



**Wisconsin Union**  
Experiences for a lifetime

**Wisconsin Union 2017-2018**  
**December 13th, 2017: Meeting Agenda**  
**Council Room, Memorial Union (4<sup>th</sup> Floor)**

**5:30 pm Welcome & Dinner**

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

Iffat

**6:05 pm WUD Committees**

Directors/CPs

**6:20 pm Action Items**

- Approval of November's meeting minutes
- WUD Budget
- WUD Position Descriptions
- Facilities Policy Update
- Open Forum

**7:00 pm Subcommittee Updates**

- Admin
- Facilities
- Dining
- External
- P & L

**7:30 pm Reports**

- Director
- Budget Suggestions
- Nominating Committee
- Porchlight Updates
- WUD Update
- ASM Update

Mark  
Susan  
Iffat  
Mary  
Nick/Forrest  
Billy

**8:00 pm Close Meeting**

**Wisconsin Union 2017-2018**  
**November 15th, 2017: Meeting Agenda**  
**Council Room, Memorial Union (4<sup>th</sup> Floor)**

Present: Heidi Lang, Forrest Koslowski, Susan Dibbell, Sydney Weiser, Lori Berquam, Nick Munce, Liz Preston, Mark Guthier, Iffat Bhuiyan, Chris Verhaeghe, George Cutlip, Courtney Medick, Billy Welsh, Dan Grabois

Guests: Shauna Breneman, Rachel Andrie, Mary Russell, Laura Oberwetter, Ziyad Sultan, Marilyn Feldner, Edie Block, Chancellor Blank

Absent: Omar Jandal, Samuel Park, Max Goldfarb

**Welcome & Dinner**

**5:32 pm Meeting called to order**

Iffat began the meeting by introducing Chancellor Rebecca Blank and handing her the floor to provide updates on the creation of the position of Vice Chancellor of Student Affairs

**5:35 pm Chancellor Blank's Update**

Chancellor Blank explained that they are re-creating a position as a Vice Chancellor of Student Affairs, and as their search pursues, Lori Berquam will be filling the role. She added that the Union, Rec Sports and University Health Services will move this new office on July 1. She also assured that this position would be more involved in student life rather than academic affairs. She also stated that they are elevating Student Affairs to a senior level position, same as the other Vice Chancellors. She then asked if there were any questions.

Mark asked if there was anything Union Council could do to be helpful. Chancellor Blank responded that she recognizes that there are policies and procedures that would have to change as well as who they report to.

Heidi asked if there was rationale behind not moving Residence Life. The Chancellor responded that they are not moving housing right now because it would be a little harder to set the whole office up and student life as a whole does more programming than Housing. She added that now all the segregated fee supported units are together.

Chancellor Blank left at 5:42pm.

**Introduction of Faculty Representative**

Iffat welcomed Dan Grabois, the new faculty representative and he introduced himself. Everyone then introduced themselves by stating their name and whether they played an instrument.

Iffat announced that everyone could take a cheese board as a thank you gift.

### **Minutes**

Nick moved to approve the October meeting minutes. Forrest seconded and the motion passed.

### **Porchlight Partnership Agreement**

Iffat presented the Porchlight Partnership Agreement to Union Council. People provided grammatical corrections and Iffat made note of them.

Liz asked the Partnership Policy was removed and Iffat explained that the Union no longer had partnerships. Mark added that there were issues in the past.

Susan asked who the “body” is in the agreement and Heidi responded that this is an actual agreement with the organization, and it has yet to be signed. They will take further action when they come to an agreement.

Billy asked whether by having this would be considered programming and Iffat said she and Mary would provide updates on that.

Nick moved to approve with the recommended changes. Sydney seconded and the motion passed.

### **WUD Committee Updates**

#### **Performing Arts Committee**

Marilyn provided updates on the Performing Arts Committee. She explained that there are associate directors for the different series. The students introduce artists they plan to host and work one on one with artists and managers. She said she plans to promote events in the Play Circle and Shannon Hall as well as partnering with WUD, the Sett and der Rath. She also said she is working on catering to their audience. She then opened the floor for questions.

