

Incidental Fee Committee
Minutes

Meeting #2
January 4, 2016 6:00pm
Columbia Room, Werner University Center

1. Call to Order

Meeting is called to order at 6:06pm by Corbin Garner, acting 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; Barb Dearing, Athletics; Ingrid Amerson, Childcare and Sofia LeVernois, ASWOU.

Other Representatives: Brandon Neish, Budget Office; Jessica Freeman, Senate Observer; and Glen Harris, Athletics; Lilaah Jones, Senate Observer; Corbin Garner, ASWOU; Dean Wright, ASWOU VP; Lexie Widmer, Student.

IFC Secretary: Adela Aguilar

Not Present: Adry Clark, Service Learning & Career Development; Mary Ellen Dello Stritto, Abby's House; Patrick Moser, WUC/SLA; Rip Horsey, Campus Recreation; Rhys Finch, Student Media; Malissa Larson, Access; Keller Coker, Creative Arts.

3. Approval of Minutes

a. December 3, 2015

Justin Ross moves to approve the minutes. Trey Shimabukuro seconds. No discussion. Motion passes 8-0-0.

4. Approval of the Agenda

Corbin Garner notes that he received a schedule change request from Mary Ellen Dello Stritto and would like to add Abby's house to the agenda below Childcare's request.

Shannon Haas moves to approve the agenda with the Abby's House addition. Carter Craig seconds. No discussion. Motion passes 8-0-0.

5. Old Business

a. None

6. New Business

a. Election of Chair

Previous nominees include Tom Peterson and Justin Ross. Justin Ross removes himself from consideration. He feels that as an elected Committee member he will better serve the student body in a position where he can vote and fully express his opinions.

Corbin Garner confirms that Tom Peterson is still willing to fulfil the role of Chair before moving to a vote. The vote passes 7-0-1. Tom Peterson is voted IFC Chair and moves to the front of the room to take over the meeting.

b. CDC Reschedule Presentation Request

Ingrid Amerson would like to request that the childcare center reschedule their budget presentation (originally scheduled for January 18, 2016 at 5:00pm). This is primarily due to January 18 being a holiday and she does not live locally, which would require a 45+ minute commute.

The IFC scheduled is projected on the screen for all to see.

Shannon Haas inquires whether there is a specific day that Ingrid would prefer. Ingrid Amerson explains that any day other than MLK day is fine. She notes that MLK day is a national holiday that they should have off.

Justin Ross notes that the February 1 meeting seems to be the most open since the only budget presentation is Athletics. Ingrid Amerson is fine with presenting on February 1 if it is convenient for the Committee.

Jacob Marsh moves to add childcare to February 1. Justin Ross seconds. The motion passes 7-0-0.

c. Abby's House

Corbin Garner informs the Committee that he received a request from Mary Ellen Dello Stritto, via e-mail, asking for a schedule change as she would not be available to present the Abby's House budget on January 18, 2016.

Carter Craig notes that in the interest of fairness the Committee should grant the request. He moves to reschedule Abby's House to February 1. Shannon Haas seconds. Justin Ross agrees. Motion passes 7-0-0.

d. Review Crib Book

- i. Flowchart of IFC Process - Darin Silbernagel**
(Both Flowcharts are attached)

Darin starts off with the first section for the Crib Book/Table of Contents. He refers the Committee to page 3 which shows the IFC allocations Flowchart. He notes that there is a check and balance relationship with the ASWOU Senate which is why the Committee will eventually present their final decision to them. He adds that the WOU Board of Trustees would have the final authority in the process.

