

Incidental Fee Committee
Minutes

Meeting #5
January 27, 2017 12pm
Columbia Room, Werner University Center

1. Call to Order

The meeting is called to order at 12:02pm by Carter Craig, IFC Chair.

2. Roll Call

IFC Members: Caroline Basso, Asia Cohen, Emily Searls, Shelby Worthing, Juan Navarro, Lindsey Marquardt, Brian Tesch, and Caleb Tingstad.

IFC Chair: Carter Craig

Advisors: Darin Silbernagel, Director of Business Services; and Gary Dukes, Vice President for Student Affairs.

Area Heads: Debbie Diehm, Wolf Ride; Rhys Finch, Student Media; Rip Horsey, Campus Recreation; and Leo Mejia Aguilar, ASWOU; David Janowiak, Creative Arts; Adry Clark, Service Learning & Career Development; Carey Gilbert, Childcare; Aislinn Addington, Abby's House and Patrick Moser, Student Engagement.

Other Representatives: Brandon Neish, Budget Office; Glen Harris, Corbin Garner, ASWOU Senate Observer; Bryce Vogt, ASWOU Senate Observer; Cynthia Olivares, ASWOU President; Tom Bergeron, Music; Paula Booth, Art; and Darryl Thomas, Dance.

IFC Secretary: Adela Aguilar

Not Present: Barb Dearing, Athletics; Malissa Larson, Access and Eric Yahnke, Vice President Finance & Administration.

3. Approval of Minutes

a. January 20, 2017

Lindsey Marquardt moves to approve the minutes for the January 20, 2017 meeting. Asia Cohen seconds. No discussion. The motion passes 8-0-0.

4. Approval of the Agenda

Asia Cohen moves to approve the agenda. Caroline Basso seconds. No discussion. The motion passes 8-0-0.

5. Old Business

a. Declaring conflicts of interest

Brian Tesch declares that he works for Student Media. Carter Craig asks whether he is in charge of any funds. Brian responds that he is a student worker but does not manage any funds.

6. New Business

a. Budget Presentations (Campus Recreation, Student Media, Creative Arts)

Creative Arts – David Janowiak

Creative Arts has 12 indices; 8 in music, 1 in dance, 2 in theatre, and 1 in art. Mission Statement: To provide a diverse array of arts related activities (Theatre, Music, Dance, Visual Art and Guest Artists) for Western Oregon University students and the campus community at large. Creative Arts is requesting about \$10,000 more than last year, most of it will be for the Fine Arts series. Brandon Neish notes this is due to necessary salary adjustments.

CAD931 – Broadway/Opera – Mainstage musicals, Broadway show performances, opera scenes (minimal cost), and ticket subsidies for students to attend off-campus opera and musical theater productions.

CAD932 – Choral organizations – WOU Concert Choir and WOU Chamber Singers. Funds go towards sheet music, supplies, instrument rentals, auxiliary musicians, and travel for festivals and performances.

CAD933 - Jazz Band + Summer – Western Hemisphere Orchestra (WHO) and Orquestra Brasil plus summer activities. Funds activities for Orquestra Brasil. Funds go towards big artist, profession recording (recently recorded in Eugene, OR), large on campus production, sheet music and instrument rentals.

CAD934 – Vocal Jazz – Western Hemisphere Voices – funds go towards sheet music, instruments, auxiliary musicians, and in and out of state travel.

CAD935 – Guest Concerts + Summer – They are able to book touring artists of various levels of fame to perform at WOU. Usually they do not pay more than \$1,500, it is typically less and pay an average of 20-30 performers in a year. At times, they can be faculty members. This index also pays for the music at commencement.

CAD936 – Western Oregon Symphony, Western Oregon Winds, and WOU Percussion Pep Band – Funds go towards sheet music, instruments (and their maintenance), auxiliary musicians, pep band equipment, and travel.

CAD937 – Dance Theatre - Funds go towards attending the regional American College Dance Festival, materials for costumes, sets, lighting, and sound equipment. Student pay for making costumes and working productions. This index also covers the Spring Dance Concert which involves between 75-100 students who prepare from January to May. The concert runs for 3 nights and is very popular.

CAD938 – Theatre

Puts on 3 mainstage plays with attendance between 120 and 600. One to three studio shows directed by students. Approximately 37% is student wages. Occasionally they must pay royalties for performances. Guest artists are also brought in, on one occasion they had a puppeteer couple who performed King Lear with about 40 puppets.

