



Wednesday, September 2nd, 2020: Special Committee Meeting #1

Via Zoom @ 9am

Minutes

1. Call to Order
 - a. 9:03AM
2. Roll Call: name, pronouns, position, Favorite Dog Breed (no explanation)
 - a. Special Committee Interim Chair
 - i. NJ Johnson
 - b. Special Committee Members
 - i. Juliana Cameron
 - ii. Nick Denning
 - iii. Makana Waikiki
 - c. ASWOU Representatives
 - i. Liz Marquez -Senate President
 - ii. Steven Richmond - Judicial Administrator
 - d. IFC Advisors
 - i. Ana Karaman – absent - proxy: Darin Silbernagel
 - ii. Gary Dukes – absent - no proxy
 - iii. Dave McDonald
 - e. Area Heads
 - i. Tammy Gardner – Child Development Center
 - ii. Malissa Larson – ACCESS & Abby’s House/Food Pantry
 - iii. Maxine Mattoon – Athletics
 - iv. Emmanuel Macias – WOLF Ride
 - v. Patrick Moser – Student Engagement and Student Media
 - vi. David Janoviak - Creative Arts
 - vii. Rip Horsey – Campus Recreation
 - f. Other Representatives
 - i. Megan Habermann – Student Engagement
 - g. IFC Secretary
 - i. Paula Taylor
3. Approval of Agenda
 - a. Approved
4. Old Business
 - a. None
5. New Business
 - a. Updates from IFSC Chair
 - i. Review of amended bylaws – NJ reads Bylaws: Amendment to IFC Bylaws Article IV Section 1.27 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 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 may 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 and implemented by a simple majority vote of the three (3) elected IFC members. 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.

- ii. Question about amendments of bylaws? No questions
- b. Nominations for Chair
 - i. Election of Chair - Nominations based on self-nominate or nominating someone else.
 - 1. Open floor for nominations:
 - a. Nick nominates Makana
 - b. Makana accept and states why she would like to be chair: worked all summer with students, proposed changes to bylaws and make sure that students are heard, honored to be the chair.
 - c. Discussion or objection to nomination? – no objections
 - i. Vote for chair: Juliana – yea, Nick – yea, Makana – abstain, NJ – yea.
 - ii. 3 – yea, 0 – nay, 1 – abstain
 - d. 9:17AM NJ yields chair to Makana
- c. Incidental Fee for Online Students
 - i. Discuss with committee if we want the charge student fees for online classes
 - 1. Nick – would seem the best move to charge IFC fee for online students. Petition signed by 300+ students taking online classes in favor of fees. ASWOU orgs and other areas are accessible to online students.
 - 2. Juliana – pay fee because it is not a choice to be online, keep the atmosphere with online clubs and activities. Not charging would be detrimental
 - 3. Makana: no way to check if people paid fee when they came to clubs and we are still providing programs.
 - 4. Darin Silbernagel – need strong statement how students will benefit from the fee.
 - 5. Juliana – are we allowed to be on campus with mask? Can we do anything in person?
 - 6. NJ – depends on the department. Most services have some kinds of in office presence, most services are remote.
 - 7. Megan – all student affairs offices are open in person and have an online component.
 - 8. Emmanuel – 800 students live on campus, will have in person services and virtual services.
 - 9. Dave – same services
 - 10. David Janoviak – creative arts will have a presence on campus.
 - 11. Tammy – daycare open at 50% capacity and serving WOU students.
 - 12. Rip – Campus rec. not open 9-5 but 2PM – 8PM M-F. In person use of facility, club sports, also has a virtual component. Might not be able to maintain what we are now proposing. Positive thing to have events in person.