He then refers to the Committee to the last page of the IFC Handbook to review the IFC Recommendation Process flowchart. This flowchart shows the approval process and the options available should a party not be in agreeance with the Committees final decision. The flowchart also indicates the appropriate turnaround time for decisions to be made at every step. Once the Committee delivers their final decision to the ASWOU Senate they are allotted 72 hour to respond. Approval from the ASWOU Senate would forward the final decision to the Institution President while a denial would launch require a Joint Resolution Committee (JRC). The Institution President could also choose to deny the final decision and that would also result in a Joint Resolution Committee. However, he notes that has only occurred once before.

ii. Allocation History - Darin Silbernagel

Darin Silbernagel refers the Committee to page 23 of their Crib Books/Table of Contents to review allocation history. It provides a historical view of what has been funded in the past and how the fee has changed. He notes that the areas funded has also expanded over the year.

iii. Overview of Funded Areas - Darin Silbernagel

He notes that the allocation history provides a breakdown of the areas funded by IFC. He adds that starting on page 8 of the Crib Book/Table of Contents there is a small summary of the funded areas and the services they provide. He encourages all the voting members to take the time to read through and familiarize themselves with the funded areas.

Gary Dukes suggest going over the IFC Process Checklist on page 8 of the IFC Handbook. Darin explains that the process checklist is fairly new and it outlines what the ASWOU Senate will be looking for. He encourages all the Committee members to review the list. Gary Dukes emphasizes that the ASWOU Senate's review of the IFC budget is procedural. Justin Ross adds that as a previous member of ASWOU Senate they are in charge of approving the process as opposed to dollar amounts. He adds that the main areas of contention in the previous year

were clip boarding together and gathering student input. He emphasizes that gathering student input, along with the ASWOU Senate, is a great opportunity to ensure they are hearing students and that everyone is hearing the same information.

iv. Budget Format - Brandon Neish/Eric Yahnke

Brandon Neish notes that area heads already have their individual spreadsheets to work on and copies will be provided for members during the deliberation process. He encourages any questions throughout his presentation as he was to ensure that members get a clear understanding of the extensive spreadsheets.

The spreadsheets were developed a few years ago to streamline the process and provide consistency in how budgets are presented. He will be using the Werner University Center (WUC) workbook as an example throughout his presentation.

Balance Sheet (top of spreadsheet) – This section gives an idea as to what cash the area has on hand. These are the funds that were unspent and will rollover. Gary Dukes adds that sometimes there is an explanation for unspent funds and to keep in mind that larger budgets are also trying to be fiscally responsible throughout the year. Unspent funds all rollover back to IFC. Brandon Neish that there is always a backstory to unspent funds and he will do his best to give applicable information when they arise as will the area heads.

He moves on to some funds that need to be taken out on the budget end to ensure that bills are paid.

Receivables Outstanding - Could be anything that was still owed to the department.

Accounts Payable – Any bills that a department had outstanding at the end of the fiscal year. Such as needing to pay for goods that arrived after the end of the fiscal year.

He notes that some budgets have rows for very specific things. In this case the WUC has a line for OrgSync renewal. These are funds that are being held in order to pay something in the future.

Eric Yahnke has a question in regards to row 8 – WOU Foundation. Brandon Neish explains that some areas have different funding sources. Foundation money is self-generated dollars that are deposited in the WOU Foundation and spend with less

restrictions. He emphasizes that his office does its best to provide as much of the big picture as possible. He also reminds the Committee that they are able to request any information from area heads in regards to their budgets.

Operations Section

IFC Academic year allocations – Every area is requesting funds for the academic year; Fall, Winter, and Spring term.

IFC Summer Allocation – The WUC, SLA, Creative Arts, and Campus Recreation all have Summer allocations. Students enrolled for Summer term pay an incidental fee to support summer programming.

Funding from Reserves – This may occur if a department receives additional funds for salaries. The Budget office does their best to input any increases but at times they may be waiting on bargaining agreements and may need to backfill.

Over-realized – This would be an instance in which enrollment was higher than predicted and therefore created extra funds within IFC. In that case, area heads would have the opportunity to request over-realized funds for one-time expenditures.

Extraordinary Travel – IFC has a \$6,000 fund for Extraordinary Travel. These are funds that may be allocated for unplanned travel. If a Club Sport made it to nationals and were allocated funds from the Extraordinary Travel Committee they would be reflected here.

