



**Wisconsin Union**  
Experiences for a lifetime

**Wisconsin Union 2017-2018**  
**September 27th, 2017: Meeting Agenda**  
**Council Room, Memorial Union (4<sup>th</sup> Floor)**

**5:30 pm WELCOME: Gather in meeting room to receive tours and meal cards to use in the restaurants for dinner**

**6:00 pm Call Meeting to Order** Iffat

- Approval of last April's meeting minutes
- Open Forum

**6:15 pm WUD Update** Forrest

**6:20 pm Union Council Training** Mark

- Role of the College Union
- History/Organizational Structure
- Bylaws & Constitution
- Shared Governance/Subcommittees
- Policy Index
- Finances
- Parliamentary Procedure

**7:00 pm Union Council Expectations** Iffat

**7:05 pm Subcommittee Topics** Iffat

**\*\* REMINDER: All whom serve on Council should be participating in a subcommittee\*\***

**7:15 pm Updates**

- WUD Nick & Courtney
- ASM Katrina
- SNAP/Badger Fare Sydney
- Porchlight Partnership Iffat

**7:35 pm Reports**

- Director Mark
- Deputy Director Susan
- Strategic Planning Susan
- Financial Reports Susan
- Chancellor Blank's Study Group Iffat

**8:00 pm Close Meeting**

## **Union Council Meeting**

**April 18, 2017**

### **Minutes**

In Attendance: Susan Dibbell, Heidi Lang, George Cutlip, Juli Aulik, Sam Park, Carmen Gosey, Adan Abu-Hakmeh, Mark Guthier, Deshawn McKinney, Omar Jandal, Chris Verhaeghe, Peter Lipton, Lily Hansen, Lori Berquam

Guests: Mason Muerhoff, Edie Block, Lucas Finnel, Folarin Ajibade, Ralph Russo, Brooke Evans, Nick Munce, Joe Webb, Iffat Bhuiyan, Courtney Medick, Mara Matovich

Absent: Jessica Franco-Morales

Meeting called to order at 6:02 p.m.

Deshawn motioned to approve the minutes from the previous meeting, Mark seconded, and the minutes were approved.

### **Budget Presentations**

Lucas Finnel, Hooper Council VP for Finance, presented a summary of the six Hooper Budgets including Hooper Council. He walked through each Hooper Club's budget, and answered questions on the sailing clubs' private donations. Adan motioned to approve the club's budgets, Carmen seconded, and the budgets passed unanimously.

Folarin Ajibade, Performing Arts Committee Director, outlined the goals for the WUD Performing Arts committee and then presented the 2017-18 Theater Season. Mark asked about what the various Theater endowments and Peter asked how they work. Folarin and Ralph explained that the Theater has a variety of gift funds that are used to help support performer fees as well as provide a ticket discount for students. Mark motioned to approve the Theater budget, Carmen seconded, and the budget passed unanimously.

### **Financial Snapshot**

Susan presented the February snapshot, which indicated a slip in revenue, but she reminded the Council about the strong start to the year. Retail dining in Memorial Union has not yet hit the numbers they set, and Program revenue is below because of timing. The new budget year begins July 1<sup>st</sup>.

## **External Relations**

### **WU Patron Code of Conduct**

Susan asked the Council to approve the Union Patron Code of Conduct. She explained that this is a new policy and the result of the noose incident at the stadium. Union staff and students met throughout the year to develop. This policy has been reviewed and approved by UW Legal.

Carmen expressed concern that UW Athletics defined a noose as a weapon, and debated that the Union should follow suit and add it to the list of weapons that are not permitted. Susan responded that all weapons are banned and that the Building Managers are provided extensive training. They use their best judgement.

Madison asked whether UWPD is required to abide by a policy when they are on UW grounds. Mark reported that they do need a policy to point to when police choose to take action against a patron.

Adan said it would not do harm by adding noose to the list of weapons, and Madison agreed.

Omar suggested that if UWPD is involved, the highest level Union employee should be notified. Susan informed the group that a leadership team member is on call each weekend and building managers are aware of who they are. It was then suggested that UWPD be informed of the on-call list.

