

Wisconsin Union Council

Date: 11.14.13

Time: 5:30 pm

Location: Union South – Agriculture (3rd Floor)

Food: Dinner will be served at 5:30 pm



5:30 pm	Dinner & WUD Director Presentations Society & Politics Global Connections Distinguished Lecture Series Music Publications	Sarah B. Jenny K. Bill M. Jake H. Ally J.
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6:00 pm	Call to Order <ul style="list-style-type: none">❖ Introductions❖ Approval of Minutes from 10.3 Meeting	All
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6:15 pm	Open Forum	Any Union Members
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6:25 pm	Updates & Discussion Items <ul style="list-style-type: none">❖ WUD Goals Presentation❖ Recognition Update❖ Budget Considerations❖ MUR Enumeration	Union Officers Annie P. Gary F. Hank W. / Mark G.
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7:00 pm	Decision Items <ul style="list-style-type: none">❖ Union Council Selection Policy <i>Seeking approval of changes to Policy SE3-9 and procedures SE3-9a & SE3-9b</i>	Annie P. / Susan D.
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7:30 pm	Reports <ul style="list-style-type: none">❖ President❖ VP Program Administration❖ VP Public Relations❖ VP Leadership Development❖ Secretary❖ Treasurer❖ ASM Chair	Neil Damron Gary Filipp Andrew Bulovsky Annie Paul Mark Guthier Hank Walter David Gardner

Union Council
2013-2014 Minutes
Meeting Date: October 3, 2013

MEMBERS			
		Nick Checker, ASM Rep	X
Neil Damron, President	X	Maria Giannopolus, ASM Rep	X
Gary Filipp, VP-Program Admin	X	Sean McNally, ASM Rep	
Andrew Bulovsky, VP-Public Relations	X	William Lipske, Staff Rep	
Annie Paul, VP-Leadership Development	X	Peter Lipton, Faculty Rep	X
Mark Guthier, Secretary	X	Jeff Haupt, Alumni Rep	X
Hank Walter, Treasurer	X	Juli Aulik, Alumni Rep	X
Bill Mulligan, WUD Rep	X	Lori Berquam, Dean of Students	
David Gardner, ASM Chair	X	Susan Dibbell, Asst Director-Social Ed	X

Guests: Nat Stein, Uihlein Wilson Architects; Bill Patek, JJR; Nathalie McFadden, Wisconsin Union Director's Office Assistant; and Katie Cary, Wisconsin Union Student Project Manager.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Damron called the meeting to order at 6:02 PM.	Motion Passed
Approval of Minutes	Mr. Checker moved to approve the minutes from the 9/12 meeting. Ms. Aulik seconded. Motion Passed.	
Memorial Union Reinvestment	Mr. Damron stated that the Design Committee approved the Memorial Union Reinvestment project phase two 35% design, which will be presented at this meeting. Ms. Cary noted that a major change from previous versions is a halt in the design for the opening in the ceiling of the first floor lobby at the request of the State Historical Society. They will continue to activate that corner of the building without creating a giant hole, and the architects are currently working through this. Mr. Stein walked the group through the changes since the last meeting.	
Changes: Basement	As a result of a walk-through with the facilities staff, the architects are focusing on the structure height that is needed for shop space. Lockers and changing space have moved to a more central location in the building because the east side has higher ceilings. This has solved some program hurdles. The paint shop and carpentry shaft will be moved to near the exhaust shaft.	
First Floor	Bathrooms have been incorporated into the east wing - including a gender neutral restroom. Mr. Stein noted that several groups made compromises to allow this to happen. He went on to say that the opening of the ceiling in the first floor lobby has been eliminated. The staircase has been flipped to the north which allows access from the east and flows in the direction of the upper deck. There was also a softening of central corners. An additional commuter shower and restroom for those with a WisCard was added. The corners of the Asian concept restaurant have been softened.	
Second Floor	Mr. Stein stated that the designers presented three options for meeting rooms, and have decided on a pre-function lounge space with access to the deck and the open stair. It will also have the ability to be used for larger events in the summer. There was an increase in production storage. Mr. Stein noted that the open space may be a computer area sponsored by DoIT.	
Third Floor	Mr. Stein stated that the third floor still includes meeting areas along the	

	<p>perimeter. Restrooms will now be consolidated along with production storage and a mechanical room.</p>	
Fourth Floor	<p>The only major change is the movement of the staging kitchen closer to Great Hall and the elevator for easier food service. The designers have also added an additional food service door.</p>	
Fifth Floor	<p>Nothing has changed; it will be used as mechanical space with no impact on Directorate space.</p>	
Walk Through	<p>Mr. Stein presented an animated walk-through of the space. Mr. Mulligan asked what kind of walls Badger Market will have. Mr. Stein stated that has not been decided. Ms. Giannopolous asked why the opening in the ceiling of the first floor lobby was denied. Ms. Cary stated that the Historical Society has say over what can be changed in the building, and they felt it changes the entrance, which is horizontal rather than vertical. Mr. Haupt asked about queuing for the ice cream line. Ms. Cary stated that discussions regarding this are still taking place; however preliminary research has found that this design allows enough space.</p>	
Decision Items: Third Floor	<p>From 15% design, not much has changed other than the introduction of mechanical space. The restrooms have been consolidated and production and part storage have been moved to areas with no windows and low ceilings so the meeting rooms can function better.</p> <p>Mr. Haupt moved to approve the third floor design. Ms. Giannopoulos seconded. All approved. Motion passed.</p>	Motion Passed
Fourth Floor	<p>The design has not changed greatly from the 15% plan. The Park View meeting room and production storage have been flipped and a production room has been changed so it does not impact the space.</p> <p>Mr. Checker moved to approve the fourth floor design. Ms. Giannopoulos seconded. All approved. Motion Passed.</p>	Motion Passed
Second Floor	<p>The biggest change since the 15% design is the elimination of the opening in the ceiling in the first floor lobby to the second floor. Instead, flexible lounge space and pre-function space will be created. Both the Profile Room and production space have increased in size. Ms. Giannopoulos asked if the spiral staircase would be in the corner while the rest of the area would function as a lounge space. Ms. Cary stated that DoIT will be helping create a flexible info lounge that could also function as an event space during the summer. The main goal is to draw people onto the second floor. Mr. Mulligan asked if there would be issues regarding the spiral staircase when there are events upstairs during the summer. Ms. Cary stated this would be an operational issue, not a design issue.</p> <p>Mr. Haupt asked if there was an exterior view of the east side. Mr. Stein clarified that the deck is the same size as it is currently; it will just be utilized more. Mr. Walter noted that the door to the deck is currently in a meeting room and people don't think to go out there, especially with the current view of Lot 1 and a construction zone. Mr. Filipp asked if the Peet's café atmosphere would be continued upstairs. Ms. Cary noted this will be decided in the next stage; however this could be a goal. Mr. Stein showed the walk-through including the new location of the spiral</p>	

