

Incidental Fee Committee
Minutes

Meeting # 8
January 29, 2015 5:30pm
Location: Columbia Room, WUC

1. Call to Order

The meeting is called to order at 5:36pm by Quinn Forner, IFC Chair.

2. Roll Call

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

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

Area Heads: Michael Freeman, ASWOU; Debbie Diehm, Plan-it-Wolf/Wolf Ride; Rip Horsey, Campus Recreation; and Mary Ellen Dello Stritto, Abby's House; Ingrid Amerson, Childcare; Patrick Moser, WUC/SLA; Adry Clark, Service Learning & Career Development; Meg Artman, Student Media; Malissa Larson, Access; Barb Dearing, Athletics; and Keller Coker, Creative Arts

Other Representatives: Brandon Neish, Budget Office; Zach Moffatt, ASWOU Senate President; and Glen Harris, Athletics; Jenesa Ross, ASWOU; Justin Ross, ASWOU; Corbin Garner, ASWOU; Randi Lydum, Athletics

IFC Secretary: Adela Aguilar

Not Present:

3. Approval of the agenda

Jessica Hand moves to approve the agenda. Vikas Sharma seconds. Acclamation is called. Seeing no dissent, the motion passes.

4. Approval of the minutes

Jessica Hand moves to approve the minutes. Allison Cook seconds. Acclamation is called. Seeing no dissent, the motion passes.

5. Reports

5.1 Subcommittees

Extraordinary Travel – Vikas Sharma informs the Committee that there was a funds request from the International Club. Because the request was for their previously budgeted ski trip and the request being submitted within days of the trip, the request was denied.

Unofficial Open Hearing – Carter Craig informs that Committee that he, Vikas Sharma, and Jessica Hand met to compose a list of questions. Jessica Hand reads the questions and asks for Committee input;

1. How do you feel about the fee overall?
2. What do you feel the strongest about in the budgets? (positive or negative)
3. Do you think you benefit enough from the services provided by the fee? How?
4. What do you think could be improved in the budget? What do you disagree with?

The unofficial subcommittee plans to have the meeting called to order, explain what the incidental fee is, and provide a document that shows the amount of funds each area receives per student/per term. Jessica Hand notes that having two IFC members per group will facilitate record keeping. She will print copies of the questions (listed above) for the Committee members.

Justin Ross suggests it may be helpful to have the current fee listed as well.

6. Old Business

6.1 Open Hearings

Evelyn Garcia missed the previous Open Hearing discussion but is comfortable with the format presented.

6.2 Final Decision Date

The Committee previously discussed rescheduling the final decision meeting to Monday February 16, pending Evelyn Garcia's schedule. Her schedule allows for the reschedule. Jessica Hand notes the Committee also discussed maintaining the February 12 meeting time to debrief open hearings.

7. New Business

Quinn Forner thanks everyone for their dedication throughout the process. He adds that he would like to hear from all the IFC members during the preliminary decision process and reminds everyone to be professional and courteous.

7.1 Computer Fund – Darin Silbernagel

Darin Silbernagel provides a handout of the data gathered by the previous IFC Chair, Shelby Green. He explains that that proposal/data is modeled after what Educational & General (E&G) fund is doing and it is meant to create a discussion. The handout provides a breakdown of all the desktops/laptops owned by each IFC funded area.

His suggestion is to adopt a 5 year rotation schedule with a price point of \$1,200 for desktops and \$1,400 for laptops. Failures would be given priority for replacement, followed by the oldest computers. It is suggested that \$30,500 be put aside each year to begin the computer rotation started. University Computing Services purchases computers in bulk to keep cost down. Upon questions in regards to the machines listed per department, Darin reiterates the information is a year old and the physical location of each machine has not been verified.

Jessica Hand, Rachel Ammons, and Vikas Sharma all agree that a computer fund is a beneficial idea.

Corbin Garner asks how departments wanting or needing special software will be able to work with bulk purchasing. Malissa Larson notes that her department receives some notification as to when one of their machines are up for replacement; not a full year in advance but some advance notice nonetheless. The Committee decides to continue the discussion into preliminary decisions.

7.2 Preliminary Decision

Brandon Neish presents graphs depicting the funding per department commencing in fiscal year 10; figures include IFC allocations, over-realized, reserve funding, and carryforward (no summer). Gary Dukes notes that the visual may be misleading due to one time enhancements and over-realized funds.

