

Incidental Fee Committee  
Minutes

Meeting #4  
January 18, 2016, 5pm  
Columbia Room, Werner University Center

**1. Call to Order**

The meeting is called to order at 5:10pm 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:** Malissa Larson, Access; Keller Coker, Creative Arts; Debbie Diehm, Wolf Ride; Patrick Moser, WUC/SLA; Rhys Finch, Student Media; Adry Clark, Service Learning & Career Development; Rip Horsey, Campus Recreation;

**Other Representatives:** Brandon Neish, Budget Office; Glen Harris, Athletics; Dean Wright, ASWOU VP; Lexie Widmer, Student and Lilaah Jones, ASWOU Senator.

**IFC Secretary:** Adela Aguilar

**Not Present:** Mary Ellen Dello Stritto, Abby's House; and Sofia LeVernois, ASWOU; Barb Dearing, Athletics; and Ingrid Amerson, Childcare.

Tom Peterson, IFC Chair, explains that areas chose their presentation time limits during a previous meeting where Adry Clark was not present. He asks Adry to choose between 15, 30, and 45 minutes. Adry chooses 15 minutes.

**3. Approval of the Minutes**

**a. January 11, 2016**

Shannon Haas notes that under the Subcommittee section it states she chairs the Educational, Cultural, & Student Government Activities #1 when she actually chairs the Educational, Cultural, & Student Government Activities #2. The IFC secretary notes the mistake and will edit accordingly.

Justin Ross moves to approve the minutes with Shannon's correction. Robin Perkins seconds. The motion passes 7-0-0.

**4. Approval of the Agenda**

Justin Ross notes that if New Business item c in in regards to budgets it should be presented before budget presentations begins. Tom Peterson clarifies that it will not impact or add to budget presentations.

Shannon Haas moves to approve the agenda for January 18, 2016. Jacob Marsh seconds. The motion passes 7-0-1.

Robin Perkins notes that he does not have a meeting packet; one is passed down to him.

**5. Old Business**

**a. None**

**6. New Business**

**a. Budget Presentations – Access, WOLF Ride, SLCD  
Access – Malissa Larson, Director of Disability Services**

Malissa gives a shout out for the purchase of the microphones being used at the meeting and suggests having an additional microphone available for presentations. She also notes that her presentation will be a little longer than previous years as the Subcommittee has encouraged her to expand on her department needs.

The Office of Disability Services provides accommodations for individuals with disabilities. For the classroom side of things that means students registered with the office. For the IFC side that means anyone who wants to attend or be part of an IFC event; Access makes sure that all the IFC funded areas are accessible. She notes that the term access can be quite broad but also adds that so far the budgets is primarily used for ASL interpreters for those who are deaf or hard of hearing but it changes over time depending on need.

The Office of Disability Services and the Access portion under IFC is required by law, Americans with Disabilities Act, Rehabilitation Act of 1973, and American with Disabilities Amendment Act of 2008 to provide accommodations as needed as well as making sure events/groups are inclusive and accessible.

Malissa notes that she really appreciates the way that IFC chooses to address Access. Other Universities choose to have individual groups make arrangements for the needed accommodations. She notes that for groups with small budgets it can get expensive to hire an ASL interpreter when they run \$22-\$60 an hour which could really impact how that particular group sees the individual needing accommodations.

Disability Services has main two funding sources, IFC and General Fund. The funding sources are kept completely separate and the

department works closely with Darin Silbernagel to move IFC expenses to the appropriate budget. General Fund covers the expenses associated with classroom, public, and other campus access. IFC funding is specifically for anything within the IFC areas that needs to be made accessible. This may include but is not limited to interpreters for clubs/plays, braille, and large print/alternative format. They also work with clubs and organizations to make their meetings and events more inclusive and accessible. The department also provides the accommodation statement required for all campus posters. She notes that it was not always a requirement but it encourages clubs to think ahead in regards to accessibility and it lets students know that they are welcome and can request an accommodation if needed.

The department responds to accommodations per request with the exception of plays which are done on a regular basis. This is due to being financially responsible as it would be very expensive to automatically provide services at every IFC funded event.

When looking over the Access budgets Malissa Larson notes that the only optional part of the budget is the \$3,000 allocated for the Western Accessibility Awareness Month (WAAM) previously known as Disability Awareness Month (DAM). WAAM has included the following events; seated volleyball, Lunch and Learn series, Hockey carts, WAWA deaf hip hop artist, Hand.i.crap dinner, pledge wall & presentation.