	<p>staircase which is not as obvious as it was in previous designs.</p> <p>Mr. Haupt asked what the overall loss of meeting space is. Ms. Cary said they have added meeting spaces between the two phases. Mr. Walter noted that the rooms that have been eliminated were challenging or inaccessible. Mr. Stein noted ice cream will queue to the north. Peet's will queue to the south. Ms. Aulik noted that the outside servery has been removed from the plans with the relocation of the stairway.</p> <p>Mr. Haupt moved to approve the second floor design. Ms. Aulik seconded. All approved. Motion Passed.</p>	Motion Passed
Basement	<p>A small dock office has been added for coordination purposes. The shop spaces have been moved to areas with more height and access to exhaust. Locker rooms will now be in a central location, which will work better for staff. Mr. Walter noted that tweaks will still need to happen throughout the design process.</p> <p>Mr. Checker moved to approve the basement design. Mr. Haupt seconded. All approve. Motion Passed.</p>	Motion Passed
First Floor	<p>The location of the spiral staircase has changed. The east stair has been flipped to the north orientation on the west side of the building to allow direct access to the upper deck. Bathroom numbers have increased, including a gender-neutral bathroom. Some corners and edges have also been softened. The perimeter wall is still in design but it will not be a full height enclosure. A commuter shower has been added. Ms. Cary noted that there will be a glass wall for the maintenance of air conditioning where the Lakefront on Langdon area is.</p> <p>Mr. Checker asked about the mitigation of alterations in the Rathskeller. Ms. Cary stated it will be maintained with lighting, historical finishes and keeping it a busy area, essentially pushing the servery back to increase the walkway out to the Terrace. She noted that people will be able to see the stage through the corridor. Ms. Cary went on to say that the arches leading from the servery to the Rathskeller have not been decided. The arches are current, but not open; this issue can be decided at a later point. Mr. Haupt asked if this would be better discussed at the 65% design. Ms. Cary noted that this design will ease circulation of people throughout the building. Mr. Filipp noted that the goal is to keep this area cohesive, but people will be coming from four different directions. He stated that this area is very busy and asked if there is a way to channel traffic differently. Ms. Cary stated that it is an improvement on the condition today, however this is still being studied and more information will come to light as we get further into the design process. She noted that it is important to have multiple directions to get to the Terrace. Ms. Giannopoulos stated that she was concerned about this area when there are lines for food. Mr. Haupt stated that building traffic will be so different than it is now; it will only be congested when people want to get food. He went on to say that he is concerned about the cohesion with traffic and the hallway next to a programming space. Ms. Cary noted that queuing is still being studied.</p> <p>Ms. Paul asked about seating. Mr. Stein stated that in preliminary plans, it will expand by 12-14 seats, and most likely increase depending on furniture choices. Ms. Giannopoulos asked about rounding the corner on the south corner of the Asian restaurant. Ms. Cary noted that there will be</p>	

Terrace	<p>a wall there to create an air barrier.</p> <p>Ms. Paul asked about access out of the perimeter on the north side. Ms. Cary showed that there will be openings-these haven't exactly been decided. Mr. Haupt stated that he was not onboard with the amount of seating in the hallway. He would like to see more outside seating with views to the lake. Ms. Cary said this has been discussed with facilities and food service and they prefer this design. She went on to say that the design team has worked to make this a social and active space with its own identity. Both student commentaries and Design Committee felt that this design was great; different areas have different feels. Mr. Haupt noted that there are already different spaces with different identities including the former Peet's, Trophy Room, and the Paul Bunyan room. Mr. Guthier reminded the group that a majority of the seats in the restaurants still have views because of half-height walls.</p> <p>Mr. Mulligan agreed with Mr. Haupt and stated that he was in favor of increasing views and creating as much seating by the Terrace as possible. Mr. Mulligan asked if the corridor is meant to be multi-purpose. Ms. Cary said the goal is to be multi-purpose with connections to Alumni Park, the Rathskeller, and the other restaurants. Mr. Filipp noted that he personally would not study there because of the traffic. Ms. Cary noted the need to create diversity in study spaces. Mr. Haupt, Mr. Mulligan, Mr. Checker and Mr. Filipp expressed concerns regarding the lack of lakefront views in the former Lakefront on Langdon area. They asked if the restaurant area could be moved back in order to create more lake view space. Ms. Cary and Mr. Stein pointed out that this would change the functions of the first floor, particularly the outdoor service window, access to Alumni Park, and may actually decrease the number of seats. Mr. Stein noted that this design is conceptual and the actual configuration is still a variable.</p> <p>Ms. Giannopoulos moved to approve the second floor plan. Mr. Gardner seconded. Four opposed (Checker, Filipp, Haupt and Mulligan). Motion Passed.</p> <p>Mr. Patek showed the designs for Alumni Park, specifically pointing to the way the Terrace, the Union, and Alumni Park will interact. There will be a seam that runs north/south along the east side of the building, which will allow direct access to the Terrace, the Union, and provide handicap accessibility. Additionally, the area around the building will be at the first floor level to allow direct access. The only notable change from the 15% design is the introduction of rounder edges.</p> <p>The Historic Terrace will remain largely unchanged. The designers have changed the configuration of the stage to make it more vertical. The planter on the third terrace has been removed. The structure in the northeast corner is still being looked at. The sidewalk seating has been changed to wood. This offers an opportunity to reuse memorial benches between the lake and stage.</p> <p>A major change was the southeast corner: bike parking has been consolidated, and the general seating and tabling area has been expanded. This area will sit on top of the underground mechanical room. Mr. Damron noted that Alumni Park is not under our jurisdiction. Ms. Cary noted that the canopy over the stage is still conceptual. Ms. Giannopoulos asked how much bike parking we are gaining or losing.</p>	Motion Passed
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<p>Updates: President</p>	<p>Mr. Patek stated that between the four major locations, there will be approximately 473 bike spots, which is an increase of about 200. Mr. Walter pointed out that there will be a potential ice cream stand at the northeast food station. Mr. Filipp asked if the height of the stage is the same as today. Mr. Patek said it is about 18 inches above brat stand level, which is the same as today.</p> <p>Ms. Giannopoulos moved to approve the Terrace and southeast corner design. Mr. Haupt seconded. All in favor. Motion Passed.</p>	<p>Motion Passed</p>
<p>VP-PR</p>	<p>Mr. Damron stated that he has met with Frank Productions about Revelry and has agreed to a model with them. They have begun booking and creating a planning structure. Mr. Haupt noted that he was concerned that the student project coordinator was expressing her own opinions rather than acting as an ambassador between differing opinions. Mr. Damron stated he understood Mr. Haupt's concern, but he felt the project coordinator did not go outside of her role in the MUR process.</p>	
<p>Secretary</p>	<p>Mr. Bulovsky stated that he has been working on branding WUD by working with other organizations on campus to increase visibility and boost attendance at events. He went on to say that a PR intern has been hired and will start next week. The intern will help with branding and work on the website. He is currently working with Jessica Cummuta in the Marketing Department to create more traffic to the website. Mr. Bulovsky stated that the Dining Services Committee met and talked about the Lakefront on Langdon renovation. They also discussed what makes each restaurant unique. He mentioned the possibility of "rounding up for charity." Mr. Haupt suggested that the money go the projector that was mentioned by the WUD Film director.</p>	
<p>ASM Representative</p>	<p>Mr. Guthier stated that there is a Campaign Cabinet meeting tomorrow. He and Mr. Walter will be attending the Big Ten Director's meeting at Michigan State University's Union. Next week Chancellor Blank is hosting a luncheon in Varsity Hall with all UW Boards of Visitors. The MUBA Annual Meeting will take place November 7-9.</p> <p>Mr. Gardner stated that ASM will be meeting with Chancellor Blank about out-of-state tuition. Mr. Gardner expanded on the upcoming events mentioned in his report.</p>	
<p>Adjournment</p>	<p>Ms. Giannopoulos motioned to adjourn. Ms. Paul seconded. Mr. Damron adjourned the meeting at 8:09 PM.</p>	<p>Meeting Adjourned</p>