Carry-forward – This is to show how much money the areas had left and is meant for informational purposes only.

A fiscal year runs from July 1 – June 30

There are three columns that pertain to next year's (FY17) request and two that are pertinent to this year (FY16).

The columns are:

FY17 Budget – The full request for next year.

FY17 Neg 5% - The request for next year accommodating at 5% reduction.

FY17 Neg 10% - The request for next year accommodating at 10% reduction.

FY16 Projected – This reflects what an area thinks they will end up spending on.

FY16 Budget – This reflects what was budgeted for the current year.

The remaining are the columns are meant for historical purposes and each year has two columns. An actuals column to show how the funds were actually spent and a budget column to show where they had planned to spend their funds.

Brandon Neish points out that while the Committee is not able to see line item expenses they are able to see the details. This is useful to see if departments are spending funds in line with their request or whether that needs to be looked at.

Other Revenue – Some areas have revenue while others do not. These are funds that a department brings in to subsidize their IFC allocation. The WUC has revenue from room rentals and other services provided. If any department has revenue it will be listed here. He suggests paying close attention to the history in regards to revenue; there could be an instance of regular revenue that is not typically incorporated in the request.

Personnel Services – Not all areas will have labor. Positions are individually listed out with pertinent Other Payroll Expenses (OPE) which includes social security, Medicare, employer taxes, retirement, and healthcare. He notes that the University picks up 6% per employee for retirement and an additional cost depending on their plan. Most of the information for FY17 has been set.

Student Wages – Funds for student employment.

Classified Pay – could be used for overtime, vacation pay outs, and other expenses.

There have been times where a position was open for part of the year which would leave unspent funds; something to consider when looking over carryforward amounts.

Services & Supplies – a line by line breakdown of other expenses. Potential expenses; water, contracts, postage, and several other expenses. All account numbers will begin with a 2. He reminds the committee that while they can see each expense when it comes to allocations they will give a certain dollar amount and it will then be up to the department to spend accordingly. They cannot give an allocation with attached restrictions.

Trey Shimabukuro asks if asking an area head for budget info should be done in a formal setting or whether it can happen via e-mail. Brandon Neish suggests asking them in a way that the Committee can see the same information. Either in a formal

setting or providing the e-mail at a meeting to ensure it becomes part of the meeting record or everyone receives the same information.

Justin Ross asks about capitalized vs non-capitalized items. Brandon Neish explains that when an item costs more than \$5,000 they are considered a capitalized item and must consider depreciation and put aside funds in order to eventually replace it.

Utilities – In the past IFC made a list of items that they considered mandatory/essential expenses which included labor, utilities, assessments, and insurance. These items have been covered by the IFC based on past decisions. However, he reiterates that the Committee is not mandated to provide a full allocation on those grounds. Area heads are able to move their funds around to cover essentials if they do not receive a full allocation.

Travel – This area accounts for any travel allocations. Some areas will be travel heavy while others may not have very little to no travel. Once allocation have been set an area can move up to \$3,000 between Travel and Services & Supplies. Anything above that must be requested of the Committee.

Capital Outlay – Capitalized items previously discussed.

Internal Sales Reimbursements – May not be pertinent for IFC but it would occur if one area was charging another for services provided.

Depreciation – Is meant for informational purposes as it does not impact the allocation.

Summary – Takes into account the request, revenue, rollover, expenses, and equipment. The equipment line is found in the WUC, and Campus Recreation spreadsheets. When they purchase equipment over \$5,000 (sometimes less) doesn't take place in the operation ledger but rather in the general ledger. It occurs behind the scenes and this area provides a place to show the Committee that it happened.

Transfer – Out – For the WUC this is typically taking funds from their account and moving to their building reserve. The goal is to keep 1.5% of the building's value in the reserve account. Darin Silbernagel adds that areas with buildings must keep a 5

year plan for future projects and that the reserve account is kept primarily for emergency situations. Brandon Neish notes that are heads should have their 5 year plans readily available if requested.