Juli reiterated the importance of listing a noose, explaining that “best judgment isn’t enough,” and expressed concern regarding who is in charge once UWPD is involved. Lori supported the addition of a noose, but added that it could require adding all other weapons.

Carmen explained that it should be common sense to add noose to a list of weapons, and Susan stated that it can be added to the policy.

MOTION: Omar moved to add noose to the items prohibited from Union facilities and grounds. Deshawn seconded Omar’s amendment, and the motion passed unanimously. There was discussion regarding the policy itself, but ultimately Peter motioned to approve the policy with the amendment. Deshawn seconded Peter’s motion, and the motion passed unanimously.

### **WU3-8 Membership discipline process**

Susan presented the revised Union Member Discipline Process. This Policy was revised as part of the process to develop the Patron Code of Conduct. Lori raised concern that the gap between a 24 hour ban and a three month to one year suspension was too large. Adan motioned to amend the policy to read “an immediate ban of appropriate length.” Madison seconded to motion. Mark motioned to adjust Adan’s amendment to read “an immediate ban for a minimum of 24 hours.” With Mark’s adjustment, the amendment passed unanimously. Deshawn then moved to approve the policy as a whole. Chris made the motion, Adan seconded, and the motion passed unanimously.

### **ER9-3 Non-Governmental and Non-Campus Co-Sponsorship Support**

Omar and Susan noted that student opinion was incorporated into the policy based on feedback from last year’s Council. Adan motioned to approve the policy, and Lily seconded. The motion passed unanimously.

### **WU1-1 Wisconsin Union Bylaws (Council Composition)**

Deshawn described the work that has gone into researching how to adjust the composition of Union Council. Deshawn and Susan met with the Student Employee Advisory Group and based on that meeting Deshawn does not believe SEAG represents student employees. This is not the purpose of SEAG. They plan social events and trainings for employees. The group was interested in serving on Council but had many questions about how to best represent student employees.

Deshawn proposed adding a student representative as an ex-officio for the upcoming year.

Discussion opened, and Madison expressed her concern that the Council lacked a representative from the University staff, and expressed concern about the Chancellor's influence on the body. Madison proposed inviting University staff to an Administration Committee next fall. Madison moved to postpone making a decision and instead charge the Administration Committee to conduct a comprehensive review of who sits on Union Council. All positions should be evaluated and the Council should be as representative as possible. A recommendation should come to the Council by the third meeting in the fall. The Council agreed that changing the body’s composition by adding another member, without fully understanding what each position contributes, may be problematic. Sam seconded the motion, and the motion passed unanimously.

## **Wiscard Policy**

Background on the Wiscard Policy was provided as the Council was unclear about its purpose. Members of ASM would like all stakeholders to have a voice in decisions made about Wiscard. Questions arose about references to the Wiscard Office and it was clarified that the purpose of the policy was to expand representation on issues related to the card only—not the office.

Susan and Mark explained the various uses of the Wiscard including transactional (make purchases), security including campus access and identification. It was also clarified that there is a campus-wide group that makes decisions about Wiscard. The Union has one representative on the Committee and is not the sole decision maker. The Wiscard office is housed in the Union and staffed by the Union but supplies are covered centrally.

Madison motioned to approve the Wiscard Policy as is. Due to the confusion surrounding the proposed Wiscard policy, Adan motioned to table the motion until next meeting, and Caleb seconded. Deshawn took a vote, and the motion failed. Sam then motioned for a brief recess, Deshawn seconded, and the motion passed unanimously.

After the break Sam motioned to amend the policy to take out all references to the Wiscard office and to send this policy to the IML group (Identity Management Leadership Group) stating that the Union Council endorses this policy. Peter seconded, and the amendment passed unanimously. Deshawn then called for a vote on the policy. The motion passed unanimously and the policy was adopted.

