

Incidental Fee Steering Committee

Tuesday, May 14, 2024 | 7:00 PM

WUC, Santiam Room

Viviana Romero in Chair

Minutes

1. Call to Order
 - 7:11PM
2. Approval of agenda
 - Skylar moves
 - Clark seconds
 - i. Agenda approved
3. Roll Call (name, pronouns, position)
 - IFSC Members
 - i. Viviana Romero
 - ii. Skylar Stangeland
 - iii. Clark Callahan
 - iv. JD McShane
 - v. Aidan VanDyke
 - vi. Kira Shelton
 - IFSC Advisors
 - i. Evan Sorce
 - ii. Tina Fuchs
 - Other Representatives
 - i. Chelsee Blatner, Director Student Engagement
 - IFSC Secretary
 - i. Paula Taylor
4. Old Business
 - None
5. New Business
 - [Memorandum: FY25 Administrative Program Specialist Enhancement for Student Engagement: Operations.](#)
 - i. Skylar moves to discuss this memorandum
 - ii. Kira Seconds
 1. Tina clarification: Student Engagement made their budget including .4FTE for admin specialist shared with New

Student and Family program. Funds now coming from University.

- iii. Viviana reads whole memo out loud.
 - 1. No questions/comments/discussion
- iv. Clark: I move to approve the memorandum's return of \$34,200 allocation to IFC.
- v. JD: I second.
 - 1. Discussion?
 - a. None
 - 2. Roll call vote:
 - a. Kira yea, Aidan yea, JD yea, Skylar yea, Clark yea.
 - b. Motion passes 5-0-0.
- [Memorandum: Student Engagement FY25 Minimum wage increase funding request.](#)
 - i. Clark: They are requesting additional money due to minimum wage raises?
 - 1. Viviana: Correct.
 - 2. Aidan: Confused why they did separate memos?
 - a. Tina: Due to different index and transparency.
 - ii. Clark: I move to approve the Student Engagement memorandum request for an additional \$4,616.96 for minimum wage increase.
 - iii. Aidan: I second.
 - 1. Discussion?
 - a. None
 - 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0
- [Memorandum: ASWOU FY25 Minimum Wage Increase Funding Request.](#)
 - i. Kira: I move to approve the \$2,400.00 for minimum wage increase for ASWOU.
 - ii. Skylar: I second
 - 1. Discussion?
 - a. None
 - 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0
- Reopen Budget Notes
 - i. Aidan: I move to reopen budget notes.
 - ii. Clark: I second
 - iii. Viviana: There were Area Heads hesitant to make enhancement requests, and that IFC should have restored areas to old service level instead of enhancement requests. Adding a budget note and amend the CDC budget note.
 - iv. Skylar: So, we are not changing it? The Area Heads should just ask for it?

1. Viviana: Yes. Unfair to make them look in the past and then make requests.
2. Aidan: People come to ask for more money, makes no sense for us to do the work.
3. Tina: Let's look at document that you made with the changes.
 - a. Viviana: This was a separate email. Request that IFC look at old service levels and make the changes instead of asking for enhancements. I am saying, if people want to be restored, they should ask for enhancements.
4. Aidan: Please repeat what you just said.
 - a. Viviana: Paula and I received an email from an Area Head that said: IFC should go back and look at old service levels and make adjustments instead of Area Heads asking for enhancements.
 - b. Aidan: This also opens them up to lower service level. Future IFC could say not request we are just going to do this.
 - c. JD: Does it not start at current CSL?
 - i. Viviana: CSL before COVID.
 - d. Kira: Could they not just ask for that?
 - i. Viviana: Yes, but they feel they should not have to. I propose to add a #25 to Budget Notes that states: It is the duty of the area head to request...
 - e. Clark: IFC finds that it would be the duty of the respective Area Heads to be responsible for requesting any amount of funds, whether that is to return to base service level or an enhancement above that. It is not the duty of the IFC to manage that in their volunteer positions.
 - f. Skylar: It is their responsibility to request funds.
 - g. JD: I agree, Budget Office give you your CSL, is what you start with if you want something different request it.
- v. Viviana: Talked with Camarie, suggest that CDC can use part of IFC allocation for student pay.
 1. JD: Should we strike the entire #18?
 2. Aidan: This says that they can use it one way and they want to use it two ways? Is there another area that has restrictions?
 - a. Viviana: This is not mentioned in the by-laws, this is a budget note. ACCESS has a restriction on where they can spend the IFC money. Only cost of accessibility services for IFC events.