#### **Music Committee**

Laura gave updates on the Music Committee, explaining that every student on the committee has equal opportunities, they book about 200 shows a year and explained what the process looks like. She added that they are now working on spring and summer

shows, and that they have done about 100 so far. She then opened the floor for questions.

Nick asked what Lauren's favorite act that she booked so far was. She responded that it was Yaeji, but she cancelled recently, so her second favorite was Japanese Breakfast.

Forrest asked if the booking process was different from the theater's, and she replied that it was much more casual and did not cost as much.

### Mountaineering Club

Rachel provided updates on the Mountaineering Club, stating that they have about 140 members who (hopefully) like to rock-climb. She said that they try to encompass all types of climbers with varying skill levels. She also said they are trying to get more of their history on paper so they have something more physical to pass down. Another goal of theirs is to reduce fear but also implement ratings so that people of a certain rating are able to check out certain equipment.

Lori asked what impact the rating method would have for participation in the club. Rachel explained that it will cause people to work harder and become more aware of the knowledge they need to have.

### Distinguished Lecture Series Committee

Ziyad gave updates on the Distinguished Lecture Series Committee, explaining that they put on lectures every year, most of which are free and open to the public. He said that he has been in leadership for two years now and that he is looking forward to hosting their first deaf speaker, Nyle DiMarco.

Dan asked if they had any politically controversial speakers and Ziyad responded that Society and Politics supported Ben Shapiro's visit and more recently had a religious scholar who spoke out on Islamophobia which went well.

### Director Updates

Mark showed everyone the two Reunion Videos, the first one walked through the history of the project as well as the reasoning behind it, and the second one discussed the Union's influence on the community.

Billy asked where the videos will be shown and Iffat responded that they will be on various social media accounts and Mark added that they will be shown at Union gatherings and alumni events. He also said they used the videos to launch the 90th Anniversary event.

### Subcommittee Updates

#### Admin

Iffat explained that she is focusing on voter compliance as well as employee recruitment. For voter compliance, she discussed how it would be difficult for them to make a Wiscard act as a voter ID for students due to laws as well as the mechanics of the Wiscard itself. She also noted the issue of the expiration date of a Wiscard so a student who graduated from the university would no longer be able to use it as a voter ID. She also emphasized that they offer a separate card that students can get for free that already acts as a voter ID.

As for employee recruitment, Iffat said that the decline in student employees placed the Union in a difficult situation. Because of this, she said they are trying to find various ways to recruit new employees to hopefully attract students more successfully. She then asked if anyone had any questions.

### Facilities

Forrest explained that they had another meeting and moved to make a recommendation for Union Council but unfortunately he was not able to get it on the agenda for this evening. He said that the recommendation would have included to have more literature displays including the front of Memorial Union at the Langdon entrance. He said his goals are to expand and update policies.

### Dining

Sydney said they hope to expand SNAP as an option in Badger Market, but also make sure not to promise anything they cannot do. She also explained that the Union needed to reapply for SNAP. She added that SNAP is only eligible in Badger Markets and at this time only the Badger Market in Union South.

Susan asked why SNAP is only implemented in the Badger Market at Union South and Iffat explained that each venue has to apply separately, and Memorial Union does not automatically get SNAP when Union South does.

### External Relations

Courtney announced that the External Relations Committee discussed sponsorships, public relations, social listening and advertisements and how they work for the Union as well as WUD.

George asked her to expand on the social listening piece. Courtney responded that the communications departments will monitor media channels to see what people are saying about the Union and assure everyone that the Union cares about who it is serving.

Iffat asked if this is similar to what Forrest is doing in terms of creating spaces for people to use. Courtney said at Union South there are no places for students to place advertisements.

### Program and Leadership Development

Nick explained that the artist honorarium will occur in December. He added that the Art Committee does not provide compensation for artists who exhibit in the galleries, but last year they began to look into the possibility of changing that and this year they are going to provide a recommendation. Sydney added that it is really important that the Committee pays the artists for their work.

