

Incidental Fee Committee
Minutes

Meeting #5

January 25, 2016

6:00pm Columbia Room, Werner University Center

1. **Call to Order**

The meeting is called to order at 6:02pm by Tom Peterson, IFC Chair.

2. **Roll Call**

IFC Members: Justin Ross, Shannon Haas, Robin Perkins, Tom Peterson, Jacob Marsh, Carter Craig, Trey Shimabukuro, Caleb Tingstad and Lexie Widmer.

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

Area Heads: Malissa Larson, Access; Patrick Moser, WUC/SLA; Rhys Finch, Student Media; Adry Clark, Service Learning & Career Development; Rip Horsey, Campus Recreation; Barb Dearing, Athletics; Mary Ellen Dello Stritto, Abby's House; Ingrid Amerson, Childcare; and Sofia LeVernois, ASWOU.

Other Representatives: Brandon Neish, Budget Office; Glen Harris, Athletics; Dean Wright, ASWOU VP; Jessica Freeman, ASWOU Senate; Lilaah Jones, ASWOU Senate; Stefanie Price, Creative Arts; Jenesa Ross, Student; Melissa Bergeland, Campus Recreation; Ben Prahl, Campus Recreation; Megan Habermann, WUC/SLA; Don Boderman, WUC/SLA; Chelsee Blatner, WUC/SLA; Keri Knight, WUC/SLA; Jazmin Roque, Oregon Student Association; Kaylynne Gray, Oregon Student Association; and Javier Garcia, SAB.

IFC Secretary: Adela Aguilar

Not Present: Keller Coker, Creative Arts; and Debbie Diehm, Wolf Ride.

3. **Approval of Minutes**

a. **January 18, 2016**

Shannon Haas moves to approve the January 18, 2016 minutes.

Caleb Tingstad seconds. No discussion. The motion passes 8-0-0.

4. **Approval of the Agenda**

Shannon Haas notes that Subcommittee reports was not included in the agenda and asks whether that is not a weekly occurrence. Tom Peterson, IFC Chair, explains that he felt they were done with Subcommittee reports but if someone had something to say it could be said during the announcements.

Shannon Haas moves to approve the agenda for January 25, 2016. Jacob Marsh seconds. No discussion.

The motion passes 8-0-0.

5. Old Business

- a. None

6. New Business

- a. **Budget Presentations – Campus Recreation, Student Media, Werner University Center, Student Leadership & Activities, and Student Activities Board.**

Patrick Moser alerts the Chair that the presenters have chosen a presentation order; Student Media, Werner University Center (WUC), Student Leadership & Activities (SLA), Student Activities Board (SAB), and Campus Recreation.

Student Media - Rhys Finch, Student Media Advisor Located in the Terry House

Student Media is composed of three main branches; *Northwest Passage* their literary magazine, *The Journal* their weekly publication, and KWOU their 24/7 online radio station. With the exception of Rhys serving as an advisor all aspects of Student Media are student run. The Student Media mission states: “Student Media informs, engages, guides, educates and entertains while serving the WOU community and the greater Monmouth-Independence area. In the process, students receive comprehensive understanding of broadcast, print, and digital media and the skills needed to create it.” He adds that with the department’s usage of social media they are achieving a global outreach. In line with the mission the department gives students the skills needed to turn out their respective publications, a very unique opportunity for students.

The *Northwest Passage* is student run and published three times per year, they are coming up to their second publication of the year. It is a great way to get published for free on campus so if anyone is interested they should definitely get in touch with the department. The publication is free to the WOU community and alumni. It is printed in color and there is a small reception at Hamersly Library where attendees can enjoy some of the work from the magazine. The staff is made up of Editor-in-Chief (paid student position) and several volunteers who are tasked with selecting what is published. The magazine is available around campus as well as online.

The Journal, the weekly-published newspaper, is available around campus as well as online. The staff is made up of 12 positions; Editor-in-Chief, Managing Editor, Copy Editor, Section Editors (News, Campus Life, Entertainment, Sports, &

Photography), Web Developer, Designers, Advertising Manager, and an hourly Distribution Manager. Rhys notes that the Advertising Manager position is currently open and interested parties should get in touch. There are also 12+ freelancers that are paid \$10 for a written or photo addition to the paper.

KWOU, the student-run online radio station, consists of a Station Manager, a Technical Engineer and about 8 volunteer DJs and Producers. Some DJs are working on their own podcasts as well as working with other organizations to make a greater impact.

Strategic Planning –

The *Northwest Passage* is currently working with the Education Club on a community outreach effort to reach Kindergarteners and elementary students to encourage writing. There was also a very positive Freebie Friday, in collaboration with WUC/SLA, which included a reading from an esteemed colleague. *The Journal* provides ¼ size ads for student organizations & clubs. They are certainly able to get bigger ads at an additional cost. KWOU DJs events and parties as well as provide free 30 second of airtime for Student organizations & clubs.