NEIL DAMRON

PRESIDENT

TIME PERIOD: Oct. – Nov. 2013

DIRECTORATE AND PROGRAMMING

- Community Outreach Initiative
 - Met with Directors to find a mutually agreeable option for a public service initiative project for WUD
- Revelry
 - Appointed Marketing and Operations Directors
 - Met as a team to create timeline and decision making processes
 - Working with Frank Productions to book a headliner
 - Campus input garnered through email and Facebook
 - Exploring community donations and sponsorship through UW Foundation
 - Presented at the 2013 MUBA Fall Meeting and received \$25,000 in additional funding
- Explored options for structure with Officers (particularly Gary Filipp) for restructuring WUD's budget and structure to facilitate larger events
- Worked with Directorate to explore Play Circle Programming options
 - Invited Rose Gear and Heather Good to WUD and had a followup discussion about options
- Met with Paul Broadhead, Janessa Mladucky, and Chelsea Anderson to address issues pertaining to access to the new Outdoor UW and Hoofer spaces
- Invited MUBA Representative, Jeff Haupt, to WUD to help them learn more about MUBA and about ways to connect with MUBA Trustees, particularly at the Fall Meeting

SHARED GOVERNANCE AND UNION COUNCIL

- Union Council Administrative Subcommittee 11.4
 - Identified hot topics for the year and goals of updating old policies
 - Presentation from Annie Wright, PAC Director, about WUD Display Project
- Met with MUR Exec to discuss outcomes of most recent workshops including more accurate cost projections and funding going forward
 - Determined we would likely have one additional MUR Design Committee Meeting prior to the end of the Semester

GENERAL UPDATES

- Chancellor Blank coming to the Union 3:00 pm – 4:30 pm on December 3rd for an Ice Cream Social with WUD and Union Leadership as well as local MUBA members
- Memorial Union Building Association Meeting 11.7-11.9
 - Gave 'State of the Union Address' to update trustees on programming and MUR
 - Facilitated networking sessions between Directors and MUBA trustees

LOOKING FORWARD

- Structural changes to WUD's budget to facilitate large scale programming and any new Play Circle programming
- Revelry meeting internally to discuss alcohol policy for the event
- Revelry meeting with Student Life Directors
- Meetings with Dean Berquam and David Gardner
- Proposal for Community Outreach Initiative

UNION COUNCIL OFFICER REPORT

GARY J. FILIPP

VICE PRESIDENT – PROGRAM ADMINISTRATION

TIME PERIOD: NOVEMBER 2013

SHARED GOVERNANCE AND UNION COUNCIL

- Next Administration subcommittee meeting Wednesday 11/20. Will develop budget timeline, evaluate marketing tools and technology resources.
- Currently evaluating WUD organizational structure and identifying the best way to manage new programs. Potential proposal to change committee structure upcoming.
- Estimates for WUD financial needs will be completed for the December Union Council meeting.

WISCONSIN UNION ANALYTICS

- Committee and WUD Wide reports sent out to Union stakeholders. Analytics team is developing real-time and dynamic reports for specific events and committee needs. WUD Wide report used to measure new PR and WUD Wide initiatives.
- Using Analytics data to evaluate new program ideas. For example, WUD Film is evaluating the revenue potential of selling concessions outside the Marquee and WUD Performing Arts is determining the potential for reopening the Play Circle.
- Analytics team is working with current market research efforts to identify synergies and potential opportunities to compliment analysis.

COOPERATIVE PROGRAMMING COMMITTEE

- CPC continues to meet on a monthly basis to approve requests and discuss new programming initiatives. For example, the meeting on Monday 11/11 discussed expectations for next year programming during the second phase of construction.
- CPC policy changes have been officially approved by Leadership Team. Major changes are associated with committee membership and voting procedures.

GRANT ADMINISTRATION

- Most Late Night Grant funds for the 2013 Calendar Year have been allocated. Dean of Students office will communicate 2014 Calendar Year funding in the coming months.

UNION COUNCIL OFFICER REPORT

ANDREW T. BULOVSKY VICE PRESIDENT – PUBLIC RELATIONS

TIME PERIOD: OCTOBER 2013

DIRECTORATE AND PROGRAMMING

- Scheduled time for Jessica Cummata to meet with Directorate to discuss strategies for marketing and social media best practices
- Prepared the 2013-2014 Antaramian Fund Proposal and presented to Ken Antaramian, as well as other members of MUBA
- Created a WUD Branding Memo stipulating how Directors have the autonomy to work on their own committee brand while simultaneously promoting the WUD brand
- Created a WUD Awareness Memo encouraging Directors to make announcements about WUD at their events
- Discussed changing the WUD website with Emily, the PR Intern

SHARED GOVERNANCE AND UNION COUNCIL

- Dining Services Subcommittee is well underway and we have had our second and third meetings
 - Presentation for Katie Cary about MUR and its impact on dining
 - Discussed how to activate spaces in restaurants to make the best use of available space in both Unions
 - Discussed ways in which restaurants can encourage different types of students to eat there based on expected type of food
 - Der Rath is attempting to bring in lighter food in the Spring that encourages more students to eat the food during lunch
 - Food sampling & Review
 - Spring menu at Der Rath
- The next meeting will be on Thursday 11/21 at 4:45pm at Union South

LOOKING FORWARD

- Find best way for Austin Jeffries to share photographs from events with Directors, Officers, and committee members
- Ensure a successful marketing info session with Jessica Cummata and Directorate
- Send out email to Freshmen class discussing their knowledge of WUD
- Begin discussions of how to recruit people for Officer and Director positions for 2014-2015

UNION COUNCIL OFFICER REPORT

ANNIE R. PAUL

VICE PRESIDENT – LEADERSHIP DEVELOPMENT

TIME PERIOD: NOVEMBER 2013

DIRECTORATE AND PROGRAMMING

- Began implementation of the new 2013 recognition plan for WUD
- Finalized all details for the “WUD Brain Trust Symposium” November 17th event
 - Sent out invitations; 40+ student leaders from all facets of campus have RSVP-ed
 - Cemented breakout sessions, organized catering details, secured keynote speaker, etc.
- Organized a successful WUD-wide social at the US Marquee Oct. 30th
- Co-sponsored successful Aaron Rodgers Raise Hope for Congo event with thousands of students in attendance at the terrace and generated positive press from entities such as ESPN
- Conducted a two-part Resume building and Linked-In Workshop during directorate meetings alongside VP Public Relations

SHARED GOVERNANCE AND UNION COUNCIL

- The Programming and Leadership Development Subcommittee had great attendance once again at its second meeting which primarily focused on the following areas:
 - A more comprehensive, in-depth explanation of Wisconsin Union structure and further explanation of roles and purposes of its many components
 - Revision of Union Council Officer Selection
 - New suggestions were generated and voted upon, then added to our overall revision
 - Two procedures and one policy were approved
 - Union Council Exec approved the final, revised Union Council Officer Selection Study Recommendations
- Looking ahead, the subcommittee plans on discussing the following topics at its Nov. 20th meeting:
 - Events for the grand reopening of Memorial Union
 - Late night programming on the terrace and Der Rathskeller
 - Student involvement in the Memorial Union Play Circle, Craftshop, and Theater
- Continued serving as a member of Design Committee