The Out of Sight Dinner used to be part of the events but was removed because research shows that it produces more feelings of oppression; students were not feeling good about it. She goes on to provide a definition for Hand.i.crap for better understanding. Hand.i.crap is a limiting belief, adopted as reality; an unfair judgement, based on perception. It is not about people with disabilities but rather how everyone has Hand.i.crap and it's an issue that needs to be tackled.

She adds that the majority of the WAAM funding goes towards the main entertainment (speaker or performer). The other main expense in the budget is 'Other Professional Services' which is used to pay interpreters; some examples are for students participating in plays or attending events, black box shows (flat rate), for non-credit HWC classes.

The overall Access request is for \$24,744. Access is not something that is negotiable so she did not know that an enhancement form was needed but it was determined late the week before that it would be needed. The difference being requested is \$11,000 which is stated on

the enhancement request and will be put towards 'Other Professional Services' due to an increase in interpreter requests in general and within areas they do not typically work with.

In regards to the negative cut packages she acknowledges that it will be a difficult year for IFC but the only portion that she sees as negotiable is the WAAM funding. This is reflected in the negative cut packages.

Questions:

Jacob Marsh asks what the impact of reduced funding for WAAM would cause; scaling down parts of it or completely doing away with some events.

Malissa Larson notes that because the majority of the funding goes towards the main entertainment they would either need to scale down in regards to who they bring to campus or seek out more opportunities for co-sponsoring. She also notes that the majority of the other events do not have a cost associated as they are able to bring on volunteers to present sessions for them.

Dean Wright asks which departments or areas they partner with for WAAM.

Malissa Larson explains that there are students and professional staff involved with their committee. The partner with Student Leadership & Activities, other WOU professionals, the Director of equity and awesomeness in ASWOU, and Weekend Programs when appropriate. She also clarifies that this does not always mean financial partnership because just their time is a big help.

Justin Ross questions why the \$3,000 in Miscellaneous Fees & Services has not been spent in the last 3 years.

Malissa Larson explains that the allocation is for WAAM and while they have on a rare occasion had some funds left over it is usually spent in its entirety every year. Brandon Neish explains that the account code where funds are allocated are not always the account code where they are spent. More than likely that expense is typically recorded under 'Other Professional Services.'

Shannon Haas clarifies that the \$11,000 enhancement is due to an increase in requests for interpreters and what not.

Malissa Larson confirms that is the reasoning for the enhancement.

Trey Shimabukuro point of personal privilege at 5:34pm

**SLCD – Adry Clark, Director of Service Learning & Career Development**

Just finished a day of volunteering at the Marion-Polk County Food Share with 20 students/staff in honor of Martin Luther King Jr. Day.

Over the past 4-5 years IFC has allocated \$8,000 for career development programs; which has been split between online resources and events. The IFC helps to subsidize some of the services offered by SLCD so that more services can be provided.

Wolflink is a career center management tool by Grad Leaders (previously CSO) where on and off campus recruiters can post employment, volunteer, and internship opportunities. It is also where individuals sign up for job fairs and opportunities to recruit on campus. SLCD recently began a consortium with other Oregon universities. It facilitates the posting of job opportunities at several campuses which will enable WOU students to see postings not previously available to them; about 200 new posts per week. It also allows students to upload resumes and directly apply for positions; a central hub for recruitment opportunities. Currently there are 1,779 active employers out of a total of 1,929, 85 of which a new additions this Fall. There are 2,253 active contacts out of total of 2,285; some companies have multiple contacts listed. Currently there are 210 active job postings out of a total of 1,239. WOU students show a higher usage rate than other universities, there have been 2,683 unique student log-in this fall.

Skill building/networking events are meant to teach students the skills necessary to make the most of one's education and apply it to the world after WOU. The Etiquette Dinner is offered every fall and spring. An etiquette expert is hired to walk the participants through a formal dinner; a key ingredient to job searching as often times a meal is part of the interview process. The dinners have expanded over the years, during fall term they had allocated for 60 participants but ended up having 120 students sign up. The department expanded the dinner to fit the need. During spring term the dinner turnout is approximately 150, which fills the Pacific room. She adds that over the past couple years the cost of catering has gone up about 18%; in 2014 the cost per plate was \$14 but in 2015 the cost per plate was \$17.

SLCD also provides job fairs, alumni events, recruiter visits, industry tours, speakers, informational interviewing and other events. All in the effort to give students the opportunity to gain dining and networking skills. Mentoring is something that is really encouraged and the department recently received a grant for a full-time

mentoring coordinator on campus. They are always looking for new ways to include alumni and other ways to help student network.

