Union Council Meeting Agenda

Thursday, December 10, 2015
5:30pm - 7:30pm

5:30 pm  Dinner Served  Call to Order  Approval of the Minutes  Jack

5:30 pm  Monthly Financial Update (5 min)  Jane

5:35 pm  Alt Breaks Study Recommendations (20 min)  Alex

5:55 pm  Hoofers Study Recommendations (30 min)  Philip

6:25 pm  Officer Position Descriptions (10 min)  Jack

6:35 pm  Stables Proposal (30 min)  Anna

7:05 pm  Riding Monthly Update (10 min)  Anna

7:15 pm  WUD Allocation (10 min)  Tyler

7:25 pm  Council Meetings Next Semester (5 min)  Jack

7:30 pm  Meeting Adjourned
**11-19-15 Union Council Meeting Minutes**

| MEMBERS | Erin Harper, ASM Representative | X |
| Juli Aulik, Alumni Rep | Madison Laning, ASM Chair | X |
| Lori Berquam, Ex-Officio | X William Lipske, Academic Staff | X |
| Jack Comeau, President | X Peter Lipton, Faculty Representative | |
| George Cutlip, Alumni Rep (WAA) | X Mohan Mandal, WUD Representative | X |
| Susan Dibbell, Ex-Officio | X Jane Oberdorf, Acting Treasurer | X |
| Brett Ducharme, ASM Representative | Philip Ostrov, VP – Internal Relations | X |
| Jessica Franco-Morales, ASM Representative | X Ronnie Pisano, WUD Representative | X |
| Mark Guthier, Secretary | X Khea Yashadhana, VP – External Relations | X |
| David Bougie, SNS representative | X Tyler O’Connell VP-External Relations | X |

Guests: Lori DeMeuse, Director’s Office Executive Assistant; Abigail Greenberg, Student Director’s Office Assistant; Austin Wellens, Director of Film Committee; Erik Shepard and David Bougie, Hoofers.

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<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tr>
<td>Call to Order</td>
<td>Jack Comeau called the meeting to order at 6:02 pm.</td>
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<tr>
<td>Approval of Minutes</td>
<td>Minutes from the October 22, 2015 meeting were approved. Jack Comeau made a Motion to Approve. Susan Dibell Seconded. None opposed. Motion Passed.</td>
<td>Motion Passed</td>
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<td>Hoofers Mountaineering Presentation</td>
<td>Erik Shepard, filling in for Hoofers President Ronnie Pisano, gave an update on how the Hoofers Mountaineering Club is responding to the recent risk and safety audit and how they measure up to other clubs in terms of risk management. Mr. Shepard highlighted three main recommendations from the safety audit and changes for the future: 1. <strong>Equipment</strong>: Maintain club member’s access to equipment by making sure each person is qualified through set standards that one has to meet each year. 2. <strong>Leaders</strong>: need to develop more detailed leader training. 3. <strong>Trips</strong>: working on clearly defining what each trip is and the difference between Personal and Formal Club Trips. Mr. Shepard gave a brief history of climbing: • Climbing is an extreme sport that deals with intensity and confidence. • Climbing teaches the ability to deal with a real sense of danger and requires a lot of discipline and passion. Mr. Shepard explained that the Mountaineering Club is not well structured and the community is very small. Climbing has been on the fringe in the past but is no longer. There is a more developed industry for climbing today along with changed standards. He mentioned that the club received poor marks on the recent safety audit and the club is not up to par with University standards. All members of Hoofers are volunteers whereas most other university programs that the safety audit is comparing to are top-down staff-based models where all leaders are trained. Mr. Shepard stated that we do not fit that model and do not intend to. Older club members are attached to the old ways of running the club and it is hard to change the foundation to improve the climbing standards. It can get challenging to have a productive discussion. The Mountaineering Club is looking to do a redraft of their current constitution, mission and values. The club is also hiring a new advisor and is currently in the interview process.</td>
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Page 1 of 7
Film Committee Update

Mr. Shepard noted that the funding for new equipment will not be over $10,000. He also noted that there are no other climbing related student organizations on campus. Hoofers Mountaineering Club is collectively modeled and run by a hired outdoor program director but managed by membership. Mr. Shepard stated that the constitution changes are still in the draft phase.

Austin Wellens, Director of the Film Committee, reported that the Committee itself had roughly 90 people interested in the committee and between 65 and 75 per week in attendance. Attendance drops this time of year. Mr. Wellens will be appointing a new social chair in an attempt to increase attendance.

- Successful Programming Events:
  - Halloween weekend drew in about 1,000 people to a screening of Rocky Horror Picture Show before Freakfest. Mr. Wellens and the committee are looking to making this a tradition for Halloween weekend.
  - The Marquee Film Festival drew about 2,000 for the screening of 14 films. It was a very big success and received great coverage from Isthmus and the Daily Cardinal.

Spring Semester Upcoming Event:

- Real Love LGBT film festival. Mr. Wellens stated that the committee is planning to integrate more with the WUD Music Committee for this festival because of similar timing with both programs. The goal is to focus on more of a Union-wide branded LGBT music and film filled weekend. Mr. Wellens is trying to create a half semester long series, building more of a diversity focused strand.

Mr. Wellens explains that the committee rebranded the Mini-IndieFilm Festival to the Marquee Film Festival because the previous name did not tie into the Union and was not a strong enough brand. The WUD Marquee Film Festival identifies with space and the Union more accurately.

Mr. Wellens concluded that the Film committee has 10-15 screenings per week.

Publications Committee Update

Rachel Wanat, Director of Publications, gave committee programming updates:

- New Makeover: currently working including the approved new logo on all materials.
- All publications will be distributed on the same day.
- The WUD Arts Gala between PubCom and WUD Art had a one-night gallery showing work of the upcoming Illumination issue. The showing will be transferred to Open Book Café at College Library.
- The Wheelhouse Studios artist-in-residence is eager to collaborate with Publications to create pop up art.
- The Harry Potter themed charity event, Yule Ball, distributed roughly 800 tickets for the event between WUD volunteers and people attending.
### Alternative Breaks

Committee Update

- Started in 1989
- The first two trips were to McAllen, Texas and Immokalee, Florida
- Roughly 450 trips with 4,600 Badgers

He noted that he attended the July 6-July 10th Breakaway Conference where he learned to value pre-trip orientations and post trip orientations.

Current goals of Alt Breaks:

- Increase participation
- Change trip application from rolling to deadline admission
- Emphasize educational programming
- 90% attendance at mandatory trip orientation
- Social issue awareness at every meeting with discussion in place of ice breakers
- Learn gradually instead of 2 hour orientation, working to improve this aspect.
- Create a program evaluation where participants can evaluate and act accordingly. Emphasizing reflection during the trips.
- Request for union council: study outcome will be ready for December union council meeting.

### Society and Politics

Committee Update

- 12 Society and Politics sponsored events this year.
- By the spring, there will be a debate series and the committee will be using donor funds to bring in big speakers.
- There was an event on November 18, 2015 that discussed the recent events in Paris. 50 people were in attendance.
- Mr. Hanley wants to increase diversity of programming by reaching out to other student organizations.
- Attendance of events: varies depending on advertising and other UW-Madison sponsored events. Overall, good attendance.
- Society and Politics issues change frequently but consistently pulling a decent size audience. Recently had 5 events in 4 days.

### Global Connections

Kayla Schmeling, Director of Global Connections, emphasized the idea of connecting and being a bridge between domestic and...
### Global Connections Committee Update

International students. Ideally the committee represents students of all cultures and backgrounds. The goal of the committee is to make it more of an umbrella organization across campus that connects students and can be used as a resource.

**New Programs:**
1) **Cultural Collaboration Grant:** The main goal of the grant program is to attract a diverse audience to the cultural events on campus. For the purpose of this grant, WUD Global Connections defines “cultural event” as an event that educates, stimulates, promotes diversity of peoples, and lends itself to the broadening of perspectives. The event is open to all students and must demonstrate effort to attract a broad audience. The RSO must also collaborate with WUD Global Connections during this event or a future event.

2) **Flavors of the World:** Two events so far on East Asia and the Middle East. Very successful programs. Hoping to have two more events in the spring with presentations from the Vietnamese Student Association, Taiwanese Student Association, Japanese Student Association and the Chinese Students and Scholars Association. Flavors of the World also collaborated with Wheelhouse Studios to add a cultural food component to Free Art Friday, taking a smaller side of the world’s flavors.

