



Union Council 2019-2020

December 11th, 2019: Meeting Agenda

Union South

5:30 pm Dinner

- Gather in meeting room for dinner.

6:00 pm Call Meeting to Order

Tanvi

- Land Acknowledgment
- Approval of last meeting minutes

6:10pm Union Budget Development

Tanvi

- Council Input for FY20-21 Budget

6:45pm Outing Club Constitution

Amanda

- Motion to vote

7:00pm Officer Updates

- President
- VP Internal

Tanvi

Gretchen

- VP External Alison

7:10pm Secretary and Treasury Updates

Mark, Susan

7:30pm Advisory Board Updates

- Administration Tanvi
- Dining and Hospitality Alison
- Program and Leadership Gretchen
- Facilities Amanda

7:50pm Spring UC Dates

- Feb 3rd – Union Budget Presentation, Nominating Council Determined
- Feb 19th – Officer Selection
- March 11th – Director Selection
- April 22nd – Hooper budget presentation, end of year business
- April 30th – transition

8:00pm Call Meeting to Close

**September 25, 2019
Union Council Meeting
Minutes**

Alison Hovind-VP External Relations
Gretchen Trast-VP Internal Relations
Tanvi Tilloo- President
Susan Dibbell- Deputy Director and Treasurer
Mark Guthier- Director and Secretary
Heidi Lang- Assoc. Director Program & Leadership Development, non voting
Amanda Fenton- WUD Rep, Hooper Council President
Erin Hallbauer- Alumni Rep (WAA)
Chris Verhaeghe-Academic Staff- absent
Christina Olstad- Dean of Students, non voting
Grace D'Souza- ASM Rep (SSFC Secretary)
Nicholas Santos - ASM L&S Rep
Yogev Ben-Yitschak- ASM Vice Chair
Dylan Helmenstine- ASM Rep - absent
Lily Miller- WUD Rep, Art Committee Director

5:30 pm Dinner

6pm Meeting Called to Order

- **Land Acknowledgment - Tilloo**
- **Introductions**
- **Approval of last April 16, 2019 meeting minutes**
 - Gretchen Trast moved and Mark Guthier seconded approval of the April meeting minutes
 - April 16, 2019 minutes approved

6:15 pm Union Council Orientation (materials are in Box)

- **Role of the College Union - reviewed by Heidi Lang**
- **Organizational Structure- Lang**

- **Organizational History - Guthier**
 - 1907: first place on campus where students could belong to a student
 - 1928: Memorial Union opened and put governance in the hands of students (structure is still the same)
 - 1935: Division of Social Education designation by Board of Regents
 - 1939: Wisconsin Union Theater opens
 - 1971: Original Union South opens
 - 2011: New Union South opens
- **Wisconsin Union Bylaws & Constitution - Guthier**
- **Shared Governance/Advisor Boards - Guthier**
- **Parliamentary Procedures - Guthier**
- **Policy Index - Dibbell**
 - Did not update policy index; but will be updated soon
 - Policies & Procedures reflect the operating units within the Wisconsin Union. Policy answer the question “what course of action we will take and why”
 - Union Council role is to approve policy
 - Procedures are approved by the Leadership Team. Procedures answer the question “how a particular Policy will be implemented”. There can’t be a procedure without a corresponding policy.
- **Financial Reports - Dibbell**
 - June 2019 Final Financial Report posted in Box. Dibbell reviewed where the organization ended the 2019 fiscal year and how to read financial statement.

- Original and revised budget approved by Union Council
- Retail Dining (Strada, Peets, Badger Market, and market in Ingraham Hall all doing very well)
- Union South is struggling
 - Planning to refresh food options
- Staff vacancies are a leading reason expenses were below budget
- Ended year better than anticipated
- Residual money goes to reserves
- A question was asked about the level for reserve balance.

7:00 pm Union Advisory Boards - Tilloo

- **All Council Members are asked to serve on an Advisory Board**
 - Advisory Boards include: Dining & Hospitality, Administration, Program & Leadership Development & Facilities Management
 - DEADLINE to apply is Friday
- **Advisory Board topics**
 - **Facilities** - Fenton reported that the board will possibly work on gender neutral bathrooms
 - **Dining & Hospitality** - Hovind reported that refreshing food concepts especially at Union South as well as exploring healthy options
 - **Program & Leadership** - Trast reported that Esports will be a topic of discussion as well as the study on volunteerism
 - **Administration** - Tilloo reported that she anticipates undertaking a research project to understand student staff vacancies

7:25 pm Officer Reports

- **President -**
 - Met with Chancellor and has monthly meetings with Vice Chancellor Reesor
- **VP of Internal Relations -**
 - Positive feedback from Student leadership training Aug 29, hosting human rights week Dec 6, positive committee turnouts
- **VP of External Relations-**
 - In the middle of recruitment campaign for WUD, Sunburst festival was a success, working on having in-person focus groups

7:35 pm Action Items and Updates

- **WUD Goals - Tilloo**
 - Goals are in Box
 - Tilloo will give monthly updates on the status of these goals
 - WUD Goals 19-20 approved
- **Union Stories Kiosk Update - Dibbell**
 - In 2018, students raised concerns with the names of two programming spaces named after Porter Butts and Fredric March due to their participation in an honorary society named Ku Klux Klan.
 - Union Council approved removing their names from the programming spaces
 - Council also approved the creation of a committee including students, staff, and two trustees to create a kiosk to honor Union Director Porter Butts
 - The kiosk is up on the second floor of Memorial Union next to the entrance to the Browsing Library. More stories will be added.

- **Director's Report (Mission, Vision Renewal) - Mark**
 - Guthier reviewed the Union's new draft mission, vision and values statements (all found in Box). Information will be rolled out to Union staff this fall.

Meeting Adjourned at 7:18



Wisconsin Union

Experiences for a lifetime

2020-2021 (no changes)

Film Committee Director

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases, and assists Wisconsin Film Festival with programming suggestions and venue volunteers. The committee director works in partnership with the program advisor.