Adry clarifies that the SLCD ask is centered on Wolflink and the Etiquette Dinners. CSO/Wolflink is a fixed annual cost while events can be flexible. If the budget is reduced they may have to offer less participant spots for the dinners. The department does some fundraising and would try to use that towards offering for seats at the dinners. They have recently increased the fee for career fairs, they have a sponsor, and receive occasional gifts. Not knowing how much the department will fundraise makes it difficult to portray how potential cuts may look for them.

Questions:

Shannon Haas questions whether the Wolflink usage number of 2,600 students log-ins for the fall were unique. Adry Clark confirms that they were unique student log-ins.

Dean Wright asks what other organization SLCD co-programs with. Adr Clark responds that they are much stronger when they partner and are always looking to partner with different organizations. Currently they are partnering with the Pre-Health Club and actively working with biology faculty.

Caleb Tingstad notes that Adry previously said the Wolflink usage for WOU was very high and wonders what Universities are being used in the comparison. Adry Clark responds that is the information they received from the company representative. She also adds that it is the most common software program and all the Oregon public universities and some private ones use it.

Jacob Marsh asks if the service outreach is all volunteer based. Adry Clark confirms that it is. She adds that the department has some staff that help with that but they are not IFC funded positions.

Tom Peterson asks how long a student has to be logged on to be considered active. Adry Clark responds that the student would need to complete their student profile to be considered active. Each student at WOU has an account but must complete their profile to activate the account. She adds that there are several alumni that still use the program.

Lexie Widmer asks if students lose access once they graduate from WOU. Adry Clark responds that individuals can have access for life as long as they call the office. Active students are loaded from Banner so alumni must call in to ensure they maintain access.

Lexie Widmer asks if Western employers are required to post to Wolflink. Adry Clark responds that for those hoping to hire at Western or Western students Wolflink is their only option.

Lilaah Jones notes that on the comparison slide there is a blank line item for \$555 and questions what that is for. Adry Clark responds that that cost is attributed to the administrative overhead.

Shannon Haas asks a notes a budgeted 4,000 for software but sees a software lease cost for \$4,900 and also roughly \$3,500 in hosting groups and guests. She wonders if most of the other numbers listed (in various account codes) derive from the previously mentioned budgeted amounts. Brandon Neish responds that while area heads do their best to budget their funds appropriately they may be attributed to a different account code depending on the actual expense.

Darin Silbernagel notes that in SLCD and Access the -5% and -10% cuts did not make it into the spreadsheets and asks that the areas follow up on that. Malissa Larson notes that she went through various steps working on her budget so the copies printed may be an earlier version that do not include the cuts. Brandon Neish determines that is accurate and will get the appropriate spreadsheet to the Committee. Adry Clark will follow up with Brandon to get the numbers into her spreadsheet.

### **WOLF Ride – Debbie Diehm, Vice President for Student Affairs office**

She notes that the van has been painted and is a very nice vehicle. The WOLF Ride program is described as a complimentary and reliable shuttle service for WOU students. It's free to the riders but not actually free since it is part of the incidental fee. There is only one vehicle, there is no route and it is first come first served service. The driver maintains a queue and attempts to serve as many students as possible. It is not a designated driver service. The service area is limited to Monmouth and Independences; from the Intramural fields to the Willamette River in Independence.

The budget request is the same as the current year. But she notes that this year it's \$30,555 although IFC approved \$30,556, it appears a dollar was lost in the rounding. No enhancement request. She does note that during both the IFC Subcommittee and Advisory Board she did mention a potential enhancement but decided against it. TapRide and TransLock offers apps that could be utilized to text students in the queue as well as show those students the gps location

of the van. Instead of presenting that enhancement Debbie is going to use a SLCD service and is currently working on an internship proposal. She hopes to obtain an intern that could do some research and find ways in which that the program can be more effective while still prioritizing safety.

In terms of usage she notes that the total number of rides during fall term decreased from last year. (16.8% decrease) but also adds that the number of evening the van was in service also decreased. This was due to the difficulties associated with having a full staff of drivers.

The vehicle is a 12 passenger van with 4 removable seats which accommodate the wheelchair lift. A student who may need to utilize the lift will not need to schedule a ride days in advance.