4) **Educational Excursions:** regional/local excursions to locations that provide an educational experience.

5) **Afternoon Conversation Series:** engages in friendly conversations over different interactive themes presented each week. No more than 15 people. One on one discussion type atmosphere.

**Special Events:**
- Annual Pumpkin Carving: tripled amount of pumpkins and doubled attendance. In the first 10 minutes, 250 pumpkins were gone
- Held Day of the Dead Event with WUD Film
- Compared to last year, the committee has double the amount of events and 5x more in attendance with 5 more events this semester

**Future Goals:**
- Plan to have a lot of programming collaborations in January
- Potential new series focusing on tourist guides. Ideally working with the study abroad office while talking to students about their experiences after going abroad.
- In general, growing the committee. Currently there are only 15 active members. Ms. Schmeling is planning to create socials and make new traditions.

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### Hoofer Ski and Snowboard Club Presentation

David Bougie presented the response to alcohol related misconduct that occurred over Spring Break in Jackson Hole. Mr. Bougie was one of the eight trip leaders.

Mr. Bougie stated that trip leader training includes 2-3 meetings that discuss how to handle risks associated with each trip. Trip Leader Training emphasizes safety and communication and the no-tolerance policy, making sure all leaders are on the same page with handling situations. He stated that there are always leaders on call during the trips and each leader takes shifts.
Emergency Response explained: emphasizes intoxication, injury, illness, theft, and sexual assault, law-breaking. Pictures of all leaders are distributed to the trip attendees so they are aware of who to contact in case of an emergency.

Trip Attendee Orientation: Large meeting before each trip where trip leaders introduce themselves and give an itinerary. During this orientation, the trip leaders discuss hoofer behavioral standards, how to talk with police, knowledge taxonomies, avalanche hazards, bus breakdowns and weather delays, social media use, engagement of new SNSers and first timers as well as future trip leaders, navigating the lodge and signage for the group and potential bus games.

Mr. Bougie stated that the most important aspect of the trip attendee orientation is the distribution of trip info packets that include Hoofers SNS risk management and education, student organization alcohol policy and Hoofer Council behavioral conduct procedures. After the incident, the goal of the new policies included in the packets is to constantly reinforce these procedures and university policies so that there is no confusion of what is expected out of the trip attendees. Participants receive all documents mentioned in the trip hand-out and must sign the alcohol waiver and SNS trip contract. Mr. Bougie stated that if alcohol-centric events associated with the trip are implemented in the future, they will be restricted to people 21 years of age and up and will occur at a third-party venue who is responsible for checking identification. Any events associated with alcohol are not planned by the club or trip leaders. Social activities that have occurred during a trip include a brat fry, King of the Mountain Race and concerts. The policies will be slightly modified for the spring trip but each trip is very similar and follows similar guidelines.

Jane Oberdorf presented the financial report based off the September 30, 2015 snapshot:
- Current actual: revenue for the first three months of the year was $12,658,000. We planned on having $12,500,000 in budget projections and are ahead in the revenue side of the budget.
- Expense side: $11,611,000 was spent, we thought it would be $11,800,000 so favorable by approx. $300,000. In total, Ms. Oberdorf stated that we are $376,000 ahead of budget.
- There is planned to be a $200,000 loss this year because of the Memorial Union remodel year.
- Theater is lacking due to timing. World Music Festival gift money revenue has not yet been recorded.
- Direct operating expenses: understaffed in dining operations for students, and trying to fill vacancies. Ms. Oberdorf stated that the preliminary look at October is better than expected and the first quarter looks good.

Mark Guthier, Director of the Wisconsin Union, presented the Memorial Union Project Update:
- 30% through the entire project
- The sidewalks on Langdon will be closed through 12/4
### Deputy Director Search Update

- The goal is to have the three finalists by December 7th, 2015. During the week of December 7, 2015 there will be presentations given by each finalist for all Union staff to attend.

### Pushing Back Meditation Room, Sailing Socials

- Jack Comeau stated that the details on the meditation room will be ready by the December Union Council meeting.

### Riding Club Update

- Anna Tolle, Riding Club President, stated that for the month of October the Riding Club is in the black. In September there were expenses charged to the club that were then credited in October.

#### Monthly revenue/problems:
- Both revenue and expenses to day (July, August and September) were lower than in the past years
- Fiscal year 14 was a great year but not sure why. Is an anomaly.
- In general, making payments on time and spreading out expense such as ha.
- Ms. Tolle believes the club is putting too much responsibility on student volunteers and needs to clearly define the responsibilities and how the program is to be run
- Ms. Tolle stated that there will be two horses coming in on trial in the next coming weeks.
- Current problem: need higher revenue. Easy to overlook structural problems but need to realize that there is a financial issue.

Ms. Tolle hopes to see improvements with the Riding Club and a more direct focus on financial issues.

### December Council Meeting

- Jack Comeau stated that the December 10th Council meeting may run overtime because there are many items to get through.

Jack Comeau made **a motion to adjourn the meeting. Seconded. None Opposed.** The meeting was Adjourned at 7:56 pm.

Meeting Adjourned
Hoofer Representation and Analysis team

Problem Statement:
For many years, Hoofer leaders have not felt that the six Hoofer clubs are adequately integrated into or represented within the Wisconsin Union Directorate and the Wisconsin Union. Hoofer leaders have also long felt like a misfit within the WUD structure and it has been difficult for the Hoofer Council president to effectively represent the six Hoofer Clubs within WUD. Additionally, Hoofer leaders do not believe that they have been provided a voice in Wisconsin Union governance matters. This is important because Hoofer is a large portion of the total Wisconsin Union program and Hoofer needs and perspectives must be clearly understood and appreciated when making decisions on policies that affect Hoofer.

The study team should investigate the following:

- **What is the discernable benefit to the relationship between the WUD committees and the Hoofer clubs?** Are there alternate structural options that would be more beneficial to Hoofer and WUD? Specifically, the team might determine which of the following courses of action should be taken:
  - WUD continues in its current form without any structural changes
  - WUD integrates the Hoofer club presidents as equal voting members to committee directors with the Hoofer Council President sitting on WUD exec
  - Hoofer and WUD split apart to be separate, but equal, programming governance boards
  - None of the above really fit the correct course of action needed and the committee comes up with a different course of action

- **How can Hoofer be best represented on WUD exec (should Hoofer remain a part of WUD) and on Union Council?** Suitable representation requires genuine knowledge of Hoofer governance, club operations and programming, and club structure as well as a sincere interest in Hoofer on behalf of the representative.

- **Should Hoofer club presidents be issued a stipend that is provided by the Union?** Hoofer leaders feel that it is unfair that the club presidents, who have corresponding roles and responsibilities to committee directors, are not provided with any stipend. This leads to feelings that the Union values and places more importance on committee directors than club presidents.

- **What does the most positive future state look like between Hoofer and Directorate and Hoofer and the Wisconsin Union as a whole?** How can we ensure a mutual understanding of the value of these relationships?
Background on Hoofer involvement within WUD

It has long been felt by many Hoofer Council presidents that most issues dealt with at WUD meetings are only relevant to the WUD committees and not Hoofer clubs (including WUD budgeting, committee practices, all-campus free programming, etc.). This has led these Hoofer Council presidents to believe that Hoofer have been shoehorned into a structure that does not benefit them and that their time could be better spent on other tasks.

The role of the Hoofer council president is not analogous to that of a committee director. The role of the Hoofer Council president is to interact with Union and University officials on behalf of the six clubs, develop policies and protocols that are pertinent to the six clubs, and convene and facilitate the all-Hoofer governing board (Hoofer Council) on matters of interest and import to the six clubs. It is felt that the role of a club president is much more akin to that of a committee director, which is to preside over the governance of their specific club, direct and delegate to club executives in various functions, as well as ensure that relevant programming to club members is well conceived and executed.

Should Hoofer stay a part of WUD, it would make more sense for each club president to represent their own club and its interests within WUD, rather than have the Hoofer Council President represent all six clubs within WUD. Because each Hoofer club operates differently and offers different kinds of programming and education, the Hoofer Council President cannot feasibly know everything that is happening with all of the clubs—it requires club presidents to adequately represent their club interests, perspectives, challenges, and goals. The relationship between committees and clubs currently cannot be best optimized because it is difficult for club presidents and committee directors to have a direct line of communication with one another due to how all must currently go through the Hoofer Council President as the bridge to WUD.

