



*Figure 1: Stout Student Association Logo*

## Meeting Agenda

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7:00 PM Cedar/Maple, Memorial Student Center

49th Congress 10th Session November 6, 2018

- I. Call to Order 7:05 pm
- II. Pledge of Allegiance
- III. Acknowledgement of Country
- IV. Roll Call
- V. Standing Committee Roll Call
  - a. Executive
    - i. No meeting
  - b. Organizational
    - i. All present
  - c. Financial
    - i. All present
  - d. Sustainability
    - i. All present
  - e. Diversity and Inclusivity
    - i. All present
  - f. Visibility and Outreach
    - i. Senator Schoenike excused
- VI. Words of Wisdom – Director Buchanan
  - a. Nominate Director Nadeau for next week words of wisdom
- VII. Open Forum
  - a. Campus Card – Grady Richartz
    - i. The seg fee is .12 per credit, per semester. We are not asking for a raise and looking at the .12 per credit. The seg fee is 5.4% Dining register and the equipment that we service support and the card sales (replacement cards) the voter ID repository and put our

- photos to people soft and sharing with the students. The last part is the actual hardware and software to produce the cards. We are currently stable.
- ii. Challenges/issues, one thing is the only school that does not charge a transaction fee to a baseline or Flexline cost and pick up the cost of the credit card payment.
    - Advisor Witucki
  - iii. The software continue to rise at a 3-5% increase and usually charge back to the department. Pepsi vending switched to their own readings and we get less revenue to support our program there. Expect the credit card to increase.
  - iv. Director Canon
    - What is the cost for a replacement card?
  - v. Grady Richartz
    - Currently if the card is lost, we charged \$20 and if the card is broken, we charge \$10. We replace old voter ID cards for free and we would like them to
  - vi. Director Canon
    - Due to the fact you make your own cards I'm curious on why the cost is still \$20?
  - vii. Grady Richartz
    - It was \$20 and with our old system we had a \$5 temporary cost card and we did drop that cost. Secondly, we implemented the \$10 split fee and reduce the cost and are the lowest in the system. We are the lowest in the UW-System for a card replacement and I don't know one that is lower in \$20.
    - Projects: photo ID software and hoping to implement that we fit the tech with the rules and regulation on campus. Piloting more extended hours next semester.
  - viii. Senator Dumke
    - If I go to a lost and reported card it's still a dead link.
  - ix. Grady Richartz
    - Trying to open the period of time to extend the hours.
  - x. Senator Brisbin
    - I believe it is important that you open on Saturday and that's a long time for a student not get in their doors.
  - xi. Grady Richartz

- The importance of it came when housing lock their doors 24/7.
- xii. Senator Vandusartz
  - When new faculty come to campus do our seg fee pays for that as well?
- xiii. Grady Richartz
  - We generate some funds from our ID portion of the account and the other thing Faculty cards does not expire.
- b. Municipal Services – Curtis Wieland
  - i. Fee for all the city services. Portion of ambulance bill, fire department, other than Stout police, water all covers with this bill. Last year the bill was \$97,000 and I collected 80,000 from the students. I got too much money and I'm letting my account balance slowly go down. I would need another dime from you to make even. I got 43 thousand for the next 4 to 5 years and let my cash go down. I'm asking for 2 more cents and the fee now is .40 center per credits which would bring the total up to .42. My fee is \$12.60 in order for you not to get burned, flooded or other municipal services that come my way.
  - ii. Senator Dettmanm
    - If the city bill goes up, I would have to go up and are you going to request more? Does this get cover by parking?
  - iii. Curtis Wieland
    - The state goes out and pay the bill. This does not go under parking. The services bill the state and the state bills the university and there is no negotiating. Any area that generate revenue that is cover by the state and pay a little bit.
  - iv. Senator Franda
    - Are we using these services more or are they becoming more expensive?
  - v. Curtis Wieland
    - The services are becoming more expensive and the bill than goes up for everyone as inflation rises. We should expect a 2-3% increase per year.
  - vi. Senator Brown
    - Question about the ambulance?
  - vii. Curtis Wieland