Goals -

Rhys notes that this is his first year at WOU and Student Media is working on engaging the local community as well as reaching out via social media. He has been teaching others to utilize Hootsuite, which enables one to aggregate all their social media pages into one browser page and time their posts to go out throughout the day/week. The *Northwest Passage* has been recording podcasts with local bands and poets and finding out what they are doing at WOU and hoping to accomplish outside of WOU. Student Media is working towards a convergence of the three branches in an effort to become more of a Media center. They are currently easing into a convergence via design team that is working across the different areas and teaching the *Northwest Passage* Editor-in-Chief how to design the magazine. The movement towards a convergence of the three branches gives students a chance to experience real world situations and gain valuable skills. They are hoping to have a new logo by next term. Another goal is to update the broadcasting equipment for the recording studio. The overall goal is to educate, entertain, and inform their audience.

This fall Student Media was awarded a one-time \$15,000 grant from The Edouard Foundation. The funds will be used for the previously mentioned equipment upgrades, some conference travel, as well as promotional material for all areas of Student Media to handout for visibility reasons.

Funding –

MED911 – Student Media Operations requests \$75,170 from IFC; \$60,491 is advisor payroll (less than was paid for the previous advisor) and \$5,238 is group travel.

MED912 – Northwest Passage requests \$8,800 from IFC; \$4,351 for student payroll and \$3,172 for publishing.

MED913 – The Journal requests \$65,820 from IFC while anticipating \$6,000 in revenue; \$56,035 in student payroll and \$11,103 for publishing.

MED915 – KWOU requests \$7,311 from IFC while anticipating \$7,561 in revenue; \$5444 for student payroll.

Funding –

The good news is that Student Media has some salary savings in regards to the advisor and the previously mentioned grant prevents the need for enhancements. They will only be requesting base funding. *The Journal* has been printing about 100 copies too many and will be printing less copies next year. If cuts are required, Rhys understands they may need to happen, travel will need to be eliminated (grant funds will need to be sought out) and some student positions will need to be temporarily eliminated. At a -5% a Journal designer would be eliminated. At a -10% a Journal designer, Journal copy editor, and the KWOU technical engineer would need to be eliminated. There would also be a significant decrease of paid events and fewer printed copies of all the publications.

Questions –

Caleb Tingstad asks about Hootsuite. Rhys clarifies that it is a social media aggregator that allows one to bring all their social media into one browser page. He highly recommends it and lets everyone know students can check it out for free.

Shannon Haas notes that the budget workbook for MED911 – Student Media Operations lists \$10,000 in gifts & grants and questions if that is different than the previously mentioned \$15,000 grant. Rhys explains that the \$15,000 grant from The Edouard Foundation is for the current year and the \$10,000 she referenced was an estimate of what they hope to obtain in the following year.

Justin Ross notes that Rhys mentioned bringing in \$6,000 in revenue for *The Journal* in FY17 and asks if that about what is expected this year. Rhys responds that it is the same amount and they are hoping to surpass that with online ads. They have not had takers for online ads yet but are hoping that something could come of it with the right ad manager.

Robin Perkins notes that the department currently has the funding for an ad manager but it was not included in the cut manager and asks whether that position would be included if a cut was required. Rhys responds that he would rather not cut that position as it would be a loss in regards to opportunities for revenue.

Werner University Center (WUC), Student Leadership & Activities (SLA), Student Activities Board (SAB) – Patrick Moser, Director of the Werner University Center

Patrick explains that he will be representing 5 different budgets; WUC academic year budget, WUC summer budget, SLA academic year budget, SLA summer budget, and the SAB budget.

WUC/SLA staff is asked to introduce themselves and state their roles:

Chlesee Blatner, Assistant Director of Operations

Megan Habermann Assistant Director for Student Leadership and Activities

Don Boderman, Conferences & Facilities Scheduling Manager

Patrick lets the Committee know that their packet should include the budget worksheets, the -5%/-10% cuts, enhancement requests for the applicable budget. The WUC has included their 5 year plan to show what they intend to use their funds towards in the next 5 years. All the minutes from the IFC Internal Review Board have been included to show how their budget requests changed based on the feedback received.

Werner University Center (WUC) – Patrick begins his presentation with a slide of all programs and services offered in the WUC. The list is extensive and includes student ID cards, free access to WUC conference rooms for student study groups, programming, photocopy services, and much more. He notes that a large portion of the WUC budget goes towards salaries for the professional staff and students who are responsible for the many services and programs offered in the WUC.

Accomplishments –

The WUC is equipped with door counters and in 2015 there were over 497,000 unique visitors; the data from all the counters is divided in half following the assumption that anyone who enters will also leave. The Columbia room and the Summit had carpet replaced. The Rogue room furniture was upgraded and is completely set up for Skype interviews. The restrooms outside of the Calapooia room were converted to all gender restrooms. One is a single use with a nursing station and the other is a multi-stall restroom. The “Freebie Friday” program has been expanded; there is a program scheduled every Friday from 2-3pm in partnership with the Bookstore, and Campus Dining. Numbers have quadrupled from last year. The WUC also manages the new Wolfie costume.