3. Viviana: What do you think of getting rid of #18?
 - a. Aidan: If they can use their funds more freely, get rid of it.
 - b. Vivian: All in agreement, get rid of it.

- Consideration of amendment to IFC bylaws. Remove Service Learning and Career Development or SLCD wherever noted in the bylaws.
 - i. Viviana: SLDC does not get IFC money, and they changed their name. Remove SLCD from by-laws.
 - ii. Skylar: I move to remove the wording Service Learning and Career Development/SLCD wherever noted in the IFC bylaws.
 - iii. Kira seconds.
 1. Discussion
 - a. None
 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0

- Consideration of amendment to IFC bylaws. Wherever Abby's House is mentioned add 'and Food Pantry'.
 - i. JD: Why is it just Food Pantry and not Food Pantry and Stitch Closet?
 1. Paula: I think because Food Pantry gets IFC money and Stitch Closet does not.
 2. Aidan: Can we check?
 3. JD: Coordinators for both get paid from IFC. How about we change it to Abby's House and basic needs?
 4. Aidan: Basic needs is recognized in other documents?
 5. JD: I think that if we word it Abby's House and Basic Needs Resources it will be recognized.
 - ii. JD: I move to amend the IFC bylaws wherever Abby's House is mentioned to add and Basic Needs Resources.
 - iii. Aidan: I second.
 1. Discussion
 - a. None
 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0

- Consideration of amendment to IFC bylaws. Add page numbers.
 - i. Viviana: Any strong feelings about page numbers?
 1. Aidan: It already has article numbers, are page numbers really necessary?
 - a. Clark: Yes! Use automatic page formatting numbers.
 - ii. Skylar: I move to add page numbers to the IFC bylaws.
 - iii. Clark seconds
 1. Discussion
 - a. None

2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0
- Consideration of amendment to IFC bylaws. Strike Werner University Center whenever mentioned where Student Engagement is more appropriate (Article V, Section 1, subsection 1, second paragraph; Article V, Section 1, subsection 2; Article V, Section 1, subsection 3.4).
 - i. Viviana: WUC is now referred to as Student Engagement Ops. More correct to strike WUC.
 - ii. JD: They submit separate budgets, is that going to get confusing?
 1. Tina: It is the department name we are changing not the building name.
 - iii. Aidan: I move to strike WUC where Student Engagement Ops. Is more appropriate.
 - iv. Kira seconds
 1. Discussion
 - a. None
 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0
- Consideration of amendment to Article IV, Section 1, subsection 14. Remove reference to Org/Sync, define more broadly.
 - i. Viviana: My understanding Org/Sync is what is not Presence. Change it to make it broader.
 1. Skylar: Broader how?
 2. Paula: To find a term that describes the platform but not use the company or program name.
 - ii. JD: Does ASWOU have a name for it?
 - iii. Clark: Paula might now.
 1. Paula: We say Presence, but they are changing their name this summer.
 - iv. Skylar: Online student engagement platform
 - v. Clark: I move to replace Org/Sync wherever mentioned in IFC bylaws with online student engagement platform.
 - vi. JD: Seconds.
 1. Discussion
 - a. Aidan: Is there any mention of Presence in the bylaws?
 - b. Viviana: No
 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0

- Consideration of amendment to Article IV, Section 1, subsection 15. Clarification of annual retreat.
 - i. Viviana: Our annual retreat was our training in Fall term.
 - 1. Clark: I like that change. Retreat sounds more entertaining than training.
 - 2. Aidan: We only had one training and retreat sounds like multiple days.
 - ii. Skylar: I move to replace the word retreat with training in Article IV, Section 1, subsection 15.
 - iii. Aidan seconds
 - 1. Discussion
 - a. None
 - 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0