- My insurance covers a piece and just for having the service in the town is built by the ambulance services and the city charges us a piece of the build.
- c. Green Fee – Jacob Nadeau
  - i. I run the Green Fee and work with the Sustainability Council on projects, then if it passes we distribute the money. Work with the Sustainability council to move these motions. Currently we are getting .38 per credit: for 15 credits that is \$5.70 and for 30 credits that is \$11.40. All the things that it covers Education, Energy, Food, Promotion, (get rest from the project)
  - ii. If it is not a Seg fee funded building the money have to be matched by support from the Facility or University. Academic projects can be funded except for direct individual learning experiences and course credits. We could not fund people to go on fieldtrips or things of that nature.
  - iii. We recommend projects that are indicated by students and we try to keep student interest and needs in priority.
  - iv. Our total revenue is negative \$4,491.86 from last year was 76,000 and we spent a total of \$81,000 and we dipped into our end fund balance from the year before. The total expenses is \$1,485 and the reason is due to the Earth Week activities and expense to the green fee account. Projects are revenue allocations. To date it is \$44,052 and that is from this year seg fee collections. Not requesting an increase.
  - v. Senator Brown
    - Academic project could be funded, but they can't get class credit?
  - vi. Director Nadeau
    - Need more clarification in regards to the projects the Green Fee projects that the Green Fee could fund?
  - vii. Director Canon
    - Can you share with the body previous initiatives the Green fee has covered?
  - viii. Director Nadeau
    - Some initiatives include: 15 new recycling sectors and waste receptors purchase with Green fee money, total of 20 brand new bikes and lockers, Wigen got an LED renovation and we got matching funding from housing. Money allocated for two projects in commons for LED and solar projects.

- ix. Senator Reed
  - Thank you for the green fee work and personally used one of the 20 bicycles and it was a good deal for me. Stout has a good name for being a sustainability University.
- x. Director Nadeau
  - Reputation for being a good university and good to keep the ball rolling.
- d. Alternative Transportation – Jacob Nadeau
  - i. I serve as the SSA transportation liaison and work with Dunn County Transit to work out the relation with StoutRoute bus systems. We are getting .34 per credits and we are looking for no budget increase.
  - ii. The StoutRoute and community route, StoutBikes and student wages for transportation coordinator.
  - iii. Total revenue \$68,361 and we were a little bit over for rollover request. Had a meeting with Dunn County transit and they are comfortable with their rate. In the future 2021 Dunn County transit two of the StoutRoute busses will be up for replacement. Whether we chip in or not will be discuss at that time. Working with DCT for the bus shelter and should not impact the seg fee.
  - iv. Senator Ruf
    - Have you discuss adding another bus stop by the field house?
  - v. Director Nadeau
    - We have discussed and hired a contractor to do a researcher to increase bus routes.
  - vi. Senator Kangas
    - I think the bus shelters is great and full support.
  - vii. Director Beaulieu
    - I echo what senator Kangas said and have we decided where they will be specifically?
  - viii. Jacob Nadeau
    - The clocktower stop and the library and the reason for that is due to it being an intersection between the StoutRoute and Community route. We did get them to give us a double size one there and we'll keep pushing for the Red Cedar route.
  - ix. Director Beaulieu
    - I think pushing for North Campus would be more beneficial.
  - x. Senator Brisbin

- I think the clocktower is important as well. Do we know what they are going to look like and included in the shelter?
- xi. Jacob Nadeau
  - They do not have any concrete concepts for the shelters and it will be a fully enclosed roof. Enclosed on three sides and have 2 doors for entrance and exit points. They going to be retro fit with solar to add lighting to the shelter. We could possibly put phone charging stations in as well.
- xii. Senator Brisbin
  - I think if you get any major updates, I think it will be beneficial to share it with the body.
- xiii. Director Nadeau
  - I will give an update to the body if I receive any new information.
- xiv. Senator Vandusartz
  - Dipping into the end balance and that's to say too much expenses for the revenue?
- xv. Director Nadeau
  - In past years we have been dipping it into the money now and we will be using some increases.
- xvi. Senator Vandusartz
  - Why aren't we getting ready for the future and making a small one now?
- xvii. Director Nadeau
  - We don't know if we will be having to pay for the busses.
- xviii. Advisor Witucki
  - The campus exterior development committee. The next meeting is on December 3<sup>rd</sup> 9 am.

