

Incidental Fee Committee Meeting #1
Thursday, October 15, 2020 | 8:30 AM
Via Zoom (link in Calendar invite)
ASWOU President NJ Johnson in Chair

Minutes

1. Call to Order
 - 8:34AM
2. Approval of the agenda
 - Approved without objection
3. Roll Call (name, pronoun, position, favorite underappreciated musical artist)
 - IFC Members
 - i. NJ Johnson, interim chair
 - ii. Logan Jackson
 - iii. Quentin Kanta
 - iv. Nick Denning
 - v. Carlos Fonseca Jr.
 - vi. Makana Waikiki
 - vii. Juliana Cameron
 - viii. Blanca Jimenez
 - viiii. Elvis Solis Santos
 - x. Kayley Arpaia
 - Advisors
 - i. Darin Silbernagel (proxy for Ana Karaman)
 - ii. Gary Dukes
 - iii. David McDonald
 - Area Heads
 - i. Emmanuel Macias – WOLF Ride
 - ii. Rip Horsey – Campus Recreation
 - iii. Randi Lydum – Athletics (interim)
 - iv. Malissa Larson - Access and Abby's House
 - v. Patrick Moser - Student Engagement and Student Media
 - vi. Tammy Gardner - CDC

vii. David Janowiak – Creative Arts

- Other Representatives

- i. Liz Marquez Gutierrez - Senate President
- ii. Steven Richmond – Judicial Administrator
- iii. Maria Barrera - ASWOU Vice President
- iv. Sidney Carpenter - News Editor Western Howl

- IFC Secretary

- i. Paula Taylor

4. Old Business

- ISFC Update

- i. Bylaw changes IFC: incidental steering committees amending IFC bylaws. 2 changes.

- a. Article 4, Operating Procedures, sub 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.

- b. Was utilized when special IFC redistributed funds in summer for fall term.
- c. Questions? None
- ii. Second change: Steering committee decided that IFC has authority to define “fee paying student”.
 - a. Questions? None

- b. Steering Committee: NJ chair, Ana advisor, Makana, Nick, Juliana, Elise, Carlos, Elvis, members. Met in summer, could not meet in Spring, to review bylaws.
 - c. Questions? No questions
 - Special IFC Update (Makana)
 - i. Makana, Chair of the special committee. Had 2 meetings about IFC funded areas needs for this fall term to keep programs alive. Recognized the significance of each area. Received \$1,000,000.00 of tech fee. [Allocation](#). Remainder taken out of IFC reserve. IFC reserve was over \$800,000.00. IFC reserves: when areas do not use all their allocation, it goes back to IFC. Did not want to use all of the reserves, this was best to keep as many of the areas running to capacity as possible. Great team and appreciate everyone's time over the summer.
 - ii. Nick: Makana summarized nicely
 - iii. Juliana: nothing to add
 - iv. Questions? None
5. New Business
- Expectations/Roles
 - i. IFC Members – You establish expectations. This is will be a unique IFC season - session all online.
 - a. Juliana: Honesty and speaking up.
 - b. Makana: Camara on in zoom meeting. Meeting conducted as normal as possible. Be as available as possible. If you don't

- have the time do not feel pressured to take things on.
- c. Carlos: Give each other grace and understanding.
- d. NJ: ask questions.
- e. Makana: wait for chair to call on you to speak. Suggestions on how to go about that since we are not all in the same room.
- f. Quentin: type “stack” in the chat so you can see who has precedence in order.
- g. NJ: good way to keep order and see who raised their hands first.
- h. NJ any other guidelines? - None

ii. Advisors

- a. NJ: advisors do you have expectations?
- b. Gary: Speak up in the meeting, don't be quiet, affirm viewpoints and have every opportunity to express their view.
- c. Dave: be respectful of disagreements
- d. NJ: Minutes taken of meeting and they are presented to other bodies. Shows why IFC makes decision being vocal is good for the record.
- e. Malissa: Could somebody read the comments in the chat.

- f. Tammy: ask lots of questions of area heads (read by NJ from chat)
 - iii. Brief description of Advisors role.
 - a. Gary: advisory role to provide inside and history, liaison with WOU president.
 - b. Dave: resource to the students. Ultimately your decision. We are here to help you. Support for you to make informed decisions.
 - c. Darin: I can access financial stuff that you need.
 - d. Makana: question: Will Ana or Camarie still be able to help us with spreadsheets?
 - e. Darin: Ana official advisor but if not available, I will. We can bring Camarie in if needed. We can definitely provide resources.
 - f. Makana: I would like to have Camarie present.
 - g. Darin: I will reach out to her, and IFC members could too.
 - iv. Expectations for IFC Advisors:
 - a. Makana: expectations we have for advisors? Follow the same rules, put stack in comments be respectful with our feelings, mutual respect, conversation openly.