Eric Yahnke asks about the Administrative Overhead. Brandon Neish explains that a 7.4% fee is assessed for each dollar spent. Those funds go towards the time and supplies needed to facilitate those expenses. The overhead fee is asses every two years.

Debbie Diehm asks what the Previous Year Carryforward line is for. Brandon Neish explains that the line is no longer used. Previously, it was used to ensure that current service level was adequately displayed; extraordinary travel, other revenue, over-realized funds were taken out of the expense. So, if they previously had carryforward they were able to spend it was then stripped from the expense to make sure current service level was not artificially rising. Now, carryforward is removed and applied to fee as a whole, rendering the line useless.

Carter Craig – Point of personal privilege at 7:14pm.

Justin Ross notes that the calculation hasn't changed but is wondering how far back it is fair to compare things. Brando Neish explains that looking into the history can be difficult because this is the first year that carryforward is being pulled and no longer reducing a department's individual allocation. He suggest looking to the expense lines for comparison purposes.

Trey Shimabukuro – Point of personal Privilege at 7:16pm
Lilaah Jones - Point of personal Privilege at 7:16pm

Eric Yahnke asks if there is conditional formatting in the current service level box. Brandon Neish responds that if the current service level is higher than the previous year the cell will highlight yellow. He also adds that is does not compensate for salary increases. In the 5 and 10 percent packages if the budgeted amount is higher, it will highlight in red.

Brandon Neish explains that all of the information from the spreadsheets feeds into a summary. This current year there was \$257,000 shaved off due to unspent funds throughout all the funded areas.

For FY17 there is \$147,733 in unspent funds to help reduce what students will be asked to pay. The anticipated increase of maintaining current service level will be a \$19 per term increase. Without the \$147,733 the increase would be \$30 per term. \$147,733 equals out to be \$11 per student, something to consider when looking into why there is carryforward in the first place.

The summary will be available beforehand and during preliminary/final decisions to give a clear idea of what you will be asking of the students.

Enhancement Requests – A request for something that is not currently being funded. Caleb Tingstad asks if it would be considered an enhancement if an area wanted to get a piece of equipment in addition to currently owning one. Brando Neish explains that it would, anything above their current service level would be an enhancement. He adds that since over-realized funds have not been available for some time the Committee will likely see many one-time enhancements. If those enhancements are approved the students are still being asked to pay for it that year but are removed after the one year. He also adds that the anticipated \$19 increase to the fee is before enhancements.

Barb Dearing asks about permanent enhancements in regards to travel. Brandon Neish notes that maybe the Athletics department asks for an \$8,500 for softball because airfare has gone up. The request would be to maintain the same amount of games, and the same rosters, while keeping in consideration that game locations change (some locations are more expensive than others).

Robin Perkins asks if funding a copier also means funding the supplies. Brandon Neish explains that supplies and such should be outlined in the request. He also reminds the Committee that they are not required to fund a request fully or at all.

Barb Dearing reiterates that Athletics will bring forth enhancement requests pertinent to travel for the sole purpose of maintaining the same game schedules, rosters, and fees. They will come forward as permanent enhancements.

Eric Yahnke notes that the Committee is considering the financial implication of operations in the same tension as the University when setting tuition rates. In IFC there is a certain

level of operations that has developed over the last several years and they are meant to serve a certain number of students. However, there has been a decline in enrollment over the last three years putting pressure on the fee to increase. He adds that Western is an affordability and access institution and should be considered when setting the fee. He asks students to refer to the Crib Book for a fee comparison across the Universities which is part of what the University does when setting tuition rates. The goal is to have students come to WOU and finish their degrees and he believes that the fee has an impact on a student's ability to do so. Another great source to consider is the allocation history as it shows how the fee has developed and the additional areas that have become funded over the years. It is important to consider whether it is still appropriate to consider funding all the areas based on current enrollment. None of which are easy issues to address. It is up to the Committee to determine whether it is appropriate to tax all the students for an activity as opposed to having user fees.

