Union Council 2016-2017
March 14th, 2017: Meeting Agenda

5:30pm    Dinner is served in the Langdon Room at Memorial Union

6:00pm    Call to Order
          • Approval of February meeting minutes *(will be in Box on 3/12)*

6:05pm    Open Forum

6:15pm    Directorate & Summer Coordinator Selection
          *(Council expected to vote on this)*
          Iffat & Courtney
          • Slate of 2017-18 Directorate to be presented by the incoming Officers
          • Slate of 2017 Summer Coordinators to be presented

6:45pm    VP Internal Vacancy
          Proposed Process *(Council expected to vote on this)*
          Deshawn
          • Nominating Committee (need two more members)
          • Approval of final candidate by Council Exec prior to March 31

6:55pm    Council Action Items (attachments in Box)
          *(Council expected to vote on these items during the meeting)*
          • Policy PL 4-8 Donations Policy
          • Policy PL 4-9 Fundraising Policy
          • Policy FR 1-4 Food & Beverage on Union Premises
          • (Possible Facilities Policy to come)

7:15pm    Council Business Updates
          • Food Stamp Accessibility
          • Allocable Fees Letter
          Deshawn & Brooke
          Mark
• Pub Com Study
• Riding Club

7:30pm Union Financial Report (attachment in Box)
  • January Snapshot

7:40pm Subcommittee Reports/Updates
  • External Relations
  • Administration – Union Council Make-up
  • Facilities
  • Dining
  • Program and Leadership