Background on Hoofer Representation

Hoofer leaders have and do believe that Hoofer interests are not adequately represented when Union policies are created. Because Hoofer is structured within WUD, WUD executives have been responsible for representing Hoofer interests within WUD exec and on Union Council. Due to a lack of understanding of Hoofer governance, club operations and programming, and club structure on behalf of WUD executives, Hoofer leaders have not felt that this representation has been advantageous or helpful to the Hoofer organization as a whole.

As is apparent, Hoofer governance, programming, and involvement is quite different from that of the rest of WUD. With an annual membership base of over 2,500 student and community members between the six clubs, there is a wide variety of opinions and viewpoints just within the Hoofer organization. Effective representation of these varied interests and mindsets requires an authentic understanding of how Hoofer works and functions as well as the makeup of Hoofer.
Hoofer leaders have felt that Hoofer under- and misrepresentation within WUD and on Union Council causes many student members and community members to feel disillusioned with the Union as the Hoofer voice is not sought out or heard. Providing for direct and knowledgeable representation on Union Council and WUD exec would show that the voice of Hoofers is desired and valued organizationally within the Wisconsin Union.

**Timeline**
The recommendation should be sent out to Council Exec before December 2nd.

**Members**
Members of the team will consist of:
Ronnie Pisano
Philip Ostrov
Jacob Hahn
Susan Dibbell
Anna Tolle
Tim Prince

*This proposal was approved by Council Exec on September 28, 2015*
Tentative Hoofers Study Goals

To ensure effective activity between Hoofers and Directorate towards optimal union programming and student leadership development

I. To ensure that Hoofers students are obtaining a leadership experience proportionate to their volunteer activity.
II. To ensure that Hoofers student leaders are appropriately recognized for their volunteer activity.
III. To ensure effective communication between Hoofers clubs, Hoofers Council and Directorate.
IV. To ensure that the voice and scope of Hoofers is appropriately represented.
V. To attain these four goals, we will explore possible structural changes to improve Hoofers student representation within both Directorate and the Wisconsin Union.
Wisconsin Union Policy WU1-0
Wisconsin Union Constitution

Section 4 - Patron Members: The Union Council shall have power to elect at its discretion a person to patron membership who is not connected with the University as a student, alumnus or faculty member, providing that he/she pay the annual fee or the life membership subscription to the Memorial Union Building Fund voted by the Union Council.

Section 5 - Honorary Members: The Union Council shall have power to elect honorary members at its discretion.

ARTICLE IV - 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;

Two members, one from the faculty, and one from the academic staff, appointed by the Chancellor of the University, Madison campus;

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 officer of The Wisconsin Union in charge of business operations, ex-officio.

Section 2 - Officers and Their Duties: The officers of the Union Council shall be as follows:

President - A student elected by the members of the outgoing Council as provided for in the By-Laws.

Last Date of Review: 

Next Required Review Date: 

Page 2 of 5
Recommendations:

1. Hoofer Council President sits on Union Council as Club representative, in place of a Vice President of Development, to more accurately reflect the intent of Wisconsin Union Constitution (WU1-1).
   a. This is contingent on approval of new accountability and the amended position description (PL3-4).
   b. This position is elected no later than 1 week before April 1st of each year, in alignment with “WUD Welcome” annual Directorate training.
   c. The duties of the Vice President of Development have been distributed among the remaining three officers’ updated position descriptions. Many of the current duties, including WUD budget systematization and WUD budget organization for the officer team, would be overseen by student office assistants. During the following semester, the current Vice President of Development and Heidi Lang, the Director of the Jones Leadership Center, have agreed to work on more permanent budgeting infrastructure as well as any training required for these office assistants. This change would not affect budgetary oversight by Union officers, but instead might make the process more efficient.
   d. This change in Bylaws becomes active on April 29, 2016.

2. Submission of amendment to current policy of purpose and expectations of directors and Hoofer Council President (PL3-4). This is in an effort to increase accountability, communication with Directorate, and student leadership development.
   a. To include a section for Hoofer Club Presidents and Sailing Commodore.
   b. Club Presidents and Sailing Commodore be voting members of Hoofer Council
   c. Monthly meetings with both Directorate and Hoofers Council be coordinated by the Hoofer Council President and Officers.
   d. Mandatory attendance at Fall and Spring Leadership retreats.

3. Respective Hoofer Club President position descriptions will be drafted to reflect amended policy PL3-4.
a. The new position descriptions will directly reference policies PL3-4 and PL3-12.

4. Submission of amendment to Stipend allotment in the Benefits policy (PL3-14) for Club Presidents and Sailing Commodore.
   a. This is contingent on approval of new accountability and amended position descriptions.
      i. In order to receive an approved stipend, the Hoofer clubs must draft position descriptions in alignment with amendments to PL3-4 prior to the next fiscal year, FY17.
   b. The study team was in agreement with a stipend allotment which mirrors that of Committee Directors. The team agreed that recommending the source of this funding is not within the scope of the study.

5. Submission of amendment to Disciplinary Procedure (PL3-12) to include Hoofer Club Presidents.

6. All aforementioned changes will be evaluated for efficacy in relation to the goals of the study (attached).
   a. This evaluation will be drafted by the current vice president of internal relations and the Hoofer Council President.
   b. This evaluation will be implemented by the incoming vice president of internal relations and Hoofer Council President or their appointees.
   c. The results of the evaluation will be presented to Union Council by December of 2016.
Wisconsin Union Policy WU1-1
Wisconsin Union Bylaws

1. Bylaws

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

2. Personnel of the Council

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

   (1) The Chair or his/her designee of the all student governing board and three other students reflecting the multicultural and diverse nature of the campus community, as designated by the all student governing board.

   (2) Three-four 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 Program Administration, and one to serve as Vice President of the Union Council and the Union Directorate for Public Relations; and one to serve as Vice President of the Union Council and the Union Directorate for Project Management.

   (3) One 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.

   (4) One student to be elected President of the Wisconsin Hoofers as a club representative on the Council, serving as a chair of a Council committee.

   (54) Two representatives of the faculty and academic staff, to be chosen by the Chancellor of the University for terms of two years, the terms expiring in alternate years.

   (65) 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.

   (76) The Director of the Wisconsin Union.

Last Date of Review:  
Next Required Review Date:
Wisconsin Union Policy WU1-1
Wisconsin Union Bylaws

(87) The Associate Director: the officer of the Wisconsin Union in charge of business operations, ex-officio.

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

(1) The Assistant Director for Social Education of the Wisconsin Union.
(2) The Dean of Students of the UW-Madison campus.

3. Quorum

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

4. Meetings

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

5. Rules of Operation

a. Meetings of the Wisconsin Union Council and its subcommittees will be conducted according to Robert's Rules of Order, newly revised. The President may appoint a parliamentarian.

b. There will be no proxy or absentee voting. In the case where a member of Union Council is part of the selection pool for a Directorate position, the right to vote or participate in deliberations pertaining to the selection is waived.

c. The Executive Committee of Union Council will consist of the President, the three Vice Presidents, the Secretary and the Treasurer of Council. Other members of Council are privileged to attend and participate in Executive Committee sessions. The Executive Committee will set agendas for all Council meetings.
d. The Council Executive Committee will set agendas at least five days prior to each regularly scheduled Council meeting. To be considered for placement on the agenda, items must be submitted to a member of the Executive Committee prior to the agenda meeting.

e. Non-Council members or groups wanting to present issues to be considered by Council must submit their requests to a member of the Council Executive Committee before the agenda meeting to be considered for placement on that agenda. The request will be considered with other New Business items and may be scheduled for a later meeting or as soon as time is available.

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

6. Annual Meeting

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

7. Term of Office of Council Members

a. Faculty, academic staff and alumni appointees, selected as provided in Section 2a (54) and 2a (65) of the Bylaws, shall be appointed by May 1, or as soon thereafter as possible, the terms expiring after two years, at the close of the annual meeting. Faculty, academic staff and alumni members may be reappointed to succeed themselves once.

b. The all-student governing board representatives, selected as provided in Section 2a (1) of the Bylaws, shall be named by May 1, or as soon as possible thereafter, and shall serve for a term of approximately one year, from the close of the annual Council meeting to the close of the succeeding annual Council meeting.

c. Union Council officers, and Union Directorate representatives, and President of the Wisconsin Hoofers selected as provided in Sections 2a (2), 2a (3), 2a (4), 7 and 8 of the Bylaws, shall serve for a term of approximately one year, from the
Wisconsin Union Policy WU1-1
Wisconsin Union Bylaws

close of the annual Council meeting to the close of the succeeding annual Council meeting.