WUC/SLA proposed and was approved to change their department name from Werner University Center, Student Leadership & Activities to Student Engagement. The department felt that their current title was not all inclusive of everything that is provided by the one area so as of July 1, 2016 they will be known as Student Engagement.

There are carpet replacements scheduled this fiscal year for the first floor lobby, the computer lab, the Calapooia room, and the Rogue room. A window replacement is in the works for fy17 for the South face of the building which will make it both more comfortable and energy efficient. The WUC is hoping to increase summer conference group recruitment and management to increase revenue. They were able to bring a couple new groups this past summer and hope to build on that. They also hope to continue replacing the tables and chairs in the conference rooms; the first shipment of chairs should be in around March.

Looking at the WUC budget, the IFC base allocation is \$964,671 with the department bringing in a considerable amount of revenue of about \$283,000. The revenue comes from renters in the building (campus dining, the Bookstore) and a portion of their revenue, on campus building users (outside of IFC), and off campus users such as the State Speech Tournament. The WUC is reducing a few line items totaling \$15,216 for completed projects and moving it to areas where increases are expected. Funds will be shifted to student wages in order to meet the demand, general operating supplies and employee clothing to help with the upcoming name change, audio/visual supplies for a new switchboard in the Pacific room, and all the maintenance and repair accounts (equipment, building, and grounds). The Physical Plant rates continue to increase and are not posted until April, which usually causes the WUC to overspend in the maintenance and repair accounts.

The budget packet includes a detailed view of what -5% and -10% packages would mean for the department.

The WUC is asking for a total of \$5,577 in enhancements in two requests. \$3,725 ongoing for student employment to help meet the needs anticipated in the next fiscal year. \$1,852 ongoing for the Wolfie program. The Vice President for Student Affairs office paid about \$5,000 for a new mascot. Previously clubs were able to reserve the costume, put someone in it, and walk around. Unfortunately, that is not conducive to good maintenance nor does it offer a consistent Wolfie persona. The request would enable the department to hire and train students to be Wolfie (about 50hrs per term) and have some funds to maintain the costume. Athletics pays to have Wolfie at their events and that would not change. Wolfie is currently being funded out of an account that is not sustainable and the WUC hopes to change that via this enhancement. This request translates into a .57% increase, about \$0.47 per term (\$1.00 equivalent).

Questions:

Eric Yahnke asks what the revenue streams are for Sales & Services and Internal Sales. Patrick responds that sources are the Bookstore/Campus Dining rental,

potential charges for campus groups such as added labor for additional hours of usage, and funds from outside groups. He believes the \$40,000 is from outside groups and the \$200,000 is from on campus groups.

Eric notes that looking at the actual revenue for sales looks like it has increased but the internal sales his flat, he questions whether that is due to the Bookstore rent and wonders why it is flat. Patrick notes that it is meant to be flat. There is a scheduled 2% increase coming up though the square footage remains the same. He also adds that the WUC is entitled to a small percentage of the Bookstore revenue but that will depend on what is actually sold.

Eric asks whether the rate charged to external groups has changed or remained the same. Patrick responds that they are in need of a study on rates for outside groups since they have not seen significant changes in 4 to 5 years.

Eric asks whether the outside group volume remains consistent. Patrick explains that it varies from year to year.

Eric asks how the WUC will go about carrying out a study. Patrick explains that they will compare the rates of other comparable Universities in an effort to stay competitive in regards to outside sales. Information that should not be too difficult to obtain.

Lexie Widmer asks for a dollar estimate in relation to the department's name change. Patrick puts the estimate at \$3,500.

Shannon Haas notices that in the budget workbook the Services & Supplies request for FY17 is lower than in the negative impact columns. Upon closer inspection it becomes clear it was a typo and Brandon Neish will correct it an supply new copies.

Justin Ross asks how the department determined they would need 50 hours per term for the Wolfie enhancement. Patrick explains that they have had Wolfie for a term and, with very little marketing on how to reserve it, they used \$412 to staff it for one term. He adds that they are looking for a new Wolfie and encourages interested individuals to apply via OrgSync.

Lexie Widmer asks if the job posting is also available through WolfLink. Patrick responds that he asked for there to be something on WolfLink that would redirect interested students to OrgSync.

Werner University Center – Summer FY18 \$12,464

No changes from the FY17 request. The funds are used to support the maintenance and operations of the WUC during the summer. The -5% and -10% cut packages are included in the packet.

Student Leadership & Activities SLA915 – FY17 & SLA907 – FY18

SLA Provides a variety of services which included advising for several groups, leadership programming, Holiday Tree Lighting, and much more.

Accomplishments –

SLA has expanded diversity programming, increased used of OrgSync, a new Greek colony (Alpha Chi Omega), established the Fraternity and Sorority Council (FSC), and development of the Stonewall Center student coordinator.

In the future SLA is looking to expand weekend programming offerings, establish additional leadership opportunities (they've seen continual growth in participation), and enhance the expansion of OrgSync Application Program Interface.

