

Incidental Fee Committee Minutes

Meeting 1

Columbia Room: Werner University Center 12:00-1:30pm

Friday, January 12, 2018

Friday, January 12, 2018: IFC Meeting 1

Meeting Called To Order: 12:06pm

Roll Call, Name, Area you are representing, Title, Pronouns

Jessica Freeman starts roll call and announces she is acting chair and that a new chair will be elected at the next week meeting.

Lila Jones-ASWOU Senate President, Jason Haynes-ASWOU Director of Business and Finance, Rhys Finch-Student Media Area Head, Patrick Moser-Student Engagement Area Head, Malissa Larson-Access, Rip Horsey-Campus Recreation, Adry Clark-SLCD, Natasha Roman-Athletics, David Janoviak-Creative Arts, Eric Frey-IFC Committee Member, TJ Smith- IFC Committee Member, Cynthia Olivares-IFC Committee Member, Caleb Tingstad- IFC Committee Member , Carter Craig, Marina Kuzmich- IFC Committee Member , Caitlyn Nakatsukasa- IFC Committee Member, Brandon Neish-Budget Office, Darin Silbernagel-IFC Advisor, Gary Dukes-IFC Advisor, Chelsie Broussard-IFC Secretary and finally Logan Doerfler-ASWOU Judicial Administrator announce their names and pronouns.

Approval of the agenda: by Jessica Freeman-Approval of the agenda. Jessica briefly explains making motions, starting with "I move " and uses the example "I move to approve the agenda". Jessica mentions Roberts Rules of Order and explains if someone wishes to speak, they hold their placard up and then the chair calls on them. Rule of thumb: to be kind a courteous throughout the IFC process. Jessica mentions money being a difficult conversation to have and reminds everyone to be respectful

Jessica makes the motion to approve the agenda, Cynthia approves Curtis seconds the approval of the agenda. Motion passes 7-0-0.

No old business-Jessica moves to new business.

New Business:

Jessica explains to IFC Members, all conflicts of interest must be declared and where to find this information regarding Conflicts of Interest the IFC Handbook.

Jessica takes the time to ask all committee members if they have any conflicts of interest to declare, Marina-works for SLCD, Cynthia Olivares-VPSA, Eric Frey-works for Mar-Com and was previously Chapter Vice President of SVA, he is currently a member of SVA. TJ Smith says he's an RA this year.

Jessica then moves on to meetings during winter term and asks IFC Members if they have all registered for classes for this winter term. All committee members respond "yes" that they have registered for classes.

There are a few IFC Members missing -Jessica says she will get in touch with them regarding meeting times. Each IFC Member present gives good scheduling availability for future meetings. Jessica reminds committee members to be as open and flexible as possible for ease of scheduling.

Rather than meeting for one long meeting a week the IFC committee members agree to have a set meeting one time a week and another time later in the week in case the first meeting goes over the time.

IFC Retreat-Jessica mentions scheduling an IFC retreat,

Dr. Gary Dukes suggests the IFC retreat take place during a meeting and then explains how retreats have taken place in the past and what is involved during an IFC retreat. Jessica asks the IFC members how they feel about learning as IFC process progresses, rather than taking a slower pace and scheduling a retreat, budget day, etc. Caleb says he personally doesn't think an IFC Retreat is necessary. Cynthia Olivarez requests to "learn as we go". Jessica says everyone is in agreement and moves forward to IFC Chair nominations.

Jessica explains the IFC chair is a position that will be filled in the next meeting and this meeting is when nominations occur and how to nominate a chair and the responsibilities of the chair and she does point out the chair is a paid position. Jessica asks if anyone is interested in nominating someone then suggests a discussion amongst IFC Members to see if someone is interested in being Chair.

Caleb Tingstad nominates Eric Frey as IFC Chair, Eric accepts.

Jessica asks for other nominations and explains there can be more than one. No other nominations are made. The vote will occur next meeting as Jessica can only chair one and one half meeting.

Jessica moves forward to discuss subcommittees and explains where to find subcommittee information in the crib books. Jessica then gives the requirements for IFC Subcommittee's and then reads the list of subcommittee's. Jessica explains what media and outreach are for and how important open hearings are and that students realize their voices should be heard.

Dr. Dukes then explains each IFC Subcommittee requires a chair and then serve on another one, reiterating that each IFC member should be present in two subcommittees.

Jessica points out that Caleb Tingstad cannot chair or be a member of the athletics subcommittee due to conflict of interest and that Cynthia Olivarez cannot be a member of IFC Subcommittee with VPSA due to conflict of interest.

Caleb Tingstad then inquires as to why he cannot serve on a subcommittee due to conflict of interest and explains that the past two years he has been a part of Athletics subcommittee.

Dr. Gary Dukes explains there is not conflict of interest as far as subcommittee's goes, the conflict of interest is more for when budget is involved.

Jessica then asks IFC members to challenge themselves to go out of their comfort zone and partake in subcommittee's they are not familiar with.

