

IFC Internal Budget Advisory Board
Nov 18th, 2015
Ochoco, WUC

- I. Introductions
 - a. Called to order 1:05pm
 - b. Here: Chelsee Blatner, Charles Laughlin, Megan Habermann, Madison Adrian, Javier Garcia, Beverly Beck-Boersma, Patrick Moser, Bryan Kelley
 - c. Information providers: Patrick, Megan, Chelsee, Javier
 - d. Voting Members: Bryan, Beverly Madison, Chas
 - e. Recorder: Kelsey
 - f. Vote of approval will be made at the last meeting & will be passed along to IFC

- II. Purpose Of Advisory Board
 - a. IFC created board last year. Didn't have it before but wanted to engage more students and get more input on budgets
 - b. There are approximately 10 areas in IFC and we have several of them
 - c. Focuses: WUC, SLA, Summer SLA, SAB

- III. Area Overviews
 - a. WUC
 - b. SLA
 - c. Summer SLA- coming soon
 - d. SAB
 - e. On the back of the agenda is a budget overview
 - f. These are the projected #s the business office gave in order for us to have base operating for next year.

- IV. Budget Walkthroughs
 - a. Orientation: They ask that you have a negative 5% and negative 10% cuts plan to show how you would make those adjustments
 - b. Shows historical numbers
 - c. There are 3 categories
 - i. Personnel
 1. Workers
 - a. Classified Staff
 - b. Unclassified Staff
 - c. Students
 - ii. Services and Supplies
 1. Programmatic
 2. Maintenance
 - iii. Travel
 - d. Looked through each budget
 - i. WUC
 - ii. SLA915
 - iii. SLA939
 - e. Questions
 - i. Where does the extra revenue come in at?
 1. All revenue will come in under different account codes

- ii. Equipment maintenance lower
 - 1. Have not adjusted these numbers yet
 - 2. Bookstore door- not repeating cost
 - 3. Will increase because payroll of physical plant is increasing
 - iii. Total transfer in/out
 - 1. Transfer different accounts building reserve project 5 year plan
 - 2. South side window replacement
 - iv. 20101- Office & Admin supplies
 - 1. All office/ admin purchasing comes out of WUC account and then at the end of the year we do a JV with SLA to pay WUC back
 - v. SLA 915 Budget Questions
 - 1. Vacant staff position- looking to fill?
 - a. Currently have Keri Knight as interim
 - b. Permanent position will start searching for starting July
 - f. Feel free to look over budgets and come to the next meeting with questions
- V. Next Meeting
 - a. Bring thoughts
 - b. Will show allocated base
 - c. Will show ideas on shifting money and where expecting to allocate
 - d. Come with ideas for enhancements
 - i. Will be difficult to get enhancements
 - 1. 4% decrease in # of students
 - 2. Not a lot of enhancements will be granted- doesn't mean we shouldn't try
 - 3. Should try to focus on a few priorities not asking for a bunch
 - e. Questions:
 - i. 22502 postage \$~700 actuality \$1000 more
 - 1. Family Weekend & LRN mailings
 - a. Plan on spending less on these due to increase in accuracy of addresses
 - b. Also changing size and weight of mailer
 - ii. Do we have ports that are on but not being used?
 - 1. We have some that are off which will be used in summer for conferences and SOAR
 - iii. Other Professional Services
 - 1. Contract out- not classified as entertainment
 - f. Bring calendars to schedule out final meeting