Quinn Forner presents various graphics he put together using WOU demographic data. He believes the information is important to keep in mind when making budgetary decisions. The data shows an upward climb of non traditional students at WOU. Gary Dukes questions whether the graphs include graduate students or online students. Quinn Forner is unsure but states that his data was taken from the Oregon University System website. Gary Dukes notes that online students do not pay incidental fees and adds that it is important to ensure that all the data presented is clear.

Quinn Forner notes that WOU may see an increase in transfers and should consider what their interests may be in terms of cost or activities.

Preliminary decision

Vikas Sharma notes that he has spent almost a week speaking to students and the majority felt that the fee was too high. He provides a handout with his proposals. Proposal #3 – Students were not happy with how some departments were utilizing their fee, those departments received a 5% decrease; ultimately reducing the fee \$11. Gary Dukes asks for some clarification on the reductions. Vikas Sharma responds that ASWOU received a decrease because some clubs have high budgets but bring little to campus, and Athletics received a decrease because there are only 342 student athletes but their budget is 15% of the IFC budget. He also adds that the decrease to Intramurals was a typo, it should be fully funded.

Gary Dukes suggests moving out of Robert's Rules of Order to facilitate discussion. Jessica Hand is considered that ASWOU Senate may frown upon that. Justin Ross assures the Committee that they can suspend Robert's Rules of Order for discussion but must reinstate them before making decisions.

Jessica Hand moves to suspend Robert's Rules of Order. Allison Cook seconds. Gary Dukes explains that suspending Robert's Rules of Order means speakers do not need to be formally recognized but everyone should remain respectful of all attendees. Motion passes 8-0-0.

Summary of discussion

The Committee and attendees continue looking over Vikas Sharma's proposal; he clarifies that if any department is cut more than 5% it is a typo. Barb Dearing asks if the mindset, of the students he spoke to, is that if the program does not benefit them then it should not be provided to the student body. Vikas Sharma explains that the proposal is based off one group of students he spoke to and he plans on speaking to more students.

Mary Ellen points out that one of the Abby's House enhancements is missing.

Jessica Hand presents a proposal to address the high rollover issue. The intent of her proposal would be to gradually reduce the rollover down to 2%. She suggests possibly using 80% of the rollover to reduce the ask and the other 20% for the computer fund.

Patrick Moser notes that within the WUC there were some salary savings that could not be reallocated and notes that it is tough to penalize a department for rolling funds they were unable to utilize. Keller Coker points out that there are certain line items within Creative Arts that have been authorized to roll every other year. Barb Dearing agrees that it is important to reduce the rollover but also notes that not everything can be predicted within her department; specifically things like post season travel and insurance deductibles. Brandon Neish clarifies that dollars that have been authorized to roll are not included in the carryforward numbers.

The Committee and attendees continue discussing using a percentage of the rollover for one time enhancements and whether or not that will create a spike in the number of one time requests. Patrick Moser asks about limiting the rollover to S&S and travel since salary cannot be reallocated. Jessica Hand responds that since it is being presented as a guideline she would prefer to keep personnel in the mix.

Gary Dukes suggests using the carry forward as over realized dollars to ensure the students paying into it are benefiting from it. Jessica Hand likes the idea but notes that it would result in a high increase to the fee. Corbin Garner notes that enhancement requests should be viewed individually and not as a maximum dollar amount available. Malissa Larson notes that it would appear that the Committee is talking about recreating the process midstream and will then need to apply said changes to budgetary decision.

Corbin Garner is in favor of the transparency that would come from pulling rollover but not the change in regards to enhancements. Jessica Hand notes that she would be in favor of pulling the carryforward from individual department and putting it all towards reducing the overall fee. The majority of the Committee is in favor of using the carryforward to reduce the overall fee.

Allison Cook moves to reinstate Robert's Rules of Order. Evelyn Garcia seconds. Motion passes 8-0-0.

Jessica Hand moves to approve a model where all rollover is taken out of individual departments and utilized to reduce the overall fee. Evelyn Garcia seconds.

Discussion: Jessica Hand reiterates that her intent is that all rollover be removed from individual departments and be used to reduce the overall fee. Each department's budget request would no longer be offset by rollover. Darin Silbernagel agrees that it will create more transparency. Rip Horsey is concerned that with the change it will not be clear whether and are head was fiscally responsible but Brandon Neish assures him it will still be apparent at the end of the worksheets.

