



**Friday, June 4th: IFSC Meeting #1**  
**Via zoom @ 1 pm, Waikiki in Chair**  
**Agenda**

1. Call to Order
  - a. 1:01PM
2. Roll Call: name, pronouns, position, what was your favorite memory of this school year?
  - a. IFSC Chair
    - i. Makana Waikiki
  - b. IFSC Members
    - i. Kayley Arpaia
    - ii. Carlos Fonseca, Jr.
    - iii. Quentin Kanta
    - iv. Darin Silbernagel
    - v. Tina Fuchs
    - vi. David McDonald
  - c. Other Representatives
    - i. Liz Marquez Gutierrez
    - ii. NJ Johnson
    - iii. Elizabeth Braatz
    - iv. Logan Jackson
  - d. IFSC Secretary
    - i. Paula Verdegaal-Taylor
3. Approval of Agenda
  - a. Approved
4. Old Business
  - a. None
5. New Business
  - a. Consideration of amendments regarding defining a fee-paying student
    - i. Amendments to IFC Bylaws **Article I Section 1.1.3**
      1. Student participation in the allocation of incidental fees is required by Oregon law through the student government. As Western Oregon University, the student government recognizes the Incidental Fee Committee (IFC). To the IFC is delegated the authority and responsibility to recommend to the ASWOU Senate the amounts for

the incidental fee each year. Section 4.w outlines the process once the Incidental Fee Committee has made a final budget recommendation to the ASWOU Senate. IFC is also charged with the responsibility to make allocations from the contingency fund, which includes over-realized incidental fee income and to determine optional fees as necessary and appropriate. **IFC is also delegated the authority and responsibility to define a “fee paying student”.**

- a. Add **IFC is also delegated the authority and responsibility to define a “fee paying student”.**
  - b. Questions or Discussion?
  - c. Darin: Are online students included because they do not feel they utilize the services?
  - d. Makana: This would allow the IFC to make decisions and changes year to year.
  - e. Tina: How does timing affect the definition because IFC does not start until later in the Fall?
  - f. Makana: IFC fees are set for this coming year and then definition is for the year after that.
  - g. Kayley: Motion to accept the amendment to IFC Bylaws Article I Section 1.1.3 as written.
  - h. Quentin: I second the motion
  - i. No further discussion or questions? Seeing and hearing none, roll call vote.
  - j. Kayley: Aye, Carlos: Aye, Quentin: Aye, Darin: Aye, Tina: Aye, Dave: Aye, Makana: Aye.
  - k. Motion passes 7-0-0
- b. Consideration of amendments regarding the Special IFC
- i. Amendment to **Article 4 Section 1.27**
    1. 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 Bylaws or the IFC Budget Notes shall fall to *the advisors and a student member (IFC Chair or the ASWOU President if no Chair exists)* **a special committee of the three (3) elected IFC members. If there are not three (3) elected IFC members the ASWOU President shall appoint the remaining members. These three (3) members shall elect from within themselves a chair for this committee. Any of the three elected IFC members may call this special committee to order should they deem it necessary. The ASWOU President shall be present to represent the student body at-large. The ASWOU Senate President shall be present as the IFC Parliamentarian. The IFC Advisors shall**

**be present to provide budget notes and any other relevant information. Non-Voting members of the IFC may be called upon to provide any relevant information.** Any decisions must be passed by a simple majority vote of the **three (3) elected IFC** members. *The Advisors will report on any decisions made to the committee once in session.* **The chair of the special committee will report on any decisions made to the full IFC once in session.** Decisions should be rendered within two weeks after receipt of the request.