CAD939 - Theatre - Summer - Outdoor Valley Shakespeare Company productions. Events are free to attend. Funds go towards student wages to put on the production as well as hiring a director and costume designer. The department would like to keep attendance free of charge.

CAD941 - Instrumental Chamber Ensembles - is composed of several smaller groups. Expenses go towards travel, supplies, sheet music and auxiliary musicians.

CAD942 - Cannon Art Gallery - Located in Campbell Hall. Annually has between 7-8 exhibits; 2 are focused on student work (non art students welcome). There is a big student show in the Spring in which IFC funds help to hire a professional juror. The juror talks through their process with the students, giving them valuable knowledge. Professional artists come to campus for several days, work with the students, and put their work on display. A few years ago they had an artist from Taiwan who stayed for a week, she allowed students to help her with her display. Last years' enhancement provided a video projector for the gallery. They have between 3-4 student workers as well as a few volunteers. Not requesting any enhancements.

CAD945 - Smith Fine Arts - Pays about 50% of the Executive Director's salary and 100% of the assistant director's salary. All other expenses are covered through ticket sales and other funding sources.

Questions

Gary Dukes would like more information on the funding for Smith Fine Arts, a breakdown of other funding sources. David Janowiak responds that he will try to get that information. He believes there is about \$55,000 that is raised through grants. It is established that fundraising usually begins right at the end of the season, so the \$10,000 listed in their Foundation account (as of July 1) could be for that purpose. David will look into it and provide a breakdown later on.

Carter Craig asks if there is data on event attendance. David Janowiak responds that there is and he will send the information to the IFC secretary. Caleb Tingstad notes that approximately 12,000 individuals attend shows and asks how many shows that would be. David Janowiak responds there are hundreds of shows each year among the various areas. Lindsey Marquardt notes that ticket revenue was mentioned and asks if tickets are free for students. David Janowiak responds that all music events are free and there is a nominal charge for theatre. They did free tickets for a year, and then IFC took it

because the data wasn't available to show that more students attended their events. On a musical year, ticket sales go up. Summer Shakespeare is free and they want to keep it free.

Brian Tesch asks if there a ticket price difference for students and others. David Janowiak confirms there is; WOU students pay \$8, community members pay \$12, they try to keep the student rate as low as possible. Music guest artist costs \$8 for general and \$5 for students and seniors. Smith Fine Arts series is free for WOU students. All other events at about \$8 for students, \$10 for seniors, and \$12 for community members. Brian Tesch asks how community pricing is determined. David Janowiak responds that they look at the prices in the surrounding community and base their price off of that.

Lindsey Marquardt asks which event is the most highly attended. David Janowiak responds that it is either the Spring Dance Concert or Smith Fine Arts Series. Brian Tesch asks what normal capacity is. David explains that it varies depending on the show, modern practice calls for a more intimate setting of 120-150 guests. However, at full capacity the auditorium seats 600 people.

Emily Searls asks for clarification on the \$10,000 increase to CAD945. Brandon Neish explains that the pay for the Executive Director, Keller Coker, was supposed to be attached to his salary rate and that had not been happening. Therefore the added funds were meant to help catch up in that regards. Lindsey Marquardt asks how many faculty salaries are supported by IFC. David responds that there are no faculty salaries supported by IFC. Sometimes they do hire guest artist who happen to be teaching but they are paid a flat rate for their performance, not to teach. Brandon Neish notes that currently the only faculty member being paid by IFC is the Executive Director. He also shows Committee members where to see who is being paid out of any particular index.

Student Media - Rhys Finch

Student Media has 4 indices; Journal travel/S&S, Northwest Passage (literary publication), KWOU (online radio station), Western Journal (weekly paper). It is a student run organization, great experience for all those involved. Their mission statement: Student Media informs, engages, guides, educates and entertains while serving the WOU community and the greater Monmouth-Independence area. In the process, students receive a comprehensive understanding of the broadcast, print, and digital media and the skills needed to create it.

The Northwest Passage - Western's student-run literary and arts magazine. It is distributed once per term. All copies are free for

students and area also available online via Issuu. The Editor-in-Chief is the only paid position. There are about four student volunteers who compose the editorial board. They receive about 50 to 100 submission per term, about half of them make it into the magazine. There are quarterly release parties and have partnered with the Hamersly Library to have an exhibit of past publications.

KWOU student-run online radio station. 24/7 programming available via www.wou.edu/kwou as well an iOS app. Students dictate the sound of the station, students get a couple hours per week and decide what happens on their show. A good way for students to express themselves. The station manager and technical engineer are paid positions. The DJs and producers are all volunteers.