7:50pm Updates
  • ASM
  • Hoofers
  • Union/Council
  • Officers

8:00pm Closing
### REVENUE

<table>
<thead>
<tr>
<th></th>
<th>Prior Actual</th>
<th>Current Budget</th>
<th>Current Actual</th>
<th>Prior Year Variance</th>
<th>Prior Year Variance</th>
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</thead>
<tbody>
<tr>
<td><strong>Direct Operating Revenue</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Restaurants</td>
<td>$5,044,855</td>
<td>$5,392,452</td>
<td>$5,143,525</td>
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<td>2.0% (748,927)</td>
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<tr>
<td>Markets &amp; Cafes</td>
<td>3,987,781</td>
<td>4,901,668</td>
<td>4,095,213</td>
<td>14.8%</td>
<td>17.3%</td>
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<td>WU Catering</td>
<td>2,295,260</td>
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<td>2,400,857</td>
<td>8.6%</td>
<td>7.5%</td>
</tr>
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<td>Conf Center Catering</td>
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<td>640,152</td>
<td>659,941</td>
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<td>2.3%</td>
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<td>Retail</td>
<td>1,184,475</td>
<td>1,250,400</td>
<td>1,222,332</td>
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<td>4.4%</td>
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<tr>
<td>Programs</td>
<td>1,721,151</td>
<td>1,685,596</td>
<td>1,455,353</td>
<td>6.4%</td>
<td>5.9%</td>
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<tr>
<td><strong>Total Op Revenue</strong></td>
<td>14,857,044</td>
<td>16,469,203</td>
<td>14,940,921</td>
<td>55.6%</td>
<td>55.5%</td>
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<tr>
<td><strong>Indirect Revenue</strong></td>
<td></td>
<td></td>
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<tr>
<td>Commissions</td>
<td>244,635</td>
<td>250,151</td>
<td>243,382</td>
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<td>0.9%</td>
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<td>Rentals</td>
<td>254,980</td>
<td>243,628</td>
<td>306,467</td>
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<td>0.9%</td>
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<td>Service Revenue</td>
<td>555,355</td>
<td>546,661</td>
<td>541,409</td>
<td>2.1%</td>
<td>1.9%</td>
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<td>Reimbursements</td>
<td>38,077</td>
<td>56,000</td>
<td>95,537</td>
<td>0.1%</td>
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<tr>
<td><strong>Total Indirect Revenue</strong></td>
<td>1,093,947</td>
<td>1,096,440</td>
<td>1,186,795</td>
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<td>3.9%</td>
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<tr>
<td><strong>Net Operating Revenue</strong></td>
<td>15,950,991</td>
<td>17,565,708</td>
<td>16,127,716</td>
<td>59.7%</td>
<td>61.9%</td>
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<tr>
<td><strong>Other Revenue</strong></td>
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<td></td>
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<tr>
<td>Student Segments</td>
<td>6,175,351</td>
<td>6,165,012</td>
<td>6,173,580</td>
<td>23.1%</td>
<td>21.7%</td>
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<td>Student Seg Fees - UBP</td>
<td>4,320,617</td>
<td>4,311,185</td>
<td>4,317,186</td>
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<td>15.2%</td>
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<td>Campus Vending</td>
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<td>185,586</td>
<td>185,596</td>
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<td>0.7%</td>
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<td>Membership</td>
<td>32,634</td>
<td>53,625</td>
<td>39,746</td>
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<td>0.2%</td>
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<td>Investment Revenue</td>
<td>15,529</td>
<td>30,600</td>
<td>31,700</td>
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<td>0.1%</td>
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<td>Investment Rev - UBP</td>
<td>2,300</td>
<td></td>
<td>(2,300)</td>
<td>0.0%</td>
<td>(100.0%)</td>
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<tr>
<td>Miscellaneous</td>
<td>32,774</td>
<td>44,635</td>
<td>53,580</td>
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<td>0.2%</td>
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<tr>
<td><strong>Total Other Revenue</strong></td>
<td>10,780,367</td>
<td>10,790,853</td>
<td>10,801,380</td>
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<td>38.1%</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>26,731,358</td>
<td>28,356,561</td>
<td>26,529,096</td>
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<td>100.0%</td>
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### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Prior Actual</th>
<th>Current Budget</th>
<th>Current Actual</th>
<th>Prior Year Variance</th>
<th>Prior Year Variance</th>
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<tbody>
<tr>
<td><strong>Cost of Goods Sold</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>5,224,719</td>
<td>5,798,473</td>
<td>5,150,205</td>
<td>19.5%</td>
<td>20.4%</td>
</tr>
<tr>
<td>Retail Merchandise</td>
<td>51,106</td>
<td>56,637</td>
<td>55,609</td>
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<td>0.2%</td>
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<tr>
<td><strong>Total Cost of Goods Sold</strong></td>
<td>5,275,825</td>
<td>5,855,110</td>
<td>5,205,814</td>
<td>19.7%</td>
<td>20.6%</td>
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<tr>
<td><strong>Direct Op Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages, Fringes</td>
<td>4,460,663</td>
<td>5,211,577</td>
<td>4,635,566</td>
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<td>18.4%</td>
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<td>Supplies &amp; Services</td>
<td>2,752,234</td>
<td>2,582,229</td>
<td>2,585,681</td>
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<td>9.4%</td>
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<td>Depreciation - Equipment</td>
<td>193,812</td>
<td>140,732</td>
<td>139,231</td>
<td>0.7%</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>Total Direct Op Expenses</strong></td>
<td>7,408,709</td>
<td>8,023,598</td>
<td>7,360,478</td>
<td>27.7%</td>
<td>28.3%</td>
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<tr>
<td><strong>Support Services</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages, Fringes</td>
<td>1,921,578</td>
<td>2,200,087</td>
<td>2,053,396</td>
<td>7.2%</td>
<td>7.8%</td>
</tr>
<tr>
<td>Supplies &amp; Services</td>
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<td>671,041</td>
<td>625,240</td>
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<td>Depreciation - Equipment</td>
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<td>61,785</td>
<td>64,116</td>
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<td><strong>Total Support Services</strong></td>
<td>2,475,170</td>
<td>2,932,913</td>
<td>2,742,752</td>
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<td>10.2%</td>
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<td>Facilities</td>
<td>Prior Actual</td>
<td>Current Budget</td>
<td>Current CS %</td>
<td>Prior CS %</td>
<td>Current CS %</td>
</tr>
<tr>
<td>----------------------------</td>
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<td>--------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Salaries, Wages, Fringes</td>
<td>$2,753,673</td>
<td>$3,111,821</td>
<td>10.3%</td>
<td>11.0%</td>
<td>10.7%</td>
</tr>
<tr>
<td>Supplies &amp; Services</td>
<td>636,690</td>
<td>754,266</td>
<td>2.4%</td>
<td>2.7%</td>
<td>2.6%</td>
</tr>
<tr>
<td>Depreciation - Equipment</td>
<td>317,090</td>
<td>277,215</td>
