

Incidental Fee Committee Meeting #2

Thursday, December, 1st 2022 | 6:30pm

Via [Zoom](#) and in person RVEC 203 (link in Calendar invite)

ASWOU President Kodee Harwood in Chair

Minutes

1. Call to Order
 - 6:35 PM
2. Approval of the agenda
 - Sunny moves to approve the agenda
 - Chase seconds
 - Agenda approved
3. Approval of the minutes from 11.17.22
 - Chase moves to approve the minutes
 - Julz seconds
 - Minutes approved
4. Roll Call (name, pronouns, position, favorite underappreciated musical artist)
 - IFC Members
 - Chase Johnson
 - Julz Mudge
 - Alexis Ferdig, via zoom
 - Monet Jackson, via zoom
 - Dennis Long, via zoom
 - Ever Young
 - Sunny Winters
 - Kenzie Forgey, via zoom
 - Advisors
 - Amber Deets, via zoom
 - Area Heads
 - Rip Horsey, Campus Recreation and proxy for Athletics, via zoom
 - Owen Hubers, ASWOU Director of Business & Finance
 - Other Representatives
 - Kodee Harwood, ASWOU President
 - Connor Goehring, ASWOU Senate President
 - Alyssa Rollins, ASWOU Advisor, via zoom
 - Samantha Cameron, Budget Office Representative, via zoom
 - IFC Secretary
 - Paula Taylor, via zoom

Old Business

- None

New Business

5. [Basic Overview of IFC](#) - Alyssa Rollins

- Overview of bylaws
 - All this information is in the governing documents. Have a copy available for yourself during the IFC process. Good resource.
- Bylaws are governing documents. IFC is a sub committee of ASWOU but also has its own documents.
- Article I
 - Incidental Fees and outlines your purpose. Only funds areas in three aggregated funding categories:
 - Student Union Activities
 - Educational, Cultural, and Student Government Activities
 - Athletic Activities
 - Paid as part of the registration process. By state law, Oregon Revised Statute 352.105, states when and how to collect fees and use of fees.
 - You have the official responsibility to recommend the amount of the fee each year.
- Article II
 - 9 voting members, all WOU fee paying students, 3 elected at large, 3 appointed by ASWOU President, and 3 appointed by WOU President. This year positions filled through appointment because we did not elect 3 members.
 - Other members - non voters - serve as advisors:
 - The Vice President for Finance and Administration or a designee
 - A representative of the University President to be appointed by the University President.
 - A University vice president appointed by the University President.
 - Other individuals who are not members, but attend IFC meetings for observation:
 - two (2) members of the ASWOU Senate
 - Budget administrators from the funded areas
 - ASWOU President
 - The university's vice president and general counsel, if not serving as a nonvoting member of the committee
- Article III
 - Replacement of IFC members who resign or become ineligible shall be by appointment of the University President for those members appointed by the University President and by appointment of the ASWOU President for those members appointed by the ASWOU President. For elected members, interested students shall provide an IFC application to the ASWOU Senate President for appointment in which a candidate must be confirmed by the ASWOU Senate by simple majority. These appointments or elections shall be done with all deliberate speed.

- Article IV
 - Basic overview of who you are, and what you do (review budgets, conduct open hearing, collect public comments). Expected to conduct a meeting according to Roberts Rules. Connor, parliamentarian, to make sure you follow procedure.
 - As members of IFC declare if you are associated with funded areas.
 - Conflict of interest: employed by area or very direct connection, you have to declare this at the start of the IFC process.
 - Abstain from voting on anything related to the area(s) of conflict.
 - Elect a chair: amongst 9 voting members. Chair will run meetings. Nominate members or nominate yourself. Chair will appoint a vice chair, there to help if the chair is not there to run the meeting.
 - Quorum - have enough people to conduct business. No quorum, no vote. Not exact number, typically majority. 5 people present to conduct official business. currently 5 out of 9. You could vote on a different number.
 - Meeting must be open to the public. Advertised to the public: ASWOU, Presence and Western Howl.
 - Julz - Question - This is for next year's budget, if you graduate this year does this year's association with an area still count as a conflict of interest?
 - Alyssa: Yes, it would still be a conflict of interest.
 - Ever: Question read by Kodee - If I am not getting paid by them?
 - Alyssa: Yes. There is a whole section in the bylaws. Read the section in the bylaws. Not just paid, but volunteer, and student athlete.