8. The Union Directorate

a. Membership

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

b. Functions

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

c. Method of Selection

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

d. Term of Office

Newly elected Directorate members shall meet and begin preparations for the ensuing year immediately after appointment but shall not assume the responsibilities of office until after the annual meeting of the Council. They shall continue as Directorate members in office through the annual meeting of the

Last Date of Review:  
Page 4 of 8  
Next Required Review Date:
Wisconsin Union Policy WU1-1
Wisconsin Union Bylaws

Council of the following year; the committee directors, however, being subject to recall by the Council.

e. Recall

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

f. Fiscal Responsibility

The Directorate may sponsor or manage certain revenue-producing programs provided that the finances for such programs are managed within the Union revolving fund pursuant to Statute 20.906(1), that such programs have the approval of the Union Council and that all surpluses are turned over annually to a general Union purpose with the exception of Hoofer club surpluses, which are intended for future capital acquisitions.

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

g. Rules

The Directorate shall formulate its own rules of parliamentary procedure.

h. Summer Operation

The summer program is implemented by the summer program coordinators selected by Union Council. The voting members of the nominating committee for the summer program coordinators are the outgoing Vice President for External Relations, the incoming Vice President for Internal Relations, and a program staff representative appointed by the President.
Hoofer Council President
2016 – 2017

The Hoofer Council President has the overall responsibility for furthering the mission and vision of the Wisconsin Hoofers. This position represents the Wisconsin Hoofers to the Wisconsin Union and the University of Wisconsin-Madison. The President serves as the Club representative on Union Council, the governing board of the Wisconsin Union. This position has an overall responsibility to further the mission of the Wisconsin Union and works directly with Hoofer Advisors.

Duties to Wisconsin Union Directorate (WUD)

1. As a member of the Wisconsin Union Directorate, attend weekly Directorate meetings.
2. With the Union President, plan and execute the monthly WUD & Hoofer meetings.
3. Actively pursue all forms of diversity and integrity within Directorate programs, committees, and clubs.
4. Collaborate on a process for achieving WUD goals.
5. Participate in spring, summer and fall trainings. Assist in planning and implementing such trainings when applicable.

Duties to Union Council

• Coordinate & chair a Union Council Committee
• Serve on the Council Executive Committee.
• Uphold the Wisconsin Union Constitution and bylaws and participate in the review and implementation of Union policy.
• Actively promote shared governance and encourage awareness of issues that affect student life.

Specific Hoofers Duties

• Chair the Hoofer Council meetings
• Hold at least ten (10) office hours per week
• With Hoofer Execs and Advisors, plan and execute Fall and Winter Council Retreats
• Provide the leadership in developing response and action plans to the Hoofer Risk Assessment. Present plans to Union Council.
• Stay abreast of risk management and legal issues impacting the Clubs.
• Annually update and revise position descriptions and position guide as appropriate.
• Appoint Council Chairs to Hoofer Council.
• Support all-Hoofer and individual clubs' major programs and fundraisers.
• Stay abreast of issues impacting the clubs.
• Maintain regular communication with the Outdoor UW staff.
• Maintain regular communication with all club leaders and members.
• Attend weekly meetings with the Hoofer Advisors and other Hoofer Executives.
• Decide who will chair Hoofer Council meetings and perform other duties of the President in her/his absence.
• With Hoofer Execs and Council, develop annual goals and strategies.
• Is accountable to the purpose and expectations policy PL3-4.
• Is held to the disciplinary guidelines outlined in policy PL3-12.

**Term of Office**
• May 2016 – May 2017
• Summer: Hoofer President is encouraged to be in Madison over the summer; at minimum, Hoofer President required to return to campus and hold office hours, 10 hours weekly, beginning August 1, 2016
• Academic Year: 20-25 hrs/wk

**Remuneration**
• 60% of in-state tuition of previous year
• Monthly $50 Food Stipend for eight months of the year
• Lifetime Union Membership

This Position Description was approved by Union Council on ________
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council
President, Hoofers Club Presidents and Sailing Commodore

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

Expectations
- Time Commitment: Each Director position requires a major time commitment of at least 20 hours per week with a need for a flexible schedule.
- Stipend: Directors currently receive a stipend as per policy 3-14, to be distributed over the year, plus a Wiscard Campus Cash account monthly. Opportunities for academic credit, fieldwork experience and internships are also possible.
- Training: Directors are required to participate in the spring and fall retreats and other leadership trainings as scheduled.
- Union Representation: Committee directors participate in the Wisconsin Union Directorate and represent the Wisconsin Union Directorate to other Union departments and across campus to provide a better understanding and awareness of the Union’s philosophy and services. Directors must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s).
- Communication with Officers: Each director is expected to keep the Vice Presidents informed of committee functions, committee volunteer numbers, and program ideas.
- Communication with Hoofer: Each Director attends monthly meetings with Union Officers, Directors, Club Presidents, and Commodore present. These meetings are meant to facilitate collaborative programming, Union-wide student initiatives, and student leadership development.
- Goals & Strategies for Committee Programming: Each Director participates in the development of overall Directorate goals and in the development of committee strategies, which are developed with the assistance of the committee and the staff advisor.
- Diversity: Each director is expected to actively pursue cultural diversity and integrity within Wisconsin Union Directorate, in coordinator/committee recruitment, and in programs to meet the needs of the student body and the campus community.

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

Last Date of Review:  
Next Required Review Date:
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council
President, Hoofers Club Presidents and Sailing Commodore

- Represent your committee(s) and take partial responsibility for the "total" Wisconsin Union program, as well as the decision making regarding program direction, WUD visibility, budget, policy and procedural concerns.
- Serve as a resource and contact person for your committee.
- As a member of Directorate, work to guide those interested in other WUD activities as well as your committee’s activities.
- Actively promote WUD activities and the Union.
- Participate in the training and education of succeeding Directors regarding the responsibilities of their position.
- Maintain regular weekly office hours during business hours.
- Meet weekly with the staff advisor.
- Encourage an exchange of resources and program ideas among all committees.
- Communicate regularly with WUD directors, learning from each other.
- Communicate with Club Presidents and Commodore when appropriate.
- Take responsibility for all administrative aspects of the program including budgets, financial management and updating the filing system as well as the Committee Training & Program Manual.
- Review the committee position description (s) and participate in evaluations of the overall Directorate structure as needed.
- Encourage your committee members to represent Directorate and participate on the various Union committees.
- Attend weekly Directorate meetings and special meetings when called.
- Attend Directorate Coordinating meetings as needed.

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

- Recruit and actively seek out new members, and work on retention strategies; reward committee members consistently.
- Develop and maintain an effective working relationship with committee, coordinators, associate directors and advisor(s), meet regularly to develop long-range plans and assess committee needs.
- Coordinate and run regular committee meetings, ensuring a fair and democratic voting/booking process.
- Energize and empower committee members to ensure successful and innovative

Last Date of Review: 

Page 2 of 7

Next Required Review Date:
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council
President, Hoofers Club Presidents and Sailing Commodore

- Establish a working atmosphere that evaluates and keeps members accountable for commitments.

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

Last Date of Review:  
Next Required Review Date:  

Page 3 of 7
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council President, Hoofer Club Presidents and Sailing Commodore

- Develop and maintain relations with pertinent and interested University departments and individuals, student groups and local organizations; seek out campus group representatives who may co-sponsor programs with Directorate. Maintain relations with cultural groups and organizations.

Committee Director Positions include:
1. Alternative Breaks
2. Art
3. Distinguished Lecture Series
4. Film
5. Global Connections
6. Hoofer Council President
7. Music
8. Performing Arts
9. Publications
10. Society and Politics
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council President, Hoofers Club Presidents and Sailing Commodore

Hoofer Club Presidents and Sailing Commodore
Wisconsin Union Hoofers Club Presidents and the Sailing Commodore are expected to fulfill the following list of responsibilities and expectations. This is in addition to the specific club position description. Members of Hoofer Council must be UW-Madison students and are accountable to Union Council, as exercised by the officers.

