

**UB Sweatshop Advisory Committee Meeting  
of April 20, 2004**

**Meeting Minutes**

**Attending:** Dennis Black (Student Affairs)  
Peter Nickerson (FS)  
Ruth Fink (Trademarks & Licensing)  
Ed Johnson (Athletics)  
Beth Fenush (Procurement Services)  
Jeff Mott (FSA)  
Eileen Cain (Student Affairs)

**Guests:** John Grabowski (Procurement Services)  
Donna Czaja (PSS)

**Agenda:** Review Membership Charge  
Review Campus Policy  
Review Support Documentation from Vendors  
Review Developments from National Organizations  
Discuss Annual Report (Summer, 2004)  
Discuss Updates to Website ([www.student-affairs.buffalo.edu/sweatshop](http://www.student-affairs.buffalo.edu/sweatshop))  
Other Business

1. Dennis Black reviewed the history of the sweatshop issue leading up to the creation of the UB committee; restated that the Bookstore and all six Student Governments have been asked to send representation; no students present at today's meeting; asked that minutes be sent to all Student Government presidents, committee members, and guests attending.
2. Dennis Black reviewed membership charge and campus policy; no changes suggested at this time but the committee will review again in Fall, 2004.
3. Ruth Fink reported that Trademarks and Licensing created a compliance form that was mailed to approximately 100 vendors last week; her office referred to the Workers Rights Consortium when developing the form, which is posted on the website: [www.student-affairs.edu/sweatshop](http://www.student-affairs.edu/sweatshop). Expects to begin receiving completed forms in the next few weeks.
4. John Grabowski reported on the results of a random audit conducted by Purchasing in accordance with UB's Policy on Sweatshop Legislation. A purchase order for Ad Pro (dated 10/24/03) was selected. Ad Pro submitted the completed form, indicating compliance with all questions, and submitted documentation. On behalf of the Sweatshop Advisory Committee, Dennis Black will review documentation and post relevant information in annual report. Purchasing will also pull together data regarding how many vendors receive the compliance statement from UB; how many return them etc.

A new contract with Ad Pro has been approved. This contract encompasses most of the apparel needs by Athletics and will be for a period of five years. A copy of the compliance form and back up documentation from this contract will be filed with committee records.

Laux Sporting Goods also submitted a Bidder Certification form to Purchasing for a subsequent purchase for jackets.

Beth Fenush reminded the committee that a Bidder Certification of Compliance with Fair Labor Conditions form is sent with bids whenever apparel or athletic equipment is bid.

5. T&L will send letter with the compliance form next time indicating that the information requested could be subject to Freedom of Information Laws (ie who vendors use as manufacturers); determination needs to be made at that time if there is legitimate reason to keep information private (i.e. competitive purposes).
6. Roger McGill and Ruth Fink are conducting an informal survey of other universities who have joined the Worker's Rights Consortium (WRC) or the Fair Labor Association (FLA). Checking to see what their experiences have been, how membership has helped or hurt their efforts etc. Committee will review findings at Fall, 2004 meeting.
7. T&L, FSA and Purchasing agreed that there would be a benefit to knowing whom the others are doing business with, and from whom they have received compliance verification, so that the same vendors/manufacturers aren't asked over and over to complete the same forms. They will each research ways to create simple databases to track this information and ways that they might make it available to each other. Should include Bookstore in the discussions. Purchasing will coordinate efforts to create databases.
8. Annual Report 2004 – Will include materials from two meetings from 2003-2004; report regarding how many vendors/licensees have received compliance statements, completed verification, provided documentation (Purchasing, T&L, FSA)
9. Dennis Black asked committee members to check the website for possible updates and materials that could be added and to let him know by mid-May. Also interested in general feedback regarding website.
10. Next meeting will be scheduled in Fall, 2004. In the meantime, updates on related materials will be shared with the committee via email. New student government officers will be contacted and asked to name representatives to Sweatshop Advisory Committee.