## **FM3-4 Event Policy**

Regarding gender neutral bathrooms in Union South, Madison recommended that a facility should exist at all times, instead of only upon prior request. Peter mentioned the Council should strike out “logical” from the first paragraph of the policy, and instead add “logistical” in its place. Susan made a motion for Peter’s change, and Sam seconded. The motion passed unanimously.

## **Commitment to Pursue SNAP Benefit Acceptance**

Caleb briefed the Council about the April 6th meeting and presented a proposal for the Union to commit to pursue SNAP benefits.

Heidi wanted a more clear statement of purpose of the committee. Mark motioned to change “can” to “shall” and “its” to “this’ purpose as stated above and.” Sam seconded and the motion passed unanimously.

Madison motioned to add “members and guests” to the language, instead of just “students.” Sam seconded Madison’s motion and it passed unanimously. Caleb then motioned to approve the legislation as a whole. Sam seconded the motion, and the legislation was approved.

### **Council Business Updates:**

- Courtney reported the Alt Breaks Director resigned, need a new one.
- The Opt Out Letter is being sent out, and the Council will receive a copy.
- WUD Year End Report: 16 clubs and committees, 85 leaders, 250 members

### **Updates**

- Program and Leadership told the Council about the addition of trip leaders for the Alt Breaks program, and Omar highlighted the benefits of having the leaders in terms of safety and organization.
- Cuisine Committee was new this year. Space is an issue but was a great first year.
- Caleb expressed his desire for a policy that allows the Hooper Council President to attend WUD Committee Leader meetings less often. The Council noted that it was something to look into in the future.
- Alternative Breaks Director resigned but a search to replace this Director is underway.
- Artist Compensation:
  - Lily talked about the survey sent to 44 other schools regarding how they compensate artists, and said that a \$500 stipend is being considered per exhibit, to be split between the artists. The Council expressed concern for compensating artists that are already selling their work. Lily told the Council that the feedback would go back to the Program and Leadership committee.

### **General Updates**

- Everyone thanked Peter and Juli for their service, as the 4/18 meeting was their last on the Council.
- Deshawn thanked everyone for sitting through the long meeting.
- Peter expressed his love for everyone

Motion to adjourn at 9:55 p.m. Lily seconded, and the motion passed unanimously.

## Union Council Expectations 2017-18

### **Chair**

1. **Review the purpose of U.C.:** Remind everyone that they are representing more than just themselves on council, and explain how council is helping further the Union's mission.
2. **Documents available:** Make sure all relevant documents and agendas are available at least one week before UC meets, to give all members time to review documents as needed.
3. **WUD Update:** Include a spot on the agenda to briefly update council members on WUD's programming, membership, how goals are being met and how the budget is being spent.
4. **Focus:** Bring the group back in when we start to run on tangents, get distracted, etc.

### **Council Members**

1. **Arrive on time:** so we can start on time!
2. **Provide information for voting topics ahead of time:** For ideas/proposals/policies that are meant to be voted on, bring them up if possible at a meeting before the one where a vote would occur so council members can familiarize themselves with the situation and topic and then provide all the necessary documents in the box folder before meetings so they have time to review those as well. Make sure subcommittees are involved in voting process.
  - a. This will hopefully help members be more knowledgeable and prepared during discussions
  - b. Could also help eliminate confusion
3. **Be intentional with your statements and comments.** Union Council was created to solve problems, discuss issues and move the Union forward, not backward.
4. **Boost communication:** Union Council only meets once a month, however that doesn't mean we have to wait a whole month to connect with each other about issues and questions that come up.
5. **Technology:** Use laptops, phones, tablets etc. during meetings however everyone in the room expects you to follow along during meetings. If this proves to be a problem for multiple people we will reconsider using technology during meetings.
6. **Volunteer!** Everyone in Union Council is extremely busy however we need everyone to participate to create a successful environment and continue to solve problems.
7. **Active Listening and participation:** When others are speaking we expect you to pay attention and engage in discussions. Asking similar questions that have been asked during the same meeting will irritate members quickly.



