

Incidental Fee Committee Training #1

Friday, November 14, 2025 | 4:00 PM

WUC Calapooia Room

Tina Fuchs in Chair

Minutes

1. Welcome
 - a. Call to order 4:09PM
 - b. Tina: Thank you for signing on with the IFC this year.
2. Introduction
 - a. Tina Fuchs, Vice President of Student Affairs, IFC Advisor
 - b. Evan Sorce, Executive Director, IFC Advisor
 - c. Ema Aros, IFC Member
 - d. Cody Dickenson, IFC Member
 - e. Kira Shelton, IFC Member
 - f. Madi LaCrosse, IFC Member
 - g. Brooke Wittgow, IFC Member
 - h. Nathaniel Rivera, IFC Member
 - i. Rhylie Sevits, IFC Member
 - j. April Mendieta, IFC Member
 - k. Paula Taylor, IFC Secretary
3. Shared Drive
 - a. The IFC has a shared Google Drive that you all have access to. We can provide you with paper copies of all the presentations if you want to.
4. [IFC Bylaws overview](#) - Evan Sorce
 - a. What are the [bylaws](#)
 - b. Article 1-7
 - i. IFC process is required by state law.
 - ii. Fees can be rejected by the President and Board of Trustees.
 - iii. Above 5% of last year.
 - iv. Student body participation is required
 - c. Conflict of interest very important to clarify all conflict
 - i. No more than 2 members with the same conflict of interest.
 - ii. Tina: More than 2 students involved in clubs? Depends on interpretation of JA. We have 3 students involved in clubs but you are in different clubs.
 - iii. Evan: We want diverse opinion.

- iv. Article 12 ([IFC Process Checklist](#))
- d. Roles and responsibilities - Tina Fuchs
 - i. IFC committee members
 - 1. Students are the members. You make the decision in the best interest of our students.
 - 2. Allocating roughly \$4,000,000.00
 - ii. IFC Chair – must be elected by the IFC members
 - 1. Think if you want to self nominate, or nominate somebody.
 - 2. Will receive a stipend, make agendas.
 - 3. Appoint a vice-chair
 - iii. IFC Advisors – Tina Fuchs, Evan Sorce, Camarie Moreno
 - 1. Here to give you guidance, not tell you what to do
 - iv. IFC Secretary – Paula Verdegaal-Taylor
 - 1. Post agendas and takes minutes
 - v. Parliamentarian – ASWOU Senate President, Maggie Bartosovsky or designee
 - vi. Meetings in person with a Zoom option.
 - vii. Area Heads
 - 1. 14 areas on campus. Bring their budget to you and explain them to you, give a formal presentation. They are here to answer questions, not to tell you what to do.
- 5. What to expect during Winter term
 - a. Review tentative IFC timeline/calendar
 - i. Meetings are generally 2 hours long
 - b. Schedule meeting before end of term to select meeting times for Winter quarter and select IFC chair
 - c. Sub-Committee Work
 - i. Get into an area budget deeper. 4 different subcommittees: Student Union Activities, Education Culture & Student Government, Athletics & Travel
 - 1. When I am part of an organization can I be part of their sub committee?
 - a. Tina: You can but the whole point is to learn more about other department budgets. You could be assigned to 2 different sub committees.
 - ii. Rhyllie: Conflict of Interest question - No voting member should obtain financial gain for themselves, a member of their household, or a WOU organization. Who is a member of the household?
 - 1. Evan: That is someone you have a connection to that is deeper than a colleague. Spouse, partner, roommate.

2. Tina: Great question. Roommate who is pressuring you to make a certain decision.
3. Evan: We can get general council opinion on it.
 - a. Paula: Could we ask for an interpretation request from the ASWOU Judicial Administrator?
 - b. Tina: Yes, we could ask the ASWOU JA.
6. IFC Calendar
 - a. Tina: We will have to meet during prep-week to do the IFC prep work. Send a WhenIsGood? For the week of December 1 and think about winter term meetings.
 - b. Tina: IFC had a request from SAB to be considered a small budget to stand alone. Nothing in the by-laws says that they can't so advisors agreed to have SAB be a small budget presentation.
 - i. Nathaniel: Budget is still part of Student Engagement?
 1. Tina: Yes.
 - c. Tina: Week of March 2 and 9 final decision but we might only need one meeting. Fee needs to be established by the end of March so it can be presented to the BOT.
7. Tina: Next week budget training by Camarie. We are not generating the amount of money that we expected, but Camarie will explain all of that. CSL - Current Service Level = what is the expense to operate these budgets next year.
8. Tina: In Spring the students voted to increase the Campus Rec fee by \$10. This is an IFC fee. It is going to be a tight time for our area heads.
9. Sub Committees
 - a. Tina: We will select the sub committees during our first meeting.
10. Questions:
 - a. Nathaniel: Any of the returning members want to share any advice?
 - i. Evan: Last year you fully funded the request and considered enhancements.
 - ii. Kira: Don't be afraid to ask questions. Don't be afraid if you do not understand and ask for clarification. Area Heads can be kind of scary. They want money but listen to them but don't be scared of them. Ask questions.
 - iii. Tina: What makes them scary?
 1. Nathaniel and Kira: They are real adults.
 2. Kira: They know what they want and they are persuasive.
 3. Tina: Perceived power, but remind yourself that you have the power. Ask questions. Our setup will be different from this meeting. It might help you stay focused on your work. There might be unintentional intimidating looks.

- iv. Nathaniel: Ask questions, don't take it personally when people get passionate about their budget.
- v. Evan: Assume best intentions.
- vi. Tina: We have streamlined the PowerPoint presentation to make sure that there is space for interpreters. Now all area heads have blank presentations. Email us if you have questions.

5:10PM Evan, Tina leave the meeting

11. [Parliamentary Procedure](#) – Maggie Bartosovsky, ASWOU Senate President

- a. Rules and customs to run a meeting.
- b. Need to have quorum to have meeting. 5 members present plus the chair to run the meeting.
- c. Forms of voting.
 - i. Can a ballot vote be used to vote for the IFC chair?
 - ii. Maggie: I do not see why not.
- d. [Helpful cheat sheet](#).

Final questions

- None
- Meeting adjourned at 5:28PM