

**Incidental Fee Committee Meeting #3**  
**Wednesday, February 9, 2022 | 5:00PM**  
**Via Zoom (link in Calendar invite)**  
**Dennis Long in Chair**

**Minutes**

1. Call to Order
  - 5:03PM
2. Approval of the agenda
  - approved
3. Roll Call (name, pronouns, position)
  - IFC Members
    - i. Raul Sagrero Gaona
    - ii. Moana Gianotti
    - iii. Yasmin Schulberg
    - iv. Rae Morton
    - v. Emily Nielson
    - vi. Dennis Long
    - vii. Caitlin Wheeler
  - Advisors
    - i. Amber Deets
    - ii. Camarie Moreno
  - Area Heads
    - i. Chelsee Blatner
    - ii. Malissa Larson
    - iii. Randi Lydum
    - iv. William McDonald-Newman
    - v. Tammy Gardner
    - vi. Rip Horsey
    - vii. Daniel Rich
    - viii. Kristen Perry
  - Other Representatives
    - i. Brayleen Blanchard, SAB
    - ii. Logan Jackson, ASWOU President
    - iii. Alyssa Rollins, Student Engagement
    - iv. Jasmine Miller, Athletics

- v. Julia Fruit, Creative Arts
- vi. Elizabeth Braatz, Senate President
- vii. Evelyn Kocher, Director of OSA
- viii. Rick Williams, OSA & Campus Tech for WOU

- IFC Secretary
  - i. Paula Taylor

### Old Business

- 4. None

### New Business

- 5. Area Head budget presentation Q&A
  - [ASWOU](#)
    - i. Dennis: How many organizations will qualify being funded next year?
      - 1. Daniel: 18 clubs/orgs now, one newly funded next year. The Community and Family Health Organization.
    - ii. Moana: If you do not get enhancement request is that club not getting funded?
      - 1. Daniel: Depends on what IFC approves in enhancements.
    - iii. Camarie: What is the base request and enhancement request for ASWOU? Is your base request the \$284,549.86? What is your CSL?
      - 1. Daniel: We did not set up our ask that way. With Current base we cannot maintain our CSL. In ASW903 we are currently allocated \$162,829. With the minimum wage increase and salary increase we are asking for \$180,665.
    - iv. Camarie: Let's figure it out, FY23 base ask should be \$302,386, the \$16,694 should be posted as an enhancement request.
    - v. Amber: Not sure what was decided. Did we decide as a committee that we would look at enhancements?
      - 1. Rip: It was clearly stated, and I think even mentioned in the minutes, no enhancements this year.
    - vi. Camarie: Are we ok if we change ASWOU's FY23 ask to \$302,386?
      - 1. Dennis: So, their actual ask would be the \$302,386
      - 2. Camarie: yes
      - 3. Dennis: Is this a vote or ASWOU resubmitting budget?
      - 4. Malissa: Do we really make a motion? This is information gathering. Make it a future agenda item.
      - 5. Braatz in chat: No vote needed.
      - 6. Dennis: Move to next week.

- Athletics
  - i. Amber: What was 2021-2022 request?
    - 1. Randi: \$1,241,007 and got 13.5% cut ended with \$1,073,471.
  - ii. Amber: Asking for more than last year, this is with additional sport
  - iii. Dennis: And more travel.
  - iv. Caitlin: 13.5% budget cut. What did we have to move around?
    - 1. Randi: Little of Cares funding to medical expenses and shift that to our travel.
  - v. Rip: Clarification: Last year ask for athletics. What is athletics base? Look at the numbers? Looking for clarification.
    - 1. Randi: My understanding that athletics could use ask vs allocation.
  - vi. Rip: Were all other areas to do the same? We did not base our budget of that.
    - 1. Camarie: Athletics cuts due to travel and COVID. Got one-time hurt funds/bridge funds \$177,000 for travel, \$25,000 for testing athletes. Athletics not asking for anything new, where ASWOU is asking for enhancements.
    - 2. Randi: Divide the ask by what we request vs what we really needed. Ask tried to keep steady to what it has been, ask doesn't meet the minimum requirements.
  - vii. Yasmin: Is new sport a form of enhancement?
    - 1. Randi: We have not had a new sport in the 10 years that I have been here. Adding a new sport was not done to have a bigger budget. Men's soccer a way to increase enrollment.
- Campus Recreation
  - i. Rip: Why things changed for FY22. Minimum wage increase and salary/OPE increase.
  - ii. Catelyn: Quite a lot of student workers in Health & Wellness while the gym hours of operations are going on. How many student workers hours do you have throughout the day?
    - 1. Rip: Depends on the day. AM and early PM 2 guest services and 1 facility supervisor, used to have 4, but due to budget cuts, when busy 3. Throughout the day 9 to 14 different staff members. A total of 60 student staff members.
  - iii. Catelyn: For Health & Wellness Center are there any other means of income?
    - 1. Rip: \$187,000 revenue, building rentals, basketball camps, overnights with HS, turf field and aquatics rentals. Not open to public fitness center and classes on request of local businesses. Climbing wall and aquatics open to public and draw in a lot of revenue. During academic year priority goes to students and we try to limit the number of rentals.