- a. Questions or discussion?
  - b. NJ: This was a process that worked well during summer 2020 and fall 2020. Not always possible to call the full committee.
  - c. Makana: Decisions that are very urgent can be made in a timely manner.
  - d. Carlos: Motion to accept the amendment to IFC Bylaws Article 4 Section 1.27 as written.
  - e. Kayley: I second the motion.
  - f. No further discussion or questions? Seeing and hearing none, roll call vote.
  - g. Kayley: Aye, Carlos: Aye, Quentin: Aye, Darin: Aye, Tina: Aye, Dave: Aye, Makana: Aye.
  - h. Motion passes 7-0-0
- c. Consideration of amendments regarding the Composition of the IFC
- i. Amendment to **Article 2 Section 1.1.3**
    1. Three (3) students appointed by the University President after consultation with the IFC's non-voting members **and confirmed by the ASWOU Senate.**
  - ii. Creation of **Article 2 Section 1.1.5.1**
    1. No more than 2 (two) IFC members with the same conflict of interest, as defined in Article 7 Section 1 and 2, shall serve in the same academic year.
      - a. In the event that three (3) students with the same conflict of interest are elected by the student body in the ASWOU elections then an exception will be made and the three (3) students with the same conflict of interest will be permitted to serve.
        - i. Makana: Defines conflict of interest. Want IFC to stay equitable.
        - ii. Questions or discussion?
        - iii. Dave: Area is what?
        - iv. Makana: No more than 2 students from an IFC funded area.

- v. Tina: How many students on IFC?
- vi. Makana: 9.
- vii. NJ: What would we do if 3 elected students work for the same area? How would we know before they get sworn in?
- viii. Makana: We will know because during confirmation conflict of interest is disclosed.
- ix. Tina: Many students involved across the campus, how does that apply? Or change where they work and then have a conflict of interest?
- x. Makana: Rule would still apply.
- xi. Carlos: How does the Senate decide who gets appointed and who gets left out?
- xii. Makana: Students from the same area will not be appointed and the area will have to go back and decide who of the 3 students they select.
- xiii. Kayley: When Presidents run appointments by each other they can see what areas students come from. Solve the conflict.
- xiv. Dave: Is there a problem you are trying to solve? Voting block on participation? What would you do with 3 elected students from the same area?
- xv. Makana: Last year making big cuts, with a student majority of one area can be detrimental to other budgets. Problem needs to be solved because IFC is for all students. If members are from one area they can affect all areas.
- xvi. Carlos: This does not apply to elected members.
- xvii. Makana: Adding a sub section. In the event that three (3) students with the same conflict of interest are elected by the student body in the ASWOU elections then an exception will be made and the three (3) students with the same conflict of interest will be permitted to serve.
- xviii. Darin: Do we lose the autonomy of 3 different places? What problem are we solving?
- xix. Effort to be consistent and equal. Making sure we all follow the same process.
- xx. As written right now 3 members are appointed by WOU President, 3 members are appointed by ASWOU president, 3 members are elected. ASWOU

President appointed members must go through the process to get confirmed.

- xxi. Liz: Committee is a student government elected or appointed by the student body. University President appointees should go through the same process.
  - xxii. Dave:: What happens if a student is not confirmed?
  - xxiii. Makana: Appointment will stay with the appointing body.
  - xxiv. Add Article 2 Section 1.1.5.1
  - xxv. Quentin: I motion to create Article 2 Section 1.1.5.1 to IFC Bylaws as written.
  - xxvi. Kayley: I second the motion.
  - xxvii. No further questions or discussion? Seeing and hearing none, roll call vote.
  - xxviii. Kayley: Aye, Carlos: Aye, Quentin: Aye, Darin: Aye, Tina: Aye, Dave: Aye, Makana: Aye.
  - xxix. Motion passes 7-0-0.
- iii. Amendment of **Article 4 Section 1.5** and Creation of **Article 4 Section 1.5.1**
1. *At the first meeting of the year, and as new IFC members join, they shall declare any/all IFC funded areas and activities with which they are associated. These associations will be compiled into an addendum and published via the distribution list. At each subsequent meeting members will declare any new areas or activities with which they are associated. **The ASWOU President and University President shall submit letters of recommendation to the ASWOU Senate for consideration of their IFC appointees prior to their confirmation.***
    - a. **All conflicts of interest must be declared in the letters of recommendation in order for a student to be confirmed by the ASWOU Senate.**
    - b. **Section 1.5.2 The ASWOU President shall report the conflict of interest of the elected IFC members to the ASWOU Senate prior to confirmation of the ASWOU President's and University President's appointments.**
      - i. Questions or discussion?
      - ii. Dave: Suggest: change it to a positive list for areas of activities.
      - iii. Makana: It refers to a section in the bylaws.
      - iv. Kayley: Should stay the same to have consistent language.
      - v. Liz: Bylaws talk about declaring the conflict of

interest.

