

Incidental Fee Committee
Minutes

Meeting #3
January 11, 2016 6:00pm
Columbia Room, Werner University Center

1. Call to Order

The meeting is called to order at 6:03 pm by Tom Peterson, IFC Chair.

2. Roll Call

IFC Members: Justin Ross, Shannon Haas, Robin Perkins, Tom Peterson, Jacob Marsh, Carter Craig, Trey Shimabukuro, and Caleb Tingstad.

Advisors: Darin Silbernagel, Director of Business Services; Gary Dukes, Vice President for Student Affairs; and Eric Yahnke, Vice President Finance & Administration.

Area Heads: Debbie Diehm, Wolf Ride; Patrick Moser, WUC/SLA; Rhys Finch, Student Media; Adry Clark, Service Learning & Career Development; Rip Horsey, Campus Recreation; Mary Ellen Dello Stritto, Abby's House; and Sofia LeVernois, ASWOU.

Other Representatives: Brandon Neish, Budget Office; Jessica Freeman, ASWOU Senate President; Stefanie Price, Creative Arts; Glen Harris, Athletics; Dean Wright, ASWOU VP; Jenesa Ross, ASWOU Judicial Administrator; and Lilaah Jones, ASWOU Senator.

IFC Secretary: Adela Aguilar

Not Present: Malissa Larson, Access; Keller Coker, Creative Arts; Barb Dearing, Athletics; and Ingrid Amerson, Childcare.

3. Approval of Minutes

a. January 04, 2016

Shannon Haas moves to approve minutes from January 4, 2016. Justin Ross seconds. No discussion. The motion passes 6-0-0.

4. Approval of the Agenda

Carter Craig moves to approve the agenda. Robin Perkins seconds. No discussion. The motion passes 6-0-0.

5. Old Business

a. None

6. New Business

a. Request for IFC Reserve Funds – Van for WOLF Ride Program

Debbie Diehm – Provides a double sided handout (attached).

Debbie Diehm shows the Committee the enhancements that was previously approved for the increased rental fees to the Department of Administrative Services (DAS) Motorpool for a van equipped with a wheelchair lift. Towards the end of June 2015 she was informed that the DAS Motorpool would be unable to work with WOU as they no longer consider the University to be a state agency; due to the breakup of the Oregon University System which became effective on July 1, 2015. The remaining option would be to purchase a van.

Darin Silbernagel notes that the change with DAS was a complete surprise that the University is dealing with.

Debbie Diehm adds that the 2008 van previously used for WOLF Ride had the engine blow up and it was necessary to move forward with purchasing a new van. In order to have the service available by this Fall the University General Fund went ahead and fronted the funds needed to purchase a 2016 Ford transit van. One advantage over the Motorpool is that She consulted the IFC advisors and Corbin Garner, Student Body President, before moving forward with the purchase. Corbin Garner, requested that IFC approve repayment to the General Fund from the IFC Reserves which is tonight's request. She also adds that at the first IFC meeting Darin Silbernagel provided a memo which earmarked some reserve funds, one item being the \$42,500 for the purchase of the van.

WOLF Ride has a very nice vehicle now, which includes a wheelchair lift. When the wheelchair lift is in use it is an 8 passenger van but can be converted into a 12 passenger van when not in use. She also notes that the budget relies heavily on University use to keep the cost down; it reduces the ask by \$3,000 annually so it is very beneficial to still have access to a 12 passenger van. Because of the wheelchair lift service is available to almost all students now. The students are trained and a student in a wheelchair does not have to schedule their ride days in advance.

The WOLF Ride budget may remain the same for the current year but would also like to request an exception to be able to move over \$3,000 within the budget. Debbie Diehm would like to move \$3,037 into depreciation to facilitate replacing the van in 7 to 8 years with the proceeds of selling the old van and using the depreciation dollars. Ideally, IFC would not need to allocate further dollars to the replacement of the van later on. She explains that the back of her handout provides the depreciation schedule she is working off of. She adds that on averages the WOLF Ride van runs an average of 1,355 miles per month (in the Monmouth/Independence area) which is why the depreciation schedule is set on a 7 year plan.

Shannon Haas asks whether approving the \$42,500 request would impact the projected \$19 increase to the fee. Darin Silbernagel clarifies that the dollars had been previously earmarked so the reserves were still within the amount expected.

He also adds the even though he is disappointed in the way DAS has proceeded he thinks that the University ended up with a better deal. This being due to not having to finance it over years and therefore saving at least a couple thousand over a 4 to 5 year period.

Justin Ross clarifies that the second request is to move \$3,037 which is only \$37 over the limit. Debbie Diehm confirms that is the request.

Tom Peterson, IFC Chair, suggests that for the sake of clarity the Committee vote on the request separately. The Committee agrees.