- Consideration of amendment to Article IV, Section 1, subsection 18. Clarification of who determines Current Service Level (CSL) Budgets.
 - i. Viviana: Some confusion on who determines Current Service Level. It is Camarie, or whoever the budget advisor is.
 - ii. Tina: Budget office create worksheets, but you want to clarify who determines CSL.
 - iii. JD: Add a 19 or 18.1 and WOU budget office determines CSL for current IFC.
 - iv. Skylar: I like 18.1 the Budget Director determines CSL.
 - 1. Tina: Maybe, change it to Vice President for Finance & Administration or their designee.
 - v. JD: I move to add 18.1 that states that the Vice President for Finance & Administration or their designee shall be the one to determine Current Service Level (CSL) for all IFC funded areas.
 - vi. Kira seconds
 - 1. Discussion
 - a. None
 - 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0

- Consideration of amendment to Article IV, Section 1, subsection 21.2. Clarification of percentages for cut packages.
 - i. Viviana: Maybe get rid of 5% and 10%, specific numbers, and just say cut packages.
 - ii. Tina: Cut packages as determined by the IFC.
 - iii. Evan: Based on budget IFC request a cut package.
 - iv. Viviana area head will be asked to provide a cut package as recommended by the IFC.

- v. JD: I move to change Article IV, Section 1, subsection 21.2 to read area heads will be asked to provide cut packages based on IFC recommendation.
 - vi. Kira seconds
 - 1. Discussion
 - a. None
 - 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0
- Consideration of amendment to Article IV, Section 1, subsection 22. Remove reference to Advisory Board. Propose using Subsection 22 to describe over realized revenue.
 - i. Viviana: This has not been enforced by IFC, so areas were doing separate advisory board. Propose the change it and explain over realized revenue.
 - ii. JD: We are scratching 22 and give it a completely new meaning?
 - 1. Viviana: Yes.
 - 2. JD: Can we do that in separate things?
 - 3. Viviana: Yes.
 - iii. Skylar: I move to strike Article IV, Section 1, subsection 22.
 - iv. Kira seconds
 - 1. Discussion
 - a. None
 - 2. Roll call vote
 - a. Kira yea, Aidan yea, Clark yea, Skylar yea, JD yea.
 - b. Motion passes 5-0-0
 - Viviana: Talk about over realized revenue and put that in 22.
 - i. Aidan: In the event that there is over realized revenue, after distributing all enhancement request completely to each area that money can be saved for the next fiscal year.
 - ii. Clark: What I hear you say is that the left-over money should go into the reserve? Correct?
 - 1. Aidan: Yes
 - iii. Skylar: Should we say: After all allocations and enhancements have been made, the over-realized revenue (defined as revenue that is brought in by higher than anticipated student enrollment during the fall 4th-week count) should go to the next fiscal year to become the beginning cash IFC to use?
 - 1. JD: Clarify: Why are we doing this?
 - a. Viviana: The practice of putting over realized revenue in the reserves is not in the bylaws. So, we either make a bylaw change or we no longer put this money in the reserves.
 - b. JD: We are adding to the bylaws to say that over realized funds become part of reserve?

