Funds:		\$31,345	\$15,500	\$13,950	\$13,981
<i>Antaramian Fund</i>			<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>
<i>Anonymous Fund: Innovative Funds</i>			<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<i>Minahan - Travel</i>			<i>\$2,500</i>	<i>\$2,400</i>	<i>\$2,400</i>
<i>Chancellor/ODOS Late Night Funds*</i>			<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<i>Johnson Fund</i>			<i>\$10,000</i>	<i>\$5,000</i>	<i>\$5,000</i>

Officers

TOTAL Available Funds		\$36,000	\$29,350	\$29,381
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Antaramian

			Remaining:		\$6,153.99
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	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
REVENUE					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$6,697,701	\$6,139,035	(\$558,666)	\$6,347,251	Restaurants and Markets & Cafes
CATERING	1,892,587	2,081,677	189,090	2,109,681	MU/US and Granger Catering, plus Conference Centers
FACILITY RENTALS & FEES	1,234,314	1,293,005	58,691	1,306,384	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	819,521	741,568	(77,953)	875,858	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	10,644,123	10,255,285	(388,838)	10,639,174	
SEG FEES - WU	3,522,864	3,522,864		3,528,772	
SEG FEES - UBP	2,463,540	2,463,540		2,468,924	
PARTNERSHIP/WISCARD RE	264,276	267,488	3,192	248,344	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURS	271,820	220,742	(51,078)	163,466	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	54,000	52,002	(1,998)	42,721	Membership, interest income, miscellaneous gifts/contributions, ...
TOTAL REVENUE	17,220,623	16,781,901	(438,722)	17,091,401	
EXPENSES					
COST OF GOODS SOLD	3,601,670	3,290,788	(310,882)	3,534,588	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	4,521,602	4,055,114	(466,488)	4,447,218	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses, ...
SUPPORT SERVICES	1,704,246	1,558,335	(145,911)	1,422,012	
FACILITIES	2,421,188	2,184,623	(236,565)	2,197,828	
PROGRAMS & LEADERSHIP	626,014	607,610	(18,404)	500,980	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	128,544	128,543	(1)	128,616	
MAJOR REPR/S/BLDGS & EQ	431,084	555,219	124,135	448,826	Includes UBP commitment
UTILITIES/TAXES/INS/TELEF	273,710	240,804	(32,906)	255,084	
STATE/UW ASSESSMENTS	705,032	666,662	(38,370)	618,192	
INTEREST EXPENSE/BONDS	2,286,964	2,286,964		2,259,432	
OTHER & OFFSETTING EXP	201,321	171,001	(30,320)	112,085	Wiscard credit card fees, UBP project swf, cashier testing services, ...
TOTAL EXPENSE	16,901,375	15,745,663	(1,155,712)	15,924,861	
NET INCOME(LOSS)	319,248	1,036,238	716,990	1,166,540	

Example
Building Ready For Use
Analysis

THE WISCONSIN UNION
2014-15 OPERATING BUDGET

<u>SEGREGATED FEE ALLOWABLE EXPENDITURES</u>	<u>2014-15 Annual Budget</u>	<u>2013-14 Annual Budget</u>
Facilities	\$6,631,600	\$6,493,800
Support Services	2,788,800	2,450,300
Depreciation & Major Repair/Maintenance	1,342,200	871,200
Utilities & Insurance	762,300	777,000
UW/Utility/Municipal Assessments	1,502,100	1,272,000
Interest-Building Debt Service	54,300	60,300
Total Expenditures	\$13,081,300	\$11,924,600
FY Seg Fee Request	<u>\$10,329,300</u>	<u>\$10,106,600</u>
Difference - Underfunded	\$2,752,000	\$1,818,000

**Full-Time Segregated Fee Distribution for All EXCEPT Grad Students
Fall 2016 and Spring 2017**

Non-allocable:	
Health	\$196.56
Union	233.28
Child Care TAP	14.04
SAC/UHS Bldg Fee	17.04
Rec Sports	57.66
Allocable:	
GSSF	10.00
Student Gov't Activity	20.00
Bus Pass	55.48
Ancillary	3.50