Additionally, Nick said they are continuing and near completing the publication study. They will have documents that talk about the processes for the meeting in January. He added that on November 28th they will have altered the position descriptions.

## **Reports**

### **Director**

Mark announced that the celebration of the 90th Anniversary of Memorial Union this week as well as an unveiling of the Gold Star Honor Roll Kiosk. He added that Wisconsin Union Association made the decision to adopt the following changes:

- Committees of the Association will be open to all Union Members
- Collapse all the membership categories into trustees

### **Financial**

Susan updated the council on the budget and its process. She reminded members that there was a net loss of \$155,000 in August. September's bottom line is positive, but it is still below what they budgeted. She said that the revenue projections were not what they predicted them to be and the building is not as far along in the process as they anticipated. She added that they are holding expenses including staffing, but ultimately they are moving in the right direction.

### **Strategic Planning**

Susan passed around the annual report and explained how each department writes highlights for the year. She also provided a summary of the strategic thinking process from August 2016 to present.

She also went over the budgeting process, stating that the new budget season starts now. She explained that from January 10 to 12, each area presents a budget and added that to start the process she needs to hear from everyone what they should pay attention to when going over the budget.

### **Ad Hoc Committee**

Heidi updated that the group met three times so far, and the group is moving along a little slower than she had anticipated. She explained that the December goal was a little ambitious and when she can share recommendations, she will.

## Porchlight

Mary updated that the internship was posted and people have already applied and inquired.

Iffat said that in Fall 2018, Porchlight will likely have a spot at the farmer's market. She also added that Porchlight makes its own products that they can potentially use in Badger Markets. She also said she hopes to figure out if they can find positions at the Union for people who need permanent employment.

Sydney added that she and Carl are working on selling the saurkraut product in the dining facilities.

## **WUD Update**

### Hoofers

Forrest explained that they are working on Winter Carnival. He added that they are working with Marketing and Courtney and are doing trainings on using their Hoofers website system more efficiently. They are also getting ready for the winter.

### Internal Relations

Nick provided events that happened recently or will happen in the future including: Brad Jazz Trio, a speaker who was exiled from Egypt, a Thanksgiving cooking event with Sydney, the Hyphenated Americans Collaboration and the Madison buses with artwork displayed on them.

### External Relations

Courtney explained that WUD now has a blog that features WUD students to promote events and talk about unique experiences for students and leaders. She also added that they are starting recruitment for all positions.

### Mentorship

Nick announced that WUD members have been paired with a mentor. Sydney gave an update on her experience with her mentor and Forrest said that he had great conversations with Tim Prince and Stephanie Thomas. He added that he enjoyed it and it gave a nice backdrop about what they did after they graduated as well as provided great advice. One issue that Nick explained was that they are struggling to make the mentorships relevant.

### ASM Update

Billy provided financial updates and explained that the internal budget is slowly making its way through the approval process. He also explained how he attended a talk about different pronouns.

For legislative affairs, he explained that Voterpalooza was fairly successful and they got about 160 students to register. He said that he is also compiling a workshop on reacting to free speech.

He then discussed their efforts to make the campus a more environmentally friendly place, expressing hopes to implement a three-credit course requirement for environmental education. He also added that they are working on getting the Green Office Certification.

Billy then explained an event called "Thanks-Greeking" where he hopes he can encourage the Greek community to donate food to SEED.

At 7:19 pm, Forrest moved to adjourn the meeting. Susan seconded and the meeting was adjourned.





Wisconsin Union  
D I R E C T O R A T E

The Wisconsin Union Directorate would like to request a total of \$789,922.00 for the budget 2018-19. This budget is an 0.0025% increase from last year's allocated budget of \$787,907.