LOOKING FORWARD

- Attending November 15-17th ACUI conference in Whitewater
- Hosting WUD Brain Trust Symposium November 17th

- Continue to check-in with directors about further professional development skills they believe are important for committee members for the upcoming semester
- Organize and prepare for upcoming WUD social events such as Secret Santa and WUD Christmas Sweater Party

Wisconsin Union Policy SE3-3

Purpose and Expectations of WUD Officers

Officers of The Wisconsin Union are expected to:

- Represent the Wisconsin Union, Wisconsin Union Directorate and Union Council (to other Union departments and to members of the campus community) to provide better understanding and awareness of the Union, its philosophy and its services.
- Guide and set directions for Directorate through developing a process for formulating WUD goals and strategies and monitoring the achievement thereof.
- Maintain frequent interaction and communication with Union staff, directors and committee members.
- Provide support for and accountability among other officers, committee directors, coordinators and committee members (resource, liaison and morale).
- Participate in the spring, summer, and fall in-service trainings, plan and implement such trainings whenever applicable.
- Foster communication and cooperation between committees.
- Develop and maintain connections with other campus organizations.
- Insure and promote fiscal responsibility.
- Actively pursue all forms of diversity and integrity within WUD programs and committees.
- Supervise and guide the planning, coordination and evaluation of Directorate programs including the summer programs.
- Uphold the Wisconsin Union Constitution and actively participate in the review and implementation of Wisconsin Union policy.
- Serve as a Trustee in the Memorial Union Building Association (MUBA)
- Participate in the selection of the Directors and Summer Coordinators.
- Maintain regular office hours.
- Meet regularly with advisors.
- Participate in the annual review of WUD's organizational structure, including the review of position descriptions.
- Participate in the development of the incoming WUD program budget.
- Orient incoming officers to positions.
- Attend Directorate and Directorate Coordinating Committee; Union Council, Union Council Executive and Union Council Committee(s); and any appropriate staff meetings
- Foster and utilize a committee whenever applicable.

Officer positions include:

- President of Union Council and Directorate
- Vice President of Union Council and Directorate for Program Administration
- Vice President of Union Council and Directorate for Project Management
- Vice President of Union Council and Directorate for Public Relations

Last Date of Review:

Next Required Review Date:

Page 1 of 2

Wisconsin Union Policy SE3-3 Purpose and Expectations of WUD Officers

Commitment

- A major time commitment of approximately 25-hours per week during the academic year is expected with the need for a flexible schedule.
- Approximately 10-hours per week during the spring semester directly following selection is expected for guiding and setting directions for the incoming Directorate.
- A specific time commitment over the summer is not required, but strongly encouraged.

Compensation

- See Policy 3-14 Benefits Policy for Officers, Directors, Associate Directors, and Summer Program Coordinators. Other benefits include free check cashing in the Union, a complimentary ticket to some Union Theater events, a ticket to Memorial Union Movies each weekend, and Wisconsin Union Life Membership. Opportunities for academic credit, fieldwork experience and internships may be discussed. Various opportunities to attend conferences will also arise throughout the experience.

Selection Criteria

- In accordance with Union Council Policy SE3-9 Selection Criteria for WUD Leadership Positions (former 7.4)

Scholastic requirements

- In accordance with Union Council Policy SE 3-10 Scholastic Requirements for Officers and Chairs (former 7.5)

Additional background:

SE3-3 Purpose and Expectations, Roles and Purposes (former Policy 7.1.1)

Date(s) of Action: February 13, 2003

Last Date of Review:

Page 2 of 2

Next Required Review Date:

Wisconsin Union Policy SE3-4
Purpose and Expectations of WUD Committee Directors & Hooper Council
President

All Wisconsin Union Directorate committee directors 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 7.8, to be distributed over the year, plus a Wiscard Campus Cash account monthly. Other benefits include free check cashing in both Union buildings and a Wisconsin Union life membership. 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.
- 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:

- 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 and 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.

Last Date of Review:

Next Required Review Date:

Page 1 of 4

Wisconsin Union Policy SE3-4
Purpose and Expectations of WUD Committee Directors & Hooper Council
President

- 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.
- 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 programming.
- 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.

Last Date of Review:

Next Required Review Date:

Page 2 of 4



Wisconsin Union Policy SE3-4
Purpose and Expectations of WUD Committee Directors & Hooper Council
President

- 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.
- 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. Community Services
4. Distinguished Lecture Series
5. Film
6. Global Connections
7. Music
8. Publications
9. Society and Politics
10. Student Performance

Last Date of Review:

Next Required Review Date:

Page 3 of 4

Wisconsin Union Policy SE3-4
Purpose and Expectations of WUD Committee Directors & Hooper Council
President

11. Theater

Additional background:

Former Policy 7.1.2

Date(s) of Action:

February 13, 2003; December 10, 2003

Last Date of Review:

Page 4 of 4

Next Required Review Date:

Wisconsin Union Procedure SE3-9a
Expectations for Members of the Officer Nominating Committee

Officers of the Union Council and Union Directorate are selected by the Council at a meeting of Council from the nominees submitted by the nominating committee.

The members of the nominating committee, as set by the Wisconsin Union Bylaws, agree to the following:

- Attend a 60-90 minute training program prior to the start of the selection process
- Attend (in person) all interviews
- Attend the Council meeting in which the slate of candidates is presented
- Notify the Union staff liaison of any potential conflict of interest

The Wisconsin Union Leadership Team approved this procedure and its amendments on the following date(s): December 8, 2008

Last Date of Review:

Page 1 of 1

Next Required Review Date:

Selection Study

Process 2013-2014

At their March 19 meeting, Union Council charged the Program and Leadership sub-committee with reviewing the selection process for Officers and Directors. It was recommended that the committee specifically examine the process when an officer candidate is applying for more than one position.

Committee Membership:

Susan Dibbell, Union staff

Jacklyn John, former Union Director, Officer & staff, UW academic staff

Heidi Lang, Union staff

Annie Paul, Union Officer

The committee met three times in the summer. A summary of their work is below:

- Reviewed charge from Council
- Reviewed existing policies and procedures including – SE-3-3, 3-4, 3-9 and 3-9a
- Reviewed Union Council survey from spring 2013 on selection
- Reviewed Officer application, nominating questions and final interview questions
- Compared our selection process to that at Indiana University
- Compared our recruitment process with Teach for America, City Year—groups that also want to recruit a diverse but talented and committed pool
- Talked with the Union’s Human Resources Director about interview questions and process
- Discussed and clarified the role of the nominating Committee as a body that narrows the applicant pool and recommends a slate of candidates for approval
- Evaluated the two rounds of interview questions

The recommendations below address the following concerns with the selection process:

1. 43% of Union Council members reported being unaware of the selection criteria , though 100% agreed that the criteria should be used; and
2. 50% of Union Council members felt the most complicated part of selection was when a candidate applied for more than one position; and
3. The lack of clarity on the distinction between Nominating Committee and Union Council’s role in the process; and
4. 30% of Union Council members felt they did not have enough information on the candidates to make a decision; and
5. The challenge of ensuring fairness in the interview process given internal, external and study abroad candidates.