**Wisconsin Union**  
**Income Statement Snapshot**  
**Year to Date**  
**As of August 31, 2017**

**PRELIM**  
09/18/17

	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
<b>REVENUE</b>					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$3,955,100	\$3,542,337	(\$412,763)	\$2,918,290	Restaurants and Markets & Cafes
CATERING	912,782	966,241	53,459	934,060	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	633,621	578,108	(55,513)	651,392	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	484,227	310,862	(173,365)	312,988	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	5,985,730	5,397,548	(588,182)	4,816,730	
SEG FEES - WU	1,768,890	1,768,890		1,761,432	
SEG FEES - UBP	1,236,102	1,236,102		1,231,770	
PARTNERSHIP/WISCARD RE	139,871	119,402	(20,469)	111,122	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURS	125,530	113,381	(12,149)	122,866	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	40,590	34,098	(6,492)	33,909	Membership, interest income, miscellaneous gifts/contributions, ...
<b>TOTAL REVENUE</b>	<b>9,296,713</b>	<b>8,669,421</b>	<b>(627,292)</b>	<b>8,077,829</b>	
<b>EXPENSES</b>					
COST OF GOODS SOLD	1,962,443	1,877,740	(84,703)	1,539,435	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	2,430,234	2,290,115	(140,119)	1,960,099	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	891,759	840,262	(51,497)	758,718	
FACILITIES	1,308,997	1,292,534	(16,463)	1,056,924	
PROGRAMS & LEADERSHIP	326,194	260,565	(65,629)	261,374	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	23,699	19,533	(4,166)	64,272	
MAJOR REPRS/BLDGS & EQ	355,682	416,773	61,091	267,022	Includes UBP commitment
UTILITIES/TAXES/INS/TELEF	135,660	127,724	(7,936)	124,970	
STATE/UW ASSESSMENTS	318,093	315,510	(2,583)	326,997	
INTEREST EXPENSE/BONDS	1,160,822	1,160,663	(159)	1,143,482	
OTHER & OFFSETTING EXP	104,296	223,735	119,439	101,010	Wiscard credit card fees, UBP project swf, cashier testing services...
<b>TOTAL EXPENSE</b>	<b>9,017,879</b>	<b>8,825,154</b>	<b>(192,725)</b>	<b>7,604,303</b>	
<b>NET INCOME(LOSS)</b>	<b>278,834</b>	<b>(155,733)</b>	<b>(434,567)</b>	<b>473,526</b>	

**Wisconsin Union**  
**Income Statement Snapshot**  
**Year to Date**  
**As of June 30, 2017**

**FINAL**  
08/16/17

	REVISED BUDGET	CURRENT ACTUAL	REVISED BUDGET VARIANCE	PRIOR ACTUAL	
<b>REVENUE</b>					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$18,806,617	\$17,442,283	(\$1,364,334)	\$15,657,149	Restaurants and Markets & Cafes
CATERING	5,125,289	5,277,905	152,616	4,953,064	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	3,072,782	3,154,654	81,872	3,086,035	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	2,481,714	2,595,440	113,726	2,875,661	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	29,486,402	28,470,282	(1,016,120)	26,571,909	
SEG FEES - WU	10,591,440	10,618,575	27,135	10,600,968	
SEG FEES - UBP	7,406,596	7,425,528	18,932	7,417,394	
PARTNERSHIP/WISCARD REV	828,631	792,354	(36,277)	815,173	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURSEMENTS	726,124	684,923	(41,201)	523,847	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	187,363	179,300	(8,063)	78,120	Membership, interest income, miscellaneous gifts/contributions, ...
<b>TOTAL REVENUE</b>	<b>49,226,556</b>	<b>48,170,962</b>	<b>(1,055,594)</b>	<b>46,007,411</b>	
<b>EXPENSES</b>					
COST OF GOODS SOLD	10,213,060	9,612,719	(600,341)	9,042,010	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	13,478,184	13,415,718	(62,466)	12,585,811	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	4,990,432	4,724,407	(266,025)	4,430,384	
FACILITIES	7,272,830	6,797,407	(475,423)	6,390,985	
PROGRAMS & LEADERSHIP	1,905,894	1,812,251	(93,643)	1,628,291	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	333,674	320,005	(13,669)	894,700	
MAJOR REPRS/BLDGS & EQUIP	1,639,665	2,163,050	523,385	2,306,241	Includes UBP commitment
UTILITIES/TAXES/INS/TELEPHONE	771,880	712,177	(59,703)	664,514	
STATE/UW ASSESSMENTS	1,653,761	1,588,376	(65,385)	1,765,965	
INTEREST EXPENSE/BONDS	6,750,043	6,486,791	(263,252)	6,054,538	
OTHER & OFFSETTING EXPENSE	420,817	411,069	(9,748)	389,570	Wiscard credit card fees, UBP project swf, cashier testing services...
<b>TOTAL EXPENSE</b>	<b>49,430,240</b>	<b>48,043,970</b>	<b>(1,386,270)</b>	<b>46,153,009</b>	
<b>NET INCOME(LOSS)</b>	<b>(203,684)</b>	<b>126,992</b>	<b>330,676</b>	<b>(145,598)</b>	

