

IFSC Meeting #1: Thursday, April 7, 2022 | 6:00PM
Via Zoom
Dennis Long in Chair
Minutes

1. Call to Order
 - 6:04PM
2. Approval of Agenda
 - Approved
3. Roll Call
 - IFSC Members
 - i. Cristina Matta
 - ii. Dennis Long
 - Advisors
 - i. Amber Deets
 - ii. Camarie Moreno
 - Other Representatives
 - i. None
 - IFSC Secretary
 - i. Paula Taylor
4. Old Business
 - None
5. New Business
 - Dennis reads IFC Bylaws Article IX Section 1, 2 and 3

IX. Incidental Fee Steering Committee (IFSC)

 1. An Incidental Fee Steering Committee (IFSC)—a committee of the University President and the duly recognized student government—shall be established with the authority and responsibility to:
 - a. Modify these existing IFC Bylaws. The IFSC shall review these Bylaws each spring term, or whenever deemed necessary by stakeholders or, if legally permissible, by student referendum. Modification of these IFC Bylaws will be forwarded to the University President.
 - b. Other duties as outlined in these Bylaws.
 2. The IFSC shall be comprised of appointees of the IFC Chair, ASWOU President and University President. The IFC Chair shall appoint no more than three (3) students to the committee. The ASWOU President shall appoint no more than three (3) students to the committee. The IFSC shall include two (2) non-voting members who shall serve as an advisor and representative of the

University President, to be appointed by the University President. The IFC Chair shall serve as Chair of the IFSC. The IFC Chair shall have the added responsibility to act as a liaison between the IFC and IFSC.

3. The student members of IFSC appointed by the ASWOU President are recognized as the duly designated student government entity. As such, no other student or student group may act as the negotiators of these IFC Bylaws. No student or student group may make any policies, rules, or regulations which change the operation of IFC except for the IFC or the ASWOU Senate with regards to each of their duly established bylaws.
- Paula: Do we need to clarify how students qualify for IFSC?
 - i. Camarie: Good question. IFSC has always been a subgroup of IFC.
 - ii. Dennis: I agree.
 1. Add to Article IX, Section 1.4. The student members of IFSC shall have been in the previous Incidental Fee Committee and remain in good academic and judicial standing with the University.
 - Article IV Section 18 & 19 – Budget worksheets
 - i. 18 - The WOU Budget Office shall create and maintain standardized budget worksheets. These budget worksheets shall be distributed to areas as early as possible in fall term. In addition to the standardized format, budget worksheets will include all sources of funding (i.e. Foundation, Lottery, fundraising, special projects, sales, etc.).
 - ii. 19 - Budget worksheets will be pre-populated with three years of history, number of salaried positions, and mandatory increases expected including (but not limited to) increases in salary, other payroll expenses, and utilities.
 1. Dennis: Is this because there was not a standard form sent out to everybody?
 2. Camarie: Used to have budget sheet with all accounting codes on it. Now modified, summary. Area Heads didn't need them to do their budget. Keep them and be flexible.
 3. Amber: Keep this flexible so Camarie can provide some form. Keep as is.
 - Dennis: Do we need a definition for current service level increase and enhancements?
 - i. Camarie: I agree. ASWOU situation was unprecedented.
 - ii. Dennis: Table it?
 - iii. Amber: With staff changes, service to ASWOU was maybe not as it was in the past. Does not need clarification.
 - iv. Paula: This year was strange.
 - v. Camarie: Delete “mandatory increases expected” in Article IV, Section 19, and add “current service level changes” in its place.

- Article IV Section 23.2.4 - Remove SLCD
 - i. SLDC removed from IFC Bylaws. SLDC no longer an IFC funded area.
- Article V Section 1.2 - Remove SLCD (2X)
 - i. SLDC removed from IFC Bylaws. SLDC no longer an IFC funded area.
- Article V Section 2 - Remove SLCD (2X)
 - i. SLDC removed from IFC Bylaws. SLDC no longer an IFC funded area.