Nominating Committee

- Agreed that the role of the Nominating committee, like the role of the Council sub-committees, is to do the work for Council. Therefore, the Nominating Committee will continue to narrow down the pool and candidates and recommend to Council a slate of candidates for leadership positions³
- Will provide Union Council with background materials, including resumes, applications, and all policies and procedures related to the selection process. Materials will be sent with the meeting agenda. ^{4,5}
- Approval of revised SE3-9a – *Expectations for Members of the Officer Nominating Committee* ³
- Will develop questions that reflect the selection criteria identified in SE3-9¹
- Will use the first round interview process to ask position-specific questions to gauge fit, skill, and interest ^{4,2}
- Will review all applications and will interview all candidates who meet the criteria (submitted on time, application is complete, UW-Madison student status) ^{4,5}

Union Council

- Will devote time at either their meeting in January or February for training on selection. Training will be developed by the VP-Leadership Development and the Leadership Programs Director^{1,3}
- Members agree to read all materials prior to selection of leaders ^{2,3,4}
- Members agree to keep all information confidential ^{3,5}
- Members will stick to the selection interview script. Same questions will be asked of every candidate to ensure fairness in the interview process ^{1,5}
- Members will help identify candidates to apply for leadership positions but should not meet with candidates unless initiated by the individuals^{3,5}
- Approval of SE3-9a *Role and Expectations for members of Union Council for Selection of Leadership positions* ³
- Will use the second round (for officers) interview with Union Council to gauge how candidates will work together as a team and readiness for this high-level leadership position^{1,2,4}

Interview Process

- Leadership Programs Director will develop interview questions for both rounds that meet selection criteria and process. Questions will then be approved by Union Council Exec⁴
- More direction will be provided, and done so earlier in the year, to potential Study Abroad candidates. Study Abroad candidates will be instructed to provide shorter and more concise answers. In addition, the review of the Study Abroad interview materials will occur earlier in the evening.⁵
- Restructure Council meeting with Officer candidates. Recommend a short reception, followed by the candidates' prepared statements. Each candidate will then have an individual interview with Council. Council will break after all the interviews. Dinner will be served for Council members, and the Nominating Committee will use the break to re-group and discuss their slate recommendation. After the nominating committee has completed their discussion they will present their slate to Council. Recommend that the case study be discontinued in the second round because it has never been a factor in the decision-making.^{2,3,4}

Note: The recommended changes to the 2014 Officer Selection process as compared to the 2013 process and the rationale for those changes are outlined at the end of this document

Selection Criteria

- Approve revision to SE3-9

In summary, we believe the process currently used to recruit, train and select students for leadership positions is fundamentally sound. The process is rigorous and routinely results in highly effective teams. However, due to the yearly rotation of Council members and the narrow timeline for Officer Selection, we found that Council's role and Nominating committee's role during selection is often confusing. We can strengthen the process by providing training to help these bodies understand their important but distinct roles. Regarding Council's specific request to examine the process when an officer candidate is applying for more than one position, by allowing the Nominating committee to reconvene after individual interviews will allow for the consideration of any new information gained and will strengthen their final recommendation to Council. Finally, we will encourage the Union Officers to explore and expand strategies to recruit and prepare a more diverse pool of candidates. We recommend information sessions on the selection process and mock interviews especially for students new to WUD to ensure fairness throughout the interview process.

Officer Selection 2013	2014 Officer Selection Recommendations	Rationale for Recommended Changes
<p>Application</p> <p>Round One Interview with Nominating Committee</p> <p>Mandatory Consultation Meeting with Assist. Dir-Program & Leadership, Leadership Programs Director, or VP-Public Relations</p> <p>Round Two Interview with Union Council 5:30 – 6pm Reception 6 – 6:30pm Dinner w/ assigned seating & table Questions 6:30 – 7pm Prepared Statements 7:15 – 9pm Case Study review and Individual Interviews (followed by study abroad candidate videos) 9 - ? Nominating Committee Presentation and Deliberation</p>	<p>Information Session(s)</p> <p>Application & Reference Letter (s)</p> <p>Round One Interview with Nominating Committee – emphasis on specific skills and interest match for the various Officer positions</p> <p>Mandatory Consultation Meeting with Assist. Dir-Program & Leadership, Leadership Programs Director or VP-Leadership Development</p> <p>Round Two Interview with Union Council Emphasis on candidates’ ability to work as a team and fit to readiness to take on this major leadership role 5:30 – 5:45pm Reception 5:45 – 6:05pm Prepared Statements 6:10 – 8:30pm Study Abroad Candidate videos and Individual Interviews 8:30 – 8:45pm Break: Council Refreshments & Nominating Committee Consultation 8:45 – 9:00pm Nominating Committee Presentation 9 - ? Deliberation</p>	<p><Provides the opportunity for potential candidates to hear what the Officer positions entail directly from students currently in the positions and</p> <p><Reference letters verify students’ past experiences, outcomes, work style and interpersonal skills</p> <p><Allows the Nominating committee the time needed to review all application materials and to fully explore the candidate’s background and interests to ascertain the best fit within the organization before making their recommendation</p> <p><Involving the VP-LD provides a consistent student face on selection and recruitment by involving the VP-Leadership Development</p> <p><Keeping the reception allows Council to interact with the candidate informally</p> <p><Removing the previously awkward and rushed group dinner builds more time in the schedule</p> <p><Removing the case study also creates more space in the schedule (and the Case study results were rarely discussed by Council or used to evaluate candidates)</p> <p><Adding in time for the Nominating Committee to reconvene allows the opportunity for the committee to take into consideration any new information learned, feel confident in their recommendation should a candidate apply for more than one position, and streamline the overall process with a more concise recommendation</p>

Wisconsin Union
Income Statement - Revenue/Expense
Year to Date
As of September 30, 2013

