

Incidental Fee Committee
Minutes

Meeting # 13

February 19, 2015 5:30pm

Location: Columbia Room, Werner University Center

1. Call to Order

The meeting is called to order at 5:39pm by Quinn Forner, IFC Chair.

2. Roll Call

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

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

Area Heads:; Debbie Diehm, Plan-it-Wolf/Wolf Ride; Rip Horsey, Campus Recreation; Ingrid Amerson, Childcare; Patrick Moser, WUC/SLA; Malissa Larson, Access; Barb Dearing, Athletics; and Adry Clark, Service Learning & Career Development.

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

IFC Secretary: Adela Aguilar

Not Present: Vikas Sharma, IFC Member; Allison Cook, IFC Member; Michael Freeman, ASWOU; Keller Coker, Creative Arts; Mary Ellen Dello Stritto, Abby's House; and Meg Artman, Student Media

3. Approval of the agenda

Evelyn Garcia moves to approve the agenda. Tori Stutzman seconds. Acclamation is called. Seeing no dissent the motion passes.

4. Approval of the minutes

Jessica Hand moves to table meeting 12 minutes. Evelyn Garcia seconds. Jessica Hand moves to amend her previous motion to include 'until completed.' Miguel Sanchez seconds.

Amendment vote: 6-0-0.

Motion vote: 6-0-0.

5. Reports

5.1 Senate Decision

Quinn Forner informs the Committee that the IFC final decision was approved by the ASWOU Senate and is being forwarded to President Weiss.

6. Old Business

7. New Business

7.1 Budget Notes

Jessica Hand suggests going through the budget notes individually.

Budget Note 1 – Rip Horsey suggests removing Plan-it-Wolf since it is no longer funded.

Budget Note 2 – Rip Horsey questions whether decisions made while IFC is not in session are reported the following year and suggests adding a line stipulating a response time of 2 weeks. He explains that area heads are given timelines for different things and this would be an opportunity to request a timeline of the IFC. Gary Dukes notes that the 2/3 vote is not only for the advisors but also the applicable student. Both Darin Silbernagel and Gary Dukes think that 2 weeks is reasonable but member availability may be an issue. Barb Dearing suggests changing the vote to 3/4 since there are 4 voting members. She also adds that Athletics has received a response within 2 weeks in the past. Justin Ross suggests the voting be changed to simple majority. Gary Dukes suggests the wording for the timeline could be “decision should be rendered within two weeks” in order to address the concern.

Budget note 3 – Zach Moffatt points out that the ASWOU area head is the Director of Business and Finance and not the Student Body President.

Budget note 4 – no change

Budget note 5 – no change

Budget note 6 – Zach Moffatt points out that he, as ASWOU Senate President, appointed Senators to subcommittees. Patrick Moser suggests adding ‘at least one Senator appointed by the ASWOU Senate President’ would address Zach’s concern. Jessica Hand considers it a reasonable edit. Evelyn Garcia wonders if there is a more efficient way to review budget notes than going through individually. Jessica Hand notes that they could address only the ones that the Committee believes requires edits. Jenesa Ross notes that there have been significant changes in the process and that it may be beneficial to go individually. The Committee decides to continue reviewing individual budget notes.

Barb Dearing asks what the protocol is when a student appointed by the Subcommittee Chair does not participate. Darin Silbernagel acknowledges that it is a continuous issue but, regardless, the process

must move forward; if another individual steps up they are welcome to join the process. Barb Dearing asks if it may be better to have the ASWOU President appoint that student instead of the Subcommittee Chair. Jessica Hand likes the thought process but would rather the IFC Chair do it since the ASWOU President already has several appointments to make and they do not oversee the IFC. She suggests having the wording reflect that the appointment can be made by either the IFC Chair or Subcommittee Chair.

Budget Note 7 – The Committee and attendees discuss policy changes in regards to the posting guidelines and the fact that the IFC Secretary should not be part of the Subcommittee process.

Budget note 8 – The Committee and attendees discuss the importance of having all student input on record. It is suggested that the budget note state that student feedback gathered outside of open hearings be 'reported at IFC meetings.'