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<td>1.0%</td>
<td>1.0%</td>
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<tr>
<td><strong>Total Facilities Expenses</strong></td>
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<td>4,143,102</td>
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<td>14.6%</td>
<td>14.3%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs &amp; Leadership</th>
<th>Prior Actual</th>
<th>Current Budget</th>
<th>Current CS %</th>
<th>Prior CS %</th>
<th>Current CS %</th>
<th>Prior Variance</th>
<th>Prior Year %</th>
<th>Prior V</th>
<th>BUDGET V</th>
<th>BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, Wages, Fringes</td>
<td>525,351</td>
<td>583,111</td>
<td>2.0%</td>
<td>2.1%</td>
<td>2.2%</td>
<td>62,233</td>
<td>11.8%</td>
<td>4,473</td>
<td>0.8%</td>
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</tr>
<tr>
<td>Supplies &amp; Services</td>
<td>362,018</td>
<td>435,466</td>
<td>1.4%</td>
<td>1.6%</td>
<td>1.5%</td>
<td>40,713</td>
<td>13.7%</td>
<td>(23,735)</td>
<td>(5.5%)</td>
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<tr>
<td>Depreciation - Equipment</td>
<td>11,284</td>
<td>11,284</td>
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<td>0.0%</td>
<td>0.0%</td>
<td></td>
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<tr>
<td><strong>Total Program Expenses</strong></td>
<td>898,653</td>
<td>1,029,851</td>
<td>3.4%</td>
<td>3.6%</td>
<td>3.8%</td>
<td>111,946</td>
<td>12.6%</td>
<td>(19,262)</td>
<td>(1.9%)</td>
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<table>
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<th>Depreciation &amp; Major Repairs/Maintenance</th>
<th>Prior Actual</th>
<th>Current Budget</th>
<th>Current CS %</th>
<th>Prior CS %</th>
<th>Current CS %</th>
<th>Prior Variance</th>
<th>Prior Year %</th>
<th>Prior V</th>
<th>BUDGET V</th>
<th>BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Rprs/Mnt - Bldg</td>
<td>455,803</td>
<td>258,338</td>
<td>1.7%</td>
<td>1.0%</td>
<td>(197,465)</td>
<td>43.3%</td>
<td>258,338</td>
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<tr>
<td>Def Bldg Exp - UBP</td>
<td>525,266</td>
<td>754,397</td>
<td>2.0%</td>
<td>2.7%</td>
<td>2.9%</td>
<td>263,299</td>
<td>50.1%</td>
<td>34,158</td>
<td>4.5%</td>
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<tr>
<td>Depreciation - Bldg</td>
<td>225,024</td>
<td>224,952</td>
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<td>0.8%</td>
<td>0.8%</td>
<td>(75)</td>
<td>(0.0%)</td>
<td>(1)</td>
<td>(0.0%)</td>
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<tr>
<td><strong>Total Depr &amp; Major Repairs</strong></td>
<td>1,206,093</td>
<td>979,349</td>
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<td>3.5%</td>
<td>4.7%</td>
<td>65,761</td>
<td>5.5%</td>
<td>292,505</td>
<td>29.9%</td>
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<thead>
<tr>
<th>Utilities, Taxes &amp; Insurance</th>
<th>Prior Actual</th>
<th>Current Budget</th>
<th>Current CS %</th>
<th>Prior CS %</th>
<th>Current CS %</th>
<th>Prior Variance</th>
<th>Prior Year %</th>
<th>Prior V</th>
<th>BUDGET V</th>
<th>BUDGET %</th>
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<tbody>
<tr>
<td>Unemployment Compensation</td>
<td>1,011</td>
<td>8,456</td>
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<td>0.0%</td>
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<td>3,641</td>
<td>360.1%</td>
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<td>(45.0%)</td>
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<tr>
<td>Worker's Compensation</td>
<td>45,619</td>
<td>47,444</td>
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<td>1,827</td>
<td>4.0%</td>
<td>2</td>
<td>0.0%</td>
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<td>Telephone</td>
<td>47,232</td>
<td>47,876</td>
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<td>(1,008)</td>
<td>(2.1%)</td>
<td>(1,654)</td>
<td>(3.5%)</td>
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<td>125,664</td>
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<td>2,484</td>
<td>2.0%</td>
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<tr>
<td>Heating/Cooling</td>
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<td>78,988</td>
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<td>0.3%</td>
<td>0.2%</td>
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<td>(4.9%)</td>
<td>(34,687)</td>
<td>(43.9%)</td>
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<td>Electricity</td>
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<td>0.4%</td>
<td>0.3%</td>
<td>(17,191)</td>
<td>(16.9%)</td>
<td>(20,032)</td>
<td>(18.2%)</td>
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<tr>
<td>Water &amp; Sewer</td>
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<td>17,500</td>
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<td>0.1%</td>
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<tr>
<td>Trash Removal</td>
<td>46,615</td>
<td>46,815</td>
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<td>0.0%</td>
<td>3</td>
<td>0.0%</td>
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</tr>
<tr>
<td><strong>Total Utilities, Taxes &amp; Insur</strong></td>
<td>431,349</td>
<td>478,932</td>
<td>1.6%</td>
<td>1.7%</td>
<td>1.6%</td>
<td>(12,528)</td>
<td>(2.9%)</td>
<td>(50,172)</td>
<td>(12.6%)</td>
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<table>
<thead>
<tr>
<th>State/UW Assessments</th>
<th>Prior Actual</th>
<th>Current Budget</th>
<th>Current CS %</th>
<th>Prior CS %</th>
<th>Current CS %</th>
<th>Prior Variance</th>
<th>Prior Year %</th>
<th>Prior V</th>
<th>BUDGET V</th>
<th>BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Services</td>
<td>65,100</td>
<td>67,704</td>
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<td>0.2%</td>
<td>0.2%</td>
<td>(4,359)</td>
<td>(6.7%)</td>
<td>(6,963)</td>
<td>(10.3%)</td>
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<td>Utility Assessments</td>
<td>105,553</td>
<td>108,516</td>
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<td>0.4%</td>
<td>0.4%</td>
<td>2,961</td>
<td>2.8%</td>
<td>(2)</td>
<td>(0.0%)</td>
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<td>UW Assessments</td>
<td>911,183</td>
<td>1,025,166</td>
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<td>3.6%</td>
<td>3.2%</td>
<td>(81,429)</td>
<td>(6.7%)</td>
<td>(175,432)</td>
<td>(17.1%)</td>
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<tr>
<td><strong>Total State/UW Assessment</strong></td>
<td>1,081,838</td>
<td>1,201,406</td>
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<td>4.2%</td>
<td>3.8%</td>
<td>(82,827)</td>
<td>(5.6%)</td>
<td>(182,397)</td>
<td>(15.2%)</td>
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<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Prior Actual</th>
<th>Current Budget</th>
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<th>Prior CS %</th>
<th>Current CS %</th>
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<th>Prior Year %</th>
<th>Prior V</th>
<th>BUDGET V</th>
<th>BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Svc UBP/WU</td>
<td>3,954,008</td>
<td>4,002,187</td>
<td>14.8%</td>
<td>14.1%</td>
<td>14.7%</td>
<td>16,511</td>
<td>0.4%</td>
<td>(31,670)</td>
<td>(0.8%)</td>
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<tr>
<td>Misc- SWF, S&amp;S</td>
<td>170,584</td>
<td>230,175</td>
<td>0.6%</td>
<td>1.0%</td>
<td>0.7%</td>
<td>8,007</td>
<td>4.7%</td>
<td>(101,564)</td>
<td>(36.3%)</td>
<td></td>
</tr>
<tr>
<td>Reimbursements</td>
<td>38,977</td>
<td>56,000</td>
<td>0.1%</td>
<td>0.2%</td>
<td>0.4%</td>
<td>56,660</td>
<td>145.1%</td>
<td>39,537</td>
<td>70.6%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td>4,163,567</td>
<td>4,338,362</td>
<td>15.0%</td>
<td>15.3%</td>
<td>15.8%</td>
<td>81,078</td>
<td>1.9%</td>
<td>(93,717)</td>
<td>(2.2%)</td>
<td></td>
</tr>
</tbody>
</table>