	PRIOR ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	PRIOR CS %	BUDGET CS %	CURRENT CS %	PRIOR YEAR VARIANCE	PRIOR YEAR %	BUDGET VARIANCE	BUDGET %
REVENUE										
Direct Operating Revenue										
Restaurants	\$2,395,778	\$2,555,307	\$3,114,472	21.5%	21.7%	25.1%	\$718,694	30.0%	\$559,165	21.9%
Markets & Cafes	1,497,808	1,646,357	1,614,036	13.4%	14.0%	13.0%	116,228	7.8%	(32,321)	(2.0%)
WU Catering	1,189,648	1,263,000	1,326,631	10.7%	10.7%	10.7%	136,983	11.5%	63,631	5.0%
Conf Center Catering	283,670	283,541	298,080	2.5%	2.4%	2.4%	14,410	5.1%	14,539	5.1%
Retail & Recreation	600,425	605,185	620,275	5.4%	5.1%	5.0%	19,850	3.3%	15,090	2.5%
Programs	433,434	461,011	391,934	3.9%	3.9%	3.2%	(41,500)	(9.6%)	(69,077)	(15.0%)
Total Op Revenue	6,400,763	6,814,401	7,365,428	57.5%	57.9%	59.4%	964,665	15.1%	551,027	8.1%
Indirect Revenue										
Commissions	98,100	99,620	100,727	0.9%	0.8%	0.8%	2,627	2.7%	1,107	1.1%
Rentals	86,975	96,285	161,029	0.8%	0.8%	1.3%	74,054	85.1%	64,744	67.2%
Service Revenue	197,155	229,829	230,747	1.8%	2.0%	1.9%	33,592	17.0%	918	0.4%
Reimbursements	11,966	21,075	12,830	0.1%	0.2%	0.1%	864	7.2%	(8,245)	(39.1%)
Total Indirect Revenue	394,196	446,809	505,333	3.5%	3.8%	4.1%	111,137	28.2%	58,524	13.1%
Net Operating Revenue	6,794,959	7,261,210	7,870,761	61.0%	61.7%	63.5%	1,075,802	15.8%	609,551	8.4%
Other Revenue										
Student Segregated Fees	2,367,300	2,526,651	2,526,651	21.3%	21.5%	20.4%	159,351	6.7%	0	0.0%
Student Seg Fees - UBP	1,823,274	1,830,825	1,830,825	16.4%	15.5%	14.8%	7,551	0.4%	0	0.0%
Campus Vending	71,759	68,624	69,897	0.6%	0.6%	0.6%	(1,862)	(2.6%)	1,273	1.9%
Membership	16,829	20,136	19,138	0.2%	0.2%	0.2%	2,309	13.7%	(998)	(5.0%)
Investment Revenue		6,375	1,022		0.1%	0.0%	1,022		(5,353)	(84.0%)
Investment Rev - UBP	1,800	3,174	100	0.0%	0.0%	0.0%	(1,700)	(94.4%)	(3,074)	(96.8%)
Miscellaneous	63,270	58,000	71,353	0.6%	0.5%	0.6%	8,083	12.8%	13,353	23.0%
Total Other Revenue	4,344,232	4,513,785	4,518,986	39.0%	38.3%	36.5%	174,754	4.0%	5,201	0.1%
Total Revenue	11,139,191	11,774,995	12,389,747	100.0%	100.0%	100.0%	1,250,556	11.2%	614,752	5.2%
EXPENSES										
Cost of Goods Sold										
Food	2,299,683	2,372,473	2,570,579	20.6%	20.1%	20.7%	270,896	11.8%	198,106	8.4%
Retail Merchandise	26,124	24,486	21,280	0.2%	0.2%	0.2%	(4,844)	(18.5%)	(3,206)	(13.1%)
Total Cost of Goods Sold	2,325,807	2,396,959	2,591,859	20.9%	20.4%	20.9%	266,052	11.4%	194,900	8.1%
Direct Op Expenses										
Salaries, Wages, Fringes	2,057,045	2,095,197	2,113,156	18.5%	17.8%	17.1%	56,111	2.7%	17,959	0.9%
Supplies & Services	850,320	965,521	904,385	7.6%	8.2%	7.3%	54,065	6.4%	(61,136)	(6.3%)
Depreciation - Equipment	43,512	83,406	82,024	0.4%	0.7%	0.7%	38,512	88.5%	(1,382)	(1.7%)
Total Direct Op Expenses	2,950,877	3,144,124	3,099,565	26.5%	26.7%	25.0%	148,688	5.0%	(44,559)	(1.4%)
Support Services										
Salaries, Wages, Fringes	741,405	815,712	794,381	6.7%	6.9%	6.4%	52,976	7.1%	(21,331)	(2.6%)
Supplies & Services	104,342	196,396	178,322	0.9%	1.7%	1.4%	73,980	70.9%	(18,074)	(9.2%)
Depreciation - Equipment	8,404	22,485	13,330	0.1%	0.2%	0.1%	4,926	58.6%	(9,155)	(40.7%)
Total Support Services	854,151	1,034,593	986,033	7.7%	8.8%	8.0%	131,882	15.4%	(48,560)	(4.7%)

Wisconsin Union
Income Statement - Revenue/Expense
Year to Date
As of September 30, 2013

	PRIOR ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	PRIOR CS %	BUDGET CS %	CURRENT CS %	PRIOR YEAR VARIANCE	PRIOR YEAR %	BUDGET VARIANCE	BUDGET %
Facilities										
Salaries, Wages, Fringes	\$1,196,945	\$1,318,247	\$1,283,848	10.7%	11.2%	10.4%	\$86,903	7.3%	(34,399)	(2.6%)
Supplies & Services	258,209	280,606	303,850	2.3%	2.4%	2.5%	45,641	17.7%	23,244	8.3%
Depreciation - Equipment	100,449	98,119	104,219	0.9%	0.8%	0.8%	3,770	3.8%	6,100	6.2%
Total Facilities Expenses	1,555,603	1,696,972	1,691,917	14.0%		13.7%	136,314	8.8%	(5,055)	(0.3%)
Programs & Leadership										
Salaries, Wages, Fringes	201,352	225,334	229,313	1.8%	1.9%	1.9%	27,961	13.9%	3,979	1.8%
Supplies & Services	119,763	204,284	139,756	1.1%	1.7%	1.1%	19,993	16.7%	(64,528)	(31.6%)
Depreciation - Equipment		3,126	1,390		0.0%	0.0%	1,390		(1,736)	(55.5%)
Total Program Expenses	321,115	432,744	370,459	2.9%	3.7%	3.0%	49,344	15.4%	(62,285)	(14.4%)
Depreciation & Major Repairs/Maintenance										
Major Rprs/Mnt - Equip	3,324	3,324	3,324	0.0%	0.0%	0.0%			0	0.0%
Major Rprs/Mnt - Bldg	89,151	124,101	124,101	0.8%	1.1%	1.0%	34,950	39.2%	0	0.0%
Def Bldg Exp - UBP	1,136,400	702,387	724,513	10.2%	6.0%	5.8%	(411,887)	(36.2%)	22,126	3.2%
Depreciation - Bldg	96,275	90,381	90,389	0.9%	0.8%	0.7%	(5,886)	(6.1%)	8	0.0%
Total Depr & Major Repairs/	1,325,150	920,193	942,327	11.9%	7.8%	7.6%	(382,823)	(28.9%)	22,134	2.4%
Utilities, Taxes & Insurance										
Unemployment Compensation	13,575	13,050	4,769	0.1%	0.1%	0.0%	(8,806)	(64.9%)	(8,281)	(63.5%)
Worker's Compensation	31,851	33,450	33,450	0.3%	0.3%	0.3%	1,599	5.0%	0	0.0%
Telephone	22,575	23,025	23,025	0.2%	0.2%	0.2%	450	2.0%	0	0.0%
Insurance - Property	23,250	14,199	14,199	0.2%	0.1%	0.1%	(9,051)	(38.9%)	0	0.0%
Heating/Cooling	37,827	31,101	34,976	0.3%	0.3%	0.3%	(2,851)	(7.5%)	3,875	12.5%
Electricity	49,711	42,276	42,067	0.4%	0.4%	0.3%	(7,644)	(15.4%)	(209)	(0.5%)
Water & Sewer	19,449	15,924	15,924	0.2%	0.1%	0.1%	(3,525)	(18.1%)	0	0.0%
Trash Removal	19,125	21,225	21,225	0.2%	0.2%	0.2%	2,100	11.0%	0	0.0%
Total Utilities, Taxes & Insur	217,363	194,250	189,635	2.0%	1.6%	1.5%	(27,728)	(12.8%)	(4,615)	(2.4%)
State/UW Assessments										
Municipal Services	22,926	26,775	26,775	0.2%	0.2%	0.2%	3,849	16.8%	0	0.0%
Utility Assessments	63,150	67,476	67,476	0.6%	0.6%	0.5%	4,326	6.9%	0	0.0%
UW Assessments	206,874	223,749	223,749	1.9%	1.9%	1.8%	16,875	8.2%	0	0.0%
Total State/UW Assessmen	292,950	318,000	318,000	2.6%		2.6%	25,050	8.6%	0	0.0%
Other Expenses										
Debt Svc UBP/WU	861,123	1,304,763	1,304,763	7.7%	11.1%	10.5%	443,640	51.5%	0	0.0%
Misc - SWF, S&S	137,772	66,663	112,062	1.2%	0.6%	0.9%	(25,710)	(18.7%)	45,399	68.1%
Reimbursements	11,966	21,075	12,830	0.1%	0.2%	0.1%	864	7.2%	(8,245)	(39.1%)
Total Other Expenses	1,010,861	1,392,501	1,429,655	9.1%	11.8%	11.5%	418,794	41.4%	37,154	2.7%
Total Expenses	10,853,877	11,530,336	11,619,450	97.4%	97.9%	93.8%	765,573	7.1%	89,114	0.8%
Net Income/(Loss)	285,314	244,659	770,297	2.6%	2.1%	6.2%	484,983	170.0%	525,638	214.8%