Kenzie Forgey enters meeting via zoom at 6:50PM

- Overview of process and timeline
 - Calendar/timeline and budget procedures required to give to the area heads at the end of Fall term.
 - You need to make an outline with dates. Distribute to area heads.
 - When budgets are due? When are presentations given? How are presentations given? So that funded areas can use that information to properly prepare for the process.
 - Budget office distributes budget worksheets to areas
 - Paula in chat: Per Camarie these will go out in the next week or so.
 - Decide cut packages levels. Last year 10%, 15%, 20%.
 - Internal review committee - All IFC funded areas are to have an inter review committee. Students and other folks look at budgets before presenting them to IFC. To make sure we have taken students' opinions into consideration.
 - Include minutes to IFC from those internal meetings.
 - Dennis - question: Is all this decided tonight?
 - Alyssa - Defer to Kodee.
 - Kodee - Made a rough draft of the timeline.
 - Alyssa - Probably need time to make decision as a group.
 - Chase - question: When is this wrapped up winter and spring term?

- Dennis answered: Wrapped up by the end of Winter term and then moved into IFSC.
- Alyssa - Training looks different every year. Use information to make informed decisions.
- sub committees Student Union Activities
 - Educational, Culture & Student Government 1
 - Educational, Culture & Student Government 2
 - Athletics and Travel Activities
- What does process look like - Article IV sub section 19-27
 - basic process overview
 - Subcommittees will meet at least once before budget presentations.
 - Budget presentations given by funded areas and Q&A from committee.
 - How are presentations given? In person or recorded? Time Limit? You need to decide.
 - Lengthy discussion resulting in preliminary allocation and fee determination.
 - Shared during open hearings, collect feedback and use that to make final decision.
 - Final allocation and budget recommendation. Best possible budget and allocation.
 - Provide for approvals
 - ASWOU Senate, vote, procedurally did IFC follow rules, concerns by students reported, could vote to send it back, vote on follow process. Not voting on what you came up with, just on did you follow procedures.
 - University President, reviews budget, asks questions, approve or dissent and has conversation with IFC.
 - Board of Trustees.
 - Questions?
 - None

Sunny left the room at 7:18PM

- Overview of areas article V and VI
 - Areas funded by IFC
 - Areas broken down by subcommittees
 - Areas seeking IFC funding for the first time
- Subcommittees
 - Student Union Activities
 - Student Engagement, Student Activities Board, Campus Recreation
 - Athletics and Travel Activities
 - Athletics Teams, Extraordinary Travel, IFC Media Outreach
 - Educational, Culture & Student Government 1
 - ASWOU, ACCESS, Wolf Ride, SLCD
 - Paula on Chat: SLCD not funded by IFC anymore.
 - Educational, Culture & Student Government 2

- Childcare, Abby's House, Student MEdia, Creative Arts
 - Some of these areas are fully funded by IFC and some have a portion funded by IFC and other resources.
 - Separated by how large their budget is. Some are million dollars others just a few thousand dollars.
 - Questions?
 - Dennis: Paula just wanted to mention that SLCD is no longer funded through IFC. What is IFC Media Outreach?
 - Alyssa - Not heard of that either. This might be a sign to update our governing documents.
- Article VIII - conflict of interest
 - Declare your conflict of interest at the start of the IFC process.
 - During the process you abstain from voting on anything pertaining to an area of conflict of interest.
 - Protection against using status to have financial gain for an area.
 - Questions?
 - Dennis: Do you report if you are an officer of a funded club?
 - Alyssa: Kodee will write down and discuss with IFC advisors.
 - Julz: What if your major or minor falls under one of these IFC funded categories?
 - Alyssa: Kodee add that to list to ask advisors.
 - Alexis: If you have a conflict of interest is there a certain phrase you say?
 - Alyssa: Yes, during one of the first meetings in January you will disclose this and Connor will keep track of this.
 - Rip: Point of clarification - Statement of conflict is that an individual is associated with, volunteered/paid/part off/academically involved, but if they are not in direct line of affecting the budget they have to abstain. Get clarification on, we have lots of students involved with lots of things on campus, and we want as many voting people, so is it true that just because AI am associated with area I cannot vote on it or if I am not directly benefiting from it, make sure we have a good clarification of what conflict of interest is.
 - Alyssa - Yes, there is good clarification written in Article VIII. All have a good understanding of what threshold counts as conflict of interest. Good thing to discuss with advisors and chair.
- Article VIII - XIII
 - Travel Committee procedures
 - Steering Committee
 - Group of folks looks at the process and recommends changes to governing documents.
 - Important to review
 - IFC logo
 - Revisions
 - Previous editions