# DRAFT #7 Wisconsin Union – Thinking Forward Together (2017 Strategic Thinking Process)

**Our Mission:** Making lifetime connections on the campus, one person at a time. **Our Vision:** To be the heart and soul of this great University.

**Our Values:** Respect; Relationships; Leadership, Inclusivity, Learning, Performance

**Operating Principles:** Make Every Day an Event; Honor the Guest’s Perspective; Be Green; Build Community

IDENTIFIED STRENGTHS	NAMED OPPORTUNITY AREAS	OUR ASPIRATIONS
<p><b>MAGNETIC LOCATIONS/SPACES</b> We have successfully created welcoming, clean and accessible spaces that many in the community feel ownership and pride for.</p> <p><b>ENGAGING EVENTS/SERVICES</b> We provide an environment where there is always something going on, a place to go when you do not know where else to go. We are a venue to new experiences and experimenting safely with new ideas and innovations.</p> <p><b>TRUST IN STUDENTS</b> We offer UW students a wide variety of learning experiences that allow them to develop transferable skills while creating and furthering the Union mission. Students as the agents of doing at the Union.</p> <p><b>COMMUNITY PASSION</b> The Union is accepted and loved by the larger community. A highly valued infrastructure, demonstrated use of the facilities, and highly committed Union Membership demonstrate the perception of the Union as a builder of community and active participant in creating a positive campus climate.</p> <p><b>COMMITTED &amp; KNOWLEDGEABLE STAFF</b> To a high degree, Union staff are committed, knowledgeable and capable to meet both the daily and extraordinary challenges of being UW-Madison’s social center. Staff are dedicated to the success of the organization and service to the community.</p>	<ul style="list-style-type: none"> <li>◆ Raise up program quality and its overall positive community impact</li> <li>◆ Create a food-first culinary experience</li>   <li>◆ Realize the potential of a fully engaged Union membership base</li> <li>◆ Create more intentional outreach and engagement with diverse communities</li> <li>◆ Leverage the Wisconsin Union brand</li>   <li>◆ Build a sustainable staffing model for students and all staff               <ul style="list-style-type: none"> <li>• Hiring • Training • Retention • Recognition</li> </ul> </li> <li>◆ Enhance our role as educators in creating purposeful student-staff partnerships</li>   <li>◆ Increase environmental and sustainability conscious operations across all areas.</li> <li>◆ Implement technologies and best business practices to create a foundation for ongoing positive change</li> </ul>	<ul style="list-style-type: none"> <li>∞ Be the leading provider of open and accessible high quality facilities, magnetic programs and services for all members of our community.</li>   <li>∞ Foster a true sense of ownership amongst all Union users, especially UW-Madison students and Wisconsin Union Members.</li>   <li>∞ Be a relevant and active builder of a strong, engaged and inclusive community on the UW-Madison campus and beyond.</li>   <li>∞ Create an environment where we are the coveted employer on campus at all levels of employment classifications.</li>   <li>∞ Maximize our quality of service and efficiencies in working towards these aspirations.</li> </ul>