Wisconsin Union
Income Statement Snapshot
Year to Date
As of September 30, 2013

FINAL
 10/31/13

	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
<u>REVENUE</u>					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$4,201,664	\$4,728,508	\$526,844	\$3,893,586	Restaurants and Markets & Cafes
CATERING	1,546,541	1,624,711	78,170	1,473,318	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	823,094	913,618	90,524	810,859	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	461,011	391,934	(69,077)	433,434	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	7,032,310	7,658,771	626,461	6,611,197	
SEG FEES - WU	2,526,651	2,526,651	0	2,367,300	
SEG FEES - UBP	1,830,825	1,830,825	0	1,823,274	
PARTNERSHIP/WISCARD RE	230,520	236,643	6,123	213,098	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURS	121,392	111,259	(10,133)	104,017	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	33,297	25,597	(7,700)	20,306	Membership, interest income, miscellaneous gifts/contributions, ...
<u>TOTAL REVENUE</u>	<u>11,774,995</u>	<u>12,389,746</u>	<u>614,751</u>	<u>11,139,192</u>	
<u>EXPENSES</u>					
COST OF GOODS SOLD	2,396,959	2,591,859	194,900	2,325,807	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	3,203,224	3,158,666	(44,558)	3,010,591	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	975,493	926,933	(48,560)	794,438	
FACILITIES	1,696,972	1,691,917	(5,055)	1,555,603	
PROGRAMS & LEADERSHIP	432,744	370,459	(62,285)	321,115	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	90,381	90,389	8	96,275	
MAJOR REPRS/BLDGS & EQ	829,812	851,938	22,126	1,228,875	Includes UBP commitment
UTILITIES/TAXES/INS/TELEF	194,250	189,635	(4,615)	217,363	
STATE/UW ASSESSMENTS	318,000	318,000	0	292,950	
INTEREST EXPENSE/BOND	1,304,763	1,304,763	0	861,123	
OTHER & OFFSETTING EXP	87,738	124,892	37,154	149,738	State budget assessments (prior year), Wiscard credit card fees, UBP project swf, cashier testing services...
<u>TOTAL EXPENSE</u>	<u>11,530,336</u>	<u>11,619,451</u>	<u>89,115</u>	<u>10,853,878</u>	
<u>NET INCOME(LOSS)</u>	<u>244,659</u>	<u>770,295</u>	<u>525,636</u>	<u>285,314</u>	

Union Council
2013-2014 Minutes

Meeting Date: November 14, 2013

MEMBERS			
		Nick Checker, ASM Rep	
Neil Damron, President	X	Maria Giannopolus, ASM Rep	
Gary Filipp, VP-Program Admin	X	Sean McNally, ASM Rep	X
Andrew Bulovsky, VP-Public Relations		William Lipske, Staff Rep	X
Annie Paul, VP-Leadership Development	X	Peter Lipton, Faculty Rep	X
Mark Guthier, Secretary	X	Jeff Haupt, Alumni Rep	X
Hank Walter, Treasurer	X	Juli Aulik, Alumni Rep	X
Bill Mulligan, WUD Rep	X	Lori Berquam, Dean of Students	X
David Gardner, ASM Chair		Susan Dibbell, Asst Director-Social Ed	X

Guests: Nathalie McFadden, Director's Office Assistant

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Damron called the meeting to order at 6:03 p.m.	Motion Passed
Approval of Minutes	Mr. Mulligan made a motion to approve the 10/3/13 meeting minutes. Mr. Lipske seconded . All in favor.	
Recognition Plan Update	Ms. Paul presented the newly structured Recognition Plan for the 2013-14 academic year. She noted that recognition has been disproportionate across the different WUD committees. There have been instances of non-use of funds and funds not being used in an effective manner. There will now be a monthly recognition plan, which Directorate has approved. Monthly recognition opportunities are as follows: <i>October:</i> Ice cream coupons for committee members <i>November and January:</i> Officers and committees are given cards to be able to treat people <i>December:</i> WUD water bottles <i>February:</i> Pizza party <i>March:</i> WUD baseball hats will be distributed The goal is to ensure that these funds are being used and the committees maintain retention throughout the year.	
Budget Considerations	Mr. Damron stated that Mr. Filipp will present on budget considerations to prepare council members for possible decision items at the next meeting. Mr. Filipp asked everyone to think about priorities relating to the budget. He then went over the timeline: <ul style="list-style-type: none"> Information from committees will be gathered to see what is needed this year and next year. The actual items will be approved later in April. The following will be included in the budget considerations: <ol style="list-style-type: none"> WUD's total estimated cost Any changes to positions and descriptions Evaluating the structure for next year Looking at other priorities Mr. Lipton asked what information will be given to Union Council prior to the next meeting; he noted the need for a well spelled-out description of each item in order to do a proper evaluation. Mr. Filipp stated that background information will be included. Mr. Haupt asked if voting will take place at the next meeting. Mr. Filipp noted that only officer position	