- Article XII Incidental Fee Committee Process
 - This summarizes a lot of what is included in other parts of governing documents. and gives you a check list of all the things you need to do.
 - Process checklist: open hearings, and specifics. Important to review.
 - Alyssa: Please review the bylaws, they are a resource to you. Important to have it in writing so you can refer to it when it becomes relevant..
 - Everybody's role
 - Students are the voting members, move the process forward, chair can only vote in certain instances.
 - Advisors, non voting but great resources. Answer questions, part of the committee can participate in discussions.
 - Area Heads present budget, ask questions but their role is not to direct your discussion, they ask and answer questions. Not impose their thoughts on how you should handle certain situations.
 - General Student Body is highly encouraged to be involved in this process throughout. Students are able to ask questions and participate during the process.
 - Have questions, please refer to your IFC advisors.
6. Resources Overview- Kodee Harwood
- Shared Drive
 - IFC Google shared Drive - all have access to it.
 - Governing documents
 - Where are they?
 - IFC website
 - Shared Google drive
 - IFC website
 - Shows current fee, allocation, bylaws and more
7. IFC Chair Election
- Kodee: How do I start this?
 - Connor: Ask who is interested in the position. Then group discussion, then roll call vote.
 - Julz: How does that change the time commitment as chair?
 - Dennis: I like to answer that question. I served as chair last year. You run meetings, advertising going out for open hearing. Mostly the time commitment is hosting meetings, and working with Paula on agenda. Maybe 2 extra hours a week. Is it still a stipend position?
 - Kodee: It is still a stipend position. \$132 (correction from \$129 that Kodee stated and Dennis confirmed).
 - Nominations
 - Kodee: Does anyone want to nominate anyone?
 - Chase: I nominate myself for IFC Chair
 - Kodee: Anyone else?

- I see none on zoom and none in the room/in person.
 - Connor: Roll call vote and state formally what you are voting on.
 - Kodee: Do you have a spiel, Chase?
 - Chase: Yes, Hi I am Chase Johnson, advising resident assistant in Spruce Hall and have been an RA for 3 years. Served on a lot of committees, most of them voluntary. Familiar with Robert's Rules, run a meeting. My goal as chair would be to respect the committee's time and run meeting succinctly. Getting to all the details but also run things smoothly.
- Election
 - Kodee: We will now hold a roll call vote for the nomination of Chase Johnson as IFC Chair.
 - Dennis - Yes
 - Alexis - Yes
 - Monet - Yes
 - Ever - Yes
 - Julz - Yes
 - Kenzie - Yes
 - Chase - abstain
 - Jill - absent
 - Sunny - absent
 - Kodee: Vote passes 6-0-3. Chase is IFC Chair.
 - Chase: Who is interested in becoming vice chair?
 - Q: What does it entail?
 - Chase: Vice Chair would take over the Chair duties if Chair is not available. Can we table this?
 - Kodee: Can we table this for the first meeting of Winter term?
 - Connor: You must say that you are tabling it to reflect it in the minutes and give others time to think about it.
 - Kodee: OK we will table it.

Dennis in the chat: I am interested in the vice-chair position.

8. Future meetings

- Kodee: Meeting every Friday from 4PM - 6PM in the Calapooia Room in the WUC.

9. Messages from the Floor

- Connor: You are all doing amazing.
- Julz: Alyssa talked about how we needed to decide on a timeline before the end of Fall term. Is this something we are trying to decide before Friday?
 - Chase: Could my message to the floor be the [tentative schedule](#) I made on my phone? I have taken last year's schedule and put this year's dates on it. 2 Open Hearings that need to happen. One during our regular IFC time and find another time for the other one.
 - Dennis: This was brought up last year during open hearings: need more variety in Open Hearing Times.
 - This is very preliminary but this is something we need to decide.

- Kodee: Anything other messages from the floor?
 - Seeing none

10. Adjournment

- Chase: I moves to adjourn the meeting at 7:53PM
- Ever: I second
- Kodee: Seeing and hearing no dissent, meeting adjourned at 7:53PM