There is quite a bit of partnering that is occurring between SLA, University Housing, Vice President for Student Affairs, Athletics, Campus Recreation, and several other departments.

The IFC base allocation is \$291,646 with a listed revenue of \$2,600; revenue is limited and typically comes in the form of registration fees from Family Weekend and additional meal purchases for Leadership Recognition Night.

They are shifting \$1,366 from particular line items to postage, duplicating & copying expenses, and Dues & Memberships in order to better represent their needs.

A -5% and -10% packages are included in the budget packet and would represent heavy cuts to programming.

Enhancement - \$7,350 for increased activity within the weekend programming initiative.

Trivia or game show programming - \$1,500

Texting Program (started in October) would like to bring back during New Student Week to increase enrollment in the service - \$1,050

Posters - \$300

Performance Fees - \$4,500 (\$1,500 per term) any associated travel costs would be absorbed by the department.

This enhancement would represent a 2.52% increase (\$.59 per term/\$1.00 equivalency).

Questions:

Trey Shimabukuro asks Patrick to expand on the weekend programming. Patrick explains there are a number of partners around campus to create a master calendar of what is happening over the weekends as well as creating weekend events and

then using the texting app to inform students. The funds would increase the amount of programming the department is offering as well as fund half of the texting app (originally paid in full by University Housing).

Caleb Tingstad asks whether the texting app would be able to continue if the enhancement was not granted. Patrick would like to say it would but cannot make any guarantees. He would need to consult their partners to see if there are other funding sources available.

Justin Ross notes that the amount listed for the texting app is half its cost and that 200 users were enrolled. He asks when the sign ups occurred. Patrick responds that the signups started the middle of October. He adds that not many companies offer this type of service and that they are able to run promotions out of it as well. Text-to Win promotions get students to sign up for a chance to win something. He believes that more events like that and having it available during New Student Week would easily facilitate at least 1,000 users.

Jacob Marsh notes that the enhancement request includes \$4,500 to add one large event per term and asks how many large events are currently occurring per term. Megan Habermann explains that it depends on the term but they try to have at least two large scale events per term and SAB usually has one or two per term. She also adds that the idea is to use the texting app to poll the students to see what they want.

Eric Yahnke notes that over the last several years there has been a decline in enrollment which means the University is serving fewer students. He questions why the decrease in students being served is not reflected within the budget. Patrick acknowledges that there has been a decrease in enrollment but their department has seen an increase in leadership program participation. Eric asks whether there are opportunities to ask participants to partner in funding the program as opposed to taxing the entire student body. Patrick responds that there is always a possibility but it would not be their preference. It could be considered if there was insufficient funding for programs that students would want to participate in. However, it is not the way that IFC funded areas are operating and it is interesting to ask one department to do that when other departments are not being asked to do the same. Megan Habermann adds that asking students to pay to participate would create an access issue as well as go against the program mission which is to help students who aren't normally represented in leadership to succeed at Western. Additionally, students are more likely to attend a free event on campus that is included in their tuition and fees than to attend one they must pay for. It allows for students who cannot afford to attend events elsewhere to enjoy them on campus. Eric Yahnke appreciates the perspective.

Robin Perkins questions whether they have tracking the increase in participation for activities and whether there are some numbers to show. Megan Habermann notes there was a large increase in Homecoming, especially in the Powder Puff game. There was about a 20% increase in participation for the Holiday Tree Lighting. There was a significant, about 30%, increase to Family Weekend. Last year they saw the highest number of participants in Discover Leadership and only dropped a student or two. There have been steady numbers for the Leadership Certificate program. SLA has also been partnering with ASL on diversity programs and it has increased their participation. They typically see about 20 students at a diversity program but had 120 participants show up for a film, and a panel.

Eric Yahnke notes that maybe the Committee is beginning to see the tensions that have to be considered. If a participant is charged a fee they may not attend a particular event and if the fee increases by \$18 per term it may prevent a student from attending Western at all; some of the tough issues that need to be balanced.

Carter Craig finds it interesting that while enrollment has declined, event participation has increased. He believes that the particular effect shows the value in the programs; they engage students and make them more likely to stay at WOU.

Trey Shimabukuro questions if enrollment numbers for the freshman class is down or if the retention rate is the problem. Eric Yahnke responds that's freshman enrollment is up slightly but retention is down.

Patrick Moser asks whether last year's large graduating class has anything to do with it. Eric responds that retention rates are not affected by graduating classes.

SLA Summer FY18 \$15,770

No changes from FY17. Funds go towards unclassified pay, services & supplies, Summer Heatwave programs, and refreshment. The -5% and -10% cut packages are included in the budget packet but would represent an alteration or decrease in the number of Summer Heatwave programs offered.

Questions –

Trey Shimabukuro asks what the trivia or game show program mentioned in the academic year presentation entail. Patrick responds that they have sponsored a series of team trivia events, they did two last term and have done one this term. The events take a lot of resources and time to schedule. The department chose to purchase a trivia package that includes 15 games, \$100 per game. They partner with University Housing who provides refreshments and prizes while SLA provides the content for the games and the student staff necessary for the program.

