

Incidental Fee Committee  
Minutes

Meeting #3  
January 18, 2017 6:00am  
Room 205, Health & Wellness Center

**1. Call to Order**

The meeting is called to order at 6:02 am by Carter Craig, IFC Chair.

**2. Roll Call**

**IFC Members:** Caroline Basso, Asia Cohen, Emily Searls, Shelby Worthing, Juan Navarro, Lindsey Marquardt, and Caleb Tingstad.

**IFC Chair:** Carter Craig

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

**Area Heads:** Debbie Diehm, Wolf Ride; Rhys Finch, Student Media; Rip Horsey, Campus Recreation; and Leo Mejia Aguilar, ASWOU; David Janowiak, Creative Arts; Adry Clark, Service Learning & Career Development; Carey Gilbert, Childcare; Aislinn Addington, Abby's House; Malissa Larson, Access; and Patrick Moser, Student Engagement.

**Other Representatives:** Brandon Neish, Budget Office; Jeanie Stuntzner; Creative Arts; Glen Harris, Cynthia Olivares, ASWOU; Corbin Garner, ASWOU Senate Observer; Kaitlyn Dempsy, Business & Economics Club; Jessica Snook, Model United Nations, Sapphire Dorfman, Model United Nations; Colette Thomassians, Model United Nations; and Brittanie McConchie-Mack, Model United Nations.

**IFC Secretary:** Adela Aguilar

**Not Present:** Barb Dearing, Athletics; and Eric Yahnke, Vice President Finance & Administration.

**3. Approval of the Minutes**

**a. November 28, 2016**

Caleb Tingstad moves to approve the November 28 minutes.  
Shelby Worthing seconds. No discussion. The motion passes 7-0-0.

**4. Approval of the Agenda**

Caleb Tingstad moves to approve the agenda. Emily Searls seconds. No discussion. The motion passes 7-0-0.

**5. Old Business**

**a. Declaring conflicts of interest**

Carter Craig notes that all the members currently present have already declared their conflicts of interest. Therefore, the Committee moves on.

**b. Meeting schedule**

Carter Craig informs the Committee that there will be a meeting at noon on Friday January 20, 2017 in order to accommodate the "smaller" budget presentations. He reminds everyone that there is Friday afternoon availability and asks the Committee if they would like to schedule Friday meetings. Upon further discussion it becomes apparent that at Committee members are available from noon to 6pm on Fridays. There is a consensus that Friday meetings should be scheduled as needed. Carter Craig notes that every other week he would be late to Friday meetings do to a prior commitment.

## 6. New Business

### a. Business & Economics Club – Travel Request

Kaitlyn Dempsy explains that the Business & Economics club currently has 4 different trips budgeted; two to Salem and two to Portland. The club would like to combine the two Salem trips into one trip and do the same with the Portland trips. Giving the club a total of two budgeted trips. In the previous year the club took about 12 students per trip but this year they are expecting at least 20. Combining the trips will also facilitate with paying for them. In the previous year the club utilized WOLF Ride (provided at a lower cost than the Motorpool) but will need an additional van which will cost more. In addition the club would like to have a wrap-up dinner to discuss their trip.

Gary Dukes explains that the club is seeking approval because IFC requires areas to budget their travel plans and any changes must be approved; something the Committee is very strict about.

Caleb Tingstad asks if the club is looking to move money to go towards food. Kaitlyn Dempsy explains that the club had not previously specified whether they wanted meal reimbursements but they've decided they would. All funds would remain in travel since dinner would be part of the travel plan.

Shelby Worthing asks for clarification of the request. It is explained that the request is to combine trips which would not cut down on the students able to attend overall.

Emily Searls asks why the trips are being combine. Kaitlyn Dempsy explains that having to utilize the Motorpool will cost approximately \$75 for a 12 passenger van. Combining the trips would facilitate transportation costs for the increase in students.

Darin Silbernagel asks about the length of the trip. Kaitlyn Dempsy explains that it would depend on the businesses they were able to visit. Darin notes there are some restrictions in regards to food that correlate with the timing of the travel. Kaitlyn notes that they may

leave between 8 and 9am and return around 5 and 6pm. Darin explains that they may not be eligible for a meal. Debbie Diehm notes that she remembers there being an exception for students traveling for one-day trips, similar to athletic travel. Darin states that he would need to double check on that and asks if Debbie knows where to find the exception. Debbie responds that she remembers it being an OAR.