13. Patrick – Depends on resources, adapt services to resources we get.
Building open, adjust hours. Want to serve students.
14. Makana: members have comments?
 - a. Nick: makes me happy that area heads have made online access to services available. Committee make a recommendation on how to use the resources. Some funds to make online services available to online students
 - b. Juliana: agree with Nick. Appreciate every one's concern for safety.
 - c. Makana question: Max and Melissa what are your procedures?
 - i. Max: depends on the NCAA – some sports were cancelled, not traveling, allowed to practice in groups of 12 or less on campus, not sure yet about games, test run will be with basketball.
 - ii. Malissa: ACCESS – Depends on what you decide to do if clubs are active, interpreters and captioning is on the rise, 4 new deaf students. We have to provide these services. Abby's house and food pantry – food pantry probably closing. Abby's house is down to one person, pending approval. Student pay will be reduced.
 - iii. Juliana question for Max: sports not competing in fall would those move to spring? Or could money be reallocated to other areas?
 - iv. Max: Fighting for volleyball, football, basketball to move to spring. IFC supports those functions, waiting to see what funding is and then look at allocation.
 - d. NJ: question for Malissa: percentage of student relying on services based on what?
 - i. Melissa: I am asking for numbers, more people on campus food pantry may open.
15. David: creative arts has 11 indexes – cancel everything to need as much funding as we can get. We produce a movie. We have online and audience options
 - a. Nick – good to hear David.
16. Nike: questions for Malissa – Independence food pantry available for WOU students? Is there online advocacy by Abby's house?
 - a. Malissa: Yes, students who have a need can access food bank in Independence. Maybe WOLF ride helps with access to pantry. Abby's House online services delivery yes. Student advocates will help us to be open, appointment online, will have services in person.
 - b. Makana: I am an advocate and students would like us to be available. Students do get paid out of IFC funds and really important to have advocates available.
17. Emmanuel: WOLF Ride – different scenarios depending on resources.
18. Makana: Original topic on agenda – committee discuss how we feel about charging online students?
 - a. Nick: Great that online services are provided by areas, makes sense to have all students pay IFC fee. Could student opt out?

How much would fee be? What is alternative? 95% cut across all departments?

- b. Juliana: Agree with nick – all students are online, what services they are using, online should be paying a fee.
 - c. Further discussion – no
- ii. Juliana – Motion to include online synchronous and online asynchronous students in fee paying students.
1. Discussion on the motion – none
 2. Vote: Juliana – yea, Nick – yea, Makana – yea, motion passes.
- d. Opt-out Option
- i. Discussion on this topic
 1. Nick: There should be an optout option. Like to explore how that would be? Financial stability to pay?
 2. Julianna: opt out option might increase fee, no way to check if student opt out but still use services. Don't have students pay if the fee increases
 3. NJ: Heard from students both ways – not pay I am not in area and yes pay I will use service. I am for an optout option. Students are struggling. All these fees might confuse students, give control to students with opt out option. Make clear what services/resources IFC fees pays for.
 4. Dave MacDonald: Is there a blanket optout for students, or just online students?
 5. Makana: every student depending on number of credits no matter how you take the class.
 6. Juliana: do we want to use the same system we set up? Maybe flat rate is better?
 7. Makana: 95% of classes are online. Only 5% in person.
 8. NJ: housing has an optout option.
 9. Nick: optout only available to online students. Fee would be universal to students.
 10. Malissa: I have questions – students do not have a choice of the class delivery. Are you setting a president with the opt-in or opt out process? How do you set your budget and allocations? Are you allowed to change the fee amount? Is there an alternative to this process? Can fee structure change?
 - a. Makana: IFC is in charge of our process and we can change our bylaws, special committee only makes decision for fall term and meet full committee in winter and spring. With full committee all will be reviewed again.
 - b. Dave: making changes for term that starts in 3 weeks, not sure if these changes will be able to go through, business office will process the fees, give students enough time to opt in opt out. Logistically might not be possible.
 11. Steven: Megan emailed with Gabe of B.O. We have until September 21 but cannot make changes after that to budget.
 12. Makana: budget includes student fees? Optout option good to include students in this, more processes and longer to go through
 13. Patrick: optout comment – understand exploring it – not sure what student behavior is with this option.