Expectations
- **Time Commitment**: Each President and the Commodore position requires a major time commitment of at least 20 hours on average per week, which can range with seasonal expectations during the academic year.
- **Stipend**: Presidents currently receive a stipend as per policy 3.14, to be distributed over the year, plus a Wiscard Campus Cash account monthly. Opportunities for academic credit, fieldwork experience and internships are also possible.
- **Training**: Presidents and Commodore are required to participate in the Spring and Fall Retreats, the April “WUD Welcome” leadership orientation, and all other WUD student leader trainings.
- **Union Representation**: Club Presidents and Commodore represent Hoofers to other Union departments and across campus to provide a better understanding and awareness of the Union’s philosophy and services. Presidents must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s).
- **Communication with Exec**: Presidents and Commodore are expected to keep the Hoofer Council President and Hoofers Council Vice Presidents informed of club functions, club member numbers, and program ideas and issues and concerns.
- **Communication with WUD**: Presidents and Commodore are required to attend monthly WUD-Hoofers meetings with Union Officers & Directors. These meetings are meant to facilitate collaborative programming, Union-wide student initiatives, and student leadership development.
- **Goals & Strategies for Clubs**: Presidents & Commodore participates in the development of overall Hoofers goals and in the development of club strategies, which are developed with the assistance of the club and the staff advisors.
- **Diversity**: Presidents & Commodore are expected to actively pursue cultural diversity and integrity within their clubs, in member recruitment, and in club programs and services.

Responsibilities for Hoofer
- Represent your club and take partial responsibility for the "total" Wisconsin Union outdoor recreation program, as well as the decision making regarding program direction, WUD/Hoofers visibility, budget, policy and procedural concerns.

*Last Date of Review:*

*Next Required Review Date:*
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council
President, Hoofers Club Presidents and Sailing Commodore

- Serve as a resource and contact person for your club.
- Participate in the training and education of succeeding Presidents regarding the responsibilities of their position.
- Maintain regular weekly office hours during business hours.
- Meet weekly with the staff advisor.
- Encourage an exchange of resources and program ideas among all clubs and committees.
- Communicate regularly with Club Presidents and WUD Directors, learning from each other.
- Take responsibility for all administrative aspects of the club including budgets, financial management and record management.
- Review the club position description(s) and participate in evaluations of the overall Hoofers structure as needed.
- Encourage your club members to represent Hoofers and participate on the various Union committees.
- Attend special meetings when called by Hoofer Council President and Union Officers.
- Actively pursue collaboration with other clubs and committees.

Responsibilities for Club Management
- Presidents and Commodore are involved in all aspects of club management including creation of leadership roles and selection of club chairs
- Recruit and actively seek out new members, and work on retention strategies.
- Develop and maintain an effective working relationship with club members, chairs, and advisor(s), meet regularly to develop long-range plans and assess club needs.
- Coordinate and run regular club meetings, ensuring a fair and democratic voting/booking process.
- Energize and empower club members to ensure successful and innovative events.
- Establish a working atmosphere that evaluates and keeps members accountable.

Other Responsibilities
- Create new and/or maintain past events and services.
- Provide overall direction for the club; plan on a long-range basis, quarterly or by semester.
- Work with other WUD Directors and Committees, Presidents and Clubs to provide programming consistent with the goals, strategies, and philosophies of the organization.
- Take the ultimate responsibility for event program specifics: publicity, reservations and set-up, food service and communicate with the Union units involved with these areas.

Last Date of Review: 

Next Required Review Date: 

Page 6 of 7
Wisconsin Union Policy PL3-4
Purpose and Expectations of WUD Committee Directors & Hoofer Council
President, Hoofer's Club Presidents and Sailing Commodore

- Maintain file on all club activities. Include evaluations, press releases, publicity, graphics, contracts, contact information, participant status and information, etc. and continually update available resources.
- Maintain ongoing communication with the Union Marketing Department, and establish other PR relationships, for example with the local media to insure programs are covered/reviewed/listed, working with Union Publicist whenever applicable.
- Support the Union's anniversary initiatives.
- Provide up-to-date information and insure club website is updated regularly.
- Network with fundraising organizations, research and write grants as desired.
- Develop and maintain relations with pertinent and interested University departments and individuals, student groups and local organizations; seek out campus group representatives who may co-sponsor programs with Hoofers.

Club President Positions include:
1. Riding
2. Ski & Snowboard
3. Outing
4. Sailing (Commodore)
5. Scuba
6. Mountaineering

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Additional background:
Former Policy 7.1.2; Formerly SE3-4

Date(s) of Action:
February 13, 2003; December 10, 2003, May 14, 2014

Last Date of Review: 
Next Required Review Date: 
Wisconsin Union Policy PL3-14
Benefits Policy for Officers, Directors, Associate Directors, Summer Program Coordinators, Hoofers Club Presidents, & Sailing Commodore

Stipends for Officers, Directors, Club Presidents, Sailing Commodore, and Summer Coordinators

Stipend Purpose Statement: The student leader stipend shall serve two main roles: 1.) Provide financial support to ensure leadership roles are accessible to all students 2.) Reward and recognize the efforts of volunteer student leaders.

The Wisconsin Union Directorate stipend amount shall be calculated as a percentage of the summation of both fall and spring tuition for the current school year, where current means the spring semester in which the directorate budget is formed. The tuition amounts consulted will be that of an in-state undergraduate, not including any additional fees or charges that may result from attendance in a particular college or program. The stipend amount will be reported to Union Council as part of Directorate’s free program budget. The stipend percentages to be awarded are as follows:

The three (3) officer positions shall receive a stipend valued at 80% of in-state tuition. The ten (10) director positions and Hoofers Council President shall receive a stipend valued at 60% of in-state tuition. If a person exits their role, either voluntarily or recalled, then the stipend shall be pro-rated from the effective exit date. The student leader shall return any excess stipend in a timely fashion.

The five (5) Hoofers Club Presidents and one (1) Sailing Commodore shall receive a stipend valued at 60% of in-state tuition. If a person exits their role, either voluntarily or recalled, then the stipend shall be prorated from the effective exit date. The student leader shall return any excess stipend in a timely fashion.

If the increase of a stipend is greater than 3% of the previous year, Union Council must vote by a 2/3 majority to adopt the full increase at the final Union Council meeting before the incoming Directorate assumes their roles.

Beginning for Fiscal Year 15, none of the stipends mentioned in this section may exceed an increase of 5% of the previous year’s amount.

Directorate stipend payments will be disbursed twice per annum on the first day of the fall and spring semester. There will be no additional stipend for students who are on campus during the summer. Hoofers Club President and Sailing Commodore stipend payments will be disbursed monthly. Persons relieved from their duties, or who resign, will have their stipend prorated and recollected as of the date of their dismissal by Union Council.

Last Date of Review:  

Next Required Review Date:  

Page 1 of 2
Wisconsin Union Policy PL3-14
Benefits Policy for Officers, Directors, Associate Directors, Summer Program Coordinators, Hoofers Club Presidents, & Sailing Commodore

Purchase Value Benefits for Officers and Directors

Effective September 1999, purchase value support for members of the Directorate, Hoofers Club Presidents, and Sailing Commodore through the use of WisCard will be provided at a level of $50 per month (for 8 months). Summer program coordinators will receive $50 per month beginning in June and ending in August. The WisCard support level may be used to purchase food via the “Campus One Card” program sold across campus. The purchase value should be evaluated by Union Council every two years.

Associate Director Positions

Wisconsin Union Directorate will annually establish the specific Associate Director positions. In accordance with Union Council Policy #SE3-7 Process for Approval of WUD Position Descriptions (formerly 7.2), people in these positions will then be eligible for purchase value support through the use of WisCard. Associate Directors will receive $30 a month on their WisCard (September-May). The purchase value should be evaluated by Union Council every two years.

Additional background:
PL3-3 Purpose and Expectations of WUD Officers. Formerly SE3-14.

Date(s) of Action:

Last Date of Review: 

Next Required Review Date: 

Page 2 of 2
Wisconsin Union Policy PL3-12
Disciplinary Procedures for Directorate Chairs & Hoofer's Club Presidents & Sailing Commodore

POLICY GOAL: To provide guidelines under which the officers may take corrective disciplinary actions relating to the performance or behavior in the position in an effort to improve such performance or behavior.

A question or complaint about performance may be brought to the officers or to the Social Education Program Director. The VP-Program Administration (or the President's designee) will investigate the question or complaint. The Union Council Executive Committee shall determine whether disciplinary action is appropriate. Action shall only be taken for just cause and in a timely manner.

The Vice-President (or the President's designee) will notify the person who complained that action was taken. If further action is requested, requests may be forwarded to the Union Council Executive Committee.