Rip Horsey asks if the club has looked into Uhaul Car Share through campus. Kaitlyn explains that she did not have enough time but she did have numbers from Enterprise but would still need a 12 passenger van trip to accommodate the students.

Caleb Tingstad asks if it is ok for the Committee to approve dinner. Darin Silbernagel reviews the policy and determines that a meal would be appropriate. Caleb Tingstad expresses that he has no issues with approving the reallocation. Lindsey Marquardt agrees and adds that a trip may be more fun with more students.

Caleb Tingstad moves to approve the travel request for the Business & Economics club. Caroline Basso seconds. No further discussion. The motion passes 8-0-0.

#### **b. Model United Nations – Travel Request**

Leo Mejia, ASWOU area head, explains that Model United Nations (MUN) would like to move around some funding in order to help fund an unbudgeted trip to Germany. They would like to use the funding previously allocated for the British Columbia trip and reduce the Portland budget to \$500. Many of the numbers presented are estimates, with the exception of lodging (already secured by the advisor) and registration. The club has \$1,317 remaining from an FY16 fundraiser. They are anticipating at least \$1,400 from the same fundraiser this year. Airfare will vary depending on when booking occurs.

Shelby Worthing asks how many students would be attending the British Columbia trip if that were not cancelled. MUN representatives note that the British Columbia trip has already passed. That conference typically has about 12 students that attend since it is a class requirement. Those students will have an opportunity to attend the Portland conference in order to make up that class assignment. Shelby Worthing asks how many students will be able to attend the Portland conference given the proposed \$500 budget. MUN representatives respond that they will be taking about 5 students and it will be a great opportunity for them to gain experience and prepare for the San Francisco trip.

Lindsey Marquardt asks how many students will be attending. The group explains there will be 5 students and 1 advisor. Darin Silbernagel asks when the aforementioned fundraiser would be taking place. The MUN representatives explained that they dinner will be taking place on February 9, 2017 and they typically have a good financial outcome. Everyone is invited to attend the dinner.

Shelby Worthing asks when the club voted to attend Germany instead of British Columbia. The MUN representatives note that the vote occurred on November 26, 2017. They add that there were three separate votes to ensure that everyone was on board. Lindsey Marquardt asks how many members the club has. MUN notes that membership fluctuates because of the class. Lindsey asks whether there are officers and if they will be attending the trip. MUN confirms their club has officers and that the Vice President and Secretary would be attending the Germany conference.

Shelby Worthing asks about the selection process for attendees. MUN explains that members had two weeks' notice about the application and one week to submit one. Their advisor, Dr. Pettenger, and other faculty reviewed the applications and selected the five students. It was not based on experience but rather their commitment to the club.

Lindsey Marquardt asks what would happen to the British Columbia funds if they were not approved for the Germany trip. Leo Mejia explains that in order for the funds to be used for anything else there would need to be a request before the Committee.

Emily Searls notes that the conference travel is quickly approaching and questions whether the proposed budget would be able to cover the airfare. MUN responds that they checked prices at 5:30am and the ticket prices were still within budget. Caleb Tingstad asks how long the club was aware that they would be changing the pre-approved travel plans. MUN reiterates that the day of the vote was when they knew a change would need to happen. Decision making within the club can be a lengthy process since they want to ensure that everyone has a chance to be part of the decision. They add that there was no real desire expressed for either the Portland or British Columbia trips. Emily Searls asks about the process involved in purchasing airfare. Leo Mejia explains That Western goes through Azumano but could go through a different vendor if cheaper airfare was found.

Carter Craig inquires as to when the travel request was submitted. Leo Mejia responds that he received the request around dead week or finals week. He put in a request for an emergency IFC meeting but one did not occur.

Corbin Garner notes that as a student observer he finds it interesting that the request came after the British Columbia conference had already occurred. It is like the members are undoing the work of the last Committee. The MUN members respond that they were prepared to present their request in the previous week but were unable to do so because of the inclement weather. They also add that club members were prepared to attend the British Columbia conference if their travel request was not approved in the previous week.