Barb Dearing notes that Athletics has approximately 106,000 in rollover and does not mind it going to reduce the overall fee but would not want to see it being held against her department in the future. Rip Horsey asks Brandon Neish if the change will help the Budget office. Brandon responds that it will be a beneficial change for his office as it will remove some of the potential for errors that come with editing each index manually.

Jenesa Ross notes that it would be unfair to ask the current Committee to guarantee that rollover will not be held against a department in the future.

Seeing no further discussion the motion moves to a vote; motion passes 8-0-0.

Evelyn Garcia moves for a 5 minute recess at 8:50. Allison Cook seconds. Acclamation is called. Seeing no dissent, the motion passes.

The meeting is called back to order at 8:58pm by Quinn Forner, IFC Chair.

Brandon Neish notes that he has removed carryforward from the FY16 requests. Miguel Sanchez suggests looking through enhancement requests; other Committee members agree.

Enhancements

Abby's House \$350 membership for the National Women's Studies Association
Vikas Sharma moves to approve the \$350 membership enhancements. Miguel Sanchez seconds.

Discussion: Jessica Hand notes that in the past the Committee has gone through all the requests and then approved all at once as opposed to individually. Allison Cook suggests that the Committee get an idea as to where they are at and make decisions on Monday. Jessica Hand adds that when looking over enhancements, in the past, the Committee only voted on the items discussed. Justin Ross points

out that there is a motion on the table and the discussion should be based around it. Vikas Sharma withdraws his motion.

Evelyn Garcia believes the enhancement would benefit WOU students and believes the student membership portion could really help put Abby's House on the map at Western for student outreach. Rachel Ammons adds that it would be a worthwhile enhancement because conference attendees could bring back information to campus.

Athletics \$4,511 softball fence padding

Vikas Sharma asks if it will be a requirement in the future. Barb Dearing responds that the NCAA has given a year window to get it in place because it will become a requirement. Jessica Hand reminds the Committee that they should keep in mind additional resources when considering enhancements. Rachel Ammons notes that it is a safety concern and it will soon be a requirement. She also asks where it may be funded from if not through IFC. Brandon Neish clarifies that general fund is only for personnel expenses within Athletics. Jessica Hand suggests that maybe the softball padding can dual as a publicity source to bring in revenue. Barb Dearing explains that ad space on the softball padding would not be a possibility due to strict NCAA requirement; only the WOU and NCAA logos are permitted. She also adds that if the request is not funded they would need to use scholarship funds or fundraise the dollars needed.

Tori Stutzman thinks the Committee should consider funding it since it will be a requirement but also agrees that it's important to keep in mind the rollover; Allison Cook agrees. Carter Craig suggests also considering partial funding. Miguel Sanchez notes there are a few other requests for required items and they need to somehow be funded. Vikas Sharma is leaning towards fully funding.

ASWOU \$5,642 Copier

Jessica Hand asks if it will be a color copier. Corbin Garner responds that it is not a color copier but it does scan in color.

ASWOU Hawaii Club \$1,000

Miguel Sanchez asks if there is any additional information about the request. Michael Freeman responds that the funds mostly go towards food for the Luau. Jenesa Ross adds that the Luau typically requires several special orders in regards to food. Miguel Sanchez asks if there is any revenue associated with the event. Corbin Garner responds that the club fundraises for the event and also sells tickets. Vikas Sharma thinks the Luau is a good event that could bring in the community.

ASWOU Pre-Law Club \$200 for LSAT prep

Carter Craig would like to see the request funded. Jessica Hand adds that the LSAT prep is a tangible thing that prepares students for life after WOU. Tori Stutzman agrees.

ASWOU Clubs director \$1,092

Jessica Hand notes that student feedback has been to put money at a student level and this request would do just that. Tori Stutzman adds that having worked in OrgSync she knows it requires a lot of work in the beginning. Allison Cook agrees.

ASWOU BYTE Club

Vikas Sharma believes the travel will help the club with recruitment and offer networking opportunities for students. Rachel Ammons agrees but also thinks the members may be able to fundraise more. She would consider partial funding. Michael Freeman notes that the shuttle cost at \$65 per person was high. Jessica Hand notes that the club did come forward with the same request the previous year. She adds that if funded this would be the first time and that granting a \$3000 request may be too much. Vikas Sharma would be ok with a partial funding of \$1,100.

ASWOU NSLS t-shirts

Rachel Ammons does not believe they are necessary. Allison Cook believes club members could fundraise for t-shirts. Carter Craig and Jessica Hand both believe there are enhancements of greater importance to be considered.