- vi. Makana: Part in Italic lettering is being removed, and subsection is being created.
- vii. Quentin: I motion to amend Article 4 Section 1.5 and create Article 4 Section 1.5.1 as written.
- viii. Carlos: I second the motion.
- ix. Further questions or discussion? Seeing and hearing none, roll call vote.
- x. Kayley: Aye, Carlos: Aye, Quentin: Aye, Darin: Aye, Tina: Aye, Dave: Aye, Makana: Aye.
- xi. Motion passes 7-0-0.
- xii. Makana: Add a section to Article 4 Section 1.5.1?
- xiii. Kayley: I agree to add clarification.

Quentin leaves meeting at 2:01PM

Dave leaves meeting at 2:02PM

- xiv. Makana: The ASWOU President shall report the conflict of interest of the elected IFC members to the ASWOU Senate prior to confirmation of the ASWOU President's and University President's appointments.
  - xv. Carlos: I motion to approve the creation of Article 4 Section 1.5.2 as written.
  - xvi. Kayley: I second.
  - xvii. Further questions or discussion? Seeing and hearing none, roll call vote.
  - xviii. Kayley: Aye, Carlos: Aye, Darin: Aye, Tina: Aye, Makana: Aye.
  - xix. Motion passes: 5-0-0
- iv. Amendment of **Article 4 Section 1.6 with the following sections renumbered**
- 1. All students who inquire about holding an IFC position must be reported to the ASWOU Senate as interested students when the recommendations of appointees are being considered for approval.
    - a. Makana: Clarification: Make the Senate aware of students that are interested but not appointed. Students not feel gate kept.
    - b. Kayley: Good idea. If there is a conflict of interest there is a pool of students to choose from.
    - c. Kayley: I motion to amend Article 4 Section 1.6 with the following sections renumbered as written.
    - d. Carlos: I second the motion.

- e. Further questions or discussion? Seeing and hearing none, roll call vote.
  - f. Kayley: Aye, Carlos: Aye, Darin: Aye, Tina: Aye, Makana: Aye.
  - g. Motion passes 5-0-0
- v. Amendment of **Article 4 Section 1.3**
1. The IFC shall elect its own chair from within its voting membership, at the first IFC meeting. , *nominations will be solicited for chair, with the election occurring at the second IFC meeting.* **All efforts will be made to elect an IFC Chair by the second IFC meeting.**
    - a. Makana: Asking students that have no idea to chair a committee. Creating a clearer process.
    - b. Questions or discussion? None.
    - c. Carlos: I motion to approve Article 4 Section1.3 as written.
    - d. Kayley: I second the motion
    - e. Further questions or discussion? Seeing and hearing none, roll call vote.
    - f. Kayley: Aye, Carlos: Aye, Darin: Aye, Tina: Aye, Makana: Aye.
    - g. Motion passes 5-0-0
- d. Consideration of amendments regarding the IFSC structure
- i. Amendments to **Article 9 Section 1.2**
    1. The IFSC shall be comprised of appointees of the *University President and ASWOU presidents.* **IFC Chair, ASWOU President and University President.** *The University President shall appoint no more than three (3) non-student members from the campus community to the IFSC.* **The IFC Chair shall appoint no more than three (3) students to the committee.** The ASWOU President shall appoint no more than three (3) **students members from ASWOU to the committee.** **The IFSC shall include two (2) non-voting members who shall serve as an advisor and representative of the University President, to be appointed by the University President.** The IFC Chair shall serve as Chair of the IFSC. The IFC Chair shall have the added responsibility to act as a liaison between the IFC and IFSC.
      - a. Makana: Clarification: 6 members on the IFSC committee. Keeps autonomy of ASWOU president to allow to appoint students at large. To incorporate voices that interact with this committee. Change that WOU President appointment would be one and a non voting member that would be an advisor. IFSC is a sub committee of the student government.
      - b. Questions or discussion?
      - c. Tina: Has there been a problem or issue?
      - d. Makana: Biggest concern is student autonomy over the