Eric Yahnke Looking at the Summer SLA907 budget he sees \$1,000 for hosting groups and guests and questions if that is for the Summer Heatwave Concerts as it seems a bit low. He also asks if there is a worksheet available to show actuals. And if summer numbers are subtracted from the academic year. Patrick Moser responds that he was not given worksheets for summer but he created the worksheet included in the budget packet. The costs associated with the Summer Heatwave concerts; 1 dessert per event (total of 6), contract costs for the performer or equipment expenses (such as the slip in side).

Jacob Marsh asks if the contract costs come out of hosting groups and guests. Patrick clarifies that he was only listing the costs associated with the concerts but the expenses hit different account codes.

Lexie Widmer notes that the Coordinator for Student Organizations is vacant and asks if it will be filled. Patrick explains that they currently have a temporary person in that position but they are looking to permanently fill the position for the next fiscal year.

Student Activities Board – Javier Garcia, SAB Director

Some services provided by SAB include Homecoming Week, Friday Night Live (bringing 2 comedians per term in collaboration with University Housing), Excursions, Casino Night, and much more. They assist with some aspects of New Student Week and all aspects of the Homecoming Week. They collaborate frequently with SLA. The SAB Director is the only paid position within SAB.

Accomplishments –

Increased attendance for several events, especially Homecoming. They are staying within their budget. They had an excursion for a Blazer game and sold out within the first day and a half.

Sab is hoping to have one open mic night per term as well as a Friday Night Live once a month. They are working towards co-sponsoring with additional events and increasing their attendance.

IFC base allocation is at \$60,812 with revue coming in at \$4,546, revenue is mainly from ticket sales from the Homecoming main stage event as well as excursions. They are not asking for any enhancements or changes. A -5% cut will impact office supplies and programming/events. A -10% cut will impact additional cuts to office supplies and programming/events.

Questions –

Tom Peterson asks when the tickets for the Timbers excursion will go on sale. Javier responds that they will go on sale February 1 at 10am and that posters are schedule to go out tomorrow (1/26).

Robin Perkins asks how SAB is advertising Friday Night Live events. Javier notes that getting advertisement out has been a little difficult due to having a new advisor but they are using Facebook, flyers, sandwich boards, word of mouth, Yik-Yak, and the texting app.

Eric Yahnke notes that sales and services is stated at \$4,500 and asks for the source. Javier responds that during Homecoming there is a mainstage event and they sell tickets; this year they sold tickets for \$5 and saw an increase in attendance. Some of the revenue also comes from ticket sales for the excursions. Eric Yahnke asks whether charging for the mainstage event is new. Javier responds that it is not but they did charge \$5 less (previously \$10) so more student could attend.

Shannon Haas notes that it has been stated that event attendance is increasing and asks if that includes the events that have a fee associated with them. Javier notes that the increase is for all events. Shannon then asks if they intend to have more revenue due to the higher attendance. Keri Knight, SAB Advisor, notes that they are currently slated to bring in \$422 dollars more than last year and it does not include sales from the Timbers excursion.

Campus Recreation – Rip Horsey, Director

Trey Shimabukuro takes a point of personal privilege at 7:25pm.

The Committee takes a break while the next presenter gets set up.

Rip Horsey begins his presentation by introducing his staff; Melissa Bergeland, Assistant director of Campus Recreation Programs and Ben Pahl, Assistant Director of Campus Recreation Intramurals and Club Sports.

He knows that enrollment is declining and that the fee is increasing. Campus Recreation is running a building, programs, and events. During Admission tours the HWC is the last stop because are focusing on retaining students. As a building it is difficult to change the expenses associated with maintaining and operating it.

The Center oversees 5 facilities and 7 programs. There are several activities that occur throughout the year, many of which have already been mentioned by different areas. Events include a New Student Week Open House, a Pink Out event with Wolfie, self-defense courses, and much more.

NASPA – National Consortium: Campus Recreation 2014-15 Results
WOU students had higher responses that the national average.
Campus recreation has an impact on students, gives a sense of belonging/association.

A slide shows the growth from FY10 to FY14-17; there has been a steady increase of programs/facilities. It went from 2 to about 10.

Rip notes that it can be difficult to get through the doors due to assessment of risk, getting payments taken care of, and the finger print recognition not working. These issues lead to manual entries which can lead to less visits. There is a slide that shows the specific data of annual visits over the last few fiscal periods.

About 74.2% of their budget remains on campus; \$310,463 for student wages, \$120,971 for utilities, \$305,610 for equipment maintenance and custodial, and \$82,317 in administrative overhead charges. They employ over 100 students and open 323 days per year.

The HWC budget is looking at a \$5,648 increase due to SEIU and WOU increases in salaries and OPE as well an increase in shared services. Club Sports had the Dance Team from Athletics transferred to its area. It was previously funded in Athletics via IFC so the funding was moved with it. All other areas remain the same.