#### VIII. Approval of the Minutes

- a. Minutes are approved

#### IX. Unfinished Business

#### X. New Business

- a. U.S.S. 49.10.01 Approval of the Contingency 1 Budget
  - i. This motion is to approve the Financial Affairs Committee contingency 1 budget
  - ii. Friendly amendment add distribution to Jennifer Lee and Rhonda.
  - iii. The Contingency Excel document will be given by print and uploaded after the meeting.
    - Director Habach

- a. Basically, anything on this chart that is highlighted have been denied. The reason for not approving and a lot of it was not signing up for a hearing.
    - b. Recess for 10 minutes at 7:59
    - c. Reconvene at 8:10
  - Senator Ruf
    - a. First question when do the club have to spend the money by. Anything up until the 22<sup>nd</sup> of December. Line 98, 99 and one got approve and
  - Director Halbach
    - a. For line 98 they could register in one meeting.
  - Motion Yay 17
  - Abstaining 8
- b. U.S.S. 49.10.02 Motion to approve Diversity Initiatives for the Academic Year 2018-2019
  - i. This motion is to approve four diversity initiatives for the 2018-19 academic year.
  - ii. Director Beaulieu
    - Document regarding the Diversity initiative. We have started working on some of them and this would be the senate to approve the initiatives for the Diversity and Inclusivity council.
  - iii. Senator Brisbin
    - How are the survey going to be created?
  - iv. Director Beauieu
    - We wanted to come up with the body could use every year and if it catches enough traction to have the administration use it as well. Possibly getting funds through contingency to work with PARQ and create a statistical survey.
  - v. Senator Brisbin
    - Have you looked into how other UW-systems are doing?
  - vi. Director Beaulieu
    - I have not looked into this as of yet, but I will take a look at other universities.
  - vii. Senator Brisbin
    - Researching sensory rooms and where it will be?
  - viii. Director Beaulieu
    - The Diversity and Inclusivity got permission from the creators. We will be looking into if this is feasible and

location. I have a couple places where it would be in a central location.

- ix. Senator Brisbin
  - We have had sensory rooms and I would suggest looking at the actual academic buildings. It's usually because you have to diffuse the situation fast. Potentially evaluating the academic buildings.
- x. Director Beaulieu
  - The one thought, the library is in the disability services is in the library and I think it is a good idea.
- xi. Senator Kangas
  - What is a sensory room?
- xii. Director Beaulieu
  - It would be a safe room for individuals with a cognitive disabilities and it would regulate sound, bright noises and items that they're not a sensory overload for students. A lot of sensory rooms is for cognitive individuals but can be used for the entire campus.
- xiii. Senator Dettmann
  - The people are being included are those people that would be working with this?
- xiv. Director Beaulieu
  - Most of those are people we like to keep in contact with and
- xv. Senator Dettmann
  - Add The Veterans Relations Sarah coordinator in the be it therefore resolved
  - Motion passed
- xvi. Senator Brisbin
  - In regard to Diversity Week, what events are you plan on having?
- xvii. Director Beaulieu
  - It will be a big event with all of the diversity projects and we will be working with their cultural orgs with the conference. Possible events, a art gallery for all diverse students of marginalize populations. Mural for what diversity means for them. An international student mixer and get them involve on campus. Jim Handley doing a nonviolent training. Also having a first generation student panel.
- xviii. Senator Franda