Caleb says he respects Jessica's perspective to challenge IFC members but stresses the importance of learning their subcommittee area's and the familiarity required to answer people's questions.

Patrick Moser mentions that his duty as a an Area Head is to make sure IFC members on his subcommittee do get the information they need regardless if they were familiar prior to serving on his subcommittee.

Cynthia Olivares then notes that since IFC 2017-2018 members already decided to "Learn as we go", she said she wouldn't mind learning about other departments and learn from the department heads.

Jessica asks if anyone else is interested in chairing a subcommittee.

Cynthia Olivares states she would be interested in chairing the Athletics

Subcommittee. Cynthia states she would like to venture out of her comfort zone to challenge herself and learn

Eric Frey states he would like to Chair the Student Union Activities Subcommittee.

Carter Craig asks if every IFC Member has to be on two subcommittees.

Dr. Dukes explains, yes, they each must be on two subcommittees.

TJ Smith volunteers to Chair IFC Subcommittee: Educational, Cultural & Student Government Activities #1.

Jessica mentions possibly doing a vote to decide who will chair the Athletics Subcommittee.

Caleb then suggests Cynthia Chair and he will just be a member of the Athletics IFC Subcommittee.

Jessica confirms -with Cynthia, Cynthia Olivarez is the 2017-2018 IFC Athletics Subcommittee Chair.

Jessica asks for members for IFC Subcommittee: Educational, Cultural & Student Government Activities #1 and ECSGA #2.

Cynthia says she will be me a member on Educational Cultural Student Government Activities #3 IFC Subcommittee.

Caitlin Nakatsukasa says she would like to be a member of Educational, Cultural & Student Government Activities #1.

Marina Kuzmich Says she would like to be a member of Student Union Activities IFC Subcommittee.

Darin mentions that typically there is an IFC Advisor present at all Subcommittee meetings and then tells the group that he will be at the ECSGA #1 and ECSGA #2 meetings, while Dr. Dukes will be present for IFC Subcommittee Meetings for Athletic Activities and Student Union Activities.

Dr. Dukes advises to Jessica Freeman to have another IFC Meeting as soon as possible. Dr. Dukes informs everyone present that scheduling subcommittee meetings needs to happen as soon as possible and they need to be sure to involve students at large, as well as the IFC Advisors.

Jessica moves to the next item on the agenda, IFC Budget Memo's for FY 2019.

Darin goes over the first two budget memo's and explains they will be electronically shared via email and the IFC webpage. He also takes the time to explain this budget memo is just an estimate, basically based on years passed and his experience he compiles his budget memos and also notes that this process along with formulas puts IFC Budget projection in the ball park of actuality. Darin discusses numbers being down for enrollment and that's the

reason the Budget Office puts back ten percent reserve to cover minimum wage increases, salary increases, low enrollment, electricity etc.

Natasha Roman asks how far down the projection for enrollment is and what the plan is in the future to increase enrollment, if there is one.

Darin says there are things in the works to increase student enrollment one being the admission process and he also explains he is hopeful for a higher enrollment than these projections.

Dr. Dukes asks Brandon Neish asks where IFC is with the unspent dollars from last FY. And explains IFC is about \$90,000 short which would mean about a seven dollar IFC increase, and wants IFC Members to keep that in mind moving forward with the process.

Jessica suggests a discussion for Budget Due Dates. Brandon needs a minute to locate the unspent IFC dollars that Dr. Dukes asked for and the Budget Due Dates that Jessica brought up.

Darin then says while we are waiting for Brandon Neish with budget documents, he can go over a loose IFC Meeting Calendar. He explains how he comes up with the dates on the Calendar, he says IFC will have to have a recommendation to Dr. Fuller not later than the week of March 12.

Darin explains if this IFC were on track, then budgets would be due next week. Darin continues to explain the importance on staying on time as best possible so we can have preliminary budget decision time, and finish in time for Dr. Fuller.

Jessica asks how IFC members feel about the rushed timeline.

Eric Frey discusses options for sub committees and that he feels this time line is doable.

Cynthia suggests combining subcommittee meetings in order to have time to go over budget presentations etc.

Caleb says the calendar and timeline look good to him.

David Janoviak of Creative Arts stresses the emphasis of larger areas not having time to complete their budgets by the next meeting.

Malissa Larson explains that in years past the smaller budgets were due before the larger ones in order to provide extra time to those larger IFC funded areas.

Malissa says she has no trouble submitting hers the week of the 15th and then presenting her budget the week of the 22nd.

Caleb suggests presenting the smaller budgets together one week and then budget presentations for the larger group together at a later date.

Adry Clark agrees with Malissa.

Natasha Roman says she would appreciate new time as this is her first experience with IFC and mentions there being much turnaround in the Athletic department with many new people getting together to decide their budget for the first time.

Caleb then asks what would be considered big budgets and what would be considered small budgets. Caleb stated in the years past ASWOU Student Engagement Athletics Creative Arts Campus Rec, and everything else fell under the small budget category.