The Western Journal – student-run weekly newspaper published on Wednesdays. There are 28 issues per year; about 500 issues per week are printed. It covers what is going on around campus as well as the surrounding community. It also covers annual conference travel, this year they went to Georgia and learned a few things to help make the publication greater. There has been a focus on WOU when creating the paper. There are several paid positions through the Western Journal. In the last year they have received four different awards; Best of Show Award (10th place), Story of the Year Award (9th place), Cartooning award (8th place), and Design of the Year Award (10th place).

The group goes to one conference per year to continue learning and improving their publications. Eight students attended ACP Midwinter National College Journalism Convention in Los Angeles last year. This year they had four students attend the CMA National College Media Fall Convention in Atlanta.

The Northwest Passage was worked with the Education Club on community outreach as well as with Student Engagement Freebie Fridays. The Western Journal offers free ¼ page ads for clubs and organization. KWOU DJs events and parties, has collaborated with Student Engagement on Freebie-Fridays and they offer free 30 second spots on KWOU for clubs and orgs. They encourages clubs and organizations to use the free services provided.

Rhys Finch explains there has been a bit of a budget restructuring. The Student Media Advisor pay has been moved to Student Engagement, Patrick Moser will speak more on that next week. The funding request is for \$92,136 (\$71,364 is student pay).

MED911 – Student Media Operations - \$7,360, this primarily covers administrative and travel costs. Travel funds are limited and the

group has been seeking outside grants for additional funding. Last year they secured \$17,500 in grants and have secured \$10,000 this year.

MED912 – Northwest Passage - \$8,800, this pays for publishing and student wages.

MED913 – The Western Journal - \$68,669, this pays for newspaper publishing, student pay, and they factor in getting about \$8,000 in revenue. This is the bulk of their request.

MED915 – KWOU \$7,307, mostly student payroll with about \$150 in revenue.

They now have independent budgets and are requesting base funding; no enhancements. If cuts are required they will need to reduce travel, events, and student pay. Obtaining grants will be needed even more than before. At 5% cuts they would need to eliminate the Journal Ad manager, and the KWOU Tech. Engineer. At 10% they would also need to eliminate the Journal Designer. Rhys also adds that thanks to the funding of the computer replacement fund they were able to get 6 computers replaced and are very thankful.

Questions

Shelby Worthing asks if there is any way to track how many students listen in or download the app. Rhys Finch responds that he has not seen the data on the app but they can have listenership and it varies from 0 listeners to 30 listeners depending on the show.

Lindsey Marquardt asks where the revenue comes from. Rhys Finch explains that the ad revenue comes from a student going out and seeking opportunities.

Carter Craig asks about the length of the grants. Rhys Finch notes that they are one-time grants. Carter asks how comfortable they are relying on the grants. Rhys explains that he would much rather not be reliant on grants especially if he leaves, he would not want to leave that type or organization for someone else. Very weary of becoming dependent on grants.

Patrick Moser notes that before Rhys' arrival grants were never part of the budget. Seeking grants is not in his job description but he has gone the extra mile to seek out funding opportunities.

Shelby Worthing asks how many students work for the Western Journal. About 15 staffers and 12-15 free lancers.

Lindsey Marquardt asks how many hours students normally work per week. Rhys responds that it depends on the position. Brandon Neish

directs the Committee to the page in the workbook that shows the positions' FTE.; 1.0 = 20hrs, .75 = 15hrs, and .50 = 10hrs. Brandon Neish adds that Student Media and ASWOU are the only two areas with stipends.

Campus Recreation

Rip Horsey has been fortunate enough to have been on campus since the Health & Wellness Center was being constructed. Campus Recreation oversees a number of facilities around campus; the Peter Courtney Health & Wellness Center, climbing wall, aquatic center, disc golf (9 holes) and the turf field. Programs include climbing, aquatic, club sports, equipment rental, intramurals, outdoor programs, and women only swim time. They have an avalanche and ski safety course coming up. They often partner with Campus Public Safety for self defense courses. They also hold a New Student Week open house, a fair, and weekend sport tournaments among other activities.

There has been significant growth for the department. The building and climbing wall came to be in FY10, the aquatic center was added in FY11, fitness programs, informal recreation, and outdoor programs and rentals were added in FY12. The turf field and intramurals joined in FY13, club sports and disc golf were added between FY13 and now. While there has been considerable growth they feel like they've hit a wall and have remained a bit stagnant.