Justin Ross moves to approve the repayment to the General Fund from the IFC Reserves as outlined by Darin Silbernagel and the request before the Committee. Caleb Tingstad seconds the motion. No further discussion. The motion passes 7-0-0.

Request to move \$3,037

Shannon Haas clarifies that the purpose of the funds is to be able to afford a new vehicle when the time comes. Debbie Diehm confirms that is correct and explains that she would be moving the funds from the travel line item that would have been used to pay rent to the Motorpool.

Gary Dukes asks whether she is paying more than the \$3,037 in depreciation. Debbie Diehm explains that she will but the request is only for the current year.

Shannon Haas moves to allow WOLF Ride to transfer \$3,037 from their travel budget to a depreciation fund. Justin Ross seconds the motion. Discussion: Carter Craig thinks it is a pretty sensible move since it will save them money over time. Justin Ross agrees with Carter and believes this will help prevent the fee from jumping around to replace capitalized and similar items when needed. The motion passes 7-0-0.

b. Creative Arts – Travel Request

Tom Peterson asks Stefanie Price if she will be filling in for the Creative Arts travel requests. She confirms that she is and is given the floor.

Stefanie Price explains that a few of the Creative Arts students are attending a conference in March. All of the conference hotels were almost double the allowed IFC Per diem. She was able to find on hotel that was less but once the Committee was formed the rooms were no longer available making her request void. However, she wanted to ask the Committee what the proper channels were for requests when they were not in session.

Gary Dukes notes that the 3 advisors and the IFC Chair or Student Body President continue to meet to review requests when the Committee is not in session. An e-mail request would get the ball rolling. Stefanie Price notes that she did e-mail all

three of the advisors but it took 3 to 4 months to receive a response. She explains that she e-mailed the request at least 4 times and is wondering if she should personally ask if she is not getting an e-mail response. Gary Dukes confirms that it would be appropriate for someone to call or head to his office if a request is not being addressed.

7. Subcommittee Reports

Justin Ross – Athletic Activities; Athletics, Media/Outreach, and Extraordinary Travel
Justin and Caleb Tingstad met with Barb Dearing and Glen Harris to discuss the Athletics budget last Friday (1/8). It was a productive meeting in which they went over the different aspects of the budget, discussed potential enhancements, and a tour of the various athletic facilities.

Shannon Haas – Educational, Cultural, and Student Government Activities #2; Childcare, Abby's House, Student Media, and Creative Arts
All the meetings have been scheduled but only one has occurred. Shannon Haas, Jacob Marsh, Darin Silbernagel and Lilaah Jones met with Abby's House prior to the IFC meeting. The meeting was very straightforward and she is glad they were able to start off with a smaller budget. She believes the meeting went well and is looking forwards to the remaining Subcommittee meetings.

Trey Shimabukuro – Student Union Activities; Werner University Center, Student Leadership & Activities, Student Activities Board, and Campus Recreation.
Trey Shimabukuro recently contacted his Subcommittee members and is hoping to get together either Thursday or Friday afternoon.

Carter Craig - Educational, Cultural, and Student Government Activities #1; ASWOU, Access, WOLF Ride, and SLCD.
Carter Craig and Tom Peterson had meetings on Friday (1/8) and Monday (1/11) and met with all their areas. Access reported they did not have enhancements and would cut from the \$3000 allocated for Western Accessibility Awareness Month events for their -5% and -10% packages.

ASWOU reported no internal enhancements but noted that 6 clubs had submitted requests that are still under review.

SLCD reported no enhancements.

Shannon Haas asks if Subcommittee reports should be more detailed than what she provided. Tom Peterson notes that the Chairs should use their judgement to report what they think is necessary for the whole Committee to hear.

8. Announcements

Eric Yahnke provides a handout of meetings that all students are welcome to attend. The handout provides a note about the previously discussed Tuition Advisory as well as a

schedule for the Board of Trustees meetings that all are welcome to attend. He notes that the Board meetings include a public comment period where one could express their feelings or concerns about tuition rates or fee rates. At the Tuition Advisory meetings the entire University budget and finances will be reviewed to evaluate everything that goes into setting tuition rates. It is a great opportunity for students to get all their questions answered by the various administrators. He notes that this will be the fourth year that Jenesa Ross serves on the Tuition Advisory Meeting. He also provides a handout related to enrollment, another aspect of University finances, to consider.

Brandon Neish informs the Committee that he has given them all access to the IFC information on Google Docs and encourages them to contact him (neishb@wou.edu) with any questions.

9. Adjournment

Shannon Haas moves to adjourn. Caleb Tingstad seconds. Justin Ross calls acclimation but rescinds. No discussion. Motion passes 7-0-0 and the meeting adjourns at 6:37pm.