Dr. Dukes says we can't have all the big budgets present on the same night as there will not be enough time to get through all of them. Dr. Dukes states he doesn't know if his departments are comfortable getting budgets in next week.

Rip Horsey says campus recreation is ready and mentions he wasn't sure if all the other lines in the budget worksheets are firm as he knows there has been much transition. Rip says once that has been confirmed his budget would be ready.

Patrick Moser states he is fairly ready but would appreciate the opportunity to meet with subcommittees before the budgets were due. Patrick suggests to meet with subcommittees next week then presentations due the Monday After.

Senate President Lila Gardner reminds the room that we will be missing one day next week due to Dr. Martin Luther King Day.

Darin says one of the differences in the calendar he provided is that we had three days last year to present this year he has combined budget presentations into two days. He says last year all the three large budgets presented together and the smaller budgets presented together and it took three full nights with large budgets in two nights and small budget in one

Caleb suggests combining the open hearings into one week would allow to have time for the budget presentations. Caleb asks how the rest of IFC would feel about that.

Cynthia agrees with Caleb.

Eric suggests two budget presentations the week of January 29.

Rip points out in years past the smaller budgets gave fifteen minute presentations and the larger budgets gave thirty minute presentations with question and answer times (limited) so that way the budget presentations did not go late.

Caleb asks if there was a rule as to how long budget presentations could be or should be.

Darin clarifies that this would be up to the IFC members. Darin says now remember the preliminary decision would have to be pushed into one night.

Brandon Neish: related to the work sheets, he says all work sheets are up to date and all the departments have their worksheets, everything has been updated except for electricity and water. The carry forward this year the students are saving eight dollars in student fees and if it wasn't for the carry forward the student fees would be eight dollars higher. Based on the initial worksheets and costs we know are coming we are currently looking at an increase of the student fee of nine dollars.

Jessica reminds everyone that budget due dates have to be set today.

Caleb says we should do what we have done in previous years and have small budgets need to have their budgets due the week before they present on the week of January 22. The larger budgets need to have their budgets due the week before they present on the week of January 29.

Jessica clarifies that Caleb wants small budgets due the week of the 15th and large budgets due on the 22nd.

Carter says he thinks it will be difficult to present all of the big budgets that week.

Caleb says he doesn't think we can get a preliminary decision in one meeting so he thinks we should push back the open hearing to one meeting and create another meeting for the big budgets to give their presentations.

Malissa wants to clarify that subcommittee meetings need to be made today.

Caleb suggests IFC meet the 15th or the 19th and subcommittee meet during the week next week. Caleb clarifies small budgets due the 19th and the large budgets due by the 26th.

Jessica asks how everyone would feel if we had one large IFC meeting with breakouts for the subcommittees to meet during the regular IFC Meeting?

Patrick reminds Jessica there are only two advisors who have to be present for the subcommittee meetings and they wouldn't be able to be at all the meetings. Patrick also lets the group know that he would need technology to have his subcommittee meetings.

Caleb then reminds the group that in the past, area heads like to walk subcommittee's around campus to show the areas/facilities being funded to the members. Caleb says he would rather the subcommittee meetings be another time during the week outside of the regularly set IFC Meeting.

Dr. Dukes states that the budget deadline must be set today, as well as the next IFC meeting.

Patrick says he would be extremely uncomfortable turning budgets in before having subcommittee and larger budgets due Friday and smaller on Wednesday. Caleb then suggests the same. Larger budgets due the 19th and then explains which groups are the larger budgets.

Natasha mentions how difficult it would be to get athletics budget in by the 19th.

Eric suggest small budgets due next Friday and the larger budget due the week after.

Eric motions that the small budgets to be due 1/19/18 and large budgets

1/26/18,

Cynthia seconds the motion.

Darin notes that all presentations be presented the week of 1/29/18.

David clarifies that budgets are due as well as subcommittees meetings have been complete.

Jessica confirms that budgets and subcommittee meeting occur before budgets are due.

Rip suggests the 19th and the 26th are the best dates for budgets.

All those in favor-all. Motion passes 7-0-0.

Jessica announces small budgets due on the 19th and large budgets on the 26th.

Rip wants to know when permissions would be set to no longer allow access to funded areas.

Brandon explains that all budgets and budget permissions have been handed over to Chelsie Broussard so she would be the person to turn off access on the due date.

Jessica now address the IFC Members to set the next IFC Meeting for Friday, 1/19/18 at 12, 2 or 4.

Each committee member gives their input for the session options.

Jessica sets the next IFC Meeting for 1/19/18 at 2:00pm.

Darin suggests everyone stick around after this meeting to set up subcommittee times.

Cynthia checks to make sure that senators and students at large are informed to attend subcommittee meetings and

Jessica reminds everyone to send subcommittee times and dates set and sent to Chelsie this evening at 5pm.

Caleb moves to adjourn the meeting and Eric seconds the motion. Motion passes 7-0-0. Meeting adjourned at 1:22pm.