Shelby Worthing asks if the club attended both British Columbia and Portland conferences in the previous year. She also asks if the club had discussed opening up the Germany opportunity to the entire student body. MUN responds that they did attend both conferences in the previous year and they did not open up Germany to the entire student body. A significant amount of funding and dedication is needed for international conferences and they want to reward those who are participating in the club with the opportunity to attend.

Rip Horsey notes that he understands the situation from his involvement with club sports. There is one group of students doing the planning for the next group coming in, changes happen.

Lindsey Marquardt expresses concern over the fact that 12 students could have attended British Columbia but only 5 students can attend Germany. MUN notes they are planning on taking 15 students to the San Francisco conference, they are usually unable to take that many students but will do so in order to provide more conference opportunities. The San Francisco trip will occur on April 21, 2017. Shelby Worthing asks if there are any other local conferences the club could attend. MUN notes that there are no other local conferences that are at their level.

Caleb Tingstad notes that while he also shares Corbin's concerns he feels there have been extraneous circumstances. The club attempted to present their request sooner and it also seems that the entire club supports the decision to attend Germany.

Juan Navarro asks what would happen to the funds if they are not reallocated. Leo Mejia responds that if left unspent they would be retained by IFC, and potentially affect their funding for a future year. Juan Navarro explains that some of his fondest moments at Western were in club traveling and understands that things come up, he thinks the Germany trip could provide a great educational opportunity. Shelby Worthing does not want to get into the habit of reallocating funds for the sake of them being spent because an event was missed.

She also notes there is no guarantee that the club would be affected due to unspent funds.

Gary Dukes explains that unspent funds get rolled back and are used to reduce the fee going forward. He adds that it is the Committee's choice in how they proceed during this cycle. Areas who have spent all their funds could still receive cuts, there is no guarantee that an area with unspent funds will be penalized.

The MUN representatives explain that if the funds are not allocated for Germany they will try to get more students to attend the Portland trip and will seek other ways to use the funds. However, they believe that Germany is the best use of the funds. Shelby Worthing notes that it appears that the British Columbia conference is this upcoming weekend and asks if the club missed the registration deadline. MUN assures the Committee the conference has passed but there is a high school level one.

Juan Navarro has no issues with approving the request. He understands that the British Columbia conference was missed but feels that the Germany trip can also provide an educational purpose.

Caleb Tingstad asks if the advisors have any additional input. Gary Dukes explains that the Committee has looked at several points. From his perspective, it is important to look at the number of students being served and ask questions around that. Shelby Worthing reiterates that only 5 students will be benefiting and a lot of student fees will be used and asks the club how they intend to bring that experience back to Western. MUN notes that a lot of what the club does is travel off campus. They are looking forward to helping Central High School with their MUN club. They are also planning their dinner fundraiser in which they intend to get the community involved. International trips help them recruit additional members. They have been so focused on solidifying the Germany details but will continue to look into more ways of bringing their experiences back to Western.

Gary Dukes notes that Brandon Neish has put up previously submitted travel. The spreadsheet includes the trip, allocation, and number of students. That is not always mirrored when the travel is executed, especially in the number of students attending. Going forward it is important to look over those numbers, especially if a group has received an enhancement pertaining to increasing travel numbers.

Shelby Worthing likes the idea of sending students internationally but would like to see a concrete plan for bringing things back to Western so other students can benefit from the experience. Gary Dukes asks if

the travelers are contributing personal funds. MUN explains that each attendee is contributing \$200 out of pocket and bringing in as many donations as possible. One student has already brought in \$600 in donations. Other club members (not attending Germany) are also contributing towards the Germany trip. They note that they had 20 students attend the Seattle trip. While it seems that they are serving less students with Germany there is a big influence over all the club members.

Gary Dukes notes that they are intending to use their fundraiser money in the current year as opposed to the next and asks how that will affect their plans in the coming year. MUN explains that they've discussed doing an international trip every other year. Next year the club would attend Portland and British Columbia and consider an international trip the following year. Because every year is different they think it is important to have the club decide what they want to do in any particular year. They assure the Committee that if there were ever any changes they would begin the request process much earlier.

Caleb Tingstad moves to approve the MUN travel request. Juan Navarro seconds.

