

Incidental Fee Committee
Minutes

Meeting #3
November 19, 2014 4:00pm
Room 306, Health & Wellness Center

1. Call to Order/Roll Call

Meeting is called to order at 4:05pm by Quinn Forner, IFC Chair.

IFC Members: Miguel Sanchez, Tori Stutzman, Carter Craig, Rachel Ammons, Evelyn Garcia, Jessica Hand, Quinn Forner, Vikas Sharma and Allison Cook.

Advisors: Darin Silbernagel, Director of Business Services; Gary Dukes, Vice President for Student Affairs.

Area Heads: Patrick Moser, WUC/SLA; Debbie Diehm, Plan-it-Wolf/Wolf Ride, and Barb Dearing, Athletics; Meg Artman, Student Media; Keller Coker, Creative Arts; and Rip Horsey, Campus Recreation.

Other Representatives: Brandon Neish, Budget Office; Justin Ross, ASWOU Senate; and Zach Moffatt, ASWOU Senate President.

IFC Secretary: Adela Aguilar

Not Present: Malissa Larson, Access; Ingrid Amerson, Childcare; Mary Ellen Dello Stritto, Abby's House; Adry Clark, Service Learning & Career Development; Eric Yahnke, Vice President for Finance & Administration; and Michael Freeman, ASWOU

2. Approval of the Agenda

Vikas Sharma moves to approve the agenda. Evelyn Garcia seconds. Acclamation is called. Seeing no dissent the agenda is approved.

3. Approval of Minutes

Vikas Sharma moves to approve the minutes. Miguel Sanchez seconds. Motion passes 8-0-0.

4. Old Business

4.1. Expectations/Goals – No additions.

5. Reports

6. New Business

6.1. IFC Revenue Projection Memo

Darin Silbernagel hands out the 2015-2016 Incidental Fee Revenue Projection memo. Maintaining the, recommended, ten percent in the reserve should be attainable. He also notes that enrollment numbers are 331 less than projected.

While it was previously stated that the fee could be decreased \$14 (based on base budgets) it appears a \$4 increase is needed; mainly due to enrollment numbers.

6.2. Administrative Overhead Study

The administrative overhead study is conducted every two years; Darin has the twenty seven page study if anyone wants to review it. The current administrative overhead for IFC funded areas is 7%; the study results recommend increasing it to 7.63%. Darin's recommendation to the administration was to increase it to 7.4% instead.

6.3. Set Winter Term Meeting Schedule

All Committee members have Thursday evening availability; starting at 5:30pm. Meg Artman notes Thursdays are production nights for the Journal; meaning she will be unable to attend. Barb Dearing reiterates that Athletics has GNAC commitments Thursdays at 7pm.

Because the Committee had previously agreed to keep Thursday open, IFC meetings for winter term will be Thursdays at 5:30pm beginning January 8, 2015. The Committee will make necessary adjustments to accommodate Student Media and Athletics when needed.

6.4. Finalize Sub-Committee Membership

Student Union Activities – Werner University Center, Student Leadership & Activities, Student Activities Board, and Campus Recreation.

Chair: Miguel Sanchez

Advisor: Eric Yahnke

IFC member: Quinn Foster

ASWOU Senator: Braden Shribbs

Educational, Cultural, & Student Government Activities #1 – ASWOU, Access, Wolf Ride, Plan-it-Wolf, and Service Learning & Career Development.

Chair: Tori Stutzman

Advisor: Gary Dukes

IFC member: Carter Craig

ASWOU Senator: Jessica Freeman

Educational, Cultural, & Student Government Activities #2 – Childcare, Abby's House, Student media, and Creative Arts.

Chair: Rachel Ammons

Advisor: Gary Dukes

IFC member: Evelyn Garcia

ASWOU Senator: Jason Runyan

Athletic Activities – Athletics, Media/Outreach, and Extraordinary Travel.

Chair: Vikas Sharma

Advisor: Darin Silbernagel

IFC member: Jessica Hand, and Allison Cook.

ASWOU Senator: Zach Moffatt

Jessica Hand reminds the Committee that there should also be a student at large on subcommittees.

6.5. Set Budget Due Date

Budgets are due to Brandon Neish on Monday January 12, 2015 by noon. Brandon prefers budgets be submitted electronically.

6.6. Set Budget Presentation Schedule

The Committee sets the budget presentation schedule keeping in mind that athletics and student media have Thursday evening conflicts.

Thursday January 15, 2015

Campus Recreation, Childcare, Plan-it Wolf, WOLF Ride, Werner University Center, Student Leadership & Activities, and Student Activities board.

Thursday January 22, 2015

Abby's house, Access, Creative Arts, Service Learning & Career Development, and ASWOU.

Monday January 26, 2015

Athletics, and Student Media.

The Committee will meet twice the week of January 26; on Monday for budget presentations and on Thursday to begin preliminary decisions.

6.7. Next Meeting Date

It is established that no further meetings are necessary until winter term. Patrick Moser inquires about subcommittee timelines and how the process is initiated. Darin Silbernagel notes that the chair of the subcommittees should initiate meetings. Jessica Hand suggests present subcommittee member meeting touch base once the meeting adjourns. She also encourages members to familiarize themselves with the funded areas in their respective subcommittees; while not required one of last year's suggestions was touring funded areas.

7. Announcements

8. Adjournment

Evelyn Garcia moves to adjourn. Carter Craig seconds. Acclamation is called. Seeing no dissent meeting adjourns at 5:06pm.