A -5% cut would be seen via a 13% reduction in operating hours for the HWC, a 30% reduction in operating hours for the Aquatic Center, a 9% reduction for fitness classes, a 5% reduction of Intramural and Club Sports, as well as cancelling Outdoor Programs.

A -10% would see higher reductions in the areas previously mentioned as well as a 23% reduction to the climbing wall, and a 10%reduction to equipment reserves.

Enhancements –

Education Advisory Board, the University is partnered with, and they give research, white papers, and best practices for the nation in a variety of areas. Campus Recreation is one of the areas and it shows that recreation, intramurals, and Club Sports attract large portions of student populations despite the activities remaining understaffed.

Another White paper from the same board is in regards to club sports and the opinion that one person should be in charge of them due to all the paperwork, and policies associated with their needs.

Rip provides data that shows how many students a single professional staff serves around Oregon and 1 Washington University.

The enhancement for a full time Assistant Director would relieve some of the duties currently assigned to the other profession staff and student staff and ideally create additional efficiency. The details associated with this enhancement are

provided in the budget packet. Rip also provides a slide comparing the number of profession staff members in different areas around campus, the data was pulled from the online directory.

Second enhancement – Outdoor Programs, \$1,582.58 (includes OPE)

This request would be possible if the first enhancement is granted and the Assistant Director of Programs is relieved of some duties.

The request is for an increase in student wages for 5 new Outdoor Programs trips. The request has details in regards to potential locations. Rip acknowledges that there are several Oregon students at WOU but they may not all have had the opportunity to get out there.

Third enhancement – Fitness Specialist \$2,521.44

2013 & 2015 NASPA, National Service through campus about what people expected or wanted that was not offered already; fitness specialist.

It can be quite expensive and it's meant to make a connection with an individual and the gym. Many times students ask if there is someone available that can walk them through the equipment, the fitness specialist could fill that role.

In the future another big thing that is wanted is putting in a juice bar or some sort of food services. It is not a request that will be made this year but potentially in the future.

If the enhancement request for the Assistant Director is not approved then they cannot ask for the other two enhancements as it is not within their capacity to do more than they are already doing.

Questions

Justin Ross confirms that Campus Recreation does not want either of the two smaller enhancements if the Assistant Director is not approved. Rip confirms that is the case.

Shannon Haas asks if the Outdoor Programs there is an enhancement for is the same one that received a \$1,000 grant from the Foundation. Rip confirms that it is but the grant is for the current fiscal year. Melissa Bergeland adds that most of the programs are already sold out.

Tom Peterson asks what the unique student count means. Rip responds that when students are enrolled they are imported from Banner to their system which allows him to run a report to see how many students have used the gym. A single use becomes a unique student. Gary Dukes adds that if he were to go to the gym 4 times he would still only be counted once. Rip also adds that the unique and student numbers do not account for the climbing wall or the aquatic center.

Lilaah Jones asks if the .5 in the personnel section accounts for the person shared with the Business office. Rip confirms that it is and that there is a good working relationship with the Business office. He adds that when asked why they don't fund the person at $\frac{3}{4}$ his response is because regardless the OPE must be paid in full once they are past half time.

Jenesa Ross understands that there is stress on the department but believes there is a time and a place for such requests. She asks if not receiving the Assistant Director enhancement will impact the HWC. Rip notes that he has been asking for the enhancement since FY12. In regards to being appropriate timing he's not sure if he should have waited a few more years when the programs have become stagnate. The center is experiencing its first decline in student participation and it makes them feel like they missed something and could do more. With or without the enhancement they will do their best to push through.

Gary Dukes notes that they received a grant for the Outdoor Programs and someone is making that work, that being said, why would they not be able to receive funds for the smaller enhancements without the Assistant Director. Rip responds that since he sought out the funds he is taxing the professionals who are taking care of it. It gets to a point where a focus must be chosen when too many things are being juggled. They went after the funds to demonstrate that they could get more students involved with the adequate funding for their department.

Tom Peterson notes that it was mentioned that the HWC was the last stop during admission tours for recruitment and he wonders how valid that is. The facility is nice but is it valid to say that someone is going to come back because of it. Rip notes that the reason he says that is because the Office of Admissions has said that. Students are sold on different things.

Gary Dukes would argue that the facility is a selling point for some students. Schools that are comparable in size to WOU don't have Rec Centers or they have something that does not compare to our facility.

Justin Ross asks if the request for the Assistant Director would help bring in addition community revenue. Rip responds that there is the potential for memberships and marketing. He adds that the job description is in the packet and it is for a particular position as opposed to a person.

Eric Yahnke notes that in earlier slides about annual visits is showed there appeared to be a decline of perhaps 16%, does that imply that expenses are fixed costs and not impacted by the visits. Rip notes that some of the decline can be associated with getting through the front doors and they are working on upgrading

the fingerprint services. He also notes that 74% of the costs are fixed with the exception of student fees.

