

Incidental Fee Committee  
Minutes

Meeting #1

November 16, 2016 8:00pm

Location: Willamette Room, Werner University Center

**1. Call to Order**

Alma Pacheco, acting Chair, calls the meeting to order at 8:05pm.

**2. Roll Call**

**IFC Members:** Caroline Basso, Asia Cohen, Emily Searls, Carter Craig, Shelby Worthing, and Caleb Tingstad.

**Advisors:** Darin Silbernagel, Director of Business Services; Gary Dukes, Vice President for Student Affairs; and Eric Yahnke, Vice President Finance & Administration.

**Area Heads:** Debbie Diehm, Wolf Ride; Rhys Finch, Student Media; Rip Horsey, Campus Recreation; and Leo Mejia Aguilar, ASWOU.

**Other Representatives:** Brandon Neish, Budget Office; Jeanie Stuntzner; Creative Arts; Glen Harris, Athletics; and Megan Habermann, Student Engagement.

**IFC Secretary:** Adela Aguilar

**Not Present:** Malissa Larson, Access; David Janowiak, Creative Arts; Barb Dearing, Athletics; Ingrid Amerson, Childcare; Adry Clark, Service Learning & Career Development; Aislinn Addington, Abby's House; and Patrick Moser, Student Engagement.

**3. Approval of the Agenda**

Alma Pacheco, acting Chair, gives a quick debrief on making motions and voting within Robert's Rules of Order.

Carter Craig moves to approve the agenda. Caleb Tingstad seconds. The motion passes 6-0-0.

**4. Old Business**

a. None

**5. New Business**

**a. Declaring Conflicts of Interest**

Alma Pacheco, acting Chair, directs IFC members to the IFC Handbook for a description of a potential conflict of interest before having members state theirs.

Shelby Worthing asks whether being employed by an IFC funded is considered a conflict of interest. Alma Pacheco confirms that it is not.

Shelby Worthing – No conflicts of interest

Carter Craig - No conflicts of interest  
Emily Searls - No conflicts of interest  
Asia Cohen - No conflicts of interest  
Caroline Basso - No conflicts of interest  
Caleb Tingstad - No conflicts of interest

**b. Scheduling Meetings for Winter Term**

Alma Pacheco informs the Committee that she would like to start a conversation in regards to Winter term meetings. Since the majority of the Committee has registered for classes she asks which nights would not work for members,

Shelby Worthing – Not available Mondays before 7pm, 4-6 on Tuesdays & Thursdays.

Carter Craig – Not available Mondays and Wednesdays before 6:45pm.

Emily Searls – Not available Tuesdays after 7pm or on Fridays.

Asia Cohen – Unsure of their schedule but will touch base later on.

Caroline Basso – Not available Monday-Thursday from 9am – 1pm, Tuesdays from 5pm-8pm, and Fridays from 9am-10am.

Caleb Tingstad – Is available after 5pm on any evening.

**c. Scheduling IFC Retreat**

Gary Dukes explains that the retreat is a great opportunity to familiarize the Committee with rules and procedures. It includes going over the contents of the crib book, covering Robert's Rules of Order, and going through a sample budget. It is typically a 2 to 3 hour commitment scheduled on an evening or weekend. He emphasizes on the importance of doing it soon. The Committee members state their availability:

Caleb Tingstad – Available any evening after 5pm but would prefer it not be a Friday.

Caroline Basso – Available all week after 1:00pm with the exception of Tuesday.

Asia Cohen – Will work the meeting around current schedule.

Emily Searls – Not available Tuesdays or Thursdays.

Carter Craig – Not available on Fridays, can be available on Mondays after 7:30pm.

Shelby Worthing – Available during the day on Monday – Thursday; can work around evening schedule with the exception of the Holiday Tree Lighting.

**d. IFC Chair Nominations**

Alma Pacheco directs the Committee to the Handbook for further information on being the IFC Chair. She encourages everyone to consider the leadership opportunity and calls for nominations. She also points out that due to changes by the Incidental Fee Steering Committee the Chair will be a voting member.