IFC Internal Budget Advisory Board
Nov 23rd, 2015
Ochoco, WUC

- I. Questions from your review of budget sheets
 - a. WUC Office/Admin Supplies
 - i. \$6000 is budget when ~\$5000 actual
 1. Why stay under?
 - ii. Office supplies are purchased using WUC 902 then at some point we transfer money from SLA915 back to WUC902 to pay for SLA supplies so at some point we are hitting the \$6000
 - b. Misc 20199
 - i. \$1500 this year
 1. Was actually a mistake and Patrick is clearing it with Brandon
 - c. Needing to replace computers again this year?
 - i. Actually IFC created a computer reserve so they will have an inventory list of computers and when they will need to be replaced. We are keeping money in the budget in case our computers aren't high enough on the list. We're hoping computing services replaces them so we can re allocate the money.
 - d. Specialized Non Capitalized Equipment
 - i. This year Rogue room turned into smart classroom. Happening next week.
 - e. WUC 24998 Other Fees & Services Why so over last year?
 - i. ~\$2000 over- Colbertson's Inc. Furniture cleaning
 - ii. Don't plan on spending this much this year
 - iii. Following years will prep budget for that if planning on cleaning furniture to that extent again.
 - f. SLA 20168 -Awards over
 - i. Had to replace 2 or 3 annual plaques-ran out of room
 - ii. Have to do this once every ~25 years
 - g. Postage- Increasing general amount?
 - i. Yes - will be presented shortly
 - h. 24602 Duplicating/Copying
 - i. Will increase- will be presented shortly
 - i. 24612 Typically under
 - i. Personnel recruitment
 - ii. Keep it high because you can never know when to expect this
 - j. Travel- Out-Of-State employee training
 - i. 39514 ~\$5000 not normally reaching close to that
 1. Coded as 515- we don't control what it's coded as
 - k. SAB Security Services
 - i. If extra security is needed due to rider or public safety
- II. WUC Budget
 - a. Changes to base budget \$15, 216 from:
 - i. 20201 \$615- saving on Polycom next year
 - ii. 20210 \$4125- Tables-won't be purchasing next year

- iii. 20215 \$10,476- Roogue room av, resurfacing pool table, umbrella canopies- won't need to do next year
- b. Hope to move to:
 - i. Student wages- \$3000- over spent last year
 - ii. General Operating Supplies- \$2500- due to name change
 - iii. Audio/Video supplies- \$2000- purchase new sound board- current sound board is ~15 years old
 - iv. Employee clothing- \$1000- due to name change
 - v. Equipment maintenance & repairs \$2000- all were over last year
 - vi. Building maintenance \$1886
 - vii. Grounds maintenance \$2030
 - viii. Questions:
 - 1. What will do with old clothing?
 - a. Will talk to Darin to see if we can donate
 - 2. Planning on using perennial plants from now on?
- c. Total enhancement request
 - i. \$4833 for:
 - 1. Freebie Friday- \$4833
 - a. Will cover cost for supplies/services/personnel
 - b. \$1500 per term
 - ii. \$4000
 - 1. On Going Student Employment
 - a. Overshot student payroll- try to get close to that- also opportunity additional jobs
 - b. Summer conference help
 - i. Evening & weekends- contact conferences
 - c. Another program assistant
 - iii. .85% increase of IFC Base Allocations
 - iv. Thoughts?
 - 1. Freebie Friday
 - a. Will \$ cover food, prices, publicity? Yes
 - b. Current turnout?- Average 40-50 people
 - c. Who's running it? Patrick, Kelsey, and Jordyn
 - d. Think it's a good thing
 - i. Have something to keep students out and about
 - e. History of Freebie Friday
 - i. Complaints about not having building traffic on Fridays
 - f. Started rewards card- very dedicated students
 - g. How to know what's happening?
 - i. Last year-emails
 - ii. This year- weekend texts, website
 - h. Have treats been gluten free?
 - i. No- good suggestion though
 - i. Donation from local businesses
 - i. Right now have hesitation about asking them since they always get asked from students
 - j. Right now how were paying for it isn't sustainable if don't get enhancement will need to re-evaluate Freebie Friday

- k. Social Media presence?
 - i. Campaign videos?
- v. Other enhancement ideas?
 - 1. Menus on boards containing caloric info- campus dining but will bring up at WUC Advisory Board Meeting
 - 2. Have chairs been decided on?
 - a. Yes and WUC Advisory Board will pick fabric colors
 - 3. Who would the additional program assistant fall under?
 - a. Could just add hours to current program assistants.
 - 4. Conference position?
 - a. Would be like what Gabbi was doing over the summer
 - 5. What is the process for replacing video game stuff?
 - a. Comes from WUC902
 - b. Replace maybe 1 game or 1 controller per year
 - c. Keep going or phase out?
 - d. Look at doing rental fee for non-wou student
 - i. Will bring up at WUC Advisory board meeting

III. SLA Budget

a. Changes to base budget Moving \$1366

i. Reducing:

- 1. 20101 \$500
- 2. 24520 Security \$90
- 3. 24999 Misc Fees & Services \$526
 - a. Don't even take POs with this # anymore

ii. Moving to:

- 1. 22502 Postage \$840
- 2. 24602 Duplicating & Copying \$500
- 3. 28901 Dues Membership \$26
 - a. Membership now \$99 when it costs \$125

iii. Enhancements

- 1. \$5000-\$7000
- 2. Purpose: Support campus weekend program initiative
 - a. Friday Night Live
 - b. Trivia Night
 - c. Entertainment, wages, texting
- 3. 1.68-2.35% increase to current base allocation
- 4. Weekend Program Assistant
- 5. All campus helping to pay for weekend programs versus just students who are living on campus.
- 6. Try to avoid dual programming
- 7. Co-Program with SAB
 - a. Comedians
 - b. Smaller programs
 - c. Accenting athletic events
- 8. What # would you all be comfortable with asking?
 - a. Go big and let them widdle it down
 - b. Improving campus life is best in long term interests

iv. Questions?

- 1. Calapooia being renovated?

- a. Yes several years down the road
- 2. Would like to see more WOU branding in building
 - a. Can't do it for this year but will look at it for next year

IV. SAB Budget

- a. No changes
- b. Enhancement: \$3222- Spoken Word Poetry event
- c. 5.16% increase

V. Next Meeting

- a. Will send out a When Is Good for Finals week
- b. Will need a little more time

IFC Internal Budget Advisory Board
Dec 9, 2015
WUC Ochoco

- I. WUC Budget
 - a. Review changes to base budget
 - b. 5% and 10% cut packages
 - i. Increase \$19/term to maintain current base budget
 - ii. They may choose to reduce or they could accept enhancements
 1. Prefer we are more conservative
 - iii. Cut packages show what we would cut and how we would prioritize it
 - c. Enhancements
 - i. Suggest we only do 1 enhancement from each budget
 1. Eliminate Freebie Friday enhancement
 - a. Questions:
 - i. Dr. Dukes' weekend program initiative supported by them
 1. How we're doing it now is not sustainable- we might be able to do some things but would have to scale back a lot
 - ii. Student employment is important –more necessary
 - iii. Could you just request less for Freebie Friday?
 1. Yes that's an option
 2. Seems like a luxury when we're looking at such a steep increase
 - d. Feedback
 - e. Vote to recommend the budget as presented or with revisions
 - i. Motion to recommend the presented budget and 5% & 10% cut packages with the revision to only asking for the student employment enhancement –Bryan Kelley
 - ii. Second: Madison Adrian
 - iii. Motion Passes 4-0-0
- II. SLA Budget
 - a. Review changes to base budget
 - b. 5% and 10% cut packages
 - i. Could the foundation pick up Holiday Tree Lighting?
 1. Could be an option
 - ii. #3- Ghost Hunter
 - iii. #8- Diversity programs like Lavender and Black Graduation?
 1. Might reduce those-use local speakers- wouldn't be cut completely
 - iv. #6- reduction versus elimination
 - v. #11 would be another large event
 1. Would cut a co-program most likely
 - a. Such as MLK Speaker or excursion
 - vi. #13 NACA Nationals
 1. Lot of NSW booking happens- save \$ there
 - c. Enhancement request

- i. 2 options on back on agenda
 - ii. Difference is a performance versus a program assistant
 - iii. Big events/people cause a buzz on campus
 - iv. Would there be a cost to attend the performance
 - 1. No- not our vision
 - d. Feedback
 - i. Move #6 to #3 spot
 - e. Vote to recommend the budget as presented or with revisions
 - i. Motion to approve the budget presented with revisions in 5% and 10% cut packages and Option A: Beverly Boersma
 - ii. Second: Charles Laughlin
 - iii. Motion passes 4-0-0
- III. Summer
 - a. 5% and 10% cut packages presented
 - b. Motion to approve the budget presented: Bryan Kelley
 - c. Second: Madison Adrian
 - d. Motion passes 4-0-0
- IV. SAB Budget
 - a. Lot of cuts come from programming
 - b. Spoken word enhancement
 - i. 5.16% increase looks bad
 - ii. Would be 2 or 3 spoken word performances
 - c. Motion to recommend budget and 5% and 10% cut as presented with revision to no enhancement requests- Charles Laughlin
 - d. Second: Madison Adrian
 - e. Motion passes 4-0-0
- V. Thank you and Adjourn