| Total Expenses                          | 26,646,655   | 28,882,893     | 27,135,753   | 99.7%      | 102.2%       | 488,893        | 1.8%         | (1,846,940) | (6.4%) |

<p>| Net Income/(Loss)                       | 84,503       | (626,132)      | (206,557)    | 0.3%       | (2.2%)       | (291,160)      | (344.6%)     | 419,475  | (67.0%)  |</p>
<table>
<thead>
<tr>
<th>REVENUE OPERATIONS &amp; PROGRAMS</th>
<th>CURRENT BUDGET</th>
<th>CURRENT ACTUAL</th>
<th>BUDGET VARIANCE</th>
<th>PRIOR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RETAIL DINING</td>
<td>$10,794.20</td>
<td>$9,202,738</td>
<td>($1,591,392)</td>
<td>$9,012,636</td>
</tr>
<tr>
<td>CATERING</td>
<td>2,759.52</td>
<td>3,086,488</td>
<td>301,346</td>
<td>2,983,782</td>
</tr>
<tr>
<td>FACILITY RENTALS &amp; FEES</td>
<td>1,723,144</td>
<td>1,772,063</td>
<td>46,979</td>
<td>1,726,167</td>
</tr>
<tr>
<td>PROGRAMS</td>
<td>1,865,986</td>
<td>1,456,353</td>
<td>(210,243)</td>
<td>1,721,151</td>
</tr>
<tr>
<td><strong>SUBTOTAL OPS &amp; PROG</strong></td>
<td>16,492,582</td>
<td>15,491,282</td>
<td>(1,451,300)</td>
<td>15,440,736</td>
</tr>
<tr>
<td>SEG FEES - WU</td>
<td>6,165,012</td>
<td>6,173,580</td>
<td>8,586</td>
<td>6,175,351</td>
</tr>
<tr>
<td>SEG FEES - UBP</td>
<td>4,311.95</td>
<td>4,317,186</td>
<td>5,991</td>
<td>4,320,617</td>
</tr>
<tr>
<td>PARTNERSHIP/WISCARD REV</td>
<td>463,666</td>
<td>490,328</td>
<td>(3,358)</td>
<td>480,260</td>
</tr>
<tr>
<td>CAMPUS/OTHER REIMBURSEMENT</td>
<td>379,361</td>
<td>385,964</td>
<td>6,603</td>
<td>298,712</td>
</tr>
<tr>
<td>MEMBERSHIP &amp; MISC</td>
<td>94,725</td>
<td>100,757</td>
<td>6,032</td>
<td>15,662</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>28,356,461</strong></td>
<td><strong>26,929,067</strong></td>
<td><strong>(1,427,464)</strong></td>
<td><strong>26,731,588</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COST OF GOODS SOLD</td>
<td>5,855.10</td>
<td>5,205,814</td>
<td>(549,296)</td>
<td>5,275,825</td>
</tr>
<tr>
<td>DIRECT OP EXPENSES</td>
<td>8,023,598</td>
<td>7,360,476</td>
<td>(663,120)</td>
<td>7,406,708</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td>2,932,113</td>
<td>2,742,752</td>
<td>(190,181)</td>
<td>2,475,170</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>4,143.02</td>
<td>3,861,782</td>
<td>(281,320)</td>
<td>3,707,553</td>
</tr>
<tr>
<td>PROGRAMS &amp; LEADERSHIP</td>
<td>1,029,861</td>
<td>1,010,599</td>
<td>(19,262)</td>
<td>898,653</td>
</tr>
<tr>
<td>DEPRECIATION/BUILDINGS</td>
<td>224,852</td>
<td>224,965</td>
<td>(1)</td>
<td>225,024</td>
</tr>
<tr>
<td>MAJOR REPRS/BLDGS &amp; EQUI</td>
<td>754,397</td>
<td>1,046,903</td>
<td>292,506</td>
<td>981,069</td>
</tr>
<tr>
<td>UTILITIES/TAXES/INS/TELEPHC</td>
<td>478,942</td>
<td>418,820</td>
<td>(60,172)</td>
<td>431,349</td>
</tr>
<tr>
<td>STATE/UW ASSESSMENTS</td>
<td>1,201,406</td>
<td>1,019,009</td>
<td>(182,397)</td>
<td>1,081,836</td>
</tr>
<tr>
<td>INTEREST EXPENSE/BONDS</td>
<td>4,002.87</td>
<td>3,970,617</td>
<td>(31,670)</td>
<td>3,964,906</td>
</tr>
<tr>
<td>OTHER &amp; OFFSETTING EXPENSES</td>
<td>336.78</td>
<td>274,128</td>
<td>(52,050)</td>
<td>209,561</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSE</strong></td>
<td><strong>28,982,496</strong></td>
<td><strong>27,135,753</strong></td>
<td><strong>(1,846,743)</strong></td>
<td><strong>26,646,855</strong></td>
</tr>
</tbody>
</table>

**NET INCOME/(LOSS)**

(628,135) (206,656) 419,479 84,803
Purpose of the policy:
The primary goal of Wisconsin Union’s Dining Food & Retail Services is to generate revenue that supports the organizational mission. Allowing outside food services into the building diminishes that support for the organization. The purpose of this policy is to provide guidelines for food and beverage consumption on the premises.