To enter the facility individuals must use their ID or fingerprint. In FY16 there were 3,815 unique users. There is a consistent 80% unique users throughout history. The student count is derived from the Admission's office fourth week head count.

Straight into the numbers, when salaries, OPE, and minimum wage increase so do the budgets. There are 3.5 professionals on staff and they are all accounted for in the HWC index. Programs are staying pretty consistent. The aquatics center requires quite a bit of maintenance. There are about 700 hours scheduled for the turf field during winter term, it requires brushing. Intramurals will be using IM Leagues (coolest thing) for March Madness; this will enable the brackets to be online and to compete both locally and nationally. Club sports fall into tier 1 and tier 2, based on whether they compete. Men's soccer, and men's lacrosse all travel and compete in D1 & D2.

The \$25 increase has to do with shared services and trying to stay at current service level. There's over \$300,000- in student labor, over \$100,000 in utilities, and about \$80,000 in administrative overhead; 7.4% of the overall budget is the overhead fee. Last year the area saw

a 2% reduction and they did everything they could without negatively impacting the area.

A 5% reduction would be about \$54,478 and would initially impact the hours of operations but may need to reduce programming as well. A 10% reductions would be about \$108,955 and would need to cut hours (directly impacting student wages). One would think that closing the building would mean savings in electricity but the lights must remain on per the fire marshal. Even if the building is not open there are still costs associated with it.

Enhancements

The overall theme is improving what they have and to continue growing. There is a slide showing how Western compares to other Universities in regards to professional staff within the department and students served. Western serves 1,364 students (with a full-time count of 4,774) with 3.5 professional staff. By comparison, Western is serving more students with less professional staff. The .5 position was received when the building initially opened, a significant amount of growth has occurred since then. Rip Horsey is asking to take that .5 position and move it to a full time assistant director. The position currently allows for 4 hours a day to do as much paperwork as possible. If there are any issues with a person getting into the building, currently, it may not be resolved until the next day because of the limited hours. The full time position would also be in charge of hiring students. He is asking for \$43,200 to cover the increase in salary as well as the other half.

Two years ago the request was made with three different options and this request is quite similar. He is asking for the assistant director of operations but would take either of the two options.

Women's Rugby is in a more organized league which means they have more competition opportunities and they may need to travel a bit further than before. There are approximately 144 athletes in club sports at Western. The enhancement request is to help with accommodation costs and ensure safety for the team. They typically have early games, when traveling to Ashland it would be safer to have them arrive the night before the game. Men's Soccer is in the same situation. There are about 24 athletes in Women's Rugby and about 20 in Men's Soccer; both teams will sleep 4 per room.

Outdoor programs was able to obtain a \$1,000 grant and were able to add 3 program trips were added. This enhancement would go towards increasing student wages and travel for 3 new program trips;

one per term. There will be some revenue for the trips and it has been accounted for.

Fitness specialist – There are individuals who are afraid or nervous about going to the gym. Having a fitness specialist available to help would be very beneficial. Based on a survey the top things being asked for in the HWC is a personal trainer and a juice bar.

In FY13 no enhancements were received but they were able to work with American Fitness Aerobics and increase the number of fitness classes per term. In FY15 they were able to establish the women's only swim time. In FY16 they did not receive the position but they did receive a building maintenance enhancement which has been fully utilized. In FY17 there were no enhancements but they received a 2% reduction.

Rip Horsey has been having conversations with the new Director of Dining and the Interim Director of the Physical Plant about potential food/drink options for the HWC.

The enhancements are listed in chronological order. If everything was awarded it would be incredible, if the Committee wants to pick and choose that is fine as well. However, without the personnel enhancement they could not do the fitness specialist. The club sport enhancements are pretty straightforward, the groups are also fundraising. If the outdoor programs enhancement was awarded the person who does those could handle the additional trips.

Questions

Rip Horsey encourages the Committee members to look over the usage data he has provided. The first page shows there is about 80% unique users in the building. He notes that in 2015-2016 there was about a 3 week period where they experienced gate issues and it impacted their numbers. They average about 1,800 people on Monday, 1,600 on Tuesday and Wednesday, can sometimes increase on Thursdays depending on the intramurals and other events. Friday, Saturday, and Sunday are typically slower days. Program participation increased because of the grant. Intramurals has focused on incoming freshman. Club sports participation includes returner data.