- When is Diversity week?
    - xix. Director Beaulieu
      - March 4<sup>th</sup> – 8<sup>th</sup>.
    - xx. Motion Passed 22 Yay
      - Abstention 1
  - c. U.S.S. 49.10.03 Motion to Appoint Shared Governance
    - i. This motion is to appoint student representative to a shared governance committee.
    - ii. Motion Passed 23
- XI. Reports
- a. President
    - i. I had a couple more meeting with E-sports and created a feedback for directors on feedback. Started working on bylaw edits. I attended student tech fee and allocated all the money for next year.
  - b. Vice President
    - i. This past week was a productive week. I started by getting a room reservation for Senator training and figuring out and hunting down the food situation for the event. I also have made a meeting to start to talk to Krista from the involvement center about the Samuel E Wood medallion committee. I also attended ATL audit committee on Friday that report is attached. During some of my office hours I created a slide show for senator training about parliamentary pro.
  - c. Director of Communications
    - i. For my week, I finished up the Election Watch Party and did some voter efforts. I did an interview with the University about the Election Watch Party. I did my daily responsibilities for my position with sending out motions to appropriate distribution and getting ready for the month of contingency. Worked on calculating attendance points, it has been a slow process. Sent an email to all Directors and Vice Chairs to fill out a standing form to complete for the Connect website. I sat down with Vice Chair Larson and discuss some help with their role. I briefly helped out with Rock the Vote yesterday and helped some individuals prepare to vote. I also, changed the logo to the Native American Heritage Month logo and will be posting items on social media in relation to that.
  - d. Director of Organizational Affairs

- i. I also attended the student technology fee with president Bragelman. Last week, I've been working with organizations to complete the renewal process. I hired my first SOCO member. This week I'm meeting with more organizations.
- e. Director of Financial Affairs
  - i. This week was a little busier as the financial affairs committee and I wrapped up deliberations on Contingency 1, while I also opened the window for Contingency 2 budgets to be created. Along with that, I emailed each recognized student org's president, advisor, and treasurer to offer a reminder of the deadline for Contingency 2 which is November 15th at Noon. I attended the Special Course Fee meeting yesterday (11/5), where we looked over how we did fill out the chart of proposals. There were a few questions regarding how safety equipment will be treated with this being the first year that courses can apply for incidental funding. Curtis Wieland will provide more detailed information at our next meeting this coming Monday with the overall amounts requested amongst other statistics. I also attended the kick off for the ATL Audit Committee with Vice President Serier and Senator Dumke where we were introduced to how each proposal gets ranked, and what we need to do prior to this Friday. For anyone that has questions or is interested in either the SCF Committee or the ATL Audit Committee please feel free to contact me. I also spent time this week setting up and creating budget workshops for next week ahead of the contingency 2 deadline. Finally, I worked on getting the overall contingency 1 budget onto the agenda for tonight's meeting.
  - ii. Please let me know if you have any other questions for me. I am working on getting you the Motion for the Contingency budget as we speak.
- f. Director of Legislative Affairs
  - i. This week I focused on preparing for the second day of hearings and the possible deliberations of contingency hearings. The committee and I finished hearing the organizations requesting money during this contingency process with enough time to spare to begin deliberating. I also have been in the loop with Advisor Lee about a change to the connect software for the create a budget process, which will be slightly changed in time for the annual budget process. I also attended the kick off meeting for

the special course fee on Monday the 29th where we covered what each committee member needs to accomplish for the coming week. We will be meeting again next Monday the 5th.

g. Director of Diversity and Inclusivity

- i. This week I did quite a lot. The most major thing I did was work with the Diversity and Inclusivity Council to draft up motion for our Diversity Initiatives for the year. The next thing I did was I attended the Diversity Bridge Team and wrote a report for the U.S.S of S.S.A. I attended a diversity webinar about Advancing Diversity and Inclusivity through Multilevel Strategic Leadership. I did not attach this report into the agenda, but if anyone is interested in this report, I will provide the information to them. The last few things I did were very little things, I discussed meal tickets for Senator training with Director Halbach and VP Serier and then i started coming up with a rough timeline for Diversity Week.