- c. Clark: Is there a difference in starting money and reserve?
 - d. Aidan: Was starting money not taken from the reserve?
 - i. Evan: Over realized funds that areas did not spend used as starting cash.
 - ii. Skylar: We want to over realized not go into the reserves.
 - iii. Evan: You want future IFC to do what you did.
 - e. JD: Clarify, the over realized has to be used next year, not going into the reserves.
 - f. Skylar: What is not used is put back in reserves?
 - i. Viviana: Yes
 - g. JD: Then what is the rule on reserves?
 - i. Evan: Not untouchable, what departments didn't use it, so it goes into the reserve.
 - h. Kira: Not wasting money just recycling it.
 - i. Tina: Reserves are not over realized dollars.
2. Skylar: I move to add Article IV, Section 1, subsection 22, After all allocations and enhancements have been made, the over-realized revenue should go to the next fiscal year to become the beginning cash for IFC to use.
 3. Aidan seconds
 - a. Discussion
 - i. JD: That wording seems off.
 - ii. Clark: Misinterpretation between returned money and unallocated money.
 - iii. Skylar: That money we did not spend goes to the reserve.
 - iv. JD: This makes it sound differently.
 - v. Skylar: Clarify what over realized money is.
 - vi. Tina: What area does not spend is not over realized money. Over realized is when you budget on a number of students coming to WOU but a higher number of students comes.
 - vii. Clark: Any excess money after all allocations, enhancements, over realized funds go into beginning cash for next year.
 - viii. Viviana: Per email from Camarie: Over realized revenue is revenue that is brought by the higher than anticipated student count by the 4th week of Fall term.
 4. Skylar: I move to amend my motion to say I move to add Article IV, Section 1, subsection 22, After all allocations and enhancements have been made, the over-realized revenue (as defined as revenue that is brought in by higher than

anticipated student enrollment during the fall 4th-week count) should go to the next fiscal year to become the beginning cash for IFC to use.

5. Clark seconds
 6. Discussion
 - a. Aidan: Do we need to amend it again to make a small word change?
 - b. Clark: Yes, but what?
 - c. Aidan: I don't think we need "as defined as".
 - d. Viviana: We cannot amend an amendment.
 7. Viviana: Roll call vote
 - a. Skylar yea, Kira nay, JD nay, Clark nay, Aidan nay.
 - b. 1-4-0 amendment fails
 8. Roll call vote on original motion
 - a. Kira yea, JD nay, Skylar nay, Clark nay, JD nay.
 - b. 1-4-0 motion has failed.
 9. Skylar: I move to add Article IV, Section 1, subsection 22, After all allocations and enhancements have been made, the over-realized revenue (as defined as revenue that is brought in by higher than anticipated student enrollment during the fall 4th-week count) should go to the next fiscal year to become the beginning cash for IFC to use.
 10. Kira seconds
 - a. Discussion
 - i. None
 - b. Roll call vote
 - i. Kira yea, Clark yea, Skylar yea, Aidan yea, JD yea.
 - ii. Motion passes 5-0-0.
- Consideration of amendment to Article IV, Section 1, subsection 24. Clarify purpose of subcommittee meetings.
 - i. Viviana: The purpose as I understand it is to present what they are going to present at budget presentations
 1. Tina: The subcommittee meeting is an opportunity for area heads to present their budget with a smaller subset of IFC, so some of you are informed and allows to get feedback before finalizing their presentation.
 2. Aidan: I think that is a good idea.
 3. Clark: What we should write, we like to have a description to describe the reason for these meetings?
 4. Viviana: Yes.
 5. Skylar: Just clarify the purpose?
 6. Tina: Clarify but be descriptive.
 7. Kira: What are we talking about?
 8. Viviana: Add 24.1 to describe what goes on in subcommittee.