- iv. Rae Rae: Are we seeing a huge jump in student participation with more relaxed COVID protocols?
  - 1. Rip: When State allowed us to reopen in Winter 21, usage per week. Yes, we have seen an increase. Not back where we were prior to COVID.
  - 2. For Amber/Grad Students: Virtual recreations, for any students not on campus. Fitness on demand, home gym classes.
- Student Media
  - i. Raul: How many students are working?
    - 1. William: 13 on payroll. Between 20 and 25 volunteers.
  - ii. Moana: Do you post the Western Howl online?
    - 1. William: We do! Yes, old copies online, new website template, new articles next week.
- Student Engagement/SAB/LI&A
  - i. Operations
    - 1. Dennis: What is the new position? AVP?
      - a. Chelsee: Patrick Moser's position in cut package not to be filled.
    - 2. Moana: What do you do with revenue?
      - a. Chelsee: Utilities and offset cuts, building maintenance, payroll. Put in building reserve for larger projects.
    - 3. Dennis: Average amount that you put in reserve?
      - a. Chelsee: We try to get consistent number. Depends on what is going on.
    - 4. Camarie: AVP position, not to be filled this next year.
      - a. Rip: Just AVP or Patrick's position not filled. Clarification on what that position description was
      - b. Camarie: Per Jay, position will not be filled next year.
  - ii. SAB
    - 1. Moana: Conferences? What are they and how do they help you guys?
      - a. Brayleen: Conference, NACA, professional development, building community within SAB and then bring to campus.
    - 2. Amber: Is there revenue generated by SAB?
      - a. Brayleen: No, we do not charge students. Unless we do fundraising and that goes to foundation account.
  - iii. LI&A
    - 1. Moana: Cover frat and sororities? How much do you spend on those?
      - a. Alyssa: \$500 for membership with AFA Professional network for assistant director. Everything else all funded by those groups themselves, with dues.
    - 2. Dennis: Do any funds go to student employment?

- a. Alyssa: No, all student employment comes out of SEO901. This is just cost of programs themselves.
3. Moana: What is travel for in the past and future?
  - a. Alyssa: Related to conferences and PD for professional staff. To stay up to date of best practices. Professional staff member travel SEO902 with students SEO903.

## 6. Budget information and Fee Discussion

- We talked about fee structure at large, historically the fee structure was multi-tier by credit hours for on campus, changed into two tier structure, then last year changed into flat fee for all students regardless of modality and number of credits. Major revenue source this way. Disadvantage, not on campus pay same fee not utilizing the services. WOU wants affordability. Declining enrollment put IFC in pinch.
  - i. Do we want to restructure?
    1. On Campus (Monmouth or hybrid) and Off Campus (Salem or online)
    2. On Campus Credit 1-12+ full fee \$355, or online/off campus \$180, and OHSU \$355?
    3. Tiered?
    4. Ask is \$4.5million from Area Heads.
    5. Reserve that is dwindling, you could still use \$300,000 comfortably. In By-Laws IFC carries a 10% reserve of their revenue.
- Rip: Are our CJ majors junior and senior year completely online?
  - i. Amber: That is an option, but don't have to be. Same with psychology.
  - ii. Rip: That is where we run into a huge number of complaints at the Health and Wellness Center that CJ majors saying: I am in class full time, but I am listed as online. We will talk about it more offline.
- Camarie: Overall structure that we can look at.
- Dennis: If you have any suggestion for a structure email IFC Chair.
- Amber: Online student charged IFC fee, their assumption is that they are already paying for Health & Wellness Center. I pay IFC fee shouldn't I be able to access the gym? You only paid a portion, still need to pay \$42. Not transparent what I am paying for, paying only a percentage. You are not being transparent and grad students get upset.
  - i. Dennis: H&W fee only charged to on campus students, correct Rip?
    1. Rip: IFC decided all students pay same IFC fee, but it takes an on-campus credit to trigger building fee. Online not charged additional fee.
- Amber: Can we see what it would look like if we raise IFC fee for on campus and \$00.00 IFC fee for graduate student & online?
  - i. Dennis: Will add structure to Summary spreadsheet.

## 7. Open Hearing Logistics and advertising

- Paula: IFC Members think about Open Hearing logistics. Time to speak, how to sign up, timekeeper? Advertising Open Hearing with social media, tabling, emails?
  - i. Dennis: Tabling sounds a good idea.
  - ii. Raul: I will help with tabling.
- Moana: How many minutes did students get last year to speak?
  - i. Paula: 3 minutes.
- Caitlin: Sign up on google docs?
  - i. Dennis: I have last year's template.
  - ii. Caitlin: It felt organized. Sign up for open hearing.
  - iii. Rae Rae: Like the idea. But what for students who are late.
    1. Dennis: will have a spot for students to comment.
  - iv. Yasmin: First Open Hearing testimony google form and second had break out rooms. Was organized last year.
  - v. Elizabeth in chat: Tell student on form only have 3 minutes.
  - vi. Malissa: Give students an opportunity to submit comments in writing.
  - vii. Rip: All on one day. How do students submit questions, concerns before, during and after open hearing?
    1. Denis: IFC Chair email. Google Form.
  - viii. Dennis: I will reach out to IFC members with tabling sign up and google form.
- Dennis: Open Hearing statement: Open hearing will be a submission-based testimony or speaking slots, sign up with Google form and indicate if they want to testify or not. Can submit questions/comments to IFC Chair email, those will be read into record. There is a 3-minute time limit per student.

## 8. Messages from the floor

- William: Advertising could be link in Wolfie's weekly.
- Rip: Thank you William, had it in Western Howl, good thing! You will probably not hear from the student that simply says, "I do not want to pay fee of increase", mostly hear from students whose budget has been cut.
  - i. William: The Howl has [an article about IFC](#) in today's issue. I Could reach out to KWOU Radio.

## 9. Adjournment

- 6:46PM adjourned