Budget note 9 – Brandon Neish suggests taking out the section concerning advisor reviews since that was changed by last years' IFSC process.

Budget note 10 – The Committee and attendees discuss wording changes that would give the Budget office a little flexibility in regards to timelines and mandatory increases.

Budget note 11 - no change

Budget note 12 – Barb Dearing requests that the IFC look over the lodging per diems since FY7 was the last time they were updated. Barb Dearing explains that Athletics has a policy of one student per bed and that rooms are averaging over \$100 a night. She inquires about possibly increasing the per diem to \$50 for low cost cities and \$60 for high cost cities. Jenesa Ross asks for an explanation of the one student per bed policy. Barb Dearing explains that it promotes the safety and wellbeing of student athletes from an NCAA perspective; they cannot force student athletes to share a bed as they may not be comfortable with that.

Darin Silbernagel adds that he is aware that it has been a struggle for Athletics to stay within per diem and was surprised the rates have not been update in so long. Rip Horsey does not disagree with Barb and notes that Club Sports sleep 4 to a room because that is the limitation and would continue to do so if the per diem was increased. Barb Dearing adds that as an added safety aspect they always try to stay in hotels with indoor access only; a quality that typically comes with a higher rate.

Jessica Hand is concerned that increasing the per diem will also increase requests in the future. Gary Dukes suggests formally voting on the issue.

Carter Craig moves to increase the per diem by \$10 making it a total of \$50 for lodging. Miguel Sanchez seconds.

Discussion: Jessica Hand asks the Committee if they should differentiate between low and high cost cities and asks who determines what category a city falls in. Darin Silbernagel explains that the Business office uses an IRS report as a guide and suggests that the IFC adheres to it as well. Miguel Sanchez suggests that perhaps \$50 for low cost and \$60 for high cost may be more appropriate. Jessica Hand thinks that \$60 may be too high. Patrick Moser states that if the per diem were to change his department would view it as a ceiling and remain seeking reasonable accommodations.

Carter Craig moves to amend his motion to state \$50 for a low cost city and \$60 for a high cost city per night for lodging. Evelyn Garcia seconds.

Discussion: Barb Dearing reiterates that any increase would be viewed as a ceiling as all departments will want to save money when possible. Jessica Hand asks what Athletics has done when unable to stay within budget. Barb Dearing responds that there have been instances where they have stayed within walking distance to save on transportation and that they work closely with the Business office to stay within guidelines.

The amendment moves to a vote and does not pass 1-3-2.

The discussion returns to the original motion: to increase the per diem by \$10 making it a total of \$50 for lodging.

Miguel Sanchez notes that he would be more comfortable with a \$45 for low cost and \$55 for high cost; Evelyn Garcia agrees.

The motion does not pass 1-5-0.

Jessica Hand moves to adjust per diem rates for lodging to \$45 for low cost cities and \$55 for high cost cities. Tori Stutzman seconds.

Discussion: Evelyn Garcia feels that the proposed numbers are safe.

Carter Craig notes that while he likes the increase he thinks they should go with the numbers suggested by the area making the request.

The motion passes 6-0-0.

Budget note 13 – The Committee and attendees discuss the difference between meals and refreshments as well as clarifying that only one budgeted membership or awards event can occur per term. Rip Horsey asks who determines whether something is budgeted or not.

Brandon Neish responds that if clubs don't understand that the event/travel forms need to be submitted with their budget it is up to the pertinent area heads to inform their students. The Vice President for Student Affairs will sign based on those forms.

Jenesa Ross asks if the meals and travel forms are never presented can they be changed. Brandon Neish responds that the forms are submitted with budgets and are therefore available for the Committee to view. He adds that the forms are locked in unless there are decreases or they request a change of the Committee. Jenesa Ross clarifies that if a club's new leadership wishes to do something different they must request it of the Committee. Brandon Neish confirms that is accurate. Gary Dukes uses Model United Nations as an example; they budgeted to travel to Canada but now want to travel to Geneva. He does not think that is within his purview. Jenesa Ross asks if that would apply if the dollar amount were to remain the same. Jessica Hand thinks that even if the dollar amount remains the same it should be brought to the Committee. Rip Horsey adds that Club Sport travel is not necessarily set in stone a year in advance. Jessica Hand considers that to be a different situation because it will be the same number of students playing the same teams.