	Total: \$607.56

- Health:** The University Health Service portion of the segregated fees supports the clinical medicine, counseling, health education, and public health mission of the student health services.
- Union:** This portion of the segregated fees supports the facilities at Memorial Union and Union South and provides a free lecture series of the Wisconsin Union Directorate.
- Bus Pass:** Provides a free bus pass for each student on all non-campus Madison Metro Transit System bus routes. Also includes the student contribution to the cost of the on-campus bus routes; daytime routes 80 and 85 and nighttime SAFEBus and SAFECab services.
- Rec Sports:** This portion of the segregated fees provides funding for the programs and facilities operated under the Division of Recreational Sports General Programs budget. Major facilities supported in this budget include the Southeast Recreational Facilities (SERF), Camp Randall Sports Center and the Natatorium.
- GSSF:** General Student Services Fund provides support for an array of services for students at UW – Madison. See following for a list of organizations receiving allocations.
- Child Care TAP:** Child Care Tuition Assistance Program portion of the segregated fees provides tuition grants to students with children to pay for child care costs.
- Student Gov't. Activity:** The Associated Student of Madison portion of the segregated fees supports the operation of the UW – Madison student government association and other student group funding that is distributed by ASM.
- SAC/UHS Building Fee:** The SAC/UHS Building Fee supports the debt service for construction of the Student Activities Center and University Health Services facilities at University Square.

General Student Services Fund (GSSF) Funded Organizations

AHA-Atheists, Humanists and Agnostics

ALPs-Adventure Learning Programs

**Wisconsin Union
Student Wage Estimates & Related Impacts**

Scenario 1:

*Increase students below the minimum to the new floor. **100% absorbed by seg fees.***

	\$ 10.00	\$ 12.83	\$ 15.00
Total Cost	\$ 540,000	\$ 2,306,000	\$ 3,694,000
Seg Fee Impact	\$ 7.01	\$ 29.94	\$ 47.97

Scenario 2:

*Include the effects of compression to Scenario 1, including students above the current minimum as well as full-time employees earning less than \$15.00. **100% absorbed by seg fees.***

	\$ 10.00	\$ 12.83	\$ 15.00
Total Cost	\$ 851,000	\$ 2,662,000	\$ 4,655,000
Seg Fee Impact	\$ 11.05	\$ 34.56	\$ 60.45

Scenario 3:

*Same costs as Scenario 2, however Scenario 3 reflects what would actually need to be done to absorb the cost impact, **assuming seg fees continue to pay the same (28%) proportion of costs as they currently do.***

	\$ 10.00	\$ 12.83	\$ 15.00
Total Cost	\$ 851,000	\$ 2,662,000	\$ 4,655,000

	28%	28%	28%
Seg Fee Impact	\$ 238,280	\$ 745,360	\$ 1,303,400
Non Seg Fee Impact	\$ 612,720	\$ 1,916,640	\$ 3,351,600
Total Cost	\$ 851,000	\$ 2,662,000	\$ 4,655,000

\$ 10.00 \$238,280 would need to be funded by seg fees. This would result in a \$3.09 increase per student. The remaining \$612,720 would be funded as follows: Wisconsin Union would implement price increases and seek other ways to increase dining/catering revenues \$750,000. Assuming a 12% gross margin, this would generate \$90,000. An additional \$130K would be absorbed by closing four under-performing Cafes & Delis in campus buildings. The Union would need to begin charging student organizations for AV AV equipment and room rentals (which are currently provided to RSO's for free). This would generate approx. \$120K in additional revenue. The remaining impact would be covered by cutting the WUD free-program budget by approximately \$276,000 (38%). This would significantly reduce the programming these student-run committees could offer at the Union, including reductions to the Distinguished Lecture Series, Art Exhibits, Global Connections, Entertainment in the Rathskeller and on the Terrace, WUD publications, Society & Politics activities, music offerings, Alt Break Trips, Film offerings, Theater Arts and/or Free Hoofers programs.