Disciplinary actions available to Union Council Executive Committee include Reprimand, Probation, and/or Recall. They are defined as follows:

Reprimand: A discussion followed by a letter including:

a) Nature of the performance or behavior giving rise to the reprimand.

b) Steps the Union Council Executive Committee took to inform the Committee Director, Coordinator, President, or Commodore.

c) Action the Committee Director, Coordinator, President, or Commodore must take to correct the performance or behavior.

d) Additional action the Union Council Executive Committee may take if the performance or behavior does not improve.

Unless circumstances are unusual, a reprimand should always be given in person with an opportunity for the Committee Director, Coordinator, President, or Commodore to discuss it.

Probation: A written statement from the President outlining a specific time period during which performance will be evaluated on a continual basis.

Recall: A majority vote of Union Council is required to relieve a Directorate person, Hoofer Club President, or Sailing Commodore of his/her duties. The person under consideration may not

Last Date of Review: 

Next Required Review Date: 

Page 1 of 2
vote. The Union Council Executive Committee shall recommend recall to Council consistent with these guidelines. The Officers may suspend the person until the next Council meeting.

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Additional background:
Former Policy 7.6.2; Formerly SE3-12

Date(s) of Action:
March 15, 1978; March 30, 1993; December 6, 1995; May 20, 1997

Last Date of Review:  

Next Required Review Date:  

Page 2 of 2
Union Council Alternative Breaks Study Subcommittee Final Report
I. Introduction

The Union Council Alternative Breaks Study Subcommittee was a collection of individuals pre-set by the charge from Union Council of the 2014-2015 academic year. Those sitting on the committee came with varying degrees of exposure to Alternative Breaks and the Wisconsin Union Directorate. Members were selected under the stipulation of a greater student to staff ratio with at least four Alternative Breaks representatives.

List of Members

Chundou Alex Her……………. Director of Alternative Breaks
Mary Larson…………………. Associate Director of Alternative Breaks
Hannah Paulson…………….. Past Associate Director of Alternative Breaks
Zach Hanley………………… Director of Society and Politics, WUD Representative
Jack Comeau………………… President of the Union, Executive Representative
Will Hoffman………………….. Advisor to Alternative Breaks
Susan Dibbell……………….. Assistant Director of Program and Leadership, Program and Leadership Representative
Jacklyn John-Fischer………… Student Services Coordinator for Chancellor’s and Powers Knapp Scholarship program, Non-WUD Representative
Megan Miller…………………. Assistant Director of Civic Engagement & Communications Morgridge Center Representative

Purpose

The Subcommittee met for a total of 8 times starting on October 12, 2015 to discuss topics set by the Union Council Charge. These topics included:

- Program outcomes
- Educational impact on participants
- Review of other programs for best practices
- Formulate a plan for training committee members in planning trips
- Create a survey to be conducted on past trip participants
Alternative Breaks: Committee Evaluation Charge

The Alternative Breaks committee will be conducting a program evaluation that will be presented to Union Council by the December meeting of 2015. A subcommittee will be formed consisting of the below people and will work with the Program and Leadership subcommittee of Union Council to complete this evaluation. The subcommittee should consist of majority students with at least four Alternative Breaks representatives.

The goals of this subcommittee will be to review current Alternative Breaks programs and practices. The subcommittee will specifically look at the outcomes of the program and its educational impacts on participants. The subcommittee will create a survey to be conducted on past trip participants. The subcommittee will review other alternative breaks programs to ensure that the program is in line with best practices.

The subcommittee will create a plan for Alternative Breaks members to receive training in planning alternative breaks. They will also explore educational opportunities outside of the university either through conferences or training programs, which the new director and/or committee members may be invited to attend.

Committee (8-10):

- New Alternative Breaks Director
- Ann Elise or committee member
- Committee Member/AD
- Alternative Breaks Associate Director
- VP – Program and Leadership Subcommittee
- Director of another committee?
- Advisor to Alt. Breaks
- Susan
- Morgridge Center rep?
Background of Alternative Breaks

Alternative Breaks started as just an idea back in 1989 with students Catherine Colyer and Litza Ansell with the intention of increasing cultural sensitivity on the UW Madison campus. Catherine and Litza would eventually be directed to the Wisconsin Union Directorate which would start the committee known as WUD Alternative Breaks.

In the Spring of 1990, Catherine and Litza’s efforts blossomed into WUD Alt Breaks’ two first alternative breaks, sending 25 Badgers to Imokalee, Florida and San Juan, Texas—working with United Farm Workers Union whom we still work with every season today!

Since 1990, the program has exploded, sending upwards of 4,500 Badgers on 450 trips all around the United States and even abroad! Through it all, Alt Breaks has tried to stay true to its motto Volunteer. Travel. Serve. and mission statement, “To facilitate and coordinate the creation and enactment of volunteer service for UW-Madison students around the globe.”

That being said, while the number of trips and destinations may have grown over the years, it’s been noted that the educational component and development of best practices have lagged thus instigating the study to analyze the program’s educational impact.
II. Review Process

Best Practices Survey

Prior to the first meeting of UCABSS, Will Hoffman, with the assistance of Alex Her and Susan Dibbell, developed a survey to help determine best practices of alternative breaks programs. The survey took approximately 10-15 minutes and had seven distinct sections built around core elements of alternative break programs:

- Trip Planning, Marketing
- Participant Application & Selection
- Trip Cost & Payment
- Trip Orientations
- On the Trips
- Post-Trip Programs and Assessment

The survey also collected demographic information about the people, programs, and schools who took the time to answer the survey to allow us to see if any trends were linked to the institution type or size. The survey was sent directly to people responsible for alternative break programming (if it existed) primarily at schools who met any of the following criteria:

- Membership in the Power Five athletic conferences (Big Ten, ACC, Big 12, PAC-12, and SEC)
- Association of American Universities
- Universities Research Association and any land grant institution.

Responses were collected from more than 45 different institutions, plus other groups who program alternative breaks on the UW-Madison campus (Badger Catholic, Badger Quest, and Habitat for Humanity).

Results of Best Practices Survey

Though the results of the survey cannot be summarized in this single report, results can be disclosed on an as-requested basis. Specific results will also be referenced in the Discussion and Suggestions portions of this report.
Discussion Timeline

The following topics were covered over the course of 8 meetings:

- History of Alternative Breaks
- Phone conference with Catherine Colyer
- Break Away Conference
- Trip planning, cost, and marketing
- Applications, selection
- Scholarships
- Pre-trip and post-trip orientations
- Educational Programming
- Trip Experience
- Post-trip assessment

Overview of Discussion

Each Discussion typically began with a structure of the Director sharing documents for the Subcommittee to read beforehand, the Director then sharing information with the group at the meeting, then the group discussing based on each individual’s experiences and/or opinions based on the Best Practices Survey.

One of the notable discussions about best practices—pertaining to educational programming in particular—came from the discussion about Break Away, a conference the Director attended over the span of a week in July. Break Away provides training for alternative breaks programs all around the US. Their beliefs rest on a strong basis of educational programming, assuring that an alternative break isn’t necessarily a cheap vacation but is an active, learning excursion where students are to gain hands-on experience working with different communities and social/environmental issues in a vast array of areas. These discussions about educational programming play heavily into the Subcommittee’s decision regarding pre/post-trip orientations.

Additionally, the phone conference with Catherine Colyer gave us a better historical background to Alternative Breaks and also providing the context by which Alt Breaks was created.

Through the course of these meetings and discussion, the Subcommittee is confident that the diverse representation within the Subcommittee in addition to prior analysis of best practices via the Best Practices Survey gave rise to suggested changes for the Alternative Breaks program to continue to grow and prosper through strengthening the weaker facets of the program.
III. Recommendations

The following recommendations are organized in a chronological order. Those which the Subcommittee believe should take effect immediately appear first; and those which will take effect in subsequent semesters follow.

Immediate Recommendations for Spring (and Summer) 2016

1. Move from planning trips from same semester (ie planning Winter Break in Fall semester) to planning trips at least a semester before (planning Winter Break in Spring semester)
   Rationale: Current model strains the ability of the committee to plan trips due to the short time frame for reaching out to organizations, the timeframe also limits the ability of the committee to market the trips, recruit more applicants, and develop thorough and appropriate orientations

2. Limit number of trips planned for Spring 2016 through at least Winter 2017-18
   Rationale: In order to facilitate the implementation of the trip planning schedule above (SY1516.R1), a limit on the number of trips for Spring 2017 and Winter 2017-18 is imperative so that ample resources can be directed at both of the trip planning periods. In order to better implement our recommended new orientation model (SY1617.R1) and ensure that the model runs smoothly before straining the time and resources of the students, it is also recommended that the limit continue through at least the planning of trips for Winter 2017-18, allowing a full year of the new orientation model.