- Computer Replacement
 - i. Paula: Need a process or policy about computer replacement with a person in charge.
 - ii. Camarie: Recommend first to determine who qualifies. Awesome, to add to budget notes which areas. Generally, we try to replace computer which are 4 years or older, but basically, we replace the oldest computers, or those that breaks. Out of computer replacement funds now. Add a section on who it covers and what priority.
 - iii. Dennis: Budget notes have a little section at the bottom. Maybe create a priority list for future years replacement.
 - iv. Camarie: In budget notes, spell out which are the IFC funded areas. Would love to have a list of IFC funded computers and during IFC process each year rank replacement.
 - v. Paula: There is a list.
 - vi. Dennis: Shares list of all IFC funded areas computers. Budget notes say The IFC Chair invites a UCS representative to the IFC meeting to provide the IFC with information about computer replacement.
 - vii. Camarie: Take that out and change it to Paula and I will speak to computer replacement process.
 - 1. Dennis deletes the sentence and replaces it with “At an IFC meeting, the computer replacement process will be discussed.”
 - viii. Dennis: Would we want to add a designated person in charge?
 - 1. Camarie: If we do we need to make sure we have a process for outside of IFC season.
 - 2. Dennis: Add “except in extenuating circumstances” at end of first sentence.
 - ix. Dennis: Anything else?
 - 1. Camarie: Leave as it is right now and try it out during next IFC season.
 - 2. Dennis: OK

- Budget notes
 - i. Dennis: Anything we like to add.
 - ii. Camarie: During IFC a question was raised about how do IFC members know how much areas are spending? I am now sending out monthly report

to area heads. Report on actuals. Don't need anything in the Bylaws about this.

- iii. Dennis: Those did not sound very helpful because it does not show what is still be planned to be spend.
- iv. Camarie: More an Area Head concern. Area heads can give context on spending.
- v. Dennis: Yeah, that was a big thing, and the feedback was that they did not get enough training on it to make a good decision.
- vi. Amber: Area Head argument was we have a lot of expenses in the Spring that you do not see right now, but you can always put encumbrances.
 1. Dennis: No changes here.

6. Messages from the Floor

- Amber: Clarification on the Area Heads involvement and their position and responsibilities. Rules for Area Heads.
 - i. Amber: In Bylaws Article II, Section I, Subsection 7.2 Change Budget administrators to Area Heads.
 - ii. Dennis: In Bylaws Article II, Section I, Subsection 7.2 change to "Area Heads from the funded areas serve for the sole purpose of presenting their budgets, answering questions about their areas' services, and making any adjustments to those budgets as recommended by the IFC. Area Heads are not to address IFC unless requested to clarify their budget or answer a question presented by IFC.
- Dennis: How does this look?
 - i. Camarie: I like that as an advisor but what do the students think?
 - ii. Amber: Students were so respectful during meetings. Subcommittee meetings a place for us to learn more from area heads. During IFC meetings it was impeding the process.
- Dennis: Could we solidify a timeline for next IFC season?
 - i. Camarie: The deadline is the board of trustees meeting sometime in April, a changing date. The intent is to get IFC started in the fall term. Biggest challenge is scheduling a meeting were everybody can attend. Maybe have a pre-determined meeting time. So students know what time the IFC meets and decide if they want to be on IFC.
 - ii. Chris: Do not like evening meetings. Knowing the set time for every week would lessen the students' anxiety.
 - iii. Amber: During day maybe have a zoom link available.
 - iv. Paula: Could we maybe table this discussion? I remember ASWOU advisors were thinking of setting times. Could I check on this and get back to you.
 - v. Camarie: Tabling a good idea.
 - vi. Chris: Afternoons most students have classes.
- Dennis: Meeting time next week, Friday 8AM – 9AM, April 15.

7. Adjournment

- 7:10PM