§ 12.83 \$745,360 would need to be funded by seg fees. This would result in a \$9.68 increase per student. The remaining \$1.9M would be funded as follows: Wisconsin Union would implement addn'l price increases (beyond those described above) and seek other ways to increase dining/catering \$1,000,000. Assuming a 12% gross margin, this would generate \$120,000. An additional \$130K would be absorbed by closing four under-performing Cafes & Delis in campus buildings. The Union would need to begin charging student orgs for AV equipment and room rentals (which are currently provided to RSO's for free). This would generate approx. \$120K in additional revenue. The WUD free-program budget would be eliminated saving an additional \$726K (this would result in the elimination of the Distinguished Lecture Series, Art Exhibits, Global Connections, Entertainment in the Rathskeller and on the Terrace, WUD publications, Society & Politics activities, music offerings, Alt Break Trips, Film offerings, Theater Arts and the Hoofers free programs.). Finally, 70% of the remaining Program & Leadership Development unit budget (after elimination of the WUD free-programs) would also need to be cut to cover the remaining \$819K. This would include cuts to the majority of that unit's budget including administration costs, Outdoor UW, WUD-fee programming and the Union Theater. (Note: Hoofers clubs, as self-funded programs would remain, however likely without Union-paid staff advisors.) With only 30% of the Program & Leadership Development unit budget remaining, this would mean minimal social, educational and leadership development programming would be offered by the Wisconsin Union.

§ 15.00 \$1.3M would need to be funded by seg fees. This would result in a \$16.93 increase per student. The remaining \$3.35M would be funded as follows: Wisconsin Union would implement addn'l price increases (beyond those described above) and seek further ways to increase dining/catering revenues \$1,000,000. Assuming a 12% gross margin, this would generate \$120,000. An additional \$130K would be absorbed by closing four under-performing Cafes & Delis in campus buildings. The Union would need to begin charging student organizations for AV equipment and room rentals (which are currently provided to RSO's for free). This would generate approx. \$120K in additional revenue. The entire Program & Leadership Development unit would be eliminated (including administration, Outdoor UW, WUD-free and WUD-fee programming and the Union Theater), saving an additional \$1.9M. (Note: Hoofers clubs, as a self-funded programs would remain without Union-paid staff advisors). The remaining \$1.078M would need to be funded by reducing the Memorial Union (MU) and Union South Building Services budget (custodial labor, cleaning & paper supplies, janitorial services etc.) and the MU and US maintenance/repairs budget by 23%. This includes HVAC, carpentry, electrician and painter labor and facility & repair maintenance labor, as well as related supplies and materials. Reducing both custodial services and maintenance/repair projects by 23% would likely have a unfavorable, visible impact on the Union environment in terms of cleanliness and overall upkeep.

Scenario 4:

Same costs as Scenario 2 & 3, however Scenario 4 reflects what would actually need to be done to absorb the cost impact, assuming it cannot be absorbed by seg fees.

	\$ 10.00	\$ 12.83	\$ 15.00
Total Cost	\$ 851,000	\$ 2,662,000	\$ 4,655,000

- \$ 10.00 Wisconsin Union would implement price increases and seek other ways to increase dining/catering revenues \$750,000. Assuming a 12% gross margin, this would generate \$90,000. An additional \$130K would be absorbed by closing four under-performing Cafes & Delis in campus buildings. The Union would need to begin charging student organizations for AV equipment and room rentals (which are currently provided to RSO's for free). This would generate approx. \$120K in addn'l revenue. The remaining impact could have to be covered by cutting the WUD free-program budget by 70%. Note: with only 30% of the original WUD-Free-Program remaining, very minimal free-programming would be offered.