<p>Decision Items: Goals Presentation</p>	<p>descriptions will be voted on at the next meeting. Mr. Walter stated that this is an overall budget preparation for the following year. The Union will receive instructions from the campus regarding assumptions and guidelines that should be used. He went on to say that the budget process is done bottom up.</p> <p>Mr. Walter discussed the budget process that is performed by himself and Mr. Guthier over winter break. He and Mr. Guthier will meet with every department over a two and a half day span. Each department will present their budget needs. Mr. Guthier and Mr. Walter will then decide whether or not they approve of the department's budgetary needs. The goal of this budget consideration process is to give Mr. Guthier and Mr. Walter direction prior to their budget approval process. Mr. Filipp stated that background information will be shared before the meeting.</p> <p>The following goals WUD goals were developed during the summer WUD Retreat</p> <ol style="list-style-type: none"> 1. Accessibility: provide programs that appeal to a diverse population of students and Union members. <ol style="list-style-type: none"> a. We have tried to evaluate how much is spent on accessibility. They found that 100% of our audience would recommend programs to a friend and return in the future. Once people get their foot in the door they enjoy their experience. Currently, 60% of events are guided at improving accessibility. b. Limitations: schedules, not enough time. Also interests don't always match with programming. c. A continued effort will be made to make all students feel welcome. Demographic information is currently being collected through student ID numbers. These numbers include information regarding ethnicity, college, major and hometown. They are trying to discover if there is a group that is currently underserved. 2. Collaboration: collaborating and making connections with other student organizations, faculty and administrators on campus. <ol style="list-style-type: none"> a. Make better use of the resources on campus and put on better events. Make WUD an organization that people looks to for collaboration. They have already started moving towards this internally and externally. So far this semester, 40% of events have been collaborations. There is also potential for community outreach. The WUD Brain Trust was highlighted, which brought student leaders together for a day of collaboration and networking to discuss major issues on campus and the resources to solve them. Mr. Lipton asked if this would mean more or better events. Mr. Damron stated the goal is to reach more students with what they do; this does not necessarily mean more events. 3. Visibility and presence on campus <ol style="list-style-type: none"> a. Many students who attend events don't even know we exist. WUD is trying to remedy this by developing a collective WUD brand. An awareness motto was created which will be an announcement before every WUD event; every attendee will know who put it on 	
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	<p>and how they can get involved. This allows the community to create their own brand while still including WUD as an entity. This will be an ongoing and ever-improving process.</p> <ol style="list-style-type: none"> 4. The expansion and improvement of ways to provide new and unique programs to campus <ol style="list-style-type: none"> a. Develop new ways to serve campus; this will focus more on quality than quantity. WUD will look at programs relevant to students' needs and the purpose of events. <p>Discussion: Mr. Haupt stated this theme tends to carry on year to year. He suggested permanent branding of programming spaces. Ms. Paul said that this would be possible. Mr. Filipp stated that Directorate is working on creating a space to highlight the work of WUD in both Unions. Mr. Lipton noted the need to define the differences between WUD and the Union. Mr. Damron stated that WUD is a challenge to define. Ms. Paul noted the need to stress student involvement. Mr. Haupt asked if the goals should be more specifically attainable. Mr. Damron stated that each committee and all of the officers made specific tangible goals in relation to the above goals.</p> <p>Mr. Haupt stated that another goal should be to ensure that everyone feels good about what they accomplished. Mr. Mulligan stated the goals will be reviewed in the middle of the year to ensure they are being met. Mr. Filipp said more specific goals will be brought to next meeting. He went on to say that there is a large variety of metrics from a variety of sources to create tangible goals.</p> <p>Mr. Mulligan made a motion to approve the goals as presented. Mr. McNally seconded. All approved.</p>	
MUR Enumeration	<p>Mr. Walter noted the information on the MUR enumeration is being presented to prepare council members for a possible decision item at the next meeting. Mr. Walter stated that every capital project must be enumerated and approved by the State Building Commission. Union Council must approve the enumeration before it is presented to the SBC. The amount enumerated at the start of the process may not be the same as the enumeration at the end. The enumeration for Phase II was done several years ago, and was based on what we thought would be left over following Phase I from segregated fees, fundraising, and the operating budget.</p> <p>During this past month, the Phase II 35% designs have been approved; however they may not fit into the original \$33 million enumeration. More budget information will be available after the last design workshop. Mr. Guthier stated that he is talking with campus leadership and the UW Foundation for approval. Whatever the amount is, it will be a number that campus leadership and the Foundation feel comfortable supporting. The percentage increase and the returns on that increase will be considered. Mr. Haupt stated that the east side of the building is the revenue generating side; this is about maximizing opportunity.</p>	Motion Passed
Union Council Selection Policy	<p>Ms. Paul presented the Union Council's Programming and Leadership Development Subcommittee's recommendations for the nomination</p>	

<p>Seeking approval of changes to Policy SE3-9 and procedures SE3-9a & SE3-9b</p>	<p>process. She noted that the policy and procedures have been approved by the sub-committee.</p> <p>Larger Changes:</p> <ul style="list-style-type: none"> • Implement an information session for the officer position applicants. • Add the requirement of a reference letter. • Focus on the Nominating Committee's abilities - trust the committee to make well-informed decisions. • The VP-Leadership Development will be involved in this process rather than the VP-Public Relations. • A dinner with the candidates will not be held which will remove awkwardness; however, an informal reception will take place. • Remove the case study because it is not important for making a decision. This time will be dedicated to working on prepared statements. • Study abroad and Skype interviews will be allowed. • There will be a break for council refreshments and for the Nominating Committee to review and revise their recommendations before moving into deliberations. • Ms. Paul noted the SE3-9b policy is new. <p>Ms. Paul went on to say that the committee does not feel that the process is broken, however it can be improved. Ms. Dibbell stated that there is only a slight change in policy 3-9. We feel like this is relevant so did not make significant changes. She also noted that se3-9a is just reworded. The focus is that the nominating committee does the work of Union Council.</p> <p>Mr. McNally asked about the letters of recommendation request. In his experience, interviews with references have played a larger role. Ms. Paul stated that a letter of recommendation gives more information immediately. Ms. Dibbell stated that typically reference letters are structured to address certain skills. Mr. Haupt noted that it is troubling when a student speaks very positively or negatively about a certain candidate. This is covered by Se3-9a, but will take some time to smooth out. Ms. Dibbell noted that the list of candidates will be sent out ahead of time. Additionally, members will be required to share their personal history with the candidates so no one is blind-sided. This will be a large focus during officer training.</p> <p>Ms. Aulik made a motion to approve the recommendations. Mr. Haupt seconded. All in favor.</p>	
<p>Reports: Secretary</p>	<p>Mr. Guthier stated that he recently travelled to both Los Angeles and New York for development visits. He then discussed the PBS Visionaries series that features the work of non-profits. Last year, ACUI chose to highlight four schools, including UW-Madison for one of the Visionaries episodes. The editing was wrapped last month, and will be available sometime in January. The Union will host a premiere at the Marquee, to which Union Council will be invited. Mr. Guthier finished by saying that MUBA was impressed by all the work done by the Union.</p>	<p>Motion Passed</p>
<p>Treasurer</p>	<p>Mr. Walter stated that the lead architect gave a presentation on Phase II to MUBA last week. Mr. Walter presented this 3D walk-through to the Council. He went on to say that a lot of work has been done on the</p>	

<p>Adjournment</p>	<p>renovation. There are currently 29 existing air-handling systems, some of which are 73 years old. The plumbing and electrical systems are antiquated. Additionally, there are four fire alarm systems, but no automatic fire sprinklers. Elevators are also not code compliant. The historic aspect makes this project very complex. Currently, LEED Silver is attainable, and LEED Gold is within reach, which was not expected. He went on to say that the staff has been working a lot on the building project.</p> <p>There has been continued conversations with the School of Nursing regarding developing a coffee shop in their new space. In the facilities area, a new hotel manager has been hired, who was the owner and president of the Edgewater. The facilities team has also been working hard on Badger Bash. The staff has been very focused on how we will operate when the east and central part of the Union are closed. More information will be available as the plans continue to develop. They are looking at putting in a temporary coffee operation in the west wing. There are, of course, budget concerns with this. However, some money has been put aside. Currently, this is all based on assumptions, so it is an interesting puzzle to put together.</p> <p>Mr. Walter stated that he believes the Union is in good shape, but there is still a lot to figure out. Realistically, with all of the interim plans, there should not be expense increases in ongoing operations. He noted that the Stiftskeller is under renovations until, tentatively, February third.</p> <p>Mr. Lipske made a motion to adjourn. Mr. McNally seconded. All approved. The Meeting was adjourned at 7:57.</p>	<p>Motion Passes</p>
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