9. Tina: Defining this will be helpful. They are meeting earlier when area heads are still working on their budgets. So, we can ask questions.
 10. JD: We want to outline what subcommittees are meeting, should we also give an outline.
 11. Clark: Subcommittee meetings are done to educate smaller sections of the IFC to present what each department does with their IFC allocation, provide space to ask questions, to give time to gather information and develop stronger formal presentations at a non-subcommittee IFC meeting.
 12. JD: Can we add no restrictions shall be placed on subcommittees.
 13. Tina: No restrictions leaves the door wide open. More about that the advisors are well informed.
 14. Clark: Information can be freely shared during these meetings.
- ii. Clark: I move to add a subsection under Article IV, Section 1, subsection 24 that reads Subcommittee meetings are done to educate smaller sections of the IFC to present what each department does with their IFC allocation, provide space to ask questions, to give time to gather information, and develop stronger formal presentations at the non-subcommittee IFC meeting. Information can be freely shared during these subcommittee meetings.
 - iii. JD seconds
 1. Discussion
 - a. None
 2. Roll call vote
 - a. Aidan yea, JD yea, Clark yea, Kira yea, Skylar yea.
 - b. Motion passes 5-0-0.
- Consideration of amendments to Article V, Section 1, subsection 1.2. Strike Student Media Board and add Student Activities Board and The Student Activities Board Director.
 - i. Clark: This is just correcting verbiage because areas no longer exist?
 1. Viviana: Correct.
 2. JD: Different from advisory committee?
 3. Viviana: Correct.
 - ii. Clark: I move to strike student media board and add Student Activities Board and The Student Activities Director to Article V, Section 1, subsection 1.2.
 - iii. Skylar seconds
 1. Discussion
 - a. None
 2. Roll call vote
 - a. Aidan yea, Kira yea, JD yea, Clark yea, Skylar yea.

b. Motion passes 5-0-0

- Consideration of amendment to Article VII, Section 2 regarding clarification of Conflict of Interest (perhaps add an example).
 - i. Clark: I have been asked many times to clarify this and I came up with “being in the department that directly benefits from the enhanced package, which is a conflict of interest. Specific are conflict might be ASWOU, I work in ASWOU, and Abby’s House.
 - ii. Skylar: If you are attached to it at all is that a conflict?
 - iii. Tina: This year the bylaws were interpreted very conservatively. We have a lot of students involved in clubs and other things. That reduces the pool of students to be allowed to join IFC.
 - iv. Skylar: Club is not an umbrella?
 - v. Tina: That is not how it was interpreted.
 - vi. Clark: The objective is to make it that specific members who directly would benefit from change in funding.
 - vii. JD: Are we allowed to separate make language that separate it?
 - viii. Tina: Are you saying making the clubs a separate entry?
 - ix. JD: Create something to vote per request?
 - x. Tina: Allocate funds to area but not how to spend their money. They never said before cannot have more than 2 club members.
 - xi. Clark: Change that word associated and then at the very end put an example. Directly benefitted from..
 - xii. JD: Do we know where they went wrong with the interpretation?
 - xiii. Tina: Not saying they went wrong, but they were very specific. They send us a [memo](#).
 - xiv. Skylar: There is an example already.
 - xv. JD: Fix the interpretation difference and fix it.
 - xvi. Skylar: How could we...
 - xvii. Evan: If the bylaws are the constitution of the IFC, you could say this does not serve as an umbrella and then the JA could not interpret it that way.
 - xviii. Clark: Amendment to sub section 2, in the definition a would include that it is not an umbrella for subunits.
 - xix. Tina: Go to bylaws and where would you put it?
 - xx. Aidan: But not extending to include the entire umbrella.
 - xxi. Aidan: The change would be but does not act as an umbrella for their subunits.
 - xxii. Viviana: Want to make a motion?
 - xxiii. Aidan: I move to change the wording for Article VII, Section 2, to be: The term “specific area of conflict” is defined here as the area limited to the specific Western Oregon University organization with which the voting IFC member or IFC sub-committee member is associated but does not act as an umbrella for their subunits.
 - xxiv. Kira seconds
 - 1. Discussion

- a. JD: Something in Section 1 needs to change. "in a given academic year".
 - b. Viviana: That is not on the agenda.
2. Roll call vote
 - a. Kira yea, Aidan yea, JD yea, Skylar yea, Clark yea.
 - b. Motion passes 5-0-0.

6. Messages from the Floor
 - Aidan made a drawing of Clark.
 - Tina: Good job. Quit a list in cleaning up the bylaws.
 - Clark: Proud of everybody here.
 - Viviana: Vote in ASWOU elections.
 - Tina: Want to be IFC member next year write your name in.

7. Adjournment
 - Clark moves to adjourn the meeting.
 - Kira seconds.
 - Meeting adjourned at 8:55PM.