- \$ 12.83 Wisconsin Union would implement addn'l price increases (beyond those described above) and seek further ways to increase dining/catering revenues \$1,000,000. Assuming a 12% gross margin, this would generate \$120,000. An additional \$130K would be absorbed by closing four under-performing Cafes & Delis in campus buildings. The Union would need to begin charging student organizations for AV equipment and room rentals (which are currently provided to RSO's for free). This would generate approx. \$120K in addn'l revenue. The entire Program & Leadership Development unit would be eliminated (including administration, Outdoor UW, WUD-free and WUD-fee programming and the Union Theater), saving an additional \$1.9M. (Note: Hoofers clubs, as a self-funded programs would remain without Union-paid staff advisors). The remaining \$392K would need to come from an approx. 17% budget reduction in Memorial Union (MU) and Union South (US) Building Services (custodial labor, cleaning & paper supplies, janitorial services, etc). Reducing custodial services and supplies by 17% would likely result in one less day of cleaning (or the equivalent) each week.

- \$ 15.00 Wisconsin Union would implement (the same) addn'l price increases (as described under the \$12.83 level) and seek further ways to increase dining/catering revenues \$1,000,000. Assuming a 12% gross margin, this would generate \$120,000. An additional \$130K would be absorbed by closing four under-performing Cafes & Delis in campus buildings. The Union would need to begin charging student organizations for AV equipment and room rentals (which are currently provided to RSO's for free). This would generate approx. \$120K in addn'l revenue. The entire Program & Leadership Development Unit would be eliminated (including administrative exps, Outdoor UW, WUD-free & WUD-fee programs and the Union Theater), saving an additional \$1.9M. Memorial Union (MU) and Union South (US) Building Services (custodial labor, cleaning & paper supplies, janitorial services etc.) would need to be reduced by 50% and the MU and US maintenance/repairs budget would also need to be reduced by 50%. This includes HVAC, carpentry, electrician and painter labor and facility & repair maintenance labor, as well as related supplies and materials. In addition, the union buildings and terrace hours would likely need to be reduced (closed earlier) due to reductions in the safety and security budget (included within the building services function). Reducing both custodial services and maintenance/repair projects by 50% would have a unfavorable, visible impact on the Union environment in terms of cleanliness and overall upkeep.

Wisconsin Union Policy DS1-9
Calorie Counts and Nutritional Information for Food Items

Purpose of the policy:

This policy requires that calorie counts and nutritional information be provided for all units that serve food with the exception of catering.

Background:

1. Calorie counts must be displayed prominently at all retail units.
2. More detailed nutritional information including but not limited to fats, carbohydrates, proteins, and allergens should be made available to patrons.
3. If no accurate count is available, the calorie information for an item may be approximated through the summation of its ingredients and relative quantities.

Draft updated 11/9/16

Additional background:

Date(s) of Action:

November 9th, 2016

Last Date of Review:

Page 1 of 1

Next Required Review Date:



Wisconsin Union
Experiences for a lifetime

Wisconsin Union Policy DS1-5g
Consumption of Alcohol Purchased from the Union on Union Premises

Purpose of the policy:

Pursuant to UW-Madison Alcohol Beverage Regulations (January, 2014), the Wisconsin Union will designate allowed locations for the consumption of alcohol that has been purchased from the Union. This policy clarifies that Union members can take their Union-purchased beverages (alcoholic or not) throughout the premises, unless specifically designated by the Union or an event/meeting sponsor. Sponsors of events and meetings can restrict alcohol from being brought to their event or meeting.

Policy: Alcohol Consumption on Union Premises

Alcoholic beverages purchased in a Union dining unit may be carried throughout Union premises except where alcohol is already being served and specified areas within the premises. No alcoholic beverages may be carried into Parking Lot 1, and alcohol is not permitted on boats.

Alcoholic beverages served by Union Catering at a scheduled event must be consumed in the event area designated by staff.

