

Incidental Fee Committee
Minutes

Meeting #2
November 28, 2016 8:00pm
Willamette, Werner University Center

1. Call to Order

Alma Pacheco, ASWOU President, thanks everyone for attending the meeting.

The meeting is called to order at 8:07pm.

2. Roll Call

3. Approval of Minutes

a. November 16, 2016

Carter Craig moves to approve the minutes. Caleb Tingstad seconds.
The motion passes 7-0-0.

4. Approval of the Agenda

Caroline Basso moves to approve the agenda. Caleb Tingstad seconds.
The motion passes 7-0-0.

5. Old Business

a. Chair Election

At the previous meeting Carter Craig was nominated for Chair.
The Committee votes via secret ballot. Ballots are counted by Darin Silbernagel; Carter Craig is elected IFC Chair.

Alma Pacheco steps down and Carter Craig steps up to Chair the remainder of the meeting.

b. Declaring conflicts of interest

Carter Craig notes that Lindsey Marquardt was not in attendance at the last meeting and therefore needs to declare any potential conflicts of interest.

Lindsey Marquardt responds that she has no conflicts of interest.

c. Winter term meetings

Eric Yahnke asks the Committee if there is a possibility of starting meetings before 8am, he would prefer a morning meeting instead of an evening one.

Carter Craig suggests going through two hour time slots and checking Committee member availability. Shelby Worthing notes that she is opposed to 6am meetings. Patrick Moser notes that the Werner University Center does not open for business until 7:30am and there would be a charge to open beforehand. Rip Horsey adds that the Health and Wellness Center opens at 6am and could accommodate a meeting depending on the academic schedule.

The Committee runs through various days/times and arrive at the following slots of availability:

Wednesday
6:00 – 8:00am
8:00 – 10:00pm

Friday
12:00pm – 2:00pm
4:00pm – 6:00pm

Sunday
4:00pm -7:00pm

Patrick Moser notes that the Werner University Center is closed on Sundays per last year's IFC decision. Rip Horsey notes that the Health and Wellness Center opens from 2:00pm – 10:00pm on Sundays.

Emily Searls notes that if the Sunday time is chosen she will be about 30 minutes late once per month due to a prior engagement.

Gary Dukes suggests alerting Alma Pacheco of the limited availability so that she can consider that in filling her final appointment.

d. Subcommittees

Carter Craig informs Subcommittee Chairs that they need to contact their committee members to set up meetings. The IFC Secretary will send out the distribution list with updated contact.

The Committee is guided through the crib book.

6. New Business

a. Parliamentary Procedures/Roberts Rules

Gary Dukes walks the Committee through Parliamentary Procedure.

He notes that when making a motion the correct language is “I move...” as opposed to “I make a motion...” He emphasizes the importance of

speaking up. He explains that while items/motions can be amended there must be a second and will require a vote. He encourages the Committee members to look over the packet in their crib book as well as to use the cheat sheet behind their placard. He acknowledges that it is a learning process and that the advisors and other attendees will help along the way.

Gary Dukes also notes that in the previous year Committee members were not allowed to vote if they left their chair during discussion. He suggests having a conversation in regards to when a Committee member can still vote.

Carter Craig explains to the Committee that there are often lengthy discussions in which someone may leave the room. In the years past if someone left their seat they could not vote on the motion, or if they left the room. He notes that all Committee members have the credibility to say they understand what is going on and choose to vote. He then asks the Committee for their input.

Caleb Tingstad suggest setting a specific time limit that would disqualify someone from voting. Emily Searls notes that more than 5 minutes would cause someone to miss enough to not vote. Caleb Tingstad suggests that perhaps a 10 minute time limit would be more appropriate. As the silence continues, Carter Craig calls for any dissent. Shelby Worthing agrees with a 10 minute limit. Carter Craig suggests a straw-pull in regards to the 5 minute and 10 minute time limit; 3 members are in favor of 5 minutes while 4 members are in favor of 10 minutes.

Gary Dukes suggests that those in favor of the 5 minutes can police themselves in regards to voting. Caroline Basso asks whether members are supposed to seek approval before leaving the room. Carter Craig confirms that members must call for a personal privilege.

As per the discussion it is established that if a member is away from a discussion for more than 10 minutes they are disqualified from voting. However, members can abstain if they feel they have missed too much discussion in less than the allotted 10 minutes.

b. Review Crib Book

i. IFC Handbook

Darin Silbernagel explains that the IFC Handbook can be edited by the Incidental Fee Steering Committee (IFSC) on an annual basis and it gives participants an opportunity to help dictate the process. There is an IFC logo in the works as a new edit to the Handbook. It would be up to the Committee to call for IFSC if deemed necessary.

ii. Budget Notes

He makes sure to emphasize the importance of the budget notes as they are operating rules. He also explains that the Committee has the ability to edit the budget notes as needed. He encourages the Committee to carefully read over all the rules.

iii. Overview of Funded Areas

Darin quickly covers the section of the crib book that covers funded areas. The dollar amount allocated and a small description of each area is provided in the crib book.

iv. Allocation History

He briefly covers the allocation history so members get an idea of what the fee has done over the years.

Darin explains that the IFC typically starts in the Fall, gets heavy in the Winter, and finishes up in the Spring – if all goes well. The ASWOU Senate will review the IFC decision, if a consensus cannot be reached, the Joint Resolution Committee will need to be formed to address the issue.

v. Budget Format

Brandon Neish, from the Budget Office, gives an overview of the budgeting worksheets the Committee will be working off of.

Brandon begins by clarifying that a fiscal year (FY) runs from July 1 – June 30 on an annual basis. He also notes that we are currently in FY 17 and will be budgeting for next year, FY18.