Shelby Worthing asks if the request includes summer hours. Rip Horsey responds that it does. There is a \$66,000 request for summer in the budget sheets, it is spread out throughout the year. It goes towards student labor, utilities, and maintenance. Lindsey Marquardt asks about the hiring process for the new positions. Rip explains that they would open up the position to all eligible applicants. He would

hope the internal applicant would apply if they are eligible. Requirements will change a little since it would be going from a classified to unclassified position.

Brain Tesch notes that looking at the comparison slide he feels that serving as many students as they are with 3.5 staff members is a phenomenal rate. Other campuses have much more staff but are serving less students. Therefore the amount of staff does not really correlate with the number of students being served. It seems that they have not seen growth and want to add a position to help with that but the data does not appear to support that. Rip Horsey notes that having more staff will facilitate for more event and program planning. In requesting the personnel enhancement they are seeking to help facilitate new opportunities and activities. As of now, they depend heavily on student life to reach out to them to co-sponsor activities. They are currently at capacity with their staff and how much they can each take on.

Juan Navarro arrives at 2:04pm.

Shelby Worthing asks if the scheduled hours on the turf field are for student use. Rip Horsey explains that about 290 hours are for club sports and another 450 hours will be utilized by athletics. They have cameras for surveillance and try to keep unauthorized users off. There are rental hours from a lacrosse program out of Salem and Dallas high school. The goal is typically about \$2,700 in rentals. Lights need to be kept on during the winter. Shelby Worthing asks if athletics supplements the costs. Rip Horsey responds that they do not.

Caleb Tingstad asks if perhaps the 80% of unique users is the ceiling of participants, perhaps there is a buffer of students who will never choose to use the facility. Rip Horsey responds that the remaining 20% is a challenge but they remain true to healthy body, healthy mind. If they can get someone into the building they will find something to do, even just walking the track while it is raining outside. When conducting a survey he received an e-mail from a student who felt they should not fill out the survey since they had not used the gym and asked what fees needed to be paid in order to use it. The fee is already incorporated into student fees, they are paying for the building whether they are using it or not. Students should be using it because they are paying for it. He understands they may not be able to reach 100% but they could improve into the high 80s.

Brandon Neish goes back to the conversation regarding the number of staff members per students served. He notes that campuses operate

quite differently and on some campuses not all the positions work exclusively with campus recreation.

Brian Tesch notes that at 10pm the attendance is about 5 in that hour and asks why it is so low? Rip Horsey notes that most events are already over by then. Brian Tesch asks if the funds being used to maintain the building open that hour for 5 people could be better utilized somewhere else. Rip Horsey clarifies that there are 5 people entering the building in that hour not a total of 5 people in the building. Brian notes that knowing the number of people in the building at any given hour would be more beneficial than knowing how many people were entering the building. Rip Horsey understands that but there is, currently, no feasible way for them to track that information. Patrick Moser notes that one could make an estimate by looking at who else is still in the building from the previous hour.

Shelby Worthing asks in the unique users start during New Student Week or once classes start. Rip Horsey responds that the data is gathered through the budget cycle (July 1- June 30).

b. Open Hearings

Carter Craig reminds the Committee that they need to hold at least two open hearings post the preliminary decision. The open hearings must include breakout sessions and will likely be a 2 to 3 hour commitment. After going through a few possible dates the following open hearings are set:

Friday February 17, 2017 at 2pm
Tuesday February 21, 2017 at 8pm

The Athletics Subcommittee is in charge of publicizing the open hearings. Adela Aguilar will e-mail Caleb Tingstad with further information.

7. Subcommittee Report

Educational, Cultural, & Student Government Activities #1 – Juan Navarro
In the process of setting up a meeting to go over the ASWOU budget.

8. Announcements

Glen Harris – Next Saturday February 4th the Men's Basketball game will be televised on Root Sports. Students get in for free and are encouraged to attend. They want to fill the gym.

Patrick Moser would like to set the presentation order for next week. He will be bringing some staff members and would like to present first, there are no objections. He also adds that it is National Chocolate Cake day and there is free chocolate cake as apart of Freebie Friday in the Summit.

Cynthia Olivares announces that ASWOU is having an emergency election for a new Vice President and the deadline has been extended until next Friday (2/3). She encourage everyone to get the word out and vote if they are eligible. ASWOU will also be taking applications for the Director of Equity position.

9. Adjournment

Caleb Tingstad moves to adjourn. Emily Searls seconds the motion. No discussion. The motion passes 9-0-0. The meeting adjourns at 2:26pm.