Policy FR1-4: Food and Beverages on Union Premises
Food and beverages consumed in meeting rooms and in the large gathering spaces within the Wisconsin Union premises shall be provided by Union Food Services. All alcoholic beverages must be provided and served by Food Services staff. If groups do not comply with this policy, fees and eventual suspension of reservation privileges may be enforced.

This policy will be reviewed annually by the Union Council’s Dining ServicesFood & Retail Committee.

Exceptions: Registered Student Organizations are allowed to carry in pizza from outside licensed and insured vendors for their meetings. Delivery inside the facilities is not allowed. This exception includes only pizza and is not valid for any additional offers including – but not limited to – beverages, appetizers, snacks and desserts. Additionally, vendor pizza is not allowed in the following restaurant facilities areas:
Memorial Union; games room areas, Tripp Hall, Great Hall, the Lakeview Lounge (when reserved)
Union South; Northwoods Union South Rooms 240 & 109.

Registered Student Organizations’ events are exempt from this policy in the event when Wisconsin Union Food Services does not offer any food option that fulfills the mission of the event with respect to the official mission of the RSO. This exemption does not include instances when a food order cannot be fulfilled due to the lateness of the request.

Exceptions also exist for WUD and Hoofers. See relevant procedures.

Additional background:
Wisconsin Union premises are defined as the Memorial Union building, the Union South building and their adjacent patios, terraces, entrances and steps and walkways to their points of intersection with city sidewalks and/or University parking lots and driveways and the Wendt Engineering Library. 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 the parking lot No. 1 lakefront access driveway at the east are also included in this definition.

Related materials and support documents:

Last Date of Review:

Next Required Review Date:

Wisconsin Union
Experiences for a lifetime
Wisconsin Union Policy FR1-4
Food and Beverages on Union Premises

University of Wisconsin – Madison Facilities Use Guidelines (G-10)

**Date(s) of action:** April 18, 1984; May 7, 1997; April 17, 2002, April 13, 2005; December 7, 2005; March 2, 2017

Last Date of Review:  
Next Required Review Date:

Page 2 of 2
Wisconsin Union Policy PL4-8
Donations Policy for Free Programs that are Free to Attend

For the purpose of this policy, fundraisers are defined to be activities or events of Wisconsin Union Directorate committees designed to elicit donations, either of property or cash, for an outside charitable organization/cause and for which there is otherwise no charge to attend. Events that ask only for an optional donation of property are defined as “fundraiser events/activities”. These “fundraiser events/activities” may use free programming policies and procedures, follow the same policies and procedures for events where there is no fee or suggested donation to attend.

For “fundraisers/such events/activities”, the procedures followed must comply with the University policies and guidelines found in the RSO handbook, along with policies of the Union. The WUD committee must submit a budget through the WUD budget process and receive approval from the Director or Deputy Director. The organization partnered with must also provide appropriate documentation of their 501(c) charitable organization status. Morgridge Center for Public Service Event Form to the WUD Coordinating Committee and to WUD for approval. The director of the appropriate committee is responsible to fill out the form and meet with the staff of the Morgridge Center to discuss the event and to verify that any contributions will go to an approved charitable cause. The WUD committee will follow all existing policies for submitting cosponsorship agreements for other campus/community groups that are participating in the program. All publicity must clearly state that the donation is optional.

Fundraiser events/activities should assist the WUD committee in meeting WUD goals, programming interesting and fun activities for students of the university, assist charitable organizations in their mission, and enhance the Wisconsin Union’s connection to the outside community.

It should be understood that WUD’s primary function is not fundraising, and that a minimal number of fundraising events may be undertaken proportionate to regular WUD programs.

*****************************************************

Additional background:
Former Policy 7.15a; Formerly SE4-8

Date(s) of Action:
May 4, 1999; December 9, 1999

Last Date of Review: Next Required Review Date:
Wisconsin Union Policy PL4-9
Fundraising Policy for Paid Programs that there is a Cost to Attend

For the purpose of this policy, fundraisers are defined to be activities or events of Wisconsin Union Directorate committees designed to elicit donations, either of property or cash, for an outside charitable organization/cause. This policy refers to fundraisers requiring a donation and events for which there is a fee to attend. The trips of the Alternative Breaks Committee, where students make a donation to the volunteer agencies as a portion of their trip cost, are not covered by this policy.

For fundraiser events/donations that require a donation, the WUD committee must follow the same policies and procedures for events that charge a fee to attend. The fundraiser event/activity must recoup all costs before any money raised can be donated to the designated charitable cause. All donations received at the event, over and above all program costs, must be forwarded to the specific charity designated by WUD as the recipient of the donations. A paid program budget must be presented to the WUD coordinating committee and WUD for approval prior to the event. Events like benefit films requiring cash donations for entrance are examples of programs in this category.