Committee Name	2017-18 Budget Allocation	2018-19 Budget Request	2018-19 Budget Modification
Alternative Breaks	\$ 6,700.00	\$ 6,700.00	\$ 5,700.00
Art	\$ 13,275.00	\$ 20,050.00	\$ 20,050.00
Cuisine	\$ 8,620.00	\$ 9,320.00	\$ 9,320.00
DLS	\$ 151,200.00	\$ 151,200.00	\$ 151,200.00
Film	\$ 88,700.00	\$ 90,500.00	\$ 90,500.00
Global Connections	\$ 14,400.00	\$ 15,800.00	\$ 10,800.00
Music	\$ 225,782.00	\$ 225,782.00	\$ 225,782.00
PAC	\$ 38,900.00	\$ 43,900.00	\$ 41,900.00
PubComm	\$ 25,400.00	\$ 30,900.00	\$ 26,400.00
SoPo	\$ 6,450.00	\$ 8,600.00	\$ 6,350.00
WUD Hoofers	\$ 5,450.00	\$ 5,450.00	\$ 5,450.00
General VP	\$ 203,030.00	\$ 203,990.00	\$ 196,470.00
Total	\$ 787,907.00	\$ 812,192.00	\$ 789,922.00

The following groups' budgets will increase:

1. Art: Increase due to Artist Compensation
2. Cuisine: Increases in cooking demonstrations and marketing
3. Film: Increase due to inflation of film rental and shipping costs
4. Global Connections: Increases in culinary programming and publicity (overall decrease due to removal of grant)
5. PAC: Increase due to student performances
6. PubComm: Increase for printing costs

The following groups' budgets will decrease:

7. AB: Due to YTD spending and combining of line items
8. Sopo: Future direction of the committee using faculty as speakers (which is free of charge)
9. General VP: Removal of Art Compensation, and marketing team line item

# WUD Budget 2018-19

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Dec 13th, 2017

WUD & Admin Passed this Budget on  
Dec 5th

<u>Committee Name</u>	<u>2017-18 Budget Allocation</u>	<u>2018-19 Budget Request</u>	<u>2018-19 Budget Modification</u>
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WUD Hoofers	\$ 5,450.00	\$ 5,450.00	\$ 5,450.00
General VP	\$ 203,030.00	\$ 203,990.00	\$ 196,470.00
<b>Total</b>	<b>\$ 787,907.00</b>	<b>\$ 812,192.00</b>	<b>\$ 789,922.00</b>

## Process

AB: We took a look at YTD and recognized specific events and educational series were the same type of programming. Therefore those accounts were combined and \$1,000 was subtracted due to the usage of the accounts based off of 2 previous years.

Art: Modified their own accounts to add roughly \$7,000 dollars to their budget to pay artist, rather than the original amount of \$10,000.

Cuisine: Modified their own accounts to add \$700 to their budget to increase their cooking demonstrations and marketing.

Film: Added an estimate of \$1,800 to account for inflation for film rentals and shipping costs

## Process

GloCo: Increased culinary programming, publicity and special events, however the cultural grant was removed from their budget. Meaning regardless of their increases GloCo decreased their budget by \$3,600

PAC: Requested a \$5,000 increase to their student performances, we recommend PAC \$3,000 from this budget request.

PubComm: Recommended Pubcomm get \$1,000 increase to use at their discretion to support their Publications

SoPo: Requested \$2,250 increase to political and social issues. Due to future direction of the committee using faculty as speakers (which is free of charge). \$100 was removed from the admin funds per request

VP Budget: No increases however \$8,000 was reduced in order to even out the requests.

# Process

ADs: There were a total of 6 increases for ADs. \$1,440 increase in this area.

Note: AB did lose 2 ADs, conversations with ADs, and advisor determined this change.

Committee Name	Current	Requested
Art	4	5
Hoofers Exec	4	6
PubComm	6	10
AltBreaks	5	3
GloCo	4	5
<b>Unchanged</b>		
PAC	5	5
Film	9	9
Music	8	8
SoPo	2	2
DLS	3	3
Cuisine	4	4

Request \$789,922.00

0.0025% increase



# Discussion

Questions, Comments, or Concerns?