Barb Dearing suggests that it may be beneficial to the Committee to go through the remainder of the enhancements and see which ones they would like to discuss further.

Below is a list of enhancements the majority of the Committee decides not to discuss:

ASWOU –

Refreshments w/guest speakers (Pre-Law), Pamphlets/Advertising for NSW (Pre-Law), Pacific NW Conference (Phi Alpha Theta), Food/Refreshments @ Initiation (Phi Alpha Theta), Society Clothes for Leadership Team (NSLS), Guest speakers for Training (NSLS), Museum funding (Anthropology), Conference Support (Anthropology), and PR/Promotion (WOU Anime).

Creative Arts –

Invite major popular music artist (CAD935), Performance travel increase (CAD941), Inc. travel expense per CWT (CAD941), Sheet music increased cost (CAD941), Performance travel increase (CAD936), Inc. travel expense per CWT (CAD936), 2% Increase in supplies (CAD936), 2% Increase in supplies (CAD935), Performance travel increase (CAD934), Inc. travel expense per CWT (CAD934), 2% Increase in supplies (CAD934), Performance travel increase (CAD933), Inc. travel expense per CWT (CAD933), 2% Increase in supplies (CAD933), Performance travel increase (CAD932), Inc. travel expense per CWT (CAD932), 2% Increase in supplies (CAD932), Known artists (CAD942), S&S increase for tech (CAD942), and Student wage increase (CAD942).

Athletics –

Weight Room Bumpers, Scoreboard (ZI2326), Baseball Pitching Mound (ZI2926), VB Officials (ZI2227), Training Assistants (ZA1521), S&C Assistant Coach (ZA1621), Soc Assistant Coach (ZA2321), Cheer Uniforms (ZA1135), Men BB, Recruiting Postage, Men BB, Inc. in Uniform Replacement, VB Travel (ZI2225), Soc Travel (ZI2325), Team Physicians (ZA1521), Men's BB Officials (ZI2527), Men's BB Travel (ZI2525), Indoor Track Travel (ZI2725), Indoor Track Meet Fees (ZI2725) and Football Uniforms.

Student Media –

Journal Conference Travel (MED913), NW Passage, Additional Issue (MED912), NW Passage, Designer (MED912), Journal, Designer (MED913), and Journal, Editor (MED913).

Campus Recreation –

Climbing Wall, Student Wages (DOS967), Turf Field Restroom Facility, and Student Wages, Staff Training (DOS967).

Student Leadership & Activities –

Programming/Prior Year Cuts (SLA915)

Student Activities Board –

Marketing Coordinator (SLA939), Main Stage Coordinator (SLA939), and Assistant Director (SLA939).

Wolf Ride –

New 12 Passenger Van (DOS979), and Navigator (DOS979).

Werner University Center –

SMART Room upgrade

Jessica Hand notes that it would be smart to allow themselves room to reconsider any of the enhancements following open hearings.

Carter Craig moves to extend the meeting until midnight. Evelyn Garcia seconds. The motion passes 5-2-1.

Computer Reserve Schedule

Evelyn Garcia believes it is in their best interest to consider a computer reserve since it will be beneficial in the long run. Rip Horsey believes it is a smart process to consider. Vikas Sharma thinks that Darin's proposal is ideal because funds would be contributed annually which is beneficial because technology is ever changing. Carter Craig moves to adopt the Darin Silbernagel plan. Evelyn Garcia seconds. Motion passes 8-0-0.

Enhancements:

Abby's House – color printer

Carter Craig and Jessica Hand are in favor of full funding. Vikas Sharma asks how the printer will be utilized. Mary Ellen Dello Stritto responds that the printer will be utilized for small print jobs; displays, trifold, and other small jobs. She adds that the cost of paper will come from their current S&S.

Abby's House – Speaker

Miguel Sanchez asks about the benefit associated with the request. Mary Ellen Dello Stritto responds that they are hoping to have the speaker for a full day which could be spread across campus; a lunch time presentation, meet & greet with students in the Stonewall center, as incorporating the Theatre dept. Vikas Sharma asks if there will be a charge for the event(s). Mary Ellen responds that they had not considered charging. Jessica Hand asks if they have looked to other departments for potential funding. Mary Ellen notes that there is very little money out there but they can always ask. Evelyn Garcia likes the idea of funding the request because it branches out to various groups; Carter Craig, Allison Cook, and Tori Stutzman all agree.

ASWOU Luau

Carter Craig notes that he would be more comfortable with partial funding; \$500. The Committee agrees.