For such events, the procedures followed must comply with the University policies and guidelines found in the RSO handbook, along with policies of the Union. The WUD committee must submit a budget through the WUD budget process and receive approval from the Director or Deputy Director. The organization partnered with must also provide appropriate documentation of their 501(c)3 charitable organization status.

For all fundraisers, the WUD committee must submit a budget and a Morgridge Center for Public Service fundraiser event form to the WUD coordinating committee and to the WUD for approval. The director of the appropriate committee is responsible to fill out the form and meet with the staff of the Morgridge Center to discuss the event and to verify that any contribution will go to an approved charitable cause. The form will justify WUD's donation to the group and allow WUD to discuss the merits of the program. The WUD committee will follow all existing policies for submitting cosponsorship agreements for other campus/community groups that are participating in the program.

Fundraiser events/donations should assist WUD committees in meeting WUD goals, programming interesting and fun activities for students of the university, assist charitable organizations in their mission, and enhance the Wisconsin Union's connection to the outside community.

It should be understood that WUD's primary function is not fundraising, and that a minimal number of fund raising events may be undertaken proportionate to regular WUD programs.

******************************************************************************

Additional background: Former Policy 7.15b; Formerly SE4-9

Last Date of Review: Next Required Review Date:
Fundraising Policy for Paid Programs that there is a Cost to Attend

Related materials and support documents:

Date(s) of Action:
May 4, 1999; December 9, 1999
Union Council Minutes
February 7, 2017

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

Guests: Mason Muerhoff, Shauna Breneman, Jane Oberdorf

Absent: Peter Lipton and Lori Berquam

Deshawn called the meeting to order 6:05 p.m.

Minutes of the January 17 meeting were approved.

Officer Selection
Deshawn reviewed the process for the February 21st officer selection meeting. Handouts provided with the agenda include Selection Criteria, Expectations for the Nominating Committee and Expectations for Union Council.

Financial Snapshot from December

Jane Oberdorf reviewed the financial snapshot through December. $224,000 favorable bottom line, but opening of the first floor restaurants and filling vacant positions will cut into positive bottom line.

2017-2018 Union Operating Budget

Jane provided a PowerPoint presentation on the Union’s FY’17-18 budget request. Summary sent with the agenda.

- First draft of the budget had the Union with a $2 million deficit. Gap was closed by asking revenue units to generate more income, close Markets at School of Human Ecology and Nursing in the summer, book more catering events and add a modest price increase on limited item
- Proposed a 1% increase in Student Segregated Fees, or $1.37 per student per semester
- Mark answered Adan’s question on Alumni Park, stating that the opening date is still unknown. However revenue projections were
based on an assumed fully accessible Alumni Park

- Deficits from FY17 and FY18 are absorbed by the Union, and the segregated fee increase will happen in FY18
- Lines 72-73 in the ‘16-17 budget column D were possibly switched
- Mark announced that UHS is asking for a 9 percent increase in segregated fees, and Rec Sports for 9 percent increase as well
- Discussion opened with goal to vote on a budget to send to SSFC
- Jessica expressed concern that the new State budget leaves a great deal of uncertainty in being able to pass a budget without compensating for the probability that students will opt out of funding for GSSFs
- Susan and Mark suggested a unified approach from the non allocable and allocable units to make a statement about the State budget
  - i. Deshawn, Madison, Juli and Omar agree and note that passing our budget and making a statement on the State budget are two different tasks
  - ii. Jessica reiterated that she would like Mark to reflect on directors of non-allocable units’ request for a 9% increase
  - iii. Chris Verhaeghe motioned to approve the budget, Caleb seconded. The budget passed unanimously

2. Subcommittee Reports

- Adan stated that there have been no council members at Facilities meetings, reminded the group of the next meeting and agenda

3. Updates

- All members spoke about how to proceed with issuing a statement regarding the State budget
- Sense of the Council was taken, and the Council charged Mark and Deshawn to release a fact-based statement on the behalf of the Council describing the Union’s budget process and how governance works at the Wisconsin Union
- Mark and Deshawn were also charged with drafting a statement to be sent to campus leadership about the State’s proposed budget will harm student organizations as well as the institution
- Adan also recommended a statement be issued against the travel ban: charged Mark and Deshawn with creating a statement supporting students targeted by the travel ban, including signage in the Union. This statement to be done by Friday at 5pm. Union Council does not need to review.

Lily motioned to adjourn, Omar seconds, passes unanimously
Meeting adjourned at 8:38 p.m.
Union Council Composition Legislation

Wisconsin Union Constitution

Article 4 - Government

Section 1 - The Union Council:

The governing body of The Wisconsin Union shall be known as the Union Council, which body shall be responsible to the Board of Regents through the Chancellor and Vice Chancellor in charge of business affairs, Madison campus. Nothing contained in this constitution is intended to limit in any way the final authority or control of the Board of Regents over all persons and organizations connected with or receiving benefits from the University or as superseding the University rules governing the social activities of the student body.

The Union Council shall be constituted as follows:

- Four student representatives, at least one a woman student, from the body recognized by the University as the all-student governing board and chosen by such board;
- Four students in charge of Union House Committee or Club activities and elected as representatives of Union committees and clubs on the Council as provided in the By-Laws;
- One student elected as President of the Union Council under Sec. 2, Art. IV;
- One student representative from the Student Employee Board, and chosen by such board;
- Three members, one from the faculty, and one from the academic staff, and one from university staff, appointed by the Chancellor of the University, Madison campus, their designated shared governance nominating committees;
- Two alumni, one appointed by the Chancellor of the University, Madison campus, and one chosen by the governing board of the Alumni Association;
- The Director of The Wisconsin Union;
- The Deputy Director of The Wisconsin Union in charge of business operations, ex-officio.