Jessica Hand notes that since there is not a deadline to be done with budget notes and the Committee has been working so hard it would be nice to adjourn and support the Men's basketball team.

Jessica Hand moves to table the remainder of budget notes until the next meeting. Miguel Sanchez seconds.

Discussion: Rip Horsey asks if there will be a need for additional meetings. Darin Silbernagel notes that budget notes will need to be completed and there may be IFSC. Brandon Neish adds that Childcare intends to submit a request in regards to repurposing funds. Barb Dearing adds that Athletics may have a request for a lodging exception unless the new rates apply. The Committee agrees that the new rates apply because they were formally voted on. Evelyn Garcia expresses that she would be more comfortable pushing through the remaining budget notes.

The motion passes 3-2-1.

8. Announcements

Darin Silbernagel requests that Committee members review the remaining budget notes to prepare for the next meeting.

9. Adjournment

Miguel Sanchez moves to adjourn. Evelyn Garcia seconds. Acclamation is called. Seeing no dissent the meeting adjourns at 7:59pm.

~~2014~~2015-15-16 CALENDAR YEAR BUDGET NOTES
Adopted by the ~~2013~~2014-14-15 IFC Committee

1. Student Involvement in Budgeting Process

Since Incidental Fees are paid by students, the areas funded (Abby's House, ASWOU, Access, Athletics, Campus Recreation, Child Care, Creative Arts, Student Media, SLA, Student Activities Board, WUC, ~~Plan-It-Wolf~~, WOLF Ride, and Service Learning/Career Development), should be able to document student involvement in the budgeting process.

2. IFC Decisions when Committee Not in Session

In the event that a decision must be made by/for the IFC when the committee is not formed or in session, all decisions deemed necessary by these budget notes or the IFC Handbook shall fall to the advisors and an ~~ex-officio~~ student member (IFC Chair or the ASWOU President if no Chair exists). Any decisions must be passed by a ~~two-third~~simple majority vote of the ~~advisors~~members. Any decisions made will be reported to the committee once it is in session. Decisions should be rendered within two weeks after receipt of the request.

3. Right to Information

The committee shall have access through the Director of Abby's House, Athletics Director, Campus Recreation Director, Child Care Center Director, Creative Arts Division Representative, Director of the Office of Disability Services, Director of Werner University Center/Student Leadership & Activities, Student Activities Board, Student Media Advisor, ~~and the ASWOU Student Body President~~Director of Business and Finance, Service Learning/Career Development Director, Coordinator of WOLF Ride ~~and Plan-It-WOLF~~, as well as the Vice President of Finance and Administration, the Vice President of Student Affairs, the Director of Business Services, and any area covered by the IFC to any information, written or otherwise, required to fulfill its purpose.

4. Noncompliance with Budget Notes & IFC Guidelines

In the event that an area does not comply with a budget note or IFC guidelines established by the Incidental Fee Committee the issue will be placed on the next agenda for discussion.

5. Adversarial Attitudes

The committee should recognize that adversarial attitudes between areas are not conducive to formulating logical, reasoned decisions. The committee frowns heavily upon areas that resort to measures of antagonism to further their cause. The committee understands that areas should not use their positions to harm/discuss other area's budgets, especially in a public format.

6. Students on IFC Sub-Committees

Under the Committee Structure (see page 12), all budgetary sub-committees for IFC funded areas should have at least one ASWOU Senator appointed by the ASWOU Senate President and at least one student at large (non-committee) appointed by the IFC Chair or the Sub-Committee Chair. Each sub-committee should hold at least one meeting prior to any budgetary meetings or presentations, and continue to meet as needed.