He then explains that the worksheets are prepopulated with a lot of information, it can seem overwhelming but it will all make sense as they go through the worksheets. There is one worksheet for each funded index and they are all pre-populated with 3 years' worth of allocation history, last year's actuals (FY16), current year budgeted and projected, as well as next years (FY18) request and cut packages (5% & 10%). A few areas will have summer allocations.

Receivable are outstanding accounts owed to the area by students. Accounts payables are things yet to be paid by the area. Many areas have unspent funds at the end of the fiscal year for several different reasons, area heads and the budget office will do their best to account for unspent funds during presentations. If an area receives Extraordinary Travel that will be listed separately so it does not appear to increase their budget.

Carryforward is all the leftover money that is scooped out and returned to the IFC in order to reduce the fee. However, if an

area brought in more revenue than they budgeted for, the excess is theirs to keep and is left in their index for one FY. Other Revenue is self-generated and can be from special rides, conference fees, memberships, etc. Gary Dukes notes that in the event that an area does not hit their budgeted revenue they must spend less in other areas to stay within their budget.

Personnel refers to both student and staff pay, each position is listed separately and the salary is separated from other payroll expenses (OPE – retirement, FICA, unemployment, & health benefits). Only professional staff (classified & unclassified) will have position numbers, students do not. When there are funds allotted for pay (non-student) without a position number it is meant to cover a number of things; could be overtime pay time r shift differential among other things.

Account numbers, our chart of accounts, anything starting with a 0 is revenue, anything starting with a 1 is salaries, anything starting with a 2 is general expense, and anything that starts with a 3 is travel.

The worksheets are meant to give a clear picture of what happens in the respective areas. There are some mandatory fees that are assessed outside of WOU by Shared Services Enterprise, those will appear in the Services and Supplies area; those numbers should match what was paid in the previous year.

Gary Dukes notes that only facility budgets will have utilities; Health and Wellness Center and Werner University Center. In a previous year the IFC decided there was going to be a budgeted amount for utilities but it would zero out in the end. If the amount was too much the excess was returned to IFC and if it was not enough IFC would make up the difference from the reserves.

Brandon Neish adds that at the end of the year, before the books are closed, everything is reviewed and they will backfill mandatory expenses if their respective areas are overdrawn. For example, if a budget with electricity expenses has overdrawn their S&S then they will backfill the excess in electricity if necessary. Mandatory expenses are utilities, mandatory fees, and salaries/OPE, these are the only areas that will be covered by IFC reserves if necessary.

The General Administrative Overhead, in the worksheets, represents a 7.4% expense for each financial transaction within an index. This goes towards the University expense to process the payments and such.

Capital Outlay applies to a few areas and is meant for purchases over \$5,000. This is primarily used by facility budgets but also for things such as copiers.

Depreciation is very significant for facility budgets and equipment purchases. In this area you can see the funds that are put aside annually in order to be able to repurchase something over \$5,000 when it needs to be replaced, ideally over the course of 5-7 years.

The bottom section, beginning with revenue, is a summary of everything that happened above. Subtracting any one-time funding gets you to the current service level; what it costs to maintain their current operations.

The Budget office compiles all the budgets and shows them in a summary, they will also provide their current year (FY17) allocation, their FY18 request, and the difference. While the difference is represented in percentage form it will be important for Committee members to pay attention to each budget as they vary in allocations. A 2% increase for Abby's House is quite different from a 2% increase from Athletics. Gary Dukes adds that it is also important to see where the increases are being requested.

Brandon explains that given all the information he currently has, if current service level was funded for each area there would be a \$7 increase to the fee. The unspent funds have already been taken into account, otherwise the increase to the fee would be \$17. Ideally, the closer to zero that areas get down to is best since the funds will be benefiting the students that paid into them.

Eric Yahnke asks about the Foundation entry at the top of the worksheet. Brandon Neish explains that some areas have alternate sources of funding not contained within IFC. A Foundation account is an account that has less restrictions and is self-funded. The Budget does their best to populate foundation account information that shows end of the fiscal year balances. He notes that Athletics has significant funding outside of IFC that will be discussed during their presentation.

Brandon Neish notes that the worksheets are prepopulated with everything he knows is coming. However, that does not require the Committee to fund any area at that level. He also reminds the Committee that funding happens in a lump sum and they cannot line item – if an area receives a cut the area head is given an

opportunity to rework their budget. Area heads are available to answer any questions in regards to their budgets.

The worksheets have been loaded to Google Drive, this is where area heads will submit their requests. Committee members will be given access to look over the material provided. Later on, Committee members will receive printed copies for review.

Brandon Neish encourages Committee members to review as much as possible beforehand and lets them know he is also available for questions.

Darin Silbernagel notes that the administrative overhead study is conducted every 2 years and was recently done. There will be no change to the fee; IFC will remain at 7.4% and general fund will remain at 8%.

c. Open Hearings

Carter Craig explains that the Committee will need to hold two open hearings after the preliminary decision. These are a great opportunity for students to give their input on the IFC preliminary decision. These will have to be on different nights/times in order to accommodate a variety of schedules.

7. Announcements

8. Adjournment

Caleb Tingstad moves to adjourn. Emily Searls seconds. The motion passes 7-0-0; the meeting adjourns at 9:52pm.

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Meeting #2

November 28, 2016 8:00pm

Location: Willamette Room, Werner University Center

Roll Call

IFC Members: Caroline Basso, Asia Cohen, Emily Searls, Carter Craig, Shelby Worthing, Lindsey Marquardt, 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; Rip Horsey, Campus Recreation; Leo Mejia Aguilar, ASWOU, Glen Harris, Athletics; Patrick Moser, Student Engagement.

Other Representatives: Brandon Neish, Budget Office.

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; Rhys Finch, Student Media; *Juan Navarro,*

IFC Member.