   Rationale: Planning Summer Break trips in Spring 2016 would overburden ABC as they plan both Spring Break 2016 and Winter Break 2016-17 trips (SY1617.R1). Summer Break trips may be revisited in the future, however there are lingering concerns for the current feasibility of summer break trips as they have been the least well applied-for and attended trips.
   There is also currently no student ABC presence during the summer, which does not fit other WUD summer program models. At present, summer trips also limit the ability of the staff advisor to take time off (which is compounded by the limited time the advisor can take off during Winter and Spring Breaks due to other trips)

4. Suspend international trips for at least school year 2016-17
   Rationale: The required two week trip window for a UBELONG trip during Winter Break 2016-17 does not work well (Dec 31 to Jan 14). Working with UBELONG is a very different process from how domestic trips are planned and booked.

5. Review Cooperative Leadership Model positions to determine overall efficacy, level of shared responsibility
   Rationale: Current roles have disparate levels of responsibility and the focus can vary between before the trip, during the trip, and after the
Trip. In addition, some responsibilities are effectively taken care of by ABC (for instance, the trip route is supposed to be submitted by ABC to UW Risk Management for approval, under new orientation model (SY1617.R1) ABC will do more work on educating students on issue being addressed)

6. Have trip planners include all additional requirements (verification of insurance, required vaccinations/ shots, required abilities, etc) in the trip descriptions to ensure there are no issues after participants have been selected.
   **Rationale:** Currently a lot of these have been resolved during/ after the orientation session and we have not had any issues, but if we have cancellations and need to pull from the waitlist, we cannot guarantee that someone would be able to meet the additional requirements

7. Include a demographics section on trip applications. Collect information on race/ ethnicity, gender, socio-economic status, year, major, domestic/ international student, etc
   **Rationale:** Important for tracking who participates in the program, ensure that the ABC is reaching the widest audience possible.
   **Note:** No current plans to use demographics to determine who is selected for a trip.

8. Seek ways to provide additional accessibility for all students: types of trips planned, types of transportation used, distance of trips from Madison
   **Rationale:** Currently have issues with accessibility for international students and students with disabilities. UW Risk Management policy makes it almost impossible for multiple students who cannot drive and/or are uncomfortable driving to participate in our trips due to the required number of drivers for trips that include more than 8 hours of driving. Also, no currently planned trips are ADA accessible (this goes beyond the issues with Fleet transportation) ABC needs to try to find ways to better accommodate students who have different abilities/ needs/ privileges than what has been done in the past so we are able to serve a larger portion of the student population

9. Begin outreach to the Dean of Students Office to establish some form of academic and behavioral background check for the pool of students who may become trip participants
   **Rationale:** Currently there are no safeguards for the participants or organization to ensure that there are no pre-existing issues with any participants that could create inappropriate or dangerous situations

10. Revisit the Scholarship process internally and reach out to other schools/ programs to see how they specifically handle issues with applications, awarding for merit vs need, and working with their Financial Aid offices
    **Rationale:** Current scholarship process is very loosely defined and does not best use the available funds

11. Begin outreach to Office of Student Financial Aid (late Spring/ Summer) to establish a check of financial need of possible Alt Break participants for scholarship purposes (following completion of SY1516.R10)
    **Rationale:** Current scholarship model requires that students request a certain amount of aid and we do not have a mechanism in place for
checking their need or determining whether to grant the aid, currently a rubber stamp

12. Look at Trip Deposit model. Should all trips have the same deposit (current model) OR should an individual trip be able to cover reservation costs if it is cancelled?
   Rationale: Current model of $100 is easy for participants and staff collecting deposit payments, however ABC is leaving itself open for a financial loss if a trip is cancelled

13. Begin laying foundation for 2016-17, develop schedule for trip marketing, applications, selection, and orientations (see SY1617.R1)
   Rationale: Without pre-existing schedule and other resources, ABC may fall into same timeframe trap that exists with the current trip planning schedule

Recommendations for School Year 2016-2017

1. Move to model with multiple orientations for each individual trip. The group recommends no fewer than two and no more than four orientations while ABC begins to establish what the new format will look like. Orientations can include: ethical situation scenarios (situation with service site, inclusion, alcohol use), social issue education, team building, leaderless model, UW travel policies and procedures, service site policies
   Rationale: Current one orientation model does not allow opportunity for students to explore the issue(s) their work will be dealing with, discuss how the group would handle certain issues. This recommendation is for 2016-17 as timeline for Spring Break 2016 trips does not allow the opportunity for multiple orientations, particularly as ABC will also be planning trips for Winter 2016-17

Other General Recommendations

1. Consider move to having trips/program be substance-free environments
   Rationale: While there are no previous reports of concerning behavior related to alcohol or other substances on trips, there was concern among some on the subcommittee that the ABC is sitting on a powder keg by not explicitly discouraging the use of any and all substances on trips. Acknowledging that these situations remain hypothetical, the consequences of students’ actions could severely deter the ABC ability to plan trips in the future. Moreover, alcohol has potential to create uncomfortable situations and dynamics which are not inductive to team-building and inclusivity.
   Sub-recommendation: If this move is made, there should exist formal language about the purpose of the move, both educationally and from a liability standpoint. The move should also be accompanied by the creation some level of consequence should the policy be broken--which the committee recognizes may be difficult to enforce given the nature of the ABC and its trips
Union Council Meeting Minutes
December 10, 2015

Present:
Juli Aulik, Alumni Rep
Jack Comeau, President
George Cutlip, Alumni Rep (WAA)
Susan Dibbell, Ex-Officio
Jessica Franco- Morales, ASM Representative
Mark Guthier, Secretary
Erin Harper, ASM Representative
Madison Laning, ASM Chair
William Lipske, Academic Staff
Mohan Mandali, WUD Representative
Jane Oberdorf, Acting Treasurer
Tyler O’Connell, VP- Development
Philip Ostrov, VP-Internal Relations
Khea Yashadhana, VP-External Relations

Absent:
Lori Berquam, ExOfficio
Peter Lipton, Faculty Representative
Brett Ducharme, ASM Representative

Guests:
Abigail Greenberg, Jacob Hahn, Heidi Lang, Alex Her, Kirbi Rogers, Anna Tolle

Call to Order
Jack Comeau called the meeting to order at 5:30pm.

Minutes
Susan Dibbell made corrections to the November 19, 2015 meeting minutes:
● Page 3”
The first two trips were to McAllen, Texas and Immokalee, Florida” McAllen, Texas should be changed to San Juan, Texas.
● Page 6”
Both revenue and expenses to day (July, August and September) were lower than in the past years.” To day needs to be changed as “to date.”
● “Expenses such as ha” Ha should be changed to Hay.

Mark Guthier moves to approve the amended minutes. Madison Laning seconded. None opposed. No abstentions.

Monthly Financial Update
Jane Oberdorf presented the financial report based off of the October snapshot:
● Current actual: 17 million dollars (almost 17.1)
● Expenses: 15.9, favorable by 1.1 (almost 2 million) to date.
● Projected 800 thousand dollars favorable to date. Therefore, ahead by 376 thousand last month.
● Possible to end the year in breakeven situation.
● Retail dining: strong terrace first couple months prior to start of project went well, even the month of September.
Major repairs and buildings are roughly 144 thousand over budget due to move out of Memorial Union and timing relating to the construction.

366 thousand dollars favorable variance this month.

December and January bring in the least revenue to Memorial Union.

Alt Breaks Study Recommendations

Alex Her, Director of Alternative Breaks, stated the purpose of the Alternative Breaks Study by Union Council:

- **Purpose:** to review current alternative breaks programs and practices. The subcommittee will specifically look at the outcomes of the program and its educational impacts on participants. The subcommittee will create a survey and review other alternative breaks programs to ensure that the program is in line with best practices.

- The subcommittee is composed of 8-10 people:
  - Alex Her, Alt Breaks director
  - Mary Larson, Alt Breaks Associate Director
  - Hannah Paulson, Alt Breaks Associate Director
  - Zach Hanley, WUD Rep
  - Jack Comeau, WUD executive member
  - Will Hoffman, Advisor
  - Susan Dibbel, Program & Leadership Rep
  - Jaclyn John Fisher, former WUD Rep
  - Megan Miller, Morgridge Center for Public Service Rep

Educational component and practices is the reason why Alt Breaks is under review.