Brandon Neish reiterates that the Budget office is available to help in any way possible. He encourages that operational questions be addressed with area heads first. All the worksheets are available online via Google Drive and he will be giving voting members viewing access.

v. Timeline - Darin Silbernagel

Darin Silbernagel explains that ideally the Committee should be fully done by the end of Winter term but could go a week or two into Spring term if needed. He adds that Open Hearings need to be solidified.

Trey Shimabukuro asks when members will receive a copy of the schedule. Brandon Neish offers to give members access to the Google Calendar. Adela Aguilar, IFC Secretary, notes that a list of meeting dates had been sent out through the IFC list-serve. Shannon Haas notes she did not receive it. Adela Aguilar will forward the information to IFC members and verify that they were added to the list serve.

e. Open Hearings

Justin Ross suggests setting Monday February 15 as an open hearing and setting the following week's open hearing on a Tuesday or Thursday. Robin Perkins and Carter Craig have Thursday night conflicts but Carter is able to move his if needed. The members agree to a Thursday February 25 open hearing at 5:00pm. Barb Dearing notes that there is and Athletic

event scheduled for February 25 and would not want the two events to compete for students.

Justin Ross moves to set open hearing #1 on Thursday February 18 at 5:30pm and open hearing #2 on Monday February 22 at 6:00pm. Josh Marsh seconds. No discussion. The motion passes 7-0-0.

Caleb Tingstad asks whether open hearings are bound to the same end times as regular meetings. Justin Ross responds that they try to keep them on the same end times but if there is a large student turn out they are expected to be there.

f. Expectations/Goals

The Committee moves on to expectations and goals.

Tom Peterson expects that everyone arrives on time and prepared for the meetings.

Carter Craig encourages members to voice their opinion during the meetings whether you agree or disagree in order to have those opinions on the public records.

Justin Ross asks that they all respect everyone's opinions.

g. Parliamentary Procedures/Roberts Rules – Gary Dukes

Gary Dukes refers the voting members to the Parliamentary Procedure section of the Crib/Book. He notes that the Committee does use some Parliamentary Procedure but is also a bit informal. He suggests reviewing the correct verbiage when making a motion. He adds that a lot more of the responsibility of keeping order will fall on the Chair. He also lets members know that there is a bit of a cheat sheet on the back of their placards.

Justin Ross explains that Point of Information is used when one is wanting to contribute information as opposed to asking a question. He also adds that Point of Personal Privilege is the terminology used for bathroom breaks and such.

Gary Dukes notes that members should not be intimidated as everyone will help them along the process.

7. Subcommittee Reports

Justin Ross notes that Subcommittees have yet to meet. Darin Silbernagel encourages everyone to start setting up meetings. Shannon Haas asks if a Subcommittee must meet with all the area heads simultaneously. Carter Craig explains that it is not necessary to do so. Jessica Freeman informs the Committee that the ASWOU Senate will be assigning Senators the following evening.

8. Announcements

Eric Yahnke notes that he will be working with Corbin Garner to schedule a series of meetings for the Tuition Revision Committee. They will be discussing the University's finances and everything that goes into setting tuition rates for next year. The meetings will be open and he encourages everyone to attend.

Barb Dearing announces that there will be two very big profile sporting events for Men's Basketball this week.

Thursday January 7 – 7:00pm Match against Seattle Pacific. They are ranked 9th in the country while WOU is ranked 3rd.

Saturday January 9 – Match against Saint Martin's at 9:00pm will be on Root Sports and there will be free shirts for the first couple hundred students.

She encourages all to attend and see what part of their student fees go towards.

Dean Wright – Corbin Garner will be out of the office starting Wednesday January 6 through Thursday January 28, 2016. He adds that he is the ASWOU VP and is available to assist as needed.

9. Adjournment

Shannon Haas moves to adjourn. Robin Perkins seconds. No discussion. The motion passes 7-0-0. The meeting adjourns at 8:08pm.