#### Discussion

Caleb Tingstad is in favor given the circumstances and the fact that the whole club is on board despite only 5 members being able to attend. Juan Navarro notes that the decision was made as a group and the educational purpose is still present. Lindsey Marquardt is on the fence because the request was brought after the fact and it is a lot of money for only 5 students. Would like to see more planning in the future. Shelby Worthing agrees with Lindsey but understands the timing situation. Caroline Basso has no doubt that MUN will plan accordingly in the future and feels that Germany will still be a great benefit to the club. Carter Craig notes that MUN comes to the Committee with request almost annually and believes it to be a product of the budgeting process. One that is not effective for clubs do to their leadership rollover and suggests that perhaps ASWOU could look into that. He also adds that the clubs support is heartening. Shelby Worthing likes that the club voted on the reallocation decision and suggests that the current leadership leave direction for future leadership. Corbin Garner notes that ASWOU will have many clubs in similar situations but there is nothing ASWOU can do about it. ASWOU cannot alter internal procedures to help the situation because the budgeting process in an IFC procedure. Gary Dukes confirms that travel has to be specified.

The motion passes 8-0-0.

**c. ASWOU – Travel/Event Request**

Leo Mejia explains when the ASWOU budget was presented, last year, some indices were not presented in terms of travel and events. He noticed upon taking his position and has compiled a list of the information not previously submitted. Because ASWOU has nothing to hide he brings it before the Committee for approval. The clubs cannot spend their money because their plans were not previously approved. Clubs followed the procedures but were missed when the budget was submitted.

Lindsey Marquardt verifies the forms are from last year. Leo Mejia explains the forms are from last year for things happening in the current year. Brandon Neish adds that all funded areas are to submit travel/event forms and it appears that ASWOU simply had some missing chunks.

Shelby Worthing asks if the issue was that the Committee did not see the allocation breakdown. Leo Mejia explains that only certain indices were presented. The IFC Secretary adds that Committee members were presented all the budget spreadsheets before approving overall allocations, they only missed out on seeing the event and travel plans. Corbin Garner notes that typically IFC cannot line item a budget and asks if that will occur with the current request. The ASWOU Advisors confirm the Committee is unable to line item. Leo Mejia explains that if the request is not approved then each club will have to go before the Committee each time they want to spend on travel or food for an event. Gary Dukes explains that he signs off on travel and meal forms and the information on the request looks pretty standard to him. While he cannot speak for the clothing items, nothing jumps out in the other categories.

Rip Horsey notes that in the past ASWOU has set deadlines for clubs to fill out the forms and have some internal policies in place should a club not respond. Wonders if maybe some of the clubs did not respond. Leo Mejia notes that he is unsure as to what happened last year but was able to find all the information this year.

Shelby Worthing moves to approve the ASWOU designations for the presented indices. Caleb Tingstad seconds. No further discussion. The motion passes 8-0-0.

**d. Brandon Neish - Minimum Wage**

Brandon Neish explains that last year the Committee put away a little over \$10,000 to accommodate a minimum wage increase. There will be a .50 increase each year until 2022.



Last year, he pulled all the payroll data to determine who was below minimum wage and determine how much it would take to get them up to the new minimum of \$9.75. In ASW903 it was determined that an additional \$109.25 was needed to maintain minimum wage based on the previously worked hours. The amount needed for all areas was about \$9,200. Once other payroll expenses and the administrative overhead was included the number was \$10,011.

He is seeking some direction as to how the Committee would like to proceed in regards to minimum wage, if it is even something that will continue to be addressed. Should the increase be factored into the spreadsheets, does the Committee want to set aside some funds, should areas present the increase as an enhancement?

Caleb Tingstad is in favor of having the increase factored into the worksheets since the increase will be the norm for the next several years. Gary Dukes notes that salary increases for staff members are factored into the spreadsheets and reminds the Committee they are still only able to focus on the sum. He adds that putting the increase into the spreadsheets is a bit of a safeguard because areas are unable to reallocate it without seeking approval. Caleb Tingstad believes having the increase in the spreadsheets will streamline the process since they will not have to look over individual enhancements.

Rip Horsey notes that last year it was factored in as an enhancement which should, now, be part of the current service level and should not be shown as an increase. Campus Recreation had almost \$5,000 of the previous minimum wage allocation and will likely need that much for next year. That will look like an almost \$10,000 enhancement when half was already approved in the previous year and is part of this year's current service level. Brandon Neish certainly understands the concern but explains that the difference will be present on the spreadsheets.