- b. Nick: Get requested info timely to us.
 - c. Juliana: Transparency, provide us with info, let us make decisions.
 - d. NJ: questions about role of the advisors?
 - e. Liz: Beneficial to provide info to new members.
 - f. NJ: already done.
 - g. NJ: anything else?
 - h. Makana: question before we move on, do we all feel confident about the roles? yes
- Area Heads
 - i. Expectations area heads
 - a. NJ: quick summery – incidental fee funds different areas for student activities. Area Heads from these departments give info on their department. Provide budgets, request, operation. Here to help you make most informed decision. Questions about role area heads? None
 - b. Area head expectations: student IFC members?
 - c. Juliana: respectful of us in our discussion, respecting our process, being transparent with info.

- d. Makana: transparency, following the rules, procedures followed
- e. NJ: meeting guidelines, write stack in the chat. Advisor want to jump in?
- f. Tammy: try not to take decision personally.
- g. NJ: yes, certain amount of cuts necessary, and students' decisions not easy.
- h. Open to other: any expectations for area heads?
- i. NJ: thank you. We are all on the same page what to expect for everyone.

6. [Parliamentary Procedure Training](#) (Liz)

- Crash course in rules.
 - i. Why we use parliamentary procedures
 - a. ensure equal opportunities, maintain order.
- Important Terms
 - i. Steps to process a motion
 - ii. Limit debate
 - iii. Amendments
 - iv. Lay on the table
 - v. Take from the table
 - vi. Point of information
 - vii. Point of order
 - viii. Point of personal privilege
 - ix. Recess
 - x. Adjourn

- a. Liz will provide a copy of this presentation.

7. Crib Book Overview

- NJ: how many got crib book? They are available in VPSA, for students and advisors.
- Sections
 - i. IFC bylaws -questions about these? We are all a reference for you if you have questions.
 - ii. Budget Notes - Really important: budget notes on each of the areas. Keep track of all documents.
- Question for Liz by Makana: Does leaving a meeting need to be announced?
 - i. NJ: yes, to make sure that enough of us are here.
 - ii. Nick: makes sense to let each other know. I will need to leave the meeting.
 - a. Nick left meeting at 9:41AM
 - iii. Makana: IFC member keep camera on.
 - iv. Discussion on that? No.
- iii Crib Book: NJ: great resource to have. Questions? None

8. Sample Budgets – Student Engagement (Gary)

- WUC budget on the screen. Darin can provide additional input.
 - i. 5-year history. Summer and fiscal year, only a handful of areas operate in summer and academic year (WUC, Creative Arts, Health, Student Engagement)
 - a. Juliana leaves meeting at 9:47AM
- Revenue: comes from services we have. Need to earn it before they can spend it. Needs to be monitored throughout the year.
- Expenses: labor, salaries, and total cost of staff.

- i. NJ reads Emmanuel's message from chat: [IFC website](#) has glossary with definitions of terms.
 - ii. NJ reads Malissa's message from chat: Summer budget for profession staff in Abby's house.
- Direct expenses: services and supplies utilities office supplies contracts.
 - Travel: more cost of travel, flights or gas reimbursement
 - Capital outlay: money that's spent to maintain, upgrade, acquire, or repair capital assets.
 - Administrative overhead, cost incurred on university side. 7.4% set fee charged to IFC areas
 - IFC funding: IFC allocations
 - Transfer in/out: building cost required by state to have building reserve for roof leak. Building reserve fee would help with cost of upkeep of building. Equipment needs reserve account.
 - Depreciation is a cost loss in the budget.
 - i. Carlos leave 9:57am
 - Gary: Darin have anything to add.
 - i. Darin: Transfers out are reserves for replacement. Building reserve is 1.5% recommended minimum. Mostly have 5 to 10 year plan for updating building. Explains why amount varies depends on plan.
 - NJ: questions for advisors? None

9. IFC Chair Election

- NJ: Nominations for chair. Can nominate another member for role of chair. Chair be main organizer of meeting, facilitate the discussion, training, agenda, calendar invite, responsible for representing IFC with University, acting to represent the decision made by the larger body. Position last for the rest of school year.
- Questions? None.

- No nominations
- NJ would the other members like to move to make a motion to table chair election?
 - i. Blanca: I move to make a motion to table the chair election to next week's meeting.
 - ii. Kayley: I second
 - iii. Roll call vote
 - a. Quentin – aye
 - b. Makana – aye
 - c. Blanca – aye
 - d. Logan – aye
 - e. Elvis – aye
 - f. Kayley – aye
 - g. NJ – abstain
- a. Motion passes 6-0-1

10. Future Meetings

- Thursday's at 8:30AM, meeting for the term.

11. Message from the Floor

- Sidney: every week meet on Thursday?
- NJ: yes for fall term. Recurring meeting link on IFC website. Meetings open to everyone.
- NJ: questions? None

12. Adjournment

- Objections to adjournment? None
 - i. Adjournment 10:08AM