Director Duties:

- Chair weekly committee meeting, leadership team meeting, and hold general office hours (typically 10 per week).
- Appoint the Associate Directors for your term of office.
- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen the Union's total film program and ensure continued development and future support for WUD Film.
- Help maintain communication between Advisor, Associate Directors, committee members and other Union Representatives (such as Dining Services, Marketing and Campus Event Services) regarding the film programs.
- Provide overall direction for content and promotion of WUD Film's programming to offer a presentation of diverse, innovative and quality film exhibition.
- Oversee weekly film screenings.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Film Committee.
- Ensure Film Committee is adequately promoting all programs, establishing relationships with Union marketing, communications, and local media.
- With assistance from advisor, develop a thorough understanding of the college/non theatrical/independent film distribution networks and commercial film industry.
- Work closely with the summer coordinator to organize a successful summer film series, and ensure they have the resources to implement, market and evaluate this plan.
- Work collaboratively with committee members, campus departments and RSOs to coordinate, publicize,

and host special film events.

- Organize a benchmarking trip (typically to Sundance Film Festival) that builds committee skill and knowledge.
- Foster a comfortable, friendly, and open environment for all committee members.
- Create an adequate binder or electronic file of information for the incoming director and/or summer coordinator to understand the intricacies of running the Film Committee. Ensure that all digital materials are stored on the Union's shared drive or committee Google Drive.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.

Additional Relationships Fostered

- Gender and Sexuality Campus Center
- Multicultural Student Center
- Wisconsin Film Festival
- WUD Film alum
- Entertainment industry professionals
- Communication Arts Department
- Center for Leadership and Involvement
- UW Cinematheque
- Polish Film Festival
- Wisconsin Science Festival
- Social Cinema

Term of Office

May – May, with active participation in trainings before term begins Academic Year: 20- 25 hours per week

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19



Wisconsin Union

DIRECTORATE

2020-2021 (No Changes)

Global Connections Committee Director

The Global Connections Committee (GloCo) is dedicated to fostering multicultural friendship, dialogue, and linkages among members of the campus community. Through social education programming, the committee promotes the greater interaction of people from different ethnic and cultural backgrounds and experiences, and exposes students to international issues. Global Connections strives to develop innovative, cultural, and educational programming for the UW-Madison community; in pursuit of this goal the committee organizes many international and multicultural events throughout the year. Social justice is an integral part of event programming as Global Connections aims to mend the cultural divides that exist on campus in order to create global citizens. The committee director works in partnership with the program advisor.

Ongoing Programs include:

Educational Excursions: Designed to expose international and domestic students to Wisconsin and the Midwest. Trips may include Chinese New Year Parade in Chicago, Public Museum in Milwaukee, or Indian Summer in Milwaukee. A minimum of one trip should be offered each semester.

Flavors of the World Series: consists of events that are focused on the connection between cultures and their food. The events include educational presentations and samples of food. Each of the events should be theme-based on a region, culture, or a specific topic (a social movement, historical events, etc). Collaboration with student organizations or students who are informed on that region or culture is strongly encouraged to ensure authenticity for both the information and the cuisine. A minimum of two events per semester is recommended.

Global Social Justice Series: Events in this series focus on social movements in a specific culture, especially movements that are not discussed much on campus. Events are intended to be a combination of a lecture and a workshop. One must find creative ways to involve the audience. A minimum of one event per semester is recommended (normally two are held per semester).

Global Festival Series: This series aims to bring light to a variety of holidays that are celebrated around the world, and how these holidays are significant in the lives of the people that celebrate them, both on campus and internationally. These programs include a combination of an interactive activity (can be artistic, food-related, etc.) and an educational portion, which should be presented by groups or individuals that celebrate or research these holidays/festivals. A minimum of two events per semester are recommended.

Global Cultural Arts Series: Consists of events that are focused on arts and crafts of a specific culture or region. An educational component is required to make sure students attending the event learn something about a different culture or celebration. Collaboration with student organizations or students who are informed on that region or culture is strongly encouraged to ensure authenticity for both the information and the art/craft. A minimum of one event per semester is recommended (normally two are held per semester).

Major events: Consists on large-sized events put on by the committee that attract a crowd of 200 people or more. Historically successful events have been the annual pumpkin carving in the fall semester, and the annual runaways of the world (fashion show with students) in the spring semester. A minimum of two events per semester are recommended.

Collaborative Events: Consists on collaborating with different student organizations to create different programming on international cultures. Events can be in any form or format, and collaborations must go beyond just financial help (for example, help the student organization in reserving spaces, planning the event, and executing it). A minimum of two events per semester are recommended.

Director Duties:

- Chair weekly Global Connections committee meetings, attend necessary weekly meetings, hold general office hours (typically 10 hours per week) and participate in cooperative WUD projects and activities.
- Recruit, select, and train Associate Directors for your term of office. Actively search for ways to help better the leadership skills of Associate Directors.
- Build a sense of community within Global Connections, working to directly involve Global Connections general membership in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Work with the committee to establish goals for programming.
- Foster a comfortable, friendly and open environment for all committee members.
- Lead committee members in planning and implementing social education programs, training them on the procedures and policies of the Union and the Global Connections Committee.
- Familiarize yourself with the programming needs of the university community regarding international, cultural, social, and collaborative opportunities.
- Set an example of leadership for committee members and encourage committee members to pursue leadership positions.
- Oversee marketing and branding for the committee and all GloCo sponsored events, fostering relations with the Union's Marketing Department.
- Actively pursue co-sponsorship opportunities and ongoing relationships with a variety of student organizations, as well as other UW-Madison groups and departments.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.

- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Actively communicate with Union officers about needs and goals of committee.
- Create an adequate binder of information for the incoming director to understand the intricacies of running the Global Connections Committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Multicultural Student Organizations
- International Student Services
- Multicultural Student Center (MSC)
- Relevant Academic Departments

Term of Office

- May – May, with active participation in trainings before term begins
- Academic Year: 20 - 25 hours per week.

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy [PL3-14](#))
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy [PL3-4](#) for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12/6/19



Wisconsin Union

Experiences for a lifetime

2020-2021 (minor changes; additions noted)

Performing Arts Committee Director

The Performing Arts Committee and its Director plan, promote, and present programs in partnership with the Wisconsin Union Theater staff. Specifically, the Performing Arts Committee Director, in partnership with the program advisor, manages the implementation of the current Theater season and oversees the selection process for the following year's Theater season. Programs should be of cultural interest to the UW campus and the community at large. In some cases, the Committee will partner with outside promoters or groups (co-sponsors) to produce season events. In addition, the Director represents the Wisconsin Union and Wisconsin Union Theater to artists, managers, and talent agencies.