Caleb Tingstad asks the Committee if they are in agreement that minimum wage increase should be factored into the spreadsheets. No dissent.

Carter Craig goes back to old business in order to review conflict of interest. After explain potential conflicts of interest Carter asks Juan Navarro to declare his, if any. Juan Navarro states he has no conflicts of interest.

**7. Subcommittee Reports  
Educational, Cultural, & Student Government #1 (ASWOU, Access,  
WOLF Ride, and SLCD)**

Juan Navarro reports that his subcommittee met yesterday morning. All budgets were straightforward with no changes. They are not planning any additional meetings.

**Athletics Activities (Athletics, Media/Outreach, and Extraordinary Travel)**

Caleb Tingstad explains that they met with Athletics last Monday. It is a large budget and IFC funding is about 22% of it. The budget is composed of several items that do not allow room for change. They compared the budget to that of other institutions and found there is a disparity in the level of funding but not in competition. More discussion will be had once the budget is presented.

**Student Union Activities (Student Engagement and Campus recreation)**

Lindsey Marquardt reports that her subcommittee met Friday of Winter break. Both areas are presenting enhancements. Campus Recreation has a personnel enhancement and Student Engagement has an OrgSync renewal enhancement. The subcommittee will be meeting again on Friday.

**Educational, Cultural, & Student Government #2 (Childcare, Abby's House, Student Media, and Creative Arts)**

Carter Craig reports that they've already met with Abby's House, Student Media and Creative Arts. They plan on meeting with Childcare after the IFC meeting. Caroline Basso adds that she has really enjoyed learning about all the services provided by the different funded areas. No enhancement requests come to mind.

**8. Announcements**

Brandon Neish asks if the Committee wants to set presentation dates and times.

Carter Craig notes that smaller budgets are presenting this Friday and asks if the Committee would like to split the larger budgets into Wednesday morning and Friday afternoon slots.

Gary Dukes asks if the Committee is still looking to keep Wednesday morning meetings when there is a chink of time on Friday afternoons. Carter Craig notes that Friday afternoons would be more accessible to outside observers. Patrick Moser notes that in the past IFC has met for at least 6 hours and asks if Friday afternoons could be the standard meeting time and have Wednesday mornings as a backup. Caleb Tingstad asks if the meeting on Friday afternoons be scheduled from noon-6pm. Patrick Moser responds that the length of the meeting would depend on the business that needed to be covered. In the past if the meeting started at 5pm they met until 10pm or midnight. Lindsey Marquardt asks if the presentations could be split up and retain the Wednesday morning meeting times. Patrick Moser notes that if

the Committee would like to utilize both meeting times that is great. However, for presentations he would like to go on Friday afternoon as he would like to have his staff present. Asia Cohen adds that if the Committee keeps Wednesday meetings they will need to leave at 8pm do to class. Caroline Basso is in the same boat. Shelby Worthing is fine with either meeting time. Rip Horsy notes that Friday afternoon would allow for more deliberation and they could still keep Wednesday mornings as a backup time.

Juan Navarro can deal with Friday if needed. Shelby Worthing notes that Friday afternoon meetings could be easier for staff members, especially if they live out of town. Debbie Diehm adds that with it being an open meeting, it is more probable that students will make it to the Friday afternoon meeting. Corbin Garner agrees with Debbie and feels that ensuring as much student input as possible would be upholding the process. Juan Navarro reiterates that he is ok with either meeting time but questions if they will get many more outside observers on a Friday afternoon; a few but not many. Shelby Worthing notes that a few more are better than none. She adds that she is slightly concerned about not having a set end time for the Friday meeting. Patrick Moser notes that in the past the IFC has set some parameters around meeting times. Last year the meeting could not go past 10pm unless there was a vote to extend to midnight. Something similar could be established.

Carter Craig proposes meeting from noon to 4pm with the option to extend with a vote. No dissent.

Rip Horsey asks if the Committee would be ok with a classroom set up for the Friday presentations. No dissent.

## **9. Adjournment**

Caleb Tingstad moves to adjourn. Shelby Worthing seconds. No discussion. The motion passes 8-0-0. The meeting adjourns at 7:47am.