Background:

1. Only alcoholic beverages purchased directly from the Wisconsin Union are allowed on Union premises.
2. All students, faculty, staff, Union members, and guests must abide by the guidelines defined in the UW-Madison Alcohol Beverage Regulations.
3. Wisconsin Union premises are defined as the Memorial Union building, the Union South building and their adjacent patios, terraces, entrances, steps, and walkways to their points of intersection with sidewalks and/or University parking lots and driveways and Wendt Commons. In addition, the Lake Lab, boat piers and ramps and their adjacent walkways and boat parking areas bounded by the UW Limnology building at the west and Parking Lot 1 lakefront access driveway at the east are also included in this definition.
4. The UW-Madison Alcohol Beverage Regulations must be adhered to with regards to all University and RSO-sponsored events as well as individual consumption of alcohol. These regulations state "it is ordinarily inappropriate to permit service and consumption of alcohol beverages at an event primarily attended by undergraduates. For other events, alcohol beverages should only be served at events when at least 2/3 of the anticipated attendees are expected to be of the minimum legal drinking age."
5. Signs displaying the consequences of providing alcohol to patrons who are under the age of consumption should be placed near any unit selling alcohol.

Related materials, and support documents:

University Alcohol Beverage Regulations
DS1-5
DS1-4

Dates of Action: 2/3/15, 11/9/16

Wisconsin Union Policy PL3-3
Purpose-Responsibilities and Expectations of WUD Officers

Officers of The Wisconsin Union are expected to:

- Represent the Wisconsin Union, Wisconsin Union Directorate and Union Council (to other Union departments and to members of the campus community) to provide better understanding and awareness of the Union, its philosophy and its services.
- Guide and set directions for Directorate through developing a process for formulating WUD goals and strategies and monitoring the achievement thereof.
- Maintain frequent interaction and communication with Union staff, directors and committee members.
- Provide support for and accountability among other officers, committee directors, coordinators and committee members (resource, liaison and morale).
- Participate in the spring, summer, and fall in-service trainings, plan and implement such trainings whenever applicable.
- Foster communication and cooperation between committees.
- Develop and maintain connections with other campus organizations.
- Insure and promote fiscal responsibility.
- Actively pursue all forms of diversity and integrity within WUD programs and committees.
- Supervise and guide the planning, coordination and evaluation of Directorate programs including the summer programs.
- Uphold the Wisconsin Union Constitution and actively participate in the review and implementation of Wisconsin Union policy.
- Serve as a Trustee in the ~~Memorial Union Building Association (MUBA)~~ Wisconsin Union Association (WUA).
- Participate in the selection of the Directors and Summer Coordinators.
- Maintain regular office hours.
- Meet regularly with advisors.
- Participate in the annual review of WUD's organizational structure, including the review of position descriptions.
- Participate in the development of the incoming WUD program budget.
- Orient incoming officers to positions, helping to explain the role and position duties and ensuring updated transition materials are stored and available on the Union's share drive.
- Attend Directorate and Directorate ~~Coordinating-Executive~~ Committee; Union Council, Union Council Executive and Union Council ~~SubC~~committee(s); and any appropriate staff meetings
- Foster and utilize a committee whenever applicable.

Last Date of Review:

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Wisconsin Union Policy PL3-3

Purpose-Responsibilities and Expectations of WUD Officers

Officer positions include:

- President of ~~Union Council and Directorate~~ the Wisconsin Union
- Vice President of ~~Union Council and Directorate for Leadership Development~~ External Relations for the Wisconsin Union
- Vice President of ~~Union Council and Directorate for Program Administration~~ Internal Relations for the Wisconsin Union
- ~~Vice President of Union Council and Directorate for Public Relations~~

Commitment

- A major time commitment of approximately 25-hours per week during the academic year is expected with the need for a flexible schedule.
- Approximately 10-hours per week during the spring semester directly following selection is expected for guiding and setting directions for the incoming Directorate.
- Officers are expected to fulfill their responsibilities over the summer and to be available as needed. At minimum, Officers are required to return to campus and hold office hours, 10 hours weekly, beginning August 1. A specific time commitment over the summer is not required, but strongly encouraged.
- Outgoing officers are expected to assist in the training of incoming officers. This includes, but is not limited to, hosting at least one joint Outgoing/Incoming Officer meeting and at least three 1-on-1 training sessions with the successor in your position.