process. Equal number of students and administration creating rules that students have to follow. Give back control to the students. Difficult to get in touch with the University President

- e. Tina: Majority of students making decisions, there is a need for more than 1 non student on IFSC.
  - f. Makana: We could entertain 2 non voting members.
  - g. Darin: We are voting on guidelines, appropriated to be other representation there that can vote. I can't support this.
  - h. NJ: State statute says: the board for all public universities shall collect fee upon the request of the student government under a process established by the student government in consultation with the board. Students establish the process IFC/IFSC - voting members, in consultation with the board - advising members.
  - i. Kayley: Very valuable to have non-students in the room. Have 2 non voting members as advisors.
  - j. Liz: IFSC sub committee of IFC, IFC is part of ASWOU. We are the only university who still has non-student members.
  - k. Darin: I can't support it.
  - l. Tina: Good information but I cannot support this.
  - m. Kayley: I motion to adopt the amendment to Article 9 Section 1.2 as written.
  - n. Carlos: I second that motion.
  - o. Further questions or discussion? Seeing and hearing none, roll call vote.
  - p. Kayley: Aye, Carlos: Aye, Darin: Nay, Tina: Nay, Makana: Aye.
  - q. Motion passes 3-2-0
- e. Consideration of amendments regarding Budget collection process
- i. Amendment of **Article 4 Section 1.17 with the following sections renumbered** and Creation of **Article 4 Section 1.17.1 and Article 4 Section 1.17.2**
    - 1. The IFC may request any and all pertinent information deemed necessary to aid in their decision making process, and shall be provided by the IFC Area Heads prior to the first preliminary decision meeting
      - a. If an area fails to provide this information to the IFC, the presented cut to that area will automatically be 20% of their requested budget. This will serve as the preliminary decision for that area, it will be presented to the student body for



feedback, and may be changed if the information is provided.

- b. If an area fails to provide the requested information to the IFC prior to the final decision meeting, the 20 % cut will automatically hold and serve as the minimum budget cut for that area. The IFC may increase this cut, however, the minimum shall remain at 20 %.
  - i. Makana: One IFC funded area refused to provide IFC with a budget. Led to confusion in the student body. This is an amendment and adding 2 sub sections.
  - ii. Questions and discussion?
  - iii. Kayley: Change to prior to preliminary decision meeting instead of open hearing, and clarify to follow up with written request. So there is a record.
  - iv. Makana: IFC chair has a lot of work. Add this it becomes a student responsibility.
  - v. Paula: Requests are documented in minutes.
  - vi. Questions and Discussion? None
  - vii. Kayley: I motion to accept the amendment of Article 4 Section 1.17 with the following sections renumbered and creation of Article 4 section 1.17.1 and Article 4 Section 1.17.2 as written.
  - viii. Carlos: I second the motion.
  - ix. Further questions or discussion? Seeing and hearing none, roll call vote.
  - x. Kayley: Aye, Carlos: Aye, Darin: Aye, Tina: Aye, Makana: Aye.
  - xi. Motion passes 5-0-0
2. Makana: According to IFC bylaws every vote we had today makes the new IFC bylaws start today, 06/04/2021. Paula will update these on the website and they will become law.

#### 6. Messages from the Floor

- a. This is the last meeting of the academic year.

#### 7. Adjournment

- a. 2:40PM Adjourned