14. Megan: flat fee everybody, no optout, deadline September 21 if more complicated we might need earlier deadline.
15. Makana: what do we think of optout?
 - a. Juliana: time crunch, like optout option, might not be realistic, beneficial for students who are not in the area.
 - b. Nick: understand area heads point of view about optout option, biggest concern do students have money to pay the fee? Wonder if there is an optout option for social economic reason?
 - c. Juliana: problem is we do not have time to put system in place.
 - d. Makana: difficult decision to make because we do not know the number of students that will optout. Let's table this discussion.
 - e. Nick: don't think it is feasible to get optout option for fall, but winter could be possible. No optout now, can we do it later.
16. Makana: is there a motion to table discussion?
 - a. Juliana: Motion to table the discussion about optout option to section 5 item i.
 - b. Makana: motion on the table, discussion? No discussion
 - c. Vote: Juliana – yea, Nick – yea, Makana - yea

e. Fee Rate

i. Revenue Goal

1. Makana: Need better understanding of funding that areas need and what our revenue goal is so we can establish a fee amount.
2. Darin - \$265 1-5 credit and \$395 5+ credit is how it is in the fee book now.
3. Dave: Enrollment for fall is down 7.5%, but keep in mind this is COVID19 environment.
4. Juliana: Did we not already expect a 5% decline?
5. Dave: correct but this is COVID19 environment, lots of uncertainties.
6. Makana: 7% of students, what is actual number?
7. Nick: looking at structure from last year, are we changing structure of amount?
8. Julianna: charge students one flat rate, not many students employed on campus and lower it, but we won't be able to have our budget.
9. Makana: We have 4164 students registered down 350 from last fall.
10. Makana: one fee for fall safest option to get revenue. Change structure.
 - a. Dave: any decision to fee must be approved by board of trustees, no meeting scheduled for this month. Trickle down impact when making a change can have significant impact.
 - b. Makana: we have been working as fast as we can over the summer, work with students. We were not part of the conversation early in the summer. We are aware of domino effect, but reason we are in a time crunch because we were not included in University discussion about how WOU would operate.
 - c. Rip: if no change in fee structure or amount. We leave it as is, that does not need board approval.
11. Dave: fee book states fees. WOU lawyer, Ryan Hagemann, is looking if we can change.
 - a. Darin: fee book set, approval process in place, to modify and approved by board

- b. Juliana: our change on definition of “paying student” needs to be approved by board?
 - c. Dave: we are looking into it and have guidance shortly.
- 12. Nick: hope that this does not have to go through board. Do we have a deadline of September 4?
 - a. Steven: amount can be changed up to September 21, fees are sent out Sept 4 but can change up to Sept 21.
 - b. Nick: hope the board can meet, alternative is to cut 95% of services. Fee structure put aside.
- 13. Julianna: pointless to create new rate if we are not able to charge online students. Need to wait to see if we can change fee paying student definition.
- 14. Makana: make it clear we are going of Oregon law. IFC committee are in charge of fees. We present our budget and what we want to change, and Board only has a choice of 4 reasons to veto our decision. We are not violating any of the rules, Oregon law and bylaws. We are acting accordingly. Purpose of conversation now what do areas need to keep programs alive? And how much do we need to charge students.
 - a. Nick: we are here to support student. We heard from over 303 students that they want the fee to have services. Suggest change to fee rate and structure, we are listening to the student. Flat rate would make most sense.
 - b. Juliana: I misunderstood veto power of board.
- 15. Makana: revenue goal? Any areas have those numbers? Minimum budget to stay alive?.
 - a. Tammy: IFC budget – 100% to WOU students for daycare tuition assistance. Fall stay the same but half capacity. Budget was \$52,000 need \$26,000.
 - b. Patrick: question is \$443,000 for fall term, we are staffed at that level, we are taking staffing level down. Committee please let us now where you would like to see cuts. Challenging to give number how much money we need.
 - c. Malissa: need some time to see what we need for our budget.
 - d. Rip: : Set the fee, tell us what revenue we have, and we will work within this structure. We will do what we can with what you give us.
 - e. Max: Difficult to give you a number. More is better but we do understand the situation
 - i. Juliana: Athletics does not travel this fall, could we not fund athletics this fall.
 - ii. Max: if we move fall sports to Spring but do not get funding than we will have to cut fall sports altogether.
 - iii. Makana: are you thinking fall can travel in the spring?
 - iv. Max: we hope that we can do some measure of fall sports in spring. We are not buying anything. We hope that we can play fall sports in spring but is all depends on COVID19.