Director Duties:

- Chair committee meetings and foster a comfortable, friendly, and open environment for all committee members.
- Hold general office hours (typically 10 hours a week) and be responsive to communication from committee members, the advisor, and artists/managers.
- Appoint Associate Directors for the term of office and train them to advance and manage events.
- Establish regular meetings with Associate Directors to ensure that all programs and advancing responsibilities (hospitality, etc.) are successfully implemented.
- Step into advancing and managing roles if Associate Directors are unable.
- Work with advisor and other Union Theater staff to become familiar with contracts, booking, budgeting, and general theater operations.
- Establish programmatic goals with committee members and implement them in programming the Theater season
- Solicit ideas, input, and opinions from both the committee and external sources (co-sponsors, University departments, etc.) to inform programming pursuits and decisions.
- Work with Marketing and Communications teams to promote the current season and develop initiatives to increase student awareness of and attendance at season events.
- Write and submit grant requests if requesting funding from an outside organization such as Wisconsin Union Directorate, ASM, or the Wisconsin Union Association
- Actively pursue all forms of diversity and integrity for the Theater season and committee and uphold the goals of the WUT, Wisconsin Union Directorate, and the Wisconsin Union.
- **Provide oversight of the WUD PAC budget which includes providing budget projections and tracking expenses throughout the year.**

- Assist WUT Theater Director in proposing Theater budget to Union Council for the next season year.

- Attend select Theater Staff meetings.

- Attend and actively participate in the World Music Festival, Isthmus Jazz Fest, Concert Series Advisory, and Marcia Légere Play Festival Committee meetings or delegate Associate Directors to participate in one of the committees.

- Serve in a leadership role for the Concert Series Advisory Committee or delegate Associate Directors to participate in the committee.

- Ensure Season provides wide breadth of inclusive programming to reach Union members, students, and campus/community

- Support student organizations in WUT spaces and encourage them to gain arts business skills through the process

- Attend majority Season events to connect with patrons and PAC members leading the show

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.

- Serve on a Union Council Advisory Board.

- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.

- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.

- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.

- Actively communicate with Union officers about needs and goals of committee.

- Create a binder or electronic file of information for the incoming director to understand the intricacies of running the Performing Arts Committee. Ensure that all digital materials are stored on the Union's share drive.

Additional Relationships fostered:

- ASM Leadership

Various RSOs

- International Studies Department

- UW Dance, Music, and Theater Departments

- Other Departments and community partners related to Season Events

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of

each semester (Benefits Policy PL3-14)

- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/7/2019



Wisconsin Union

Experiences for a lifetime

20-21 (very minor change)

Society and Politics Committee Director

The WUD Society and Politics Committee develops and implements informative programs that address contemporary issues and stimulate political and social discussions within the university community. This may be achieved through a variety of program formats including but not limited to lectures, debates, panels, forums, and discussion groups. The nonpartisan committee focuses on current political and social issues that have a campus, local, domestic, and/or international impact. Past programs have included political debates, candidate appearances, panel discussions, series programming, and film screenings. The committee director works in partnership with the program advisor.

Director Duties:

- Chair weekly Society and Politics committee meetings, attend necessary weekly meetings, hold general office hours (typically 10 per week) and participate in cooperative WUD projects and activities.
- Weekly meetings should be discussion based and focus on current events
- Recruit, select, and train Associate Directors.
- Meet with Associate Directors on a weekly basis.
- Work with the committee to establish goals for programming.
- Coordinate close collaborations with other WUD committees, student organizations, and community organizations in order to put together well-rounded and diverse programs regarding social and political current events and issues.
- Foster a comfortable, friendly and open environment for all committee members.
- Work to develop committee members in areas of programming and marketing, in addition to building committee cohesiveness and unity.
- Promote community on campus through student engagement across multiple mediums.
- Implement the Weisberg Forum and Wilke lecture series. Keep donors abreast of committee activities.
- Actively recruit committee members for specific programs/content areas.
- Foster growth and development of committee members, which includes planning regular leadership trainings and other special opportunities for the committee to grow and develop as a whole.
- Develop and coordinate promotion plans for the committee and its events, working with the Union's marketing department.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership training as mandated by the officer team.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Actively communicate with Union officers about the needs and goals of the committee.
- Create an adequate binder or digital file of information for the incoming director to understand the intricacies of running the Society & Politics Committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Associated Students of Madison
- Multicultural Student Center
- UW Academic Departments
- Campus Multicultural / International Organizations
- Campus Political Organizations (Dems, GOP, Greens, Election Research Center etc.)
- Student Organization Office
- Community Activist Group
- WUD DLS
- **Cap Times**

Term of Office

May – May, with active participation in training before the term begins. Academic Year: 20- 25 hours per week

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14).
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19



Wisconsin Union

Experiences for a lifetime

2020-2021 (no changes)

Wisconsin Union Vice President of External Relations

The Vice President of External Relations is responsible for educating the campus community about Wisconsin Union Directorate (WUD), which is comprised of Officers, Directors/Hooper President, Club Presidents, Summer Coordinators, Associate Directors, and committee and club members. Recruitment and student outreach, including coordinating committees with different student organization fairs, are large responsibilities for this position. The VP of External Relations develops overall marketing and promotional plans to assist in WUD-wide activities and overall WUD recruitment. Additionally, this position coordinates the selection process for all Directorate leadership positions while working in partnership with the Leadership Program Director. Along with the other Officers, the Vice President of External Relations serves as a liaison between Directorate and the rest of the Wisconsin Union and serves on Union Council, the governing board of the Wisconsin Union.