ASWOU Byte Club

Evelyn Garcia reiterates that the Committee is looking at partially funding at \$1,100. Miguel Sanchez would be more comfortable funding at \$1,200. Jessica Hand suggests doing the math based on the number of students attending. Michael Freeman crunches some numbers based off of 4 people to a room with no meals; the Committee considers funding at \$1,200.

ASWOU Anthropology Club Museum travel

Carter Craig notes that the club is currently funded. Corbin Garner adds that their allocation is all carryforward; the club had a brief falling out. Jessica Hand thinks the club should work within their current allocation.

Creative Arts \$1,000 travel increases

Jessica Hand is concerned that it is not clear exactly what the funds will go towards. Keller Coker responds that each year students have different opportunities and they currently fundraise between 60 and 80% of the trip costs. He adds that \$1,000 can cover 2 or 3 more students depending on the destination. Rachel Ammons is in favor of it. Carter Craig notes that increased travel opportunities makes the University better known and can attract more students; the fee increases because enrollment decreases. Keller Coker notes that they are expecting 20 new students from China who will be at WOU for the next 3-5 years. The majority of the Committee is in favor of not funding.

Creative Arts 2% increases for musicians

Jessica Hand clarifies that the increase is to cover musicians being brought to campus. Keller Coker confirms that is the case and adds that it is not listed under personnel because they are executed as contracts. The majority of the Committee is in favor of funding the 2% increase.

Creative Arts Drumline director

Jessica Hand asks if there is a current student that could take on the responsibility. Keller Coker responds that he does not feel there is anyone qualified or willing to step up. Rachel Ammons points out that the current individual is the only qualified person and they will be forced to quit without pay. Carter Craig is in support of funding because the benefit is spread around in Athletics, SOARs and other events. Barb Dearing adds that the Drumline was a huge hit at the community 4th of July celebration in Monmouth; creates goodwill in the community and a positive relationship with the University. Evelyn Garcia thinks it is a great investment and it has a lot of opportunity to grow. The majority of the Committee is in favor of fully funding.

Creative Arts Orquestra Brasil assistant director

Rachel Ammons thinks the request is comparable to the Drumline director request. Jessica Hand asks if the request is for travel funds. Keller Coker explains that it is the costs to have someone do that job. Jessica Hand asks if there is a current salary and the request is for a \$1,000 travel stipend. Keller Coker confirms that it is and notes that it is difficult to find someone willing to travel to Monmouth and it would be more expensive. Darin Silbernagel notes that it is not allowed to pay an employee for travel. Keller Coker explains that the person is on a Personal Service Contract. Corbin Garner notes that his concern is that within a student run group they are built up by students and if students leave the organizations would crumble; one would not offer to pay them. Rachel Ammons points out that the Brasil group was is a staff led ensemble. Keller Coker confirms that the director is a faculty member but notes that Drumline is student led. The majority of the Committee is opposed to funding.

Creative Arts Art Gallery S&S increase

Carter Craig asks whether the request is for an upgrade or to keep up with needs. Keller Coker responds that the funds would be used to keep up with technology upgrades needed for the gallery; art is becoming technology driven. The majority of the Committee is opposed to funding.

Creative Arts subsidized tickets

Keller Coker notes that the request was granted the previous year as a one-time enhancement. He adds that current year tickets for theatre have been quite successful. Jessica Hand thinks there needs to be a discussion since it is a big item but feels that the Committee may have hit a wall and suggests adjourning. Vikas Sharma asks if there are numbers in regards to how many more students have turned out in comparison to the previous year. Keller Coker notes that they have the numbers for last year and that student participation has increased. Vikas

Sharma would like to see exact numbers. Keller Coker responds that it may be difficult but he will ask his department. Justin Ross asks if they track unique students. Keller Coker responds that they are swiping cards. Jessica Hand notes that it was her understanding that student tickets were not available until the night of the performance. Keller Coker responds that the information is inaccurate and students receive preference as soon as the tickets become available. Just Ross points out that both theatre and musical performances are free and questions why dance is not. Keller Coker responds that he has encouraged the dance department to submit a similar request but it is just not something that has been brought forth yet.

Jessica Hand moves to table preliminary decisions until Monday (2/2/15). Evelyn Garcia seconds. The motion passes 8-0-0.

8. Adjournment

Allison Cook moves to adjourn. Miguel Sanchez seconds. Acclamation is called. Seeing no dissent, the motion passes. The meeting adjourns at 11:25pm.