- f. Nick: 4160 students x \$250 fee = \$1,040,000 just over 1 million for all areas. What do you think about that? All students would see a decrease in their fee.
 - i. Makana: that would not fix all the problems, but it would help. Comfortable enough to charge this \$250
 - ii. Juliana: with \$250 fee that is not a large cut.
 - iii. NJ: fall to spend 1.9 million – allocation we made last term.
 - iv. Makana: SLCD area does not need money for fall term.
 - v. Juliana: straight across the board, lower fee, cuts need to be made.
 - vi. Nick: expected 1.9 million this will give about ½ of what we expected this term.
 - vii. NJ: SLCD said they need no money this fall but only got \$6900.
 - viii. Megan: fall fees cover summer as well.
 - ix. Dave: you have reserve.
 - x. Makana: we allocated \$150,000 last year for this year from reserve. Should not use all of our reserve. We do not know what winter and spring bring.
 - g. Megan: Is the money for furloughed staff added to reserve and what is amount of reserve now?
 - i. Dave: Will look into it.
16. Nick: Motion to change fee structure and motion to make change fee to \$250.00 flat fee.
- a. No discussion
 - b. Nick: I move to make all students synchronous and asynchronous to pay the same fee.
 - c. Nick Amend motion - I move to make all students synchronous and asynchronous to pay the same fee for fall term only.
 - d. Discussion?
 - e. Roll call vote: Juliana – yea, Nick – yea, Makana – yea. Passes 3-0-0
17. Nick: Looks like a 45% cut package?
- a. Makana: would this be enough to keep some of your teams?
 - b. Patrick: : challenging question, I do not have numbers in front of me, staff is 2/3 of our budget, spend a lot of money, 45% cuts would keep the layoff the same. Have SAB, student media would be saved to a degree, but a lot of other services will be cut.
 - c. Makana: If we charge students more or use more of reserve, would any amount of increase make a difference in your area?
 - d. Patrick: need to run some models, additional money provided, maybe areas can be cut differently, or increasing fee. We will be affected by any cut.
 - e. NJ: speaking as ASWOU area head, 45% cut will help, laid off 10 student employees, almost all our expenses are personnel. In addition will give some operating money to clubs. 95% cut, no money for clubs this fall.

- f. Makana: Do we have enough info to make a decision? Maybe table it to give areas more time to provide budgets? What is the number we are thinking about?
- g. Juliana: like to table and get more info before making a decision.
- h. Nick: should make a decision right now, we already know, and area are flexible, what is reasonable to ask from students, \$250.00 is good idea, message to all student: fees gone down. Justify cut 50% but want to maintain culture of school all things that the fees cover \$250 is reasonable.
- i. Juliana: \$250 do we need open hearing to change or can we just make changes?
- j. Makana: bylaws state special committee just need a vote, collected enough student feedback to make decision at this time.
 - i. Steven: IFC determines the definition, J-board approved the definition change to define what a student is.
 - ii. Liz: special committee task to make change, not normal process needed to make decision to go to senate and board. Bylaw nothing written that we need student feedback, but we have enough student feedback.
 - iii. Steven: IFC as a whole needs student input, not special committee.
- k. Makana: : IFC normal process when we have a full committee. Amendment to bylaw and all interim decisions made by 3 members and ASWOU president do not need student approval or input. More discussion?
 - i. NJ: please confirm that the J-board ruled that IFC can define what an IFC paying member is.
 - ii. Steve: Yes, they approved.
- l. Nick: we have been given the power to define online student but not to determine the fee. Bylaws to represent students who voted us in. Strange that we are stopped from representing them.
 - i. Steven: yes, committee has met the requirements for to set the fee.
 - ii. Makana: Is there a discussion? No further discussion

18. Motion for the Fee?

- a. Nick: I move to institute for only fall term for all students to pay \$250.00 fee.
 - b. No discussion
 - c. Vote: Juliana - yea, Nick – yea, Makana – yea. Vote passes 3-0-0. Charge all students \$250 incidental fee for fall term.
- f. Discussion of Advertisement to Student Body
- i. Nick: Transparency – make recording available for student to watch. Email to be send to student body, what fee is supporting, areas they can utilize, fee decreased to reflect services available, fee necessary for culture and wellbeing of campus community. They will be supporting the campus.
 - ii. Malissa: Recording needs to go through ACCESS to get captioning, paid by IFC.
 - 1. Megan: Can we use YouTube caption capture?