Duties to Wisconsin Union Directorate (WUD):

- Chair Directorate and Directorate Executive meetings in the absence of the President.
- Work with Program Staff to plan Fall Retreat.
- Actively pursue all forms of diversity and integrity within Directorate programs and committees, and throughout all marketing and recruitment efforts.
- Participate in spring, summer, and fall trainings. Plan and implement such trainings when applicable.
- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Guide and set directions for Directorate through developing a process for formulating goals and strategies, especially in respect to campus diversity.
- Initiate the annual student organization registration process for Directorate and educate each committee on how to do so.
- Spearhead initiatives to increase WUD's visibility and to strengthen WUD as a connector on campus.
- Oversee and maintain the WUD Budget.
- Continue development and review of the Officer Transition materials as a mechanism for passing information to the incoming vice president. Ensure that all digital materials are stored on the Union's shared drive.

Duties to Union Council:

- Coordinate and chair a Union Council subcommittee.
- Serve on the Council Executive Committee.
- Chair Union Council and Council Executive in the President's absence.
- Uphold the Wisconsin Union Constitution and participate in the review and implementation of Union policy.
- Actively promote shared governance and encourage committee awareness of issues that affect student life.
- Serve as a Trustee in Wisconsin Union Association (WUA), the Union's non-profit educational organization.
- Manage Union Council's online presence on the WUD website.

- Communicate decisions of Union Council to local media as needed and requested.

Specific External Relations Duties:

- Develop and maintain a cohesive outreach, recruitment, and marketing strategy for Directorate as a whole as well as the individual committees.
- Provide marketing trainings and assistance to individual committees.
- Direct and manage WUD's digital presence, including but not limited to, social media, the WUD website, and digital signage in the Wisconsin Union buildings.
- Develop and coordinate proposals and reports related to recruitment initiatives for the Wisconsin Union Antaramian Fund. This also includes and is not limited to planning programs that focus on recruitment, special events, and various projects that utilize the Antaramian Fund.
- Coordinate WUD recruitment calendar including marketing presentations and tabling at Student organization fairs, and additional resource fairs.
- Oversee the training and activities of people marketing WUD at SOAR.
- Promote the various leadership positions within WUD and to the greater campus community, working closely with the VP-Internal Relations to recruit applicants.
- Put together fall and spring WUD marketing materials.
- Coordinate the weekly WUD email newsletters promoting WUD events for the week on campus.
- Act as a liaison between WUD and the Center for Leadership and Involvement.
- Serve as the liaison between staff and Directorate with the programming of Sunburst Festival and Sunset Slam
- Actively reach out to other UW-Madison student organizations to identify opportunities for collaboration and relationship-building.
- Act as a liaison between WUD and Wisconsin Union Marketing
- Continue developing and marketing WUD presence in both Union South and Memorial Union.
- Actively pursue potential marketing opportunities outside of the Union to gain greater exposure for WUD events.
- Support and advise individual committee marketing efforts by sharing resources, developing trainings and holding check-in meetings with the appropriate Associate Directors or others.
- Serve as a marketing resource-for Hoofers and incorporate Hoofers into the overall marketing plan for WUD.
- Market and oversee the Late Night Grant process

Term of Office

- May – May, with active participation in trainings before term begins
- Summer: Vice Presidents are expected to fulfill their responsibilities over the summer and to be available as needed. At minimum, Vice Presidents are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 80% of annual in-state tuition based on previous year,, distributed at the beginning of each semester (Benefits Policy PL3-14)
- Wiscard Amount - \$50/month (8 months)
- Lifetime Union Membership

See Policy PL3-3 for Expectations of Officers of the Wisconsin Union

Last Updated: 11/12/2019



Wisconsin Union

Experiences for a lifetime

2020-2021 (no changes) **President of the Wisconsin Union**

The President of the Wisconsin Union has the overall responsibility for furthering the organization's mission, vision, and values. This includes, but is not limited to, coordinating the work of the Wisconsin Union Directorate (WUD), which is comprised of Officers, Directors/Hooper Club Presidents and Council President, Summer Coordinators, Associate Directors and committee and club members. This position actively promotes shared governance and encourages awareness among Directorate on issues that affect student life. Additionally, the President chairs Union Council, the governing board of the Wisconsin Union, and is a member of the Wisconsin Union's Leadership Team. This position works in partnership with the Associate Director for Program and Leadership Development and the Wisconsin Union Director. Finally, along with the other Officers, the President serves as a liaison between Directorate and the rest of the Wisconsin Union, as well as the Wisconsin Union and the University.

Duties to Wisconsin Union Directorate (WUD):

- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Coordinate and chair Directorate and Directorate Executive meetings.
- Participate in spring, summer and fall trainings. Plan and implement such trainings when applicable and work with Program Staff to plan the Fall Retreat.
- Guide and set directions for Directorate through developing a process for formulating goals and strategies. Develop implementation plans for achieving such goals.
- Participate in the annual selection of Wisconsin Union Directorate's student committee directors
- Actively pursue all forms of diversity and integrity within Directorate programs and committees.
- Collaborate with Hooper Council President to plan and execute combined Directorate and Hooper leadership meetings.
- Work with the VP-External Relations on initiatives to increase WUD's visibility and to strengthen WUD as a connector on campus.
- Oversee and maintain the WUD Budget and the annual WUD Budget process.
- Continue development and review of the Officer Transition materials as a mechanism for passing information to the incoming president. Ensure that all digital materials are stored on the Union's shared drive.

Duties to Union Council:

- Coordinate and chair Union Council and Union Council Executive meetings.
- Coordinate and chair a Union Council Advisory Board.
- Uphold the Wisconsin Union Constitution and participate in the review/implementation of policy and procedure.
- Actively promote shared governance and encourage awareness of issues that affect student life.
- Appoint students, staff and alumni to Wisconsin Union Council Advisory Boards, hiring committees, and ad-hoc groups as needed
- Chair nominating committee for Officer Selection.
Appoint nominating committees for (1) Awards, (2) Selection of Officers, Directors and Summer Coordinators.

- During the term of office, s serve as a Trustee in Wisconsin Union Association (WUA), the Union's non-profit board of Trustees.
- Maintain relationship and communication with (Associated Students of Madison) ASM and (Student Service Finance Committee) SSFC.