- Review process:
  - met every week, 8 meetings, 1 hour each
  - discussed: trip planning, application/selection, trip cost, trip orientation, trip experience, post trip programs.

- Created a best practices survey which was sent to Alternative Break programmers at schools in the Big Ten, ACC, Big 12, PAC-12 and SEC as well as Association of American Universities and land grant institutions

Results: 45 different institutions responded7 plus other groups who program alt breaks on the UW-Madison campus.

- Overview of discussion:
  - Included best practices from the Break Away conference
  - Phone conference with Catherine Colyer, founder of WUD's Alt Breaks program, to discuss mission and gained historical perspective.

Recommendations Include:

1) Move trip planning to at least a semester out. Trip planning in the same semester limits the ability of the committee to market the trips, recruit applicants and develop appropriate orientations.

2) Limit number of trips planned for Spring 2016 through at least Winter 2017-18 to 7

3) Suspend Summer Breaks trips for at least 2016

4) Suspend international trips for at least the 2016-17 school year. Look for new opportunities

5) Review Cooperative Leadership Model positions to determine overall efficacy

6) All requirements be included in trip description to ensure there are not issues after participants have been selected

7) Include demographic session on applications

8) See ways to make trips more accessible for all students

9) Begin outreach to the Dean of Students Office to establish some form of academic and behavioral background check

10) Revisit scholarship process

11) Work with Office of Student Financial Aid to aid in awarding scholarships

12) Review trip deposit model

For 2016-17 specifically move to model with multiple orientations for each trip. No fewer than two and no more than four orientations. Also consider having trips be substance-free.
Union Council suggests changing the background check to “academic misconduct” or “conduct review” to make it more clear and less threatening.


**Hoofers Study Recommendations**

Philip Ostrov presented the Hoofers Study Recommendations.

Main Points of Recommendation:
1) Communication
2) Recognition
3) Student Leadership Development

Committee Members:
- Ronnie Pisano, Hoofer Council President
- Philip Ostrov, VP-Internal Relations
- Jacob Hahn, Hoofer Advisor & Outdoor UW Director
- Susan Dibbell, Program & Leadership Asst. Director
- Anna Tolle, Riding Club President
- Tim Prince, former Hoofer member and MUBA member
- Ted Crabb, Director Emeritus

Study Goals:
1) To ensure that Hoofer students are obtaining a leadership experience proportionate to their volunteer activity
2) To ensure that Hoofer student leaders are appropriately recognized for their volunteer activity
3) To ensure effective communication between Hoofer clubs, Hoofer Council and Directorate
4) To ensure that the voice and scope of Hoofers is appropriately represented
5) To attain these four goals, we will explore possible structural changes to improve Hoofers student representation within both Directorate and the Wisconsin Union.

Mr. Ostrov reviewed past Hoofer-WUD studies.

Recommendations:

Based on the Union’s constitution which states that “Four students in charge of Union House Committee or Club activities and elected as representative of Union committees and clubs on the Council as provided in the By-Laws the committee recommends adding the Hoofer Council President as a permanent member of Union Council. Changes to the By-laws will be done by April 25. Hoofer Council President will replace the Vice-President-Development.

Amend the Hoofer Council Position Description to include responsibilities to Union Council.

Amend Hoofer Club President position descriptions to include amended PolicyPL 3-4 “Purpose and Expectations of WUD Committee Directors & Hoofer Council President, Hoofer Club Presidents and Sailing Commodore.” Also, to include monthly meetings with WUD and mandatory attendance the fall and spring leadership retreats.

Recommend Hoofers Club President & Sailing Commodore receive the same stipend as WUD Directors and amend Benefits policy PL3-14

Revise Disciplinary Procedure PL3-12 to include Hoofer Club Presidents
Evaluation will be drafted by the current Vice President-Internal Relations and the Hoofer Council President but will be implemented by the incoming VP and President. Results of the evaluation will be presented to Union Council by December 2016.

Mr. Ostrov states that Hoofers council has not submitted a collective comment on these recommendations. Ms. Laning has concerns that students have to pay to join Hoofers and that leadership is not being paid for within Hoofers. The allocation of stipends needs to be addressed.

Ms. Aulik has concerns that not everyone has the opportunity to achieve these position within Hoofers. In order to have this opportunity, it requires financial investments that not everyone has access to.

Mr. Guthier believes that Hoofers Council needs to see these recommendations and make comments in order to move forward with Union Council voting on these recommendations.

Mr. Guthier made a motion to postpone until Hoofers Council has commented. None opposed. No abstentions. Motion to postpone vote was passed.

Officer Position Descriptions

Mr. Comeau presented changes to the Union President description:
- added: overseeing WUD budget, assuming VP of Development duty
- added: monthly meetings with Hoofer Club Presidents

Mr. Ostrov presented changes to the VP-Internal Relations description
- Added: promote stewardship of endowment funds

Ms. Yashadhana announced that the VP-External Relations changes
- Clarified involvement in officer and director selection process.

Mr. O’Connell’s position, VP-Development will be dissolved in order to make room for Hoofers Council President.

Philip Ostrov makes a motion to approve the recommended officer position description revisions. Jessica FrancoMorales seconded the motion.

Philip Ostrov makes another motion to approve the amendment that the VP-Internal Relations position state “Chair the Cooperative Program Committee (CPS) or select an appointee.
None opposed, no abstentions. Position descriptions passed.

Stable Proposal

Anna Tolle provided a Riding Club update:
- There have been monthly financial meeting.
- Riding Club can’t continue to operate the same way as it has the past decade.
- 60,000 debt last year. Stables need to reduce expenses by spending less and putting off major purchases and repairs.
- Kirbi Rogers, Barn Manager, states that it is near impossible to cut expenses.
- It is unfair to ask the student positions to bring in 40% of revenue, too much pressure.

Current Financial Position:
- October: 6,000 profit, 12,000 for the year. During the winter time, no profit is being made.

Anna Tolle presented the proposal recommendations as a representative of Hoofers Council:
Option #1) Union would take complete financial oversight of Riding Stable and lesson programming. This would require two new staff positions:
- Riding Program Manager (full time position) to oversee curriculum, hiring of riding instructors and everything having to do with lesson programming.
- Instruction Supervisor: recent graduate, acts as internship, responsible for teaching lessons and covering shifts at barn and gaining manager experience.

Option #2)
Riding Club maintains financial oversight of program and stable but asks Union to cover salary of new riding club manager position.

Option #3)
If the Union decides not to support/fund either option, the Riding Club will vote to dissolve and begin liquidation plan which could take up to a year to complete. Hoofer Council has voted to send these recommendations to Union Council but have not fully approved one option yet.

Ms. Aulik states that the longer we wait to make this decision, the longer Hoofer Council will be in the hole. Ms. Aulik is not supportive of this coming to the Union. Rather, this moves the problem around and has no solution. Juli Aulik believes that option 3 is the most practical option. Ms. Aulik would like to see a best/worst case scenario in terms of numbers and probability to evaluate the decision.

Union Council asked for the following information prior to the next meeting:

- Club Membership
- Demographics of members
- How to generate $55K to cover cost of additional staff
- Update on Hoofer Retained Earnings
- Club Position Descriptions
- Student’s role in the barn/club

Members also asked for materials ahead of the meetings to there is time to review the proposals.

Jack Comeau is aware that Hoofers Council needs to be time sensitive.

**Council Meetings Next Semester**

Jack Comeau states that meetings will be held on Monday nights and is as follows:
- January 25
- February 1
- February 22
- March 14
- April 11 or April 18

Jack Comeau will send final dates via email.

**WUD Budget Allocation**

Tyler O’Connell provided an overview to request:

* Global Connections has outspent events already. Allocated 1,000.
* 1.6% increase for reintroducing Rathskeller events.
* FY17: $749819, not including Hoofers stipends.

The committees spend second semester allocating specific line items.
Susan Dibbell suggested providing committee estimated actuals at the January meeting so it can be clearer who the committees use their funds.

Madison Laning does not feel comfortable voting on this budget plan because she can't see breakdown of where the money is coming from.

George Cutlip makes a motion to move the WUD budget allocation as presented. Madison Laning opposed. Motion approved.

Jack Comeau made a motion to adjourn the meeting. Philp Ostrov Seconded. None Opposed.

The meeting was Adjourned at 8:30pm.