h. Director of Sustainability

- i. This week I had a productive Sustainability council which discussed how to promote current sustainable tools that are available to students on campus. We were also introduced the the new Senator for Sustainable Development. I held a meeting between the Stout-Bus Group and Dunn County transit where we discussed bus shelters including their design, locations, and funding. Another topic of discussion was the budget for 2019-2020 which went in a positive direction. I also prepared seg fee presentations for the 11/6/2018 senate meeting.

XII. Additional Reports

a. Executive Board

- i. Meeting did not happen due to Senator training.

b. Standing Committee

- i. **Sustainability Council** – The main thing we focused on at the Sustainability Council meeting was thinking of ways to promote sustainability around campus. Some ideas were to post images of what to recycle, compost, and throw away on receptacles(such as the images already on the receptacles in the MSC). It was also mentioned that perhaps we could make a video to explain what to recycle, compost, and throw away. Director Canon also asked us to submit information about the council and green fee so that a website can be created for the Sustainability Council on Connect.

- ii. **Visibility and Outreach** – VAO discussed outreach opportunities and promotional items for SSA this year. Director Canon has finished figuring out the prizes and food for the Election Watch Party. We also brought up the discussion of having two senator training seminars per year. We reviewed the Connect website as well as the Senate meetings poster and discussed improvements.
  - iii. **Financial Affairs** – Two weeks ago FAC started Contingency 1 budget hearings and we heard from about 25 orgs. Last week we finished up Contingency 1 hearings for about 13 orgs and started deliberations. We also approved a rollover request from SSA and a reallocation request from Blue Devil Smash.
- c. Shared Governance
- i. **General Education Committee** - We discussed how we can make general education courses more interesting and appealing to students, re-construction of bi-laws as they are outdated, a possible change of name for general education, and ideas for an upcoming session in January.
  - ii. **Diversity Bridge Team** – This month's DBT meeting we talked about a lot of different things. The first thing we talked about was the new Associate Dean of Equity, Diversity, and Inclusion(EDI). A few faculty were concerned about academia not being regarded under the position, because it is crucial to have EDI in our classrooms and curriculum as well. These faculty want the position to focus on not only cultural competence in class, but helping these marginalized students succeed academically. The administration at the meeting (Provost Guilfoile and Dean Scott) shared that we are not at the financial state to have the new dean position that covers academia and student life services, and they feel as though focusing on student life and retention specifically is more important. The last thing that was discussed regarding the new dean position is that they are considering changing the job title of the dean to something other than EDI. However, Dean Scott said they did not know the name of it yet. We talked about several other things as well, there is an International Speaker, Aaron Bruce, that will be speaking on Nov. 15th about diverse populations and participating in study abroad. The Diversity Toolkit for supervisors that made for supervisors to valuate university staff on cultural competence is finished and ready for use. The last major thing we talked about was the Inclusive