Specific Presidential Duties:

- Oversee the Innovative Grant.
- Maintain relationships with Student Employee Advisory Group (SEAG)
- Represent the Union and Directorate on University committees as needed.
- Meet regularly with Chancellor, ASM leadership, Vice Chancellor of Student Affairs, and Dean of Students to stay abreast of campus events.
- Represent the values and ideals of the Wisconsin Union to external constituencies.
- In fall, work in collaboration with the SSFC Chair and the Union Assistant Director - Administration to collectively set the budget timeline for the year and address preliminary questions and concerns.
- Participate in the Union's budget formulation and SSFC budget process as needed.

Additional Relationships President is encouraged to explore, through:

- The Chancellor's Office
- Vice Chancellor of Student Affairs
- The Dean of Students office
- Multicultural Student Center (MSC) Leadership
- ASM Leadership
 - SSFC Leadership
- Student Employee Advisory Group (SEAG)
- Local non-profit partnerships: Porchlight Inc.
- Office of Sustainability – Green Fund
- Relevant Academic Departments

Term of Office

- May 1-May 1, with active participation in trainings before term begins
- Summer: Presidents are expected to fulfill their responsibilities over the summer and to be available as needed; at minimum, Presidents are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 80% of annual in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- Wiscard Amount - \$50/month (8 months)
- Lifetime Union Membership

See Policy PL3-3 for Expectations of Officers of the Wisconsin Union

Last Updated: 12-6-19



Wisconsin Union

Experiences for a lifetime

2020-2021 (minor change)

Wisconsin Union Vice President Internal Relations

The Vice President of Internal Relations is responsible for overseeing the communication and development within the Wisconsin Union Directorate, which is comprised of Officers, Directors/Hoofers, Summer Coordinators, Associate Directors and committee and club members. Duties include coordinating a campus-wide leadership development series as part of the Willis L. Jones Leadership Center, creating leadership retreats for WUD Directors and Associate Directors in late August and January retreat for WUD leadership and both on-going and one-time training opportunities for WUD. Additionally, this position coordinates the selection process for all Directorate leadership positions. This position works in partnership with the Assistant Director for Program and Leadership Development. Along with the other Officers of the Wisconsin Union, this position serves as a liaison between Directorate and the rest of the Wisconsin Union and serves on Union Council, the governing board of the Wisconsin Union.

Duties to Wisconsin Union Directorate (WUD):

- Work with Program Staff to develop the WUD Fall Retreat and spring and fall trainings. Attend and implement such trainings when applicable.
- Guide and set directions for Directorate through developing a process for formulating goals and strategies, especially in respect to campus diversity. Develop implementation plans for achieving WUD goals.
- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Track active committee membership as well as numbers among attendance in events.
- Actively pursue all forms of diversity and integrity within Directorate programs and committees.
- Promote the leadership development and provide recognition of Associate Directors and committee members.
- Chair Directorate and Directorate Executive meetings in absence of the President.
- Oversee and maintain the WUD Budget by coordinating the annual budget process and actively maintaining oversight of the Directorate budget and committee spending
- Promote the stewardship of WUD gift funds.
- Manage and promote the Travel Fund.
- Work with the VP-External Relations on initiatives to increase WUD's visibility and to strengthen WUD as a connector on campus.
- Actively participate in strategic planning with the VP-External Relations to meet the objectives of the Antaramian Recruitment and Involvement Fund
- Continue development and review of the Officer Transition materials as a mechanism for passing information to the incoming vice president. Ensure that all digital materials are stored on the Union's shared drive.
- **Develop and oversee committee director transition materials**

Duties to Union Council:

- Coordinate and chair a Union Council Advisory Board.
Serve on the Council Executive Committee.
- Uphold the Wisconsin Union Constitution and participate in the review and implementation of Union policy.
- Actively promote shared governance and encourage committee awareness of issues

that affect student life.

- Serve as a Trustee in Wisconsin Union Association (WUA), the Union's non-profit educational organization.
- Provide training to Union Council in regards to the WUD selection process.

Specific Internal Relations Duties:

- Formulate one-time and on-going Directorate training, as needed.
- Develop training resources, including on-line sources, to improve committee functioning and program planning.
- Implement a mid-year evaluation process for Officers, Directors and Associate Directors.
- Coordinate training for the summer program coordinators.
- Develop and implement a recognition plan for committee leadership and members.
- Develop and manage an evaluation and analytics system for Directorate programming to measure quality, scope and best use of resources.
- Collaborate with campus leadership programs to develop and support an on-going leadership opportunities for students.
- Actively develop on-going relationships with other campus entities engaged in leadership development and training.
- Lead the selection process of Officers, Directors and Summer Coordinators for the following year, serving as an ex-officio member in the selection of Officers, and serving on the Nominating Committee in the selection of Directors.
- Work closely with the VP-External Relations to recruit students to apply for WUD leadership positions.
- Chair the Cooperative Program Committee (CPC).
- Coordinate WUD-wide and directorate social events.
- Spearhead oversight of the WUD budget, reviewing weekly requests and relaying necessary information at Directorate Executive meetings

Term of Office

- May – May, with active participation in trainings before term begins
- Summer: Vice Presidents are expected to fulfill their responsibilities over the summer and to be available as needed; Vice Presidents are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 80% of annual in-state tuition based on previous year,, distributed at the beginning of each semester (Benefits Policy PL3-14)
- Wiscard Amount - \$50/month (8 months)
- Lifetime Union Membership



Wisconsin Union

Experiences for a lifetime

2020-2021 (no changes)

Art Committee Director

Art Committee Director The Art Committee is dedicated to the advancement of visual art in the campus community. Bringing inventive and challenging exhibitions to campus in the Wisconsin Union Galleries, (Class of 1925 Gallery and the Main Gallery in Memorial Union, and Gallery 1308 in Union South), the student-run committee develops every aspect of the exhibition from selection to publicity to installation, and in the process promoting leadership among its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. Annually, the committee presents and curates approximately 20 exhibitions, including the annual Student Art Show, individual and group shows, and nationally touring exhibitions. The committee director works in partnership with the program advisor.