## Officers

### PL3-3

- Officers are encouraged to be a part of the planning committee for fall retreat.
- Range of hours for all Officers 25-30 hours per week

## President

- Remove being a liaison between students and Union's building project
- Additional Relationships President is encouraged to explore, through:
  - The Chancellor's Office
  - The Dean's office
  - ASM Leadership
    - SSFC Leadership
  - Student Employee Advisory Group (SEAG)
  - Local non-profit partnerships: Porchlight Inc. and Intellectual Ratchet
  - Office of Sustainability – Green Fund
  - Relevant Academic Departments

## External

- This position coordinates the selection process for all Directorate leadership positions while working in partnership with the Leadership Program Director. Works in partnership with the Assistant Director for Program and Leadership Development.
- ~~— Coordinate scheduling and monitor overall performance of the WUD Visual Media Managers (VMM), develop an efficient process by which they can attend to requests, and continuously encourage WUD committees and clubs to utilize the VMMs' documentation services for their programs.~~

## Internal

- Oversee Late Night Grant
- ~~— Serve as a liaison to the Jones leadership center~~
- ~~— Serve as a liaison to the wheelhouse studios~~

## Directors

### At Breaks

- Build a sense of community within AB, directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Oversee marketing and branding efforts for the committee and all AB sponsored trips and programs to ensure AB is adequately promoting all programs. Work with the Wisconsin Union's Marketing Department and the Vice President of External Relations to promote each lecture and the series as a whole.
- During summer, attend a weeklong alternative breaks development seminar and work with the AB advisor to finalize plans for the upcoming winter break trips

### Cuisine

- Additional Relationships fostered: Office of Sustainability - Green Fund

### Global Connections

- ~~— Cultural Event Collaborations Grant: A grant program designed to assist Registered Student Organizations that are interested in planning cultural events for the campus community. The goal is to attract a diverse audience to the event. To be funded, the event must be open to all students and effort to attract a broad audience should be demonstrated. Grant application must be completed and presented to the grant subcommittee.~~

### SoPo

- Logo change
- ~~— Familiarize yourself with the programming needs of the university community regarding social and political current events and issues in order to implement a diverse array of programming in a focused and intentional manner.~~

### Publications

- Logo change

### Small Changes

DLS

Film

Music

PAC

Art

## Club Presidents

### Mountaineering

- Remove access privileges from PD
- Attendance at all Mountaineering Executive Board Meetings
- Maintain a good relationship with Outdoor UW, Hooper Council, and all WUD Clubs and Committees.
- Ensure that a positive and enriching environment is present at all Hooper Mountaineering events.
- Delegate responsibilities amongst the other officers serving on the Mountaineering Executive Board.
- Respond to emails concerning club business in a reasonable amount of time and in a respectable manner.

### Outing

- Remove Procard and Fleet vehicles sections

Small Changes

Hooper Council President

Scuba

Sailing

Riding

SNS

Wisconsin Union Policy FM3-3

Literature-Informational Display Areas in the Unions

The Union Council affirms the principle that the administration of the informational literature display area policy and the establishment of operational guidelines be left to the discretion of the Central Reservations Office Campus Event Services Office. The following should be kept in mind in the establishment of such guidelines.

~~Considering the crowded conditions and the demand for space,~~ Registered Student Organizations will have the preferred opportunity to present their own informational materials-or publications, whenever such activities are directly related to the organization's stated purpose. ~~Therefore, it is understood that~~ Registered Student Organizations granted the use of an informational booth display area may not reassign the informational booth space-display area to others or permit the use of the informational display space-area for or by others.

The spaces areis also available for Union departments to invite outside organizations to present information that is directly related to the Union department's purpose and supports the out-of-classroom learning of the University community. ~~As demand for space is not as great, University departments may reserve lobby-d~~display tables at Union South may be reserved by University departments for distribution of materials related to the mission of the department. Outside vendors with commercial sales ~~Commercial sales by outside vendors~~ are not allowed in literature informational display areas at Memorial Union ~~the Wisconsin Union~~.

The designation of literature informational display areas in both buildings will be approved by the Assistant Director-Facilities.

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**Additional background:**

Former Policy 6.5

**Date(s) of Action:** October 21, 1975; October 20, 1992; March 30, 2004; December xx, 2017

*Last Date of Review:*

*Next Required Review Date:*