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
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 **four** 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 by and from the Union Student Employee Board.**

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 for External Relations, and one to serve as Vice President of the Union Council and the Union Directorate for Internal Relations.

3. Two student member 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 Hoofer Council.

4. Three wo-representatives of the faculty, **and** academic staff, **and** university staff to be chosen by their respective **shared governance groups.** Chancellor of the University for terms of two years, the terms expiring in alternate years.

5. Two alumni members, one to be chosen by the Chancellor of the University and the other by the governing board of the Alumni Association for 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.

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

1. The Assistant Director for Program and Leadership of the Wisconsin Union.

2. The Dean of Students of the UW-Madison campus.

3. **One alumni member, to be chosen by the Memorial Union Building Association, Inc.**
Wisconsin Union Directorate
Applicants 2017

Presented by Iffa Bhuiyan & Courtney Medick
1. Most Popular Director Positions
2. Applicants for Director Positions

Gender

Female (72.73%)  Male (27.27%)
3. Years and Majors

Year in School

- Freshmen (12.12%)
- Sophomore (30.30%)
- Junior (46.48%)
- Senior (6.66%)
- Other (3.03%)

Majors & Minors

- Comm Arts (18%)
- Business (24%)
- Intern Studies (15%)
- Art (9%)
- Computer Sci (12%)
- Computer Sci (9%)
- Bio (9%)
- Engineering (9%)
- Other (8%)
- Other (6%)
4. Previous Involvement in WUD and Graduation

- **78.8%** Part of a WUD committee
- **57.6%** Hold/held AD Position
- **6.2%** Applied for a Summer Position

Graduation Year:
- 2018 (57.14%)
- 2019 (32.14%)
- 2020 (10.71%)
5. Languages spoken

Languages

- Arabic
- Bengali
- Chinese
- French
- German
- Hindi
- Italian
- Russian
- Spanish

Languages

- Another Language known (57.60%)
- Only English known (42.40%)
6. Awards, Clubs & Scholarships | Hometown

Awards and Involvement

- Full Scholarship
- Awards
- Deans list
- Volunteer
- Clubs/lab

- Madison (9.09%)
- Wisconsin (48.48%)
- Out of WI (27.27%)
- Outside US (15.15%)
7. Director Recommendations

**WUD Alt Breaks**
Rebecca Penn (Second Choice)
Very personable, has good leadership experience, responsible
Demonstrated dedication (WUD Film AD) and knowledge about the committee
Participated in WEBT and STLF (Students Today Leaders Forever)
Both service oriented groups

**WUD Art**
Francesca Passarelli
Passionate about WUD and the Art Committee
Has a lot of experience in WUD Art

**WUD Cuisine**
Sydney Weiser
Passion and interest in furthering the committee, with new initiatives
Demonstrated enthusiasm for community building and teamwork

**WUD DLS**
Ziyad Sultan
Has a lot of experience in DLS
Showed good leadership skills

**WUD GloCo**
Farhat Bhuiyan
Demonstrated the ability to capture ideas and create them into events
Showed great leadership and teamwork skills
Desired to develop a comfortable and productive work structure
**WUD Film**

Sarah Sapiro  
Showed confidence and level-headedness  
Organized, competent, personable  
Enthusiastic and passionate about leadership and teamwork

**WUD Music**

Laura Oberwetter  
Demonstrated desire for developing music community and increased involvement  
Has a lot of various applicable experience  
Took large leadership roles in Music this year

**WUD SoPo**

Adam Yeazel  
Has a lot of experience in the committee, has developed good working relationship with advisors  
Passionate about seeing SoPo grow and reach more students on campus

**WUD PubCom**

Malik Anderson  
Has a lot of journalism and editorial experience  
Demonstrated desire to develop sense of community  
Showed interest for management work

**WUD PAC**

Marilyn Feldner  
Demonstrated knowledge about furthering PAC, reaching out to specific groups that normally do not attend PAC events  
Understands the responsibility around delegation  
Has experience working with pre-planned events as well as creating own events simultaneously  
Encouraging productive meetings with purposeful agendas, open dialogue, shared ideas and more general member involvement
Whereas; the following phrases will be used throughout this legislation and can be used interchangeably: ‘food stamp friendly,’ ‘SNAP accessible,’ ‘FoodShare accessible.’ FoodShare is the name for federal SNAP or Supplemental Nutrition Assistance Program benefits in the state of Wisconsin that serve to supplement needs of hunger. ‘EBT’ and ‘Quest cards’ are the forms of electronic transaction for SNAP benefits and Quest cards function like cards typically utilized for transactional payment. SNAP benefits were formerly referred to as federal ‘food stamps.’ Rather than engage in erasure of the history associated with federal ‘food stamps’ in the United States, this legislation uses both historical and present federal and state terms for this government benefit interchangeably;

