

Incidental Fee Committee Meeting #1

Friday, January 13, 2023 | 4:00 PM

WUC Calapooia Room and [Zoom](#)

Chase Johnson in Chair

Minutes

1. Call to Order
 - 4:06PM

Chase: We will follow parliamentary procedure. Please give us grace for this is our first meeting.

2. Approval of agenda
 - Dennis moves to approve the agenda
 - i. Ever seconds
 - ii. No dissent
 1. Agenda approved
3. Approval of minutes from 12.01.22 (IFC training)
 - Dennis: I move to approve the minutes from 12.01.22
 - i. Jill seconds
 - ii. No dissent
 1. Minutes approved
4. Roll Call
 - IFC Members
 - i. Chase Johnson
 - ii. Dennis Long
 - iii. Jill Whisler, via zoom
 - iv. Monét Jackson, via zoom
 - v. Alexis Ferdig, via zoom
 - vi. Ever Young, via zoom
 - Advisors
 - i. Tina Fuchs, VP of Student Affairs
 - Area Heads
 - i. Chelsee Blatner, Student Engagement & Student Media
 - ii. Rip Horsey, Campus Recreation and proxy for Athletics
 - iii. David Janowiak, Creative Arts
 - iv. Tammy Gardner, Child Development Center
 - v. Rian Gayle, ACCESS
 - vi. Emmañuel Macias, Wolf Ride
 - vii. Kristen Perry, Abby's House and Food Pantry

- Other Representatives
 - i. Samantha Cameron, Budget Office
 - ii. Owen Hubers, ASWOU Director of Business and Finance
 - iii. Coral Davis, ASWOU Judicial Administrator
 - iv. Kodee Harwood, ASWOU President
 - v. Alyssa Rollins, ASWOU Advisor
 - vi. Connor Goehring, ASWOU Senate President
- IFC Secretary
 - i. Paula Taylor
- 5. WOU President Jesse Peters
 - Unable to attend
 - i. Paula reads email from LouAnn Vickers.
 1. Unfortunately President Peters has been detained in a meeting and won't be able to attend today's IFC meeting.
- 6. Old Business
 - Question from meeting 12.01.22
 - i. What is IFC media outreach?
 1. Chase: Maybe we can brainstorm about this. Need multiple/different methods of advertisement to get the word out. What else can we do? Students have a voice in this conversation.
 2. Dennis: Tabling in the WUC.
 - a. Chase: IFC members comfortable tabling?
 - i. Dennis and Chase volunteer.
 - ii. Appointing Vice-Chair
 - Chase: Anybody want to nominate themselves or somebody else. This is volunteer position and run meeting when chair not available
 - i. Dennis nominates himself. Would really like to support the chair with my experience from last year. Support the committee as a whole.
 - ii. No other nominees
 1. Chase appoints Dennis

4:24PM Kristen Perry Joins meeting via zoom.

- Conflict of Interest
 - i. Is it a conflict of interest if an IFC member is an officer of a funded club?
 1. Tina: Was not at the last meeting and Camarie is not here. Look through by-laws. Challenge is that many of you are involved in many things funded by IFC. She might have done research. Consult with her.

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2. Connor: It is on my to do list to check with IFC members/students to see what they are involved with.
 3. Chase: Looked over IFC bylaws and did not see anything. Not relevant today.
- ii. Is it a conflict of interest when IFC member's major/minor under a funded area?
- Timeline
 - i. [Winter Term Tentative Timeline](#)
 1. Chase: There was a delay in recruitment for IFC members and therefore not a meeting schedule.
 - a. Jan 13, first meeting with a lot of housekeeping
 - b. Jan 20, subcommittees, where we would split up in smaller groups and meet with different areas that are IFC funded.
 - c. Jan 27, Small budget presentations
 - d. Feb 3, Large budget presentations
 - e. Feb 10, Large Budget presentations
 - f. Feb 17, Preliminary decision
 2. Chase: Feedback from last year: Students wanted more variety in Open Hearings, not on the same day. Different times and weeks. March 3 and 10 open for final decision
 - a. Discussion on timeline?
 - i. Dennis: Could have more open hearing dates.
 - ii. Paula: Is one of the March dates the Final Decision?
 1. Chase: Yes.
 3. Chase: Schedule When is good for Open Hearings. Entertain a motion to approve the first 3 weeks? Small Budget department heads January 29th for your presentations? Is that enough time?
 4. Chase: Somebody make a motion to approve the first 3 weeks.
 - a. Dennis moves to approve the first 3 meeting dates.
 - b. Jill second the first 3 meeting dates
 - c. Chase: Q&A? Discussion?
 - i. Rip: Define small budgets
 1. Chase: Abby's House, Child Care, Wolf Ride, Access. I will confirm next meeting and send out calendar invites.
 - d. Chase: Anybody entertain a motion to approve the next 3 weeks?
 - i. Ever moves, Dennis seconds
 - e. Chase: All those in favor: Dennis yes, Ever yes, Jill yes, Alexis yes, Monét yes. Motion passes 5-0-0

f. Chase: When is good will be sent out with times outside our scheduled meetings. Next meeting approve the full calendar with dates for hearing in place and who is presenting where.