Compensation

- See Policy 3-14 Benefits Policy for Officers, Directors, Associate Directors, and Summer Program Coordinators. Other benefits include ~~free check cashing in the Union~~, a complimentary ticket to some Union Theater events, ~~a ticket to Memorial Union Movies each weekend~~, and Wisconsin Union Life Membership. Opportunities for academic credit, fieldwork experience and internships may be discussed. Various opportunities to attend conferences will also arise throughout the experience.

Selection Criteria

- In accordance with Union Council Policy ~~PLSE~~ 3-9 Selection Criteria for WUD Leadership Positions (former 7.4)

Scholastic requirements

- In accordance with Union Council Policy ~~PLSE~~ 3-10 Scholastic Requirements for Officers and Chairs (former 7.5)

Last Date of Review:

Next Required Review Date:



Wisconsin Union Policy PL3-3
Purpose-Responsibilities and Expectations of WUD Officers

Additional background:

PLSE3-3 Purpose and Expectations, Roles and Purposes (former Policy 7.1.1), Formerly SE3-3

Date(s) of Action: February 13, 2003, May 14, 2014

Last Date of Review:

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Next Required Review Date:

Wisconsin Union Policy PL3-4

Purpose Responsibilities and Expectations of WUD ~~Committee~~ Directors & Hooper Council President

All Wisconsin Union Directorate committee directors, which includes the Hooper Council President, are expected to fulfill the following list of responsibilities and expectations. This is in addition to the specific committee position description. Members of Directorate must be UW-Madison students and are accountable to Union Council, as exercised by the officers.

Expectations

- Time Commitment: Each Director position requires a major time commitment of at least 20 hours per week with a need for a flexible schedule.
- Stipend: Directors currently receive a stipend as per policy 7.83-14, to be distributed over the year, plus a Wiscard Campus Cash account monthly (distributed monthly, for 8 months of the term). Other benefits include free check cashing in both Union buildings and a Wisconsin Union life membership. Opportunities for academic credit, fieldwork experience and internships are also possible.
- Training: Directors are required to participate in the spring and fall retreats and other leadership trainings as scheduled.
- Union Representation: ~~Committee~~ Directors participate in the Wisconsin Union Directorate and represent the Wisconsin Union Directorate to other Union departments and across campus to provide a better understanding and awareness of the Union's philosophy and services. Directors must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s).
- Communication with Officers: Each director is expected to keep the Vice Presidents informed of committee functions, committee volunteer numbers, and program ideas.
- Goals & Strategies for ~~Committee~~ Programming: Each Director participates in the development of overall Directorate goals and in the development of committee strategies, which are developed with the assistance of the committee and the staff advisor.
- Diversity: Each director is expected to actively pursue cultural diversity and integrity within Wisconsin Union Directorate, in coordinator/committee recruitment, and in programs to meet the needs of the student body and the campus community.

Responsibilities ~~to~~ Directorate

The wide range of responsibilities in relation to Directorate include program and committee related duties, among them are the following:

- Represent your committee(s) and take partial responsibility for the "total" Wisconsin Union program, as well as the decision making regarding program direction, WUD visibility, budget, policy and procedural concerns.
- Serve as a resource and contact person for your committee.
- As a member of Directorate, work to guide those interested in other WUD activities and as well as your committee's activities. Actively promote all WUD entities activities and the Union, including at student fairs and other recruitment opportunities.