Director Duties:

- Chair weekly committee meeting, leadership team meeting, and hold general office hours (typically 10 per week).
- Work with and train committee members on all aspects of implementing the exhibitions including: budgeting, corresponding with artists, installing the artwork, and marketing the exhibition.
- Direct the committee in selecting and contracting of the current and following academic year exhibitions, including summer.
- Work with the committee to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Provide overall direction for content and promotion of WUD Art's programming to offer a presentation of diverse, innovative and quality art exhibitions.
- Appoint the Associate Directors for your term of office.
- Appoint committee members to research and coordinate art related activities and special exhibitions, such as artist retrospectives.
- Foster a comfortable, friendly, and open environment for all committee members. • Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.
- Help maintain communication between Advisor, Associate Directors, committee members and other Union Representatives (such as Marketing and Campus Event Services) regarding art programs.

- Establish a relationship with Union Marketing staff, as well as with local media, to ensure the Art Committee is adequately promoting all programs.
- Develop, working with the advisor, an understanding of the Wisconsin Union's art program including the permanent art collection.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Art Committee.
- Familiarize yourself with the facilities, tools, installation procedures, and risk management practices in the Wisconsin Union Galleries.
- Develop, promote, and cultivate new and innovative projects, technologies and programs, including collaboration with Wheelhouse Studios and other campus and community partners.
- Organize benchmarking trips that build committee skill and knowledge.
- Encourage committee members to become informed about and involved with art related activities in the community.
- Create an adequate binder or electronic file of information for the incoming director and/or summer coordinator to understand the intricacies of running the Art Committee. Ensure that all digital materials are stored on the Union's shared drive or committee Google drive. • Complete all program plans for the upcoming summer leaving only the implementation and evaluation to the summer coordinator.
- Ensure incoming Art Committee Director has sufficient knowledge in gallery practices i.e., installation and exhibition practices, and Wisconsin Union Facilities.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board. • Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.

Additional relationships fostered:

- Art Department
- Art History Department
- Campus arts organizations

- Communication Arts Department
- Community Art Organizations
- Design Studies Department
- Local Galleries and Museums
- Local & regional arts media
- Local art communities (the Bubbler, Art + Lit Lab, Madison Community Discourse, etc.)
- Wheelhouse Co-Directors & Staff

Term of Office May – May, with active participation in trainings before term begins

Academic Year: 20- 25 hours/week

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19



Wisconsin Union

Experiences for a lifetime

2020-2021 (minor changes/wordsmithing)

Music Committee Director

The Music Committee's mission is **to create community through music**. The committee books, markets and implements more than 200 free concerts per year in: The Sett, The Terrace, and Der Rathskeller on Friday and Saturday nights, as well as the Play Circle. This includes Behind the Beat (**a weekly jazz series in der Rathskeller**) and Open Mic Night series. Committee members learn how to plan shows by negotiating with agents, communicating with WUD/Union staff, and organizing sound and special logistics. The Director facilitates the development of necessary skills needed to organize programs **as well as oversee general operations and committee goals**. The Director is not required to be in Madison in the summer but is responsible for facilitating the committee decision-making process in booking in fall semester. The Director maintains general oversight of the committee - focusing on larger challenges that exist above day to day committee functioning - and should advocate for its success within the Wisconsin Union, campus and the greater Madison community. **Additionally, the Director is charged with creating a safe and welcoming committee atmosphere**. This position works in partnership with the program advisor.

Director Duties

- Attend weekly meetings with Music advisor, the leadership team, and have general office hours, typically 10 hours a week.
- Chair the weekly Music committee meetings.
- Select and appoint the Associate Directors and other leadership positions for your term of office.
- Work with and train committee members on all aspects of implementing the shows including: budgeting, corresponding with artists, marketing the events, and volunteering the day of a show.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Music Committee.
- Communicate regularly with and advise associate directors and committee members.
- Facilitate discussions about inclusivity and intentionality in booking shows with committee members and Associate Directors.
- Communicate with bands, agents, and Wisconsin Union staff, including Dining Services and Campus Event Services. Serve as resource to performers, agents, students, and the general public regarding information on programming and the committee.
- Foster relationships with cosponsors, financial and otherwise.
- Ensure fair and democratic voting and booking process in weekly meetings and email votes.
- Pursue dedicated members in committee recruitment who ensure social and cultural diversity in booking events.

Responsibilities to Directorate

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- WUD/Hoofers members and Directors
- Performing Arts Committee and the Wisconsin Union Theater
- WSUM Radio
- **EMMIE Magazine**
- Multicultural Student **Center** (MCSC)
- Student and Community Publications
- Dean of Students Office

Term of Office May – May, with active participation in trainings before term begins Academic Year: 25-30 hours per week

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19



Wisconsin Union
Experiences for a lifetime

2020-2021 (some changes)

Alternative Breaks Committee Director

The WUD Alternative Breaks (Alt Breaks or AB) program provides UW-Madison students with opportunities to work with the contemporary issues affecting American society, allowing students the chance to develop and plan a service learning trip specific to an issue; to learn about that issue; and then volunteer in culturally and geographically diverse communities across the United States. The trips planned by the committee bring students together to work side by side with their peers and members of the communities they visit in strong, direct service.

Through the use of education, service, and reflection the Alternative Breaks Committee strives to create active citizens that expose pressing social justice issues to the campus community while supporting self-awareness, thoughtful dialogue, and the development of others. In pursuit of this goal, the committee follows the model of Break Away, a national organization focused on alternative breaks. The model's components include emphasizing diversity and social justice, education, orientation, and training in advance, strong direct service, full engagement, and reflection during the trip and reorientation and continued reflection upon return. The Director facilitates all aspects of this mission: committee organization, trip planning, participant orientations, budgeting, post trip programs, and **campus/local programming**. This position works in partnership with a program advisor.

Director Duties:

- Chair weekly meetings of the AB Committee and the AB leadership team, attend necessary weekly meetings including meeting with the AB advisor, hold general office hours (typically 10 hours per week) to make yourself available as a resource to committee members, and participate in cooperative WUD Projects and Activities.
- Responsible for the oversight, direction, development, content, and all administrative aspects of the alternative breaks program, including individual trip budgets and the overall committee budget.
- Develop, working with the AB advisor, an understanding of the AB program and its procedures. Familiarize yourself with the resources, policies, and risk management policies of AB, the Wisconsin Union, and UW-Madison.
- Recruit, select, and train Associate Directors for your term of office.
- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen the alternative break program and ensure continued development of the committee.
- Work with the AB leadership team, committee, and advisor to assess and establish goals, processes and procedures for the committee and overall AB program.