- Define quorum
 - ii. Chase: we have 5 voting members and myself so we have quorum

7. New Business

- Enhancements
 - i. Chase: We had questions about enhancements because budget is shrinking. Communicate as soon as possible that we have smaller budget, support all that is going on, but we operate with a much smaller budget.
 - ii. Questions?
 1. Dennis: So we do not have a repeat of last year, we need to be careful with our verbiage.
 2. Chase: Another reason to clarify what enhancements are. Not necessarily a No without the full context of what we have. What is considered an enhancement? Np completely off the table but be considerate of the budget that we have.
 - iii. Chase: Comments about enhancements?
 1. None
- Determine [Subcommittees](#)
 - i. Chase: We would like to determine the subcommittees. Can sit on more than one subcommittee. Have members absent we can appoint them next week.
 - ii. 4 subcommittee
 1. Student union
 - a. Student Engagement, SAB, Campus Recreation
 - i. Ever, Alexis
 2. Athletics and Travel
 - a. Athletics, IFC Media Outreach, Extraordinary Travel
 - i. Ever, Chase
 3. Education, Cultural & Student Government #1
 - a. ASWOU, ACCESS, Wolf Ride, Computer Replacement
 - i. Jill
 4. Education, Cultural & Student Government #2
 - a. Childcare, Abby's House/Food Pantry, Student Media, Creative Arts
 - i. Monét, Dennis
 - iii. Chase: Anybody have an expressed interest in a subcommittee?
 1. Jill: What is ACCESS?
 - a. Chase: Office of disability services. The IFC allocation funds accommodation needs for all IFC funded areas

to ensure areas are accessible to people with disabilities.

2. Ever: I like to express interest in the Athletics and Travel and Government #1 subcommittee.
 3. Monét: I have interest in that last one with Childcare. Is
 4. Alexis: If there is a conflict of interest in one area you can not be appointed to that subcommittee?
 - a. Chase: Do you have a personal connection with one of the areas because I might be able to troubleshoot with you?
 - i. Alexis: My children go to the WOU childcare.
 - ii. Chase: I believe that you cannot make decisions in that area.
 - iii. Tina: Might be in the best interest for Alexis to serve on as different subcommittee.
 - iv. Alexis: I express interest in the Student Union Activities.
 - b. Dennis: I express interest in Educational 2.
 - c. Ever: Athletics.
 - d. Jill: Educational, Culture & Student Government #1
 5. Chase: Any other interest? The 4 IFC members not here will be appointed next week.
 - a. Monét: Clarifying question: Is receiving a food basket from Abby's House a conflict of interest? Conflict of interest not clear.
 - b. Chase: Thank you for coming forward with that information but that is not a conflict of interest.
 - c. Connor: Conflict of interest is working for an area but not when you receive a give away.
 - i. Monét: The line is still not super clear but I think I am fine to be on the subcommittee.
 - ii. Dennis: Clarification, a student athlete on athletics subcommittee.
- Discuss Fee
 - i. Chase: Do not need to make a decision on this now but just wanted to put it out there. The 2021-2022 fee is \$372 on campus, \$200 off campus, \$125 Summer term. Smaller budget we have the option to raise the fee, might help with budget issues, but asking more of our students. Good thing to start discussing now.
 1. Tina: Clarification? On the slide it says 2021-2022?
 2. Chase: Yes, that is last year's fee.
 3. Tina: That is last year's IFC decision for this year's fee. This is the 2021-2022 IFC committee's decision for the 2022-2023 fee. These are the current fees.
 - ii. Tammy: Point of clarifications, you said on campus/off campus residents but isn't on campus off campus classes?

1. Chase: On campus taking classes not that you are living on campus.
 2. Dennis: Clarification: If you are taking classes on the Monmouth campus you get charged \$372 fee.
 - a. Chase: Makes sense, majority of services on campus.
- FY23 budget of IFC and students enrolled prediction
 - i. Chase shows FY24 budget sheet and Budget summary Status report [FY23 period 5](#), and asks students to review and look at numbers.
 1. Samantha: This is FY23 period 5 report that the budget office creates for IFC.
 2. Paula: What document are you looking for so I can assist Connor in finding it.
 - a. Chase: Looking for last year's budget and how much money we have to spend.
 - b. Paula: Connor where you were shows what was allocated and what was spent and what is left.
 - c. Samantha: Correct. FY23 period 5 will show you where IFC is right now and FY22 period 14 shows end of last fiscal year (June 2022).
 3. Chase: Thank you Samantha that is what I was looking for and I encourage IFC members to start looking over those numbers now. What does IFC campus allocation look like right now.
 - ii. Chase: Comments on this idea?
 1. Dennis: Chelsee, are you confident about these numbers?
 - a. Chelsee: Not a cut to budget. This is money we are not spending because we had unfilled positions. Salary/benefit savings due to unfilled positions. Not a cut.
 - iii. Chase: Not cut, but to encourage other departments to not spend that money to go back into the reserve. Questions
 1. Tina: Context to this conversation: The University as a whole, outside of IFC, if there were vacancies, funds for those positions were swept centrally so WOU could save those dollars for any deficit that we might have. Chelsee is asking if IFC wants to do the same. This is not just an ask for IFC this is happening across campus.