Whereas; in Fall 2014, then-at-large student Brooke Evans began the ‘Food Stamp Friendly Campus’ Proposal for the University of Wisconsin-Madison. It would later expand to an additional proposal for the UW System and drafting of a state bill. In Fall 2014, then-President of the Wisconsin Union, Jack Comeau, connected Brooke Evans with Wisconsin Union Assistant Director for Dining Services, Carl Korz. Brooke Evans first met with Carl Korz in Fall 2014 at Union South regarding: 1) Accepting food stamps in Union facilities, 2) Union donations to the upcoming campus food pantry, now known as ‘The Open Seat.’ The proposal was therefore introduced to Wisconsin Union staff in Fall 2014;

Whereas; first-generation, low-income and/or SNAP eligible students have a claim to an inclusive campus community that is conducive to their success and well-being thereby increasing their rates of wellness, retention, and timely degree completion. Groundbreaking and innovative solutions to address gaps in equitable dining experiences should be welcomed and encouraged for a better campus community. Currently, thousands of students, staff, faculty, alumni, and friends of the Wisconsin Union who have been, are, and will become eligible for SNAP or FoodShare benefits in the state of Wisconsin have not and cannot utilize their benefits at Wisconsin Union facilities and cannot eat in proximity to peers, colleagues, or friends. This divide in dining experiences at Wisconsin Union facilities can be interpreted as standing in direct conflict with the guiding values of the Wisconsin Union;

Whereas; the Wisconsin Union is the “living room” of campus and must strive to uphold this promise by allowing all persons the opportunity to eat and drink and experience community within Union facilities regardless of their socioeconomic status or government dependency;
Whereas; the 2017 ASM Elections referenda ballot authored by Representative Evans updating the ASM Constitution Nondiscrimination Policy for the first time since ASM was founded in 1994 passed with nearly 91% of those voting in-favor and it now upholds that: “ASM will not discriminate on the basis or intersections of... housing status or arrangement, occupation, class, amount or source of income, financial dependency, government dependency ... “ as germane to the nature of this initiative;

Whereas; this proposal to become food stamp accessible has been introduced to UW System schools and colleges, shared with members of the Board of Regents and UW System, has been shared with legislators in the state government as well as the House and Senate, and has been shared across national conferences. Several UW System student governments are crafting complementary proposals to demand their institutions explore food stamp accessibility;

Whereas; by becoming SNAP friendly, the Union can gain more revenues that it was not otherwise receiving from a new revenue stream of payments via EBT Quest cards for SNAP or FoodShare therein opening itself to a new customer base;

Whereas; the University of Wisconsin-Madison is the flagship institution for the state of Wisconsin. UW-Madison is not an island within the state--it exists within and amongst and for the state and FoodShare benefits of the state of Wisconsin must be accepted at the flagship institution for the state of Wisconsin. The Wisconsin Union is the vital partner in this initiative to make UW-Madison an accessible campus for the state of Wisconsin and beyond;

Whereas; University Housing at UW-Madison has announced they have accepted the Fall 2014-Spring 2017 proposal by now-ASM L&S Representative Brooke Evans and will begin accepting Supplemental Nutrition Assistance Program (SNAP) benefits with the goal of Fall 2017. This announcement by University Housing Director Jeff Novak was made publicly and formally for the first time on Wednesday, March 1st, 2017 before ASM Student Council;

Whereas; UW-Madison Housing Director Jeff Novak and UW-Housing Dining staff offer partnership and guidance on this effort and process in turn building a sustainable relationship for the betterment of the dining experience for students, staff, faculty, alumni, and friends of the University of Wisconsin-Madison and the Wisconsin Union. The Wisconsin Union and Dining Sub-Committee will have strong campus partners in this initiative to offer support and feedback and will become a model in the United States for a full campus becoming SNAP accessible;

Whereas; the Associated Students of Madison Student Council, on Wednesday, March 1st 2017, unanimously (18-0) passed a resolution by Representative Evans calling upon the Wisconsin Union to become food stamp friendly by the end of Academic Year 2017-2018. As the official student government of UW-Madison representing over 43,000+ students and one vital branch of shared governance at the University of Wisconsin-Madison, ASM seeks commitment from the Wisconsin Union to move ‘All Ways Forward’ as UW-Madison becomes the first full-access food stamp accessible institution in the United States;
Therefore, the Academic Year 2016-2017 Union Council do enact as follows:

**Therefore be it resolved;** The Wisconsin Union accepts the ‘Food Stamp Friendly Resolution’ authored by Representative Evans and passed by the 23rd session of ASM Student Council. It commits here to transitioning Wisconsin Union facilities to SNAP accessibility in all markets, restaurants, and cafes by the end of Spring 2018 semester;

**Therefore be it further resolved;** The Wisconsin Union will work in consultation with UW-Housing and other relevant areas of campus through planning and implementation and offer data for data collection as UW-Madison remains a world-class Research 1 institution modeling this initiative for the nation. In addition, the Wisconsin Union will be in communication with VCFA Laurent Heller, UW-Madison State Relations, and UW-Madison Federal Relations in regards to the USDA application process and in coordination with state assessments;

**Therefore be it finally resolved;** The President and Director of the Union will work in close consultation with dining/food services of the Wisconsin Union to draft a plan for implementation. University Housing may be contacted for feedback or guidance in this process. This plan will be presented to Union Council at their first meeting in Fall 2017 and regular updates will be presented throughout the Fall semester or at the request of the body.

Cc: **ASM Representative Brooke Evans**, author ‘Food Stamp Friendly Campus’ Proposal