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Wisconsin Union Policy PL3-4

Purpose-Responsibilities and Expectations of WUD Committee Directors & Hooper Council President

- Maintain regular weekly office hours during business hours.
- Meet weekly with the staff advisor.
- Attend weekly Directorate meetings and special meetings when called.
- Attend Directorate Coordinating meetings as needed.
- Attend the Union Council committee meetings to which you are appointed. Encourage your committee members to represent Directorate and participate on the various Union committees.
- Communicate regularly with WUD directors, learning from each other.
- Encourage an exchange of resources and program ideas among all committees.
- Take responsibility for all administrative aspects of the program including budgets, financial management and updating the filing system as well as the Committee Training & Program Manual.
- Review the committee position description (s) and participate in evaluations of the overall Directorate structure as needed.
- Continue development and review of transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's share drive.
- Participate in the training and education of succeeding Directors regarding the responsibilities of their position.

Responsibilities for Committee Management

The Director is involved in all aspects of committee management including creation of leadership roles and selection of coordinators and Associate Directors.

- Recruit and actively seek out new members, and work on retention strategies; reward committee members consistently.
- Recruit, select, and train Associate Directors for your term of office.
- Develop and maintain an effective working relationship with committee, coordinators, associate directors and advisor(s), meet regularly to develop long-range plans and assess committee needs.
- Coordinate and run regular committee meetings, ensuring a fair and democratic voting/booking process.
- Energize and empower committee members to ensure successful and innovative programming.
- Establish a working atmosphere that evaluates and keeps members accountable for commitments.

Last Date of Review:

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Wisconsin Union Policy PL3-4

Purpose Responsibilities and Expectations of WUD Committee Directors & Hooper Council President

Responsibilities for Programming

- Create new and/or maintain past opportunities and programs.
- Provide overall direction for the development and content of the total program; plan on a long-range basis, quarterly or by semester.
- Participate in the planning of the summer program when appropriate, completing all program plans for summer leaving only the implementation and evaluation to the summer coordinator.
- Be accessible to performers and serve as a resource for persons seeking information on scheduling performers or planning other social events.
- Work with other WUD Directors and Committees to provide programming consistent with the goals, strategies, and philosophies of the organization.
- Evaluate each program individually and in relation to WUD goals and committee strategies. Submit evaluations to Officers on a timely basis.
- Develop an annual budget and implement the budget according to WUD procedures and guidelines.
- Take the ultimate responsibility for program specifics: publicity, reservations and set-up, food service and communicate with the Union units involved with these areas.
- Maintain file on all events/programs. Include evaluations, press releases, publicity, graphics, contracts, contact information, participant status and information, etc. and continually update available resources.
- Implement promotional plans for committee programs: help design, produce, and distribute brochures and flyers, as well as maintain the poster cases with Memorial Union, Union South, and the kiosk space around the Unions, or delegate someone to work through promotional aspects.
- Maintain ongoing communication with the Union Marketing Department, and establish other PR relationships, for example with the local media to insure programs are covered/reviewed/listed, working with Union Publicist whenever applicable.
- Strive to provide programs in both Union buildings.
- Actively pursue opportunities for late night programs.
- Support the Union's anniversary initiatives.
- Provide up-to-date information and insure committee website is updated regularly.
- Network with fundraising organizations, research and write grants as desired.
- Develop and maintain relations with pertinent and interested University departments and individuals, student groups and local organizations; seek out campus group representatives who may co-sponsor programs with Directorate. Maintain relations with cultural groups and organizations.

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Wisconsin Union Policy PL3-4

Purpose-Responsibilities and Expectations of WUD ~~Committee~~ Directors & Hooper Council President

Committee Director Positions include:

- 1. Alternative Breaks
- 2. Art
- 3. Cuisine
- ~~3.4.~~ Distinguished Lecture Series
- 4.5. Film
- ~~5.6.~~ Global Connections
- ~~6.7.~~ Hooper Council President
- ~~7. Memorial Union Entertainment~~
- 8. Music
- 9. Performing Arts
- 10. Publications
- 11. Society and Politics

Additional background:

Former Policy 7.1.2; Formerly SE3-4

Date(s) of Action:

February 13, 2003; December 10, 2003, May 14, 2014

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