- Continue development of trip Site Leader program. Building up the selection, training, and assessment processes.
- Foster growth and development of Assistant Directors and committee members, which includes pursuing trainings, workshops, and others opportunities for personal and leadership development.
- Directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner.
- Facilitate the trip application process and serve as the primary contact for trip applicants.
- Oversee marketing and branding efforts for the committee and all AB sponsored trips and programs to ensure AB is adequately promoting all programs. Work with the Wisconsin Union's Marketing Department and the Vice President of External Relations to promote trips, **campus/local programming**, and the committee.
- Work with committee leadership, trip planners, and site leaders to develop and implement educational programming and orientations before and after the alternative break trips to supplement the volunteer experience.
- Work with AB advisor, leadership team, and committee members to facilitate the involvement historically underrepresented student populations in this program.
- Work to ensure the trips are financially accessible to students, particularly through the intentional use of available endowment funds.
- Continue to review and assess best practices for alternative breaks programming, including exploration of opportunities outside of the university either through conferences or training programs.
- Be on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active.
- During summer, attend a weeklong alternative breaks development seminar and work with the AB advisor to finalize recruitment plans for the upcoming semester.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of the Alternative Breaks Director transition materials as a mechanism for passing information to the incoming director that is relevant to the long-term policies, procedures, and mission of the Alternative Breaks Committee. Ensure that all digital materials are stored on the Union's shared drive.

Term of Office May - May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19



Wisconsin Union

Experiences for a lifetime

2020-2021 (minor change – cooking classes free)

Cuisine Committee Director

The Wisconsin Union Directorate Cuisine Committee is dedicated to exploring local and global food systems and their cultural influences while engaging the community through education around food sustainability, practicality, and justice. The Cuisine Director trains and guides the committee, striving to create programming that serves and reflects the diverse, multicultural backgrounds of the student population while delving into the three main parts of the food system: production, distribution, and consumption. This position works in partnership with the program advisor.

Focus areas of the Cuisine Committee include:

Education: Using food as an education tool and emphasizing food's cultural, social, political, and environmental influence. Connecting food to community education. This can consist of speakers, panels, demonstrations, excursions, innovative media presentations, or a few of these at once. The education events are put on in an effort to promote awareness of inclusive, local, economically reasonable, sustainable, and transparent food programs on campus, in Madison, and beyond. All education events should be done in the proper historical and cultural context.

Events include the monthly use of the demonstration kitchen, the Demonstration Kitchen series, invitations of speakers, building new and maintaining collaborations with RSOs.

Community Engagement through Service and Outreach: Connecting the Cuisine Committee to local food communities. Community service programming will focus on project-based initiatives surrounding food waste, use of university grounds, food-insecure student populations, and food distribution in greater Madison community. Outreach engagement also includes excursions and involvement in the Madison restaurant community through collaborations and lecture invitations.

Events include biweekly committee meeting lecturers, field trips to special events or establishments in the local community, and involvement in community food projects.

Cooking: Cooking programming will focus on providing **free** cooking classes, giving them the skills to cook great meals within a student budget, cook food from different cultures, appreciate the different cooking ways under different ethical backgrounds and ultimately understand food as a tool for inquiry, social justice, and cultural understanding. Cooking events may also include another educational or discussion-based component.

Events include monthly student led workshops, Cooking on a College Budget Series, the annual Thanksgiving cooking workshop, and the Great Cook-Off.

Director Duties:

- Attend weekly meetings with Cuisine advisor, the leadership team, and have general office hours, typically 10 hours per week.
- Chair the weekly Cuisine committee meetings.
- Appoint and train the Associate Directors for your term of office.
- Facilitate the creation of committee-wide goals for the year.
- Work with Associate Directors and committee members to create and facilitate events, educating the leadership team on program planning, promotion and implementation.
- Directly involve Cuisine general membership in the planning of committee programs.
- Build a sense of community within Cuisine and attempt to develop a sustained and growing committee membership.
- Set an example of leadership for committee members and encourage committee members to pursue leadership positions.
- Actively pursue co-sponsorship opportunities and on-going relationships with a variety of registered student organizations, UW-Madison groups and departments, and greater city and state organizations.
- Build and maintain a relationship with the Union's Dining Services division, actively pursuing innovative and collaborative programs.
- Oversee marketing and branding for the committee and Cuisine sponsored events
- Assess and evaluate processes of the committee and individual events.
- Familiarize yourself with the programming needs of the university community regarding service, cultural, social, and collaborative opportunities.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of the Cuisine transition materials as a mechanism for passing information to the incoming director, which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Cultural Student Organizations

- Office of Sustainability – Green Fund

- Campus Kitchens

Campus Food Shed

Horticultural Society

- Slow Food Multicultural Student Center

- ASM Food Pantry

- Relevant Academic Departments

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)

- Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)

- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19

Wisconsin Union
Income Statement Snapshot
Year to Date
As of October 31, 2019

FINAL
11/21/19

	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
REVENUE					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$8,742,959	\$9,157,296	\$414,337	\$8,210,936	Restaurants and Markets & Cafes
CATERING	2,829,877	2,525,914	(303,963)	2,998,214	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	1,498,926	1,327,487	(171,439)	1,426,154	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	868,372	953,957	85,585	877,878	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	13,940,134	13,964,654	24,520	13,513,182	
SEG FEES - WU	3,844,935	3,844,936	1	3,700,740	
SEG FEES - UBP	0	0	0	2,523,084	
PARTNERSHIP/WISCARD RE	274,381	368,283	93,902	277,182	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURS	335,672	416,124	80,452	302,208	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	96,955	140,618	43,663	227,732	Membership, interest income, miscellaneous gifts/contributions, ...
TOTAL REVENUE	18,492,077	18,734,615	242,538	20,544,128	
EXPENSES					
COST OF GOODS SOLD	4,656,343	4,822,981	166,638	4,384,416	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	5,461,806	5,205,657	(256,149)	5,023,801	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	1,963,221	1,776,511	(186,710)	1,720,296	
FACILITIES	2,999,163	2,867,211	(131,952)	2,618,939	
PROGRAMS & LEADERSHIP	718,973	737,107	18,134	698,520	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/EQUIPMENT	20,476	7,544	(12,932)	42,778	
MAJOR REPRS/BLDGS & EQ	102,333	65,394	(36,939)	553,537	
UTILITIES/TAXES/INS/TELEF	319,680	324,314	4,634	282,070	
STATE/UW ASSESSMENTS	993,126	956,895	(36,231)	664,076	
INTEREST EXPENSE/BONDS	125,640	336,149	210,509	2,369,226	
OTHER & OFFSETTING EXP	321,589	157,915	(163,674)	292,969	Wiscard credit card fees, cashier testing services...
TOTAL EXPENSE	17,682,350	17,257,678	(424,672)	18,650,628	
NET INCOME(LOSS)	809,727	1,476,937	667,210	1,893,500	