Eric Yahnke asks if there are variable costs associated with less visits such as there being less hot showers. Rip responds that they are staffed as low as possible during low times. Eric explains that he is just trying to get an idea of variable costs. Rip notes that several things could happen. If a mirror was to break tomorrow that would be a \$1,000 expense right there. There is not less cleaning due to lower visits and equipment can still break at any point. Eric asks if that means all costs are fixed then. Rip notes there are some variables but the majority are fixed cost, it's a building.

Dean Wright confirms that in the slide relative to the Assistant Director the boxes contained responsibilities that would be removed from the various positions. Rip confirms that is accurate.

Carter Craig if the Assistant Director is intended as a solution to the decline and energizing the professional staff what kind of stopgap methods are you employing to try and fix then in the short term. Rip responds that they tried to increase the fitness programs by using less outside contractors. Ben has been working with intramurals and the weekend programs. Have been working with Campus Public Safety for self-defense classes. There is collaboration with the Student Health & Counseling Center for the Wellness Fair. They do the very best they can with their resources and collaborative connections. The staff is currently always moving about trying to improve their department in any way possible.

Jacob Marsh if student enrollment is down has there been an impact on fitness classes and are they operating within the same capacity of a previous fiscal year. Melissa responds that participation is up and they are offering more classes when possible. Involved students have increased and have led to a waitlist in some situations. Does not have a number of unique users but looking at the names there have been several different students in attendance.

Eric Yahnke asks if they charge for the fitness classes. Rip responds that they do not because they are included in the membership. They operate under the philosophy that one does not know what they can do when they get there. They offer equipment rentals and do charge for the Outdoor programs. They would rather have students enter the facility and enjoy the services without having to dig into their pocketbooks.

Dean Wright notes that as a student he greatly enjoys the fitness classes and thinks they are great for beginners. They have helped him get healthier.

Lexie Widmer notes that a previous slide showed the ration between employees and student employees and wonders how many students are on staff by square foot. Rip responds that they go by student count as opposed to square foot. They start out with two and add as needed to ensure they safely cover the floor and the added programs as they begin.

Jenesa Ross questions the intent behind showing the number of staff members in the Rec Center in comparison to other areas. She notes that the needs of each area differ. Rip responds that he was showing what there is at WOU in the regards. Jenesa adds that her point was that the needs are different per area and people should be cognizant of that when looking at a campus comparison.

Caleb Tingstad questions how much a membership costs if one does not attend WOU. Rip notes that unless they took classes at WOU in the previous year they are unable to get a membership. This is due to not competing with private businesses in the area. A community member could get a pass for Aquatics and the Climbing Wall though.

Shannon Haas asks whether they sell tickets for the fitness center/classes. She remembers seeing something about it online. Rip notes that they do sell passes but only to the WOU community such as staff/faculty and not the Monmouth community.

Eric Yahnke asks how the amount was determined and how long it has been consistent. Rip explains that the amount was determined before the center opened and has not changed with the exception of an aquatics family membership that increased from \$100 to \$120.

Rip notes that they would consider opening the facility to Alumni if it became necessary. But students pay for the majority of it and are using it so they would not want to impact the local community in that way. Darin Silbernagel notes that opening up to the community would also impact their tax exempt status.

Robin Perkins asks if certain hours would be dedicated for student use if it were open to the community. Rip states that would have to be a conversation at that point in time.

Justin Ross asks if the tax rate would be steep. Darin Silbernagel thinks it would be 15% for federal and 9% for state.

Barb Dearing notes that Men's and Women's Rugby have very different operating expenses and asks why they are not somewhat comparable. Rip responds that it is the history of their funding level while under ASWOU. He also adds that they

travel differently due to their level and number of participants. Ben Prah adds that the women typically play less games due to having less opponents. Barb asks if the women are being offered the same number of opportunities as the men in regards to the leagues they are in; it's a Title IX question. Rip notes that as far as their league goes they have been able to attend each game. Ben has been doing a good job of making sure that Title IX is being considered. Yes, there is a difference in funding but it could be looked at if the league structure were to change.

Robin Perkins asks if equal funding would create more opportunities for the Women's Rugby team. Rip responds that it would be possible if there was a better league. For now they do the best with what they have.

Eric Yahnke asks if there is a general estimate of the number of participants in club sports. Ben Prah responds that Men's Soccer is between 15-20, Women's Rugby is at 25 (with a max of 22 players), Men's Rugby can get 30 to practice, and Lacrosse used to be at 25 but they're down to 15. He also adds that lacrosse is a pretty specialized sport and can be very expensive to get into.

Eric notes that despite the decline in participation it does not appear that it has affected their budget request. Ben responds that the number of players does not affect the amounts that must be paid for leagues and memberships. The referee fees are also spendy and not based on number of participants. Officials must travel from all over Oregon and be compensated for it. Players still fundraise to chip in as needed.

Eric notes that uniform costs and athletic supplies are the same but they are serving less students. Ben responds that they also consider the need to replace full sets or the need for new equipment; some years are higher than others. Rip adds that at this present time they have 15 players but that number may increase as the season picks up.

Eric asks whether they track the number of participants. Rip responds that they do since every student must sign a waiver to participate in club sports.