- a. Samantha: This is a great idea. If IFC is willing to do this it is a smart tactic to save those dollars.
- b. Dennis: Samantha do have an idea what areas might be short from what was allocated last year?
 - i. Samantha: Budget summary FY23 period 5 you can see available balance. Payroll is set. Not too worried about things right now but end of year projection only \$6,000 left if everyone spends 100%. Recommend all areas to reduce spending.
- c. Chase: If you have ideas on saving let us know.
- d. Chelsee: Samantha, did I hear that right that at the end of the year IFC is in black not red?
 - i. Samantha: Yes, at last training looking at projection, \$50,000 plus 10% of reserve. Not going in the red but you do not have 10% in reserve. Need to do significant cuts because 10% of this year's allocation is \$400,000. IFC is \$423,00 in the red from where IFC needs to be. Looking too fiscally conservative.
 - ii. Chelsee: Thank you for the extra context. Was aware of the \$400,00 shortfall so when you said \$6,000 in black at the end of year I was wondering where did extra money come from?
 - iii. Samantha: That was confusing, we are short \$423,000 for this year. Be conservative as much as possible with your budgets.
- Cut packages
 - i. Chase: The 10%, 15%, 20%, 25% cut packages are not solidified, we are discussing. We can ask area heads for several cut packages to present to us. They would tell us what a 10% cut would do to their area. Dennis, what were the cut packages last year? Last year IFC had 15%, 20%, 25% cut package requests.
 - 1. Dennis: I would have to look at the minutes.
 - 2. Paula: I don't remember it was 25% last year.
 - 3. Chase: Was it 5%, 10%, 15% and then 20%?
 - 4. Chelsee: It was 10%, 15%, 20%.
 - ii. Chase: What comments do IFC members have and would we be able to vote and what cut packages do we want to ask area heads.
 - 1. Dennis: Are you suggesting the 4 on the screen?
 - 2. Chase: No, just an idea. What ideas of values do you people have?
 - 3. Dennis: Maybe 15%, 20%, 25%
 - 4. Chase: what would you think appropriate?
 - 5. Dennis: 15%, 20%, 25% cuts.
 - 6. Chase: Any other ideas?

- iii. Chase: Anybody want to make a motion about what cut packages we will ask from area heads?
 1. Dennis: I would like some more discussion.
 - a. Chase: Maybe table it for next week?
 - b. Connor: We will not be moving on unless there is discussion.
 2. Ever: I feel confident with your discussion so far.
 3. Jil: I agree with Ever, but what is the alternative?
 - a. Chase: To be prepared for the worst we want to know what areas would do what they do with less money, what services would be lost. Want to give areas a worst case scenario and request 15%, 20%, 25% cut packages. We are discussing what hypothetical numbers to send out to area heads to ask for hypothetical scenarios. Dennis' idea of 15%, 20%, 25% is different from past years because we are operating under different budget principals.
 - b. Jill: I understand and agree with that. Nothing further to discuss.
 4. Ever: There is no alternative?
 - a. Chase: There are other options. As a committee we can lower those numbers or
 - i. Dennis: Maybe an alternative for area heads, what are 3 things you can do without?
 - b. Chase: That is a good suggestion. What would we like them to prepare? What is most important to your department. If there is a context on what to make your decision that is something we can ask.
 - c. Jill: The numbers 15, 20, 25 is important but also what do the students' impact look like with these cuts. What would those numbers truly mean? How would it impact their services to students?
 - d. Tammy: That will be in our presentations and what impact cuts will have on students.
 5. Chase: 15%, 20%, 25% would somebody like to make a motion?
 - a. Dennis: I move to ask for cut packages of 15%, 20%, 25%.
 - b. Alexis: I seconds.
 - c. Chase: Any discussion or questions?
 - i. Hearing none
 6. Chase: All those in favor of sending 15%, 20%, 25% out in email to area heads will go out to you for approval. Those in favor: Monét yes, Ever yes, Jil yes, Dennis yes, Alexis yes
 - a. Motion passes 5-0-0.

9. Messages from the Floor

- Chase: Thank you for patience.
- Rip: How do you want presentations? Recorded or in person?
 - i. Chase: Because of hybrid situation we are open to all ways of presentation.
 - ii. Chelsee: How much time do we have to present?
 - 1. Chase: I will let you know later.
 - iii. Kodee: Really great and thanks for being here.
- Chase: Any other message?
 - i. Hearing none

10. Adjournment

- Ever motions to adjourn
 - i. Jill seconds
 - ii. Hearing no dissent
 - iii. Meeting adjourned at 5:31PM