Shelby Worthing nominates Carter Craig. Carter Craig asks whether being the Residence Hall Association president could pose a conflict. Gary Dukes confirms

it will not be an issue since RHA is not funded by the incidental fee. Carter Craig accepts the nomination.

Asia Cohen nominates Shelby Worthing. Shelby Worthing declines the nomination.

Seeing no more nominations, Alma Pacheco asks Carter to speak about his experience. Carter Craig notes that he is the current RHA President and therefore is familiar with Robert's Rules of Order. In addition, he also has two years of experience with the Incidental Fee Committee.

Caleb Tingstad asks whether the Committee can go ahead and move into Chair Elections. Alma Pacheco points out that the IFC handbook calls for a two week process.

**e. Subcommittees**

A list of the IFC subcommittees is presented to everyone. It calls for an IFC member Chair, IFC member, advisor, and ASWOU Senator. Darin Silbernagel points out that there should also be an at-large member.

Caleb Tingstad explains that serving on a subcommittee means gaining a more in depth understanding of the pertinent budgets. This requires meeting with area heads and being walked through their budgets. Carter Craig points out that the at-large student is a great opportunity to introduce someone to IFC.

IFC members are handed index cards to help determine which subcommittees they will serve on.

**f. Projection Memo – Darin Silbernagel**

Darin goes over his projection memos – bot are attached.

**g. Set Budget Due Date**

Brandon Neish, Notes that the longer winter break will likely affect the budget due date. He also notes that according to the process, area heads are supposed to meet with their subcommittees before budgets are submitted. He suggests setting Friday January 13, 2017 at 5:00pm as the deadline.

Darin Silbernagel notes that the final decision will need to be presented to the Board of Trustees around April first. He adds that there may be some flexibility depending on the presentation schedule; there were three weeks in the previous year.

Caleb Tingstad notes that there were two different due dates the previous year and asks whether that is something that worked for area heads. Megan Habermann notes that having two due dates would be great for Student Engagement since they are restructuring and just recently received their budget worksheets. Brandon

Neish believes it is doable but suggests the Committee not set a due date past January 20, 2017 as he will need time to format the budget sheets. He suggests setting the due dates as January 13 and 20. Darin Silbernagel notes that the previous due dates were January 14 and 21, 2016.

Gary Dukes asks Debbie Diehm about her experience having a budget due a week before others. Debbie Diehm responds that it was ok, she made it work. She also notes that she started budget prep work three weeks earlier.

Shelby Worthing asks how it was decided which budgets would be submitted first. Gary Dukes responds that it was based on dollar amounts. The smaller budgets are usually Abby's House, Access, SLCD, Wolf Ride, and Childcare.

Caleb Tingstad notes that he would like to keep it as close to last year unless area heads have input. Megan Habermann notes that the process requires that area heads put together and advisory board and meet twice. It could present a challenge with the current academic calendar. Gary Dukes asks Debbie Diehm where it is in the process. Debbie Diehm responds that her subcommittee includes SLCD, and Access; their advisory board is set up.

Shelby Worthing asks about the possibility of having budgets due the following Monday (Jan 16 & 23) as opposed to Fridays (Jan 13 & 20). Brandon Neish notes that he chose Fridays in order to have the weekend for data entry. Darin Silbernagel notes that in the previous year the due dates were on Thursdays and suggests maybe adopting that timeline. Debbie Diehm notes that last year budgets were due in the second week of the term as opposed to the first and would advocate for a Friday due date.

The Committee members all agree to set the due dates as January 13, 2017 at 5pm for smaller budgets (SLCD, WOLF Ride, Access, Childcare) and January 20, 2017 at 5pm for bigger budgets (Athletics, ASWOU, Student Engagement, Student media, Creative Arts, & Campus Recreation).

## **6. Announcements**

Alma Pacheco thanks everyone for their attendance and notes that the next meeting will be after Thanksgiving break.

## **7. Adjournment**

Caleb Tingstad moves to adjourn the meeting. Emily Searls seconds. No discussion; the motion passes 6-0-0. The meeting adjourns at 8:53pm.