Eric notes that if the numbers or technology to obtain the number of participants are available they should be presented. It would be nice to see numbers as opposed to generalities. Rip notes that for the HWC he could tell you how many students got through the gates but not what they participated in unless it was a fitness class. He will ask club sports to take attendance. He adds that it is not an easy task since there is no attendance and students rarely bring in their ID cards. Eric understands that not every situation will lend itself to easy tracking. His point is that if there is a way to collect data then it should be collected.

The Committee discusses the type of information they would like to request. The thoughts range from participants to whether or not students are being retained by the activities they are participating in. Rip is open to gathering the data but does

note that time will be required, especially to try and gather retention data. He also asks that other departments also be tasked with gathering data on their usage and program participation.

Eric Yahnke notes that when he is discussing a budget and there are changes he wants to be shown how they came upon the changes and that is a perfectly reasonable request.

Gary Dukes thinks there are other things to be considered. Yes, we are looking at a down year but there are two sides. As programs increased they may not have received an increase.

Eric responds that he is not assuming anything but rather simply saying that he wants to see the reason behind the changes in the numbers. Gary responds that there is more to a budget than a simple decrease. Eric acknowledges that.

Robin Perkins reiterate that he is interested in Club Sports and how they relate to retention both within the sport and the University. He would also request the same thing from ASWOU.

Ben Prahl notes that he cannot give specific numbers but that he would say that club sports help retain students because they love the sport and enjoy their experience at Western.

Jacob Marsh does not see the benefit in obtaining retention numbers. Robin Perkins believes that retention is really important given the decrease in enrollments. If an area is not helping with the retention of students then perhaps the funds can be better utilized. Tom Peterson agrees that it would be important to look at. Trey Shimabukuro feels like the Committee is already under the impression that Club Sports do not retain students. Carter Craig would like the Committee to consider what they are asking the area heads to gather for them when asking for retention information. Justin Ross agrees with Carter and thinks it would be nice to see retention rates while budgets are being built but would still like to see numbers of current participants. Malissa Larson notes that during Open Hearings there will be a lot of students coming out to speak for their areas. She adds that retention is a huge puzzle and this is a very small piece of it. Dean Wright asks the Committee for a formal request of what it is they want so that he is able to mobilize his staff to get the information.

Justin Ross moves that areas with separate organizations such as ASWOU and Campus Recreation provide enrollment numbers for current and past year. Additional information is appreciated but not necessary. Trey Shimabukuro seconds.

Discussion

Trey Shimabukuro thinks the information will help. Justin Ross notes that this is something that can be put into the budget notes for the future. Stefanie Price is confused as to what that would mean for Creative Arts. Dean Wright notes it would probably mean events for them since they are swiping cards.

Justin Ross wants to see the number of students involved in Club Sports, and percussion ensembles. Jacob Marsh points out that ensembles should not be included in the list because they are part of degree plans and are part of a student's grade. Rip notes that any ensemble cannot exclude any students from participating. Tom Peterson agrees that if it something that is open to all WOU students then it should be counted. Carter Craig believes they are opening a can of worms and is unsure how to translate that into the various departments. How will the numbers help determine if the benefit is sufficient. Justin Ross notes that if they are funding something they should be able to ask how many people are involved. The motion is only asking for the participants in the current year.

Patrick Moser notes that he is happy to provide numbers but would be interested to know how the numbers will be used. He sees the quantitative but what about the qualitative. What does a number mean vs. an experience?

Dean Wright is confused as to whether he is being asked for club members, event participation, or ASWOU employees. Justin Ross responds that he is looking for active club members.

The Committee asks to have the motion repeated. The motion is stated as: Justin Ross moves that areas with separate organizations such as ASWOU and Campus Recreation provide enrollment numbers for current and past year. Additional information is appreciated but not necessary.

Upon further discussion surrounding the confusion around the motion they take it to a vote. The motion fails 0-8-0.

Rip Horsey notes that his area will work on gathering numbers on the unique number of students entering the facility, club sports participation for the current year and previous year, and fitness class participation numbers.

Barb Dearing notes that it seems that at the end of the day the Committee is looking to see how many students take advantage of the available services.

Rip Horsey continues on to his summer budget of \$63,418. Those funds cover a portion of the summer, mostly in services in supplies and preparing for the upcoming academic year. No changes from the previous allocation.

7. Announcements

Shannon Haas has two announcements:

1. Erin McDonough from Foundation would like Eric Yahnke to know that his Tuition Advisory calendar was using the old logo.
2. Her Subcommittee met with Creative Arts and they brought forward two enhancements.

Eric Yahnke notes that faculty salaries will be discussed during Tuition Revision and would also like to encourage students to attend the Board of Trustees meeting on Wednesday afternoon.

Barb Dearing notes that if a Committee member would like a tour of the facilities they should contact her via e-mail and it can be arranged.

Saturday January 30 at 4pm they will be playing Central Washington.

8. Adjournment

Shannon Haas moves to adjourn. Robin Perkins seconds. No discussion. The motion passes 8-0-0; the meeting adjourns at 9:40pm.