- Excellence Action Plan for this year as well as last year. SPG improved our action plan for this year, and now the chancellor is the last person that needs to improve it. Regarding next year's Inclusive Excellence plan it is due in May, in addition to next year's plan, SPG would like a rough draft 5 year plan for the Diversity Bridge Team and what goals they plan to accomplish.
- iii. **Campus Exterior Development Committee** – This meeting went well, it was my first time attending their meetings this academic year. Discussion consisted of the annual night walk which will be held next Tuesday from 5-7 pm. We also discussed updates on continuing initiatives from 2017-2018. One interesting topic we discussed was outdoor art installations. and how we would like to incorporate them on out campus. A big topic that came up was the creation of a landscaping master plan. We discusses how other universities had gone through creating theirs and where we should start for ours. We also passed the motion to refurbish 8 campus marker signs.
  - iv. **Strategic Planning Group** – Director Canon, Vice President Serier, and Senator Haas attended this meeting. At the meeting, we discussed class size strategy and effectiveness. The current average class size seems to be working, so the goal is to keep it at about the same number. It was also brought up to start looking at classes that are consistently under enrolled and ways to have programs work together or alternate offerings. Then, enrollment and retention targets were discussed. Current projections were approved with some alterations to the numbers for minorities and grad students. New strategies were discussed on how to increase enrollment and retention rates. The final discussion was on the student jobs programs, which had the eligibility updated this year. We just got a brief outline on this topic because we were running out of time.
  - v. **Diversity Bridge Team** – This month's DBT meeting we talked about a lot of different things. The first thing we talked about was the new Associate Dean of Equity, Diversity, and Inclusion(EDI). A few faculty were concerned about academia not being regarded under the position, because it is crucial to have EDI in our classrooms and curriculum as well. These faculty want the position to focus on not only cultural competence in class, but helping these marginalized students succeed academically. The

administration at the meeting (Provost Guilfoile and Dean Scott) shared that we are not at the financial state to have the new dean position that covers academia and student life services, and they feel as though focusing on student life and retention specifically is more important. The last thing that was discussed regarding the new dean position is that they are considering changing the job title of the dean to something other than EDI. However, Dean Scott said they did not know the name of it yet. We talked about several other things as well, there is an International Speaker, Aaron Bruce, that will be speaking on Nov. 15th about diverse populations and participating in study abroad. The Diversity Toolkit for supervisors that made for supervisors to value university staff on cultural competence is finished and ready for use. The last major thing we talked about was the Inclusive Excellence Action Plan for this year as well as last year. SPG improved our action plan for this year, and now the chancellor is the last person that needs to improve it. Regarding next year's Inclusive Excellence plan it is due in May, in addition to next year's plan, SPG would like a rough draft 5 year plan for the Diversity Bridge Team and what goals they plan to accomplish.

- vi. **Access To Learning Audit Committee** – It was an introduction meeting for the ATL audit committee we were introduced to the share point and where to find the files. We discussed how to read through the different budgets and talked about the process for grading them. We have to go through 65 budgets before this Friday then we will talk about them if we have any questions on our feedback. Senator Dumke and Director Halbach also attended.
- vii. **Student Tech fee** – raise technology could be implemented in the class. Talk about the upcoming visit she's taking with the SSA to give you all a heads up. Two-factor registration is just for employees. Security issues and things like that. There was an audit over the summer. **Ask senator kangas to share the information.**

d. College Reports

### XIII. Announcements

a. Director Beaulieu

- i. During the Diversity Bridge team, we had a big discussion and partnering with Stout speakers to try and get major influential

speakers on campus. There is no price limit The only requirement is the speaker needs to have stimulate intellectual thought and conversation. By Nov 15<sup>th</sup>. We also going to be appointing a student on the committee.

b. Senaotr Brisbin

- i. OAC, we went over the constitution for a new org. We gave them the critiques and edits; the organizations was COGS and we are also editing our policy for OAC.

c. Senator Gunderson

- i. Contingency two is open until Nov 15<sup>th</sup> and contingency runs all the way through the end of April. PONG is having its last land of the year and whoever has the best dad outfit get the world best dad mug.

d. Senator Kangas

- i. Sue and I will start an IT student advisory committee. IT would be a smaller group that we would work together with and gather the opinions. We would like 5-10 students.

e. Senator Haas

- i. I sent out a survey for senator training that will end at Friday

f. Senator Timalsina

- i. International day and invite all of you to attend. The location is MSC ballroom 5 – 8 pm.

g. Senator Dettmann

- i. Next Wednesday at 3 - 4:30 pm Cedar Maple we will be hosting suicide prevention training. It is tailored to veterans and useful to everyone.

h. Director Canon

- i. If you would like to come upstairs and enjoy the Election Watch Party!

XIV. Adjourn

- a. Adjourn at 8:44 pm