November 19, 2019
Union Council Meeting
Minutes

Alison Hovind-VP External Relations
Gretchen Trast-VP Internal Relations
Tanvi Tilloo- President
Susan Dibbell- Deputy Director and Treasurer
Mark Guthier- Director and Secretary
Heidi Lang- Assoc. Director Program & Leadership Development, non voting
Amanda Fenton- WUD Rep, Hooper Council President
Erin Hallbauer- Alumni Rep (WAA)
Christina Olstad- Dean of Students, non voting
Grace D'Souza- ASM Rep (SSFC Secretary)
Nicholas Santas - ASM L&S Rep
Yogev Ben-Yitschak- ASM Vice Chair- absent
Kevin Jacobson- ASM Rep
Lily Miller- WUD Rep, Art Committee Director

Guests:

Regan Murray (President of Hooper Mountaineering)
Ansley Laev (President of Hooper Outing)
Katie Bartelt (President of Hooper Riding)
Charlie Kutschenreuter (Director of Hooper Sailing)
Samantha Schiereck (President of Hooper Scuba)
Owen Tortora (President of Hooper Ski and Snowboard)
Celina Ough (Director of WUD Alternative Breaks)
Ingrid Zhou (Director of WUD Cuisine)
Kari Fischer (Director of WUD Distinguished Lecture Series)
Emily Bian (Director of WUD Global Connections)
Brennan Bahr (Director of WUD Music)
Keerthana Sreenivasan (Director of WUD Performing Arts)

5:30 pm Dinner

- Gather in meeting room for dinner.

Meeting Called to Order at 6:02 pm by Tanvi Tilloo

- Land Acknowledgment
- Approval of last meeting minutes
 - Trast motioned to approve last meeting minutes and Hovind seconded
 - Minutes approved
- Group Photo in Main Lounge

6:20pm WUD Committee and Hooper Club Goals-Tanvi, Amanda

- Two-part item introducing individual club and committee goals
- Directors and club presidents introduce themselves
 - Regan Murray (President of Hooper Mountaineering)- just approved to buy an Ipad which will help make things more efficient
 - Ansley Laev (President of Hooper Outing)- goal is to double the amount of club leader and convert galley into a HOC trip food space by Spring Break
 - Katie Bartelt (President of Hooper Riding)- goal is to establish a greater community membership and host more events

- Charlie Kutschenreuter (Director of Hooper Sailing)- goal is to update the sailing club safety and instruction manuals and secure assets needed for the long term future of the club
- Samantha Schiereck (President of Hooper Scuba)- goal is to get new gear
- Owen Tortora (President of Hooker Ski and Snowboard)- grant program is successful already awarded \$1200, had more off hill events, partnership with POW, hoping to have Rail Jam on Bascom or Memorial Union
- Celina Ough (Director of WUD Alternative Breaks)- lower costs, more collaborations with other organization
- Ingrid Zhou (Director of WUD Cuisine)- provide people with indirect feedback
- Kari Fischer (Director of WUD Distinguished Lecture Series)- professional development of members, create meaningful collaborations
- Emily Bian (Director of WUD Global Connections)- accommodate students for all identities, making a connection with MSC
- Brennan Bahr (Director of WUD Music)- create a community through music, karaoke nights, buddy system, boosted membership

- Keerthana Sreenivasan (Director of WUD Performing Arts)- ranking shows and programs with new metrics

7:00pm WUD 20-21 Budget Presentation- Tanvi Tiloo

- Open discussion
 - 2% increase
 - Increase in WUD General Admin due to stipends
 - Open discussion about whether or not there should be guidelines to how much a program should receive
 - Discussion on inclusion of returns column on WUD budget report
- Ideas for Union Budget
 - Feb 3rd is meeting to review budget
- Motion to Vote
 - The budget was approved with no opposition

7:20pm Officer Updates

- President -Tanvi Tiloo
 - Budget has been the main topic of discussion, Human rights week, homecoming video, discussion of mental health of students and faculty, safety of Langdon St.
- VP Internal-Gretchen Trast

- Improvement on transition, create a canvas page to improve training
- VP External -Alison Hovind
 - Human Rights week marketing, finished filming for video

7:30pm Secretary and Treasury Updates- Mark Guthier, Susan Dibbell

- Mark Guthier- working to put emergency contact information on the back of wiscard, new hire
- Susan Dibbell- planning Finals Frenzy, planning for next summer, hosting a staff of color mixer at Union South, unveiling a woman's table on Dec 12, September financial report doing well financial despite student employee vacancies

7:40pm Advisory Board Updates

- Administration-Tanvi Tilloo
 - Discussion of WUD budget, decline in student employee issue (referral coupons)
- Dining and Hospitality-Alison Hovind

- Diversification, accommodating dietary restrictions, starting focus groups and looking of the trends of the identities of students to help prepare for next year
- Program and Leadership-Gretchen Trast
 - Supervisor training, WeGrow, ESPORTS
- Facilities -Amanda Fenton
 - Producing better signage for gender neutral bathrooms, outlining purpose statement and up to date policies, space designation conversation

7:50pm Spring UC Dates

Feb 3rd – Union Budget Presentation

Feb 19th – Officer Selection

March 11th – Director Selection

April 22nd – Hooper budget presentation, end of year business

April 30th – transition

Meeting Adjourned at 7:38 pm