7. Sub-Committee participation

~~Sub-Committee committee Chairs chairs~~ should notify the ~~IFC Secretary-public~~ of ~~Subsub-committee~~ meeting times ~~for advertising to students at large~~. Advertising may include all-student email, and/or posting on WUC TVscampus-wide digital media. Meeting times ~~should~~ shall be submitted ~~72 hours~~ 5 days in advance of the meeting.

8. Student Opinions

The committee should search out a wide ~~range and~~ variety of student opinions before making a decision. It is recommended that a forum be provided for this purpose as early as possible, such as open hearings and tabling. It is recommended that the open hearings not be the only student opinions used in the decision making process and that all other student opinions are accepted. IFC members should document student names and opinions obtained outside of the open hearings and reported at IFC meetings. The creation of a Media ~~Subsub-Committee-committee~~ is recommended for this purpose.

9. Budget Review and Submittal Dates

The areas funded by IFC, as defined in Section VI of the IFC Handbook, will be notified one month prior to the presentation materials submittal date.

~~Area heads must meet with their IFC Subsub-Committee-committee at least once before submitting their budget to advisors. Upon submission of the area budget, each area head will schedule a meeting with the advisors to be completed within one week. This meeting will serve to review/proof the area budget, ensure the budget is in a standardized format, and is consistent across all areas. Upon approval by the advisors, the budget will be forwarded to the committee for consideration.~~

Budgets that are submitted after the submittal date shall have their current service level request reduced by 2%. Penalties may be appealed after a case-by-case review by committee members.

10. Budget Formats

~~The 2011-2012 IFC authorized the WOU Budget Office to~~ shall create and maintain standardized budget worksheets. These budget worksheets shall be distributed to areas no later than the first day of the academic year (barring extenuating circumstances). In addition to the standardized format, budget worksheets will include all sources of funding (eg Foundation, Lottery, fundraising, special projects, sales, etc.).

- Budget worksheets will be pre-populated with three years of history, number of salaried positions, and mandatory increases expected including (but not limited to) increases in salary, other payroll expenses, and utilities, and travel.

- Deficits Rollover funds (both positive and negative) shall be carried forward and impact the following next fiscal year's current service level request with funds in salary, other payroll expenses, utilities, services and supplies, and travel remaining in those accounts. Remaining balances shall be pooled together and used to reduce the overall fee.
 - Approved expenses in progress (encumbered) at year end shall be allowed to continue until paid and will adjust rollover.
- Area heads will provide travel and meals detail, using forms provided, which support the total amounts requested in the budget worksheets.
- Area heads will be asked to provide five and ten percent budget reductions for consideration.
- Areas with building and equipment replacement reserve funds may be asked for additional details regarding reserve funds.

11. IFC Funded Salaries and Position Evaluations

Any increase in IFC budget requests which fund salaries, other than cost of living increases, must be available for the committee to review upon request.

The IFC shall in the relevant sub-committee, review the salaries and position descriptions of every IFC funded position. When a department is requesting a new salary, IFC should take into consideration negotiated changes that they will not be able to control.

If an area makes changes to position descriptions, those changes must be reported to the committee.

12. Per Diem (Food and Lodging)

When budgeting for lodging and food, the IFC has set amounts at \$40-45 per day for low-cost cities/\$55 per day for high-cost cities (following the federal hi/low method) for lodging and \$28 for in state meals (\$8 - breakfast, \$9 - lunch, \$11 - dinner) \$31 for out of state meals (\$9 - breakfast, \$10 - lunch, \$12 - dinner) per student, per night during travel. IFC may grant exceptions for food or lodging under special circumstances. Requests for exceptions must be made in advance on a yearly or case-by-case basis. Any emergency expenditures will be addressed by the IFC Travel sub-committee.

13. Food and Clothing Policy

IFC funded areas may hold a one budgeted membership or awards event ~~one~~ per term in which meals/refreshments may be served. Student fees allocated by IFC are *not* to be used for any non-budgeted food and clothing expenditures, i.e. pizza parties, T-shirts, awards dinner, etc. Only money raised by the department/club can be used for non-budgeted food and clothing.

14. Budget Changes