2. Malissa: Yes, but you have to go through it, and this is time sensitive. Pay for it and get it done or all chip in and spend time to do it yourself. As long as it is accurate, I am good either way.
 3. Makana: IFC secretary minutes are available. Is that enough to inform students?
 4. Malissa: Notes replace captioning?
- iii. Liz: we need a vote. Unless you are not clear than you can table.
1. Makana: Motion to vote or table:
 2. Nick: email to whole student body and who would be writing it?
 3. Makana: committee would author it. Who will be making this statement and when?
- iv. Nick: I move to have a universal email to be send out to students by the 3 committee members, informing of decision. This is not the only means of delivering the information.
1. Discussion?
 2. Vote: Juliana – yea, Nick – yea, Makana – yea. Motion passed 3-0-0
- v. Juliana leaves meeting 11:33am
- vi. Patrick: would it be good to have more information to send out in email?
1. Nick: what are students getting from areas, need that information from area heads.
 - a. Emmanuel: clarification – in person or online services do you need distinction?
 - b. Nick: Very important to talk how your services are delivered. In person support wellbeing of student and WOU community.
 2. Makana: Fee structure change information but not state what the fees will fund. Until we have allocated.
 3. Steven: email tells student what student paying fee is?
 - a. Makana: email this info does not come just from us but also from WOU. And that our decision is recognized by WOU. Should be done in timely matter. By Friday?
 - b. Steven: update IFC website and put statement on that.
 - c. Megan: post in mood network for new students.
 4. Patrick: do we still need board approval and how will you put that in your message
 - a. Steven: 4 reasons why board could disapprove our amendment. We can tell students that it is pending but that there is no reason for disapproval.
 - b. Makana: we have not allocated any fees yet and that needs to be included in message as well.
 5. Dave: wait for a couple days before you send a message and get guidance. Not create confusion for students. Urge you to wait with official message until review with legal counsel.
 - a. Makana: is there a date?
 - b. Dave: Draft is completed ready this week, hopefully.
 - c. Makana: what date does the committee want the info by? Do we want to set a date for request to legal counsel?
 - i. Nick: Within the week to get final draft. Monday sounds reasonable.

- ii. Makana: We are in a time crunch and Monday might be too late.
 - d. Steven: : Legal council could say we did not do the thing right that will stall the process even more. Need to know that we do the process correct. Fixing will take longer.
 - e. Makana: : I understand that legal council needs to look through our process, but we organized with less time. Not unreasonable to ask for info by end of day tomorrow (09/03/20).
 - f. Liz: student have done more than expected but we have asked admin/advisors that input was needed. Reasonable amount of time end of day tomorrow.
 - g. Nick: Agree with Makana and Liz. Don't like to put pressure on people but students voted us to represent the.
 - h. Makana: we are operating under the bylaws that were set up for us. We are not violating our bylaws. Understand legal counsel needed but we are not breaking any rules.
 - i. Dave: Send me an email request to Legal Counsel.
 - i. Patrick: Make sure it is a request, cannot bind legal counsel.
6. Nick: I like to make a motion; I move to have the IFSC Committee draft a formal request to WOU lawyer Ryan Habermann to receive a draft on the decision on bylaw changes by end of day tomorrow.
- a. Makana: We are sharing special committee decision and explicitly state could change due to legal counsel or board. Further discussion?
 - b. Vote: Nick – yea, Makana – yea, Motion passes 2-0-0.
 - c. Makana: I will email Ryan after meeting and cc Dave MacDonald and the committee members. Allocation of Fees: Just for fall, previous discussion needs a little more time to provide us with info. for us to make a more educated decision.
7. Nick: Area heads clarification on information needed before we send out email. Special committee needs info.
- a. Malissa: not all area heads here please send email to all to request information, be specific. With reasonable timeline and expectation.
 - b. Makana: look at projected fee, give us a 45% and 50% package cut.
 - c. Rip: lets focus on the positive. I like to show you what I can do with 55% of the budget. Be positive.
 - d. Megan: university was seeking funds for base operation for areas solely funded by IFC funds. Is this fee replacing these funds?
 - i. Dave: we requested to GEARS dollars for fee supported areas that took significant s spring and summer. Governor made decision not include dollars for these purposes.
 - e. Makana: best course of action and create guidelines for what info we ask and like Rips idea of being positive.
 - i. Nick: Yes, that is what we should be doing, will draft email to all area heads.