With the particular van the program has the daily cost of having it is \$16.80. The van is rented out for University use and that is what makes up the -\$3000 you'll see in the budget worksheet. An example of the rental aspect would be the Physical Plant taking the van to Oregon State for some training. She doesn't charging the \$70 a day that the Salem Motor Pool charges, or the \$37 a day that the Oregon State motor Pool charges but rather \$40 per day. Funds that can go towards maintenance as needed.

The program provides 3 midnight movies per term at no cost for WOU clubs and organizations. Service starts at midnight so it is not interrupted due to midnight movies.

If the budget was reduces 5% the program would go back to 2008/2009 service hours of 5:00 – 10:00pm and student pay would be decreased. The 3 midnight movies per term would probably be maintained. AA 10% reductions would really hurt the program and they may need to cut two nights of service per week. She's not entirely sure since she recently found out that depreciation dollars are not charged the administrative overhead fee so they are a few more dollars available than she was planning on.

Questions:

Jacob Marsh asks what the ridership is after 10pm. Debbie Diehm responds that it decreases significantly after 10pm but there are some students that work at Public Safety and other places around town that get off between 11:30pm and midnight. She also notes that she does have hour by hour data.

Caleb Tingstad asks what day the service is used the least. Debbie Diehm responds that Sundays are the slowest. She also adds that



there are several students who depend on WOLF Ride for evening classes.

Shannon Haas asks what AOH stands for. Debbie Diehm responds that is stand for administrative overhead.

Dean Wright asks how many organizations on average use the van on a monthly basis. Debbie Diehm responds that Upward Bound uses it for their Summer Academy, Campus Recreation uses it for outdoor programs, and the Physical Plant is going to use it soon. She acknowledges that she is not giving a number but notes that the rental goal is \$3,000 and the program is currently at \$1,500.

Lilaah Jones asks how much the program could save if the app was launched. Debbie Diehm notes that they have lost rides due to students not wanting to wait but it is hard to say. If the queue was better managed they may be able to do more rides but her main concern is safety.

Debbie Diehm notes that the \$350 in income comes from offering special rides to Salem at the beginning and end of the terms. They charge \$10 per student but also inform students that Carts runs M-F for less. The program has already brought in the \$350 so there is a possibility of bringing a little more.

Lilah Jones asks about setting up a designated route or a time for a particular destination (such as the grocery store) based on the previously mentioned hour by hour data. Debbie Diehm notes that is something she would like to see an intern research as she is looking for ideas to improve costs and safety.

Robin Perkins asks how many student employees the program utilizes. Debbie Diehm responds that there are four student drivers; three students work on two nights and one driver works one night. They are student worker 2 positions and must have their license checked, pass a van safety test, watch two videos on operating the wheelchair lift, and have practiced using the wheelchair lift.

Jacob Marsh, Point of Personal Privilege at 6:17pm.

**b. New Contact Information ([ifcchair@wou.edu](mailto:ifcchair@wou.edu))**

Tom Peterson, IFC Chair, lets everyone know he has an e-mail specifically for IFC business; [ifcchair@wou.edu](mailto:ifcchair@wou.edu).

He encourages anyone to contact him with questions or agenda requests and he will get back within a day or two. He does note that he would like agenda requests by Thursday or Friday.

**c. IFC Exception Refresher**

Gary Dukes explains that after last week's meeting there was a request for the Committee to review a travel request electronically. The concern with that is that IFC must operate under Oregon Public Meeting Sunshine Laws which means they must operate in a public forum, take questions, and individuals must be able to hear deliberation on the issue. Due to this the travel request was not sent out via e-mail and he wanted to inform the Committee of the circumstances.

**7. Subcommittee Reports**

**Student Union Activities – Werner University Center, Student Leadership & Activities, Student Activities Board, and Campus Recreation.**

Trey Shimabukuro and Robin Perkins met last Friday and felt like the meeting well. The WUC is looking at \$6,000 in enhancements; \$4,000 in student labor and \$2,000 for Wolfie. SLA had \$7,900 enhancement request for campus weekend programs; Trey would like to do survey around this enhancement and wonders when that would need to be done by.

Dean Wright notes that ASWOU could run a survey through OrgSync. He adds that one of the benefits of having ASWOU do it is that all students are members. He encourages Trey to e-mail him or stop by the office to set something up. Lilaah Jones notes that Senate has clapping duties and could try to get student opinion on that as well. Justin Ross notes that for timeline purposes the data should be presented between meeting #6 (last budget presentation) and meeting #7 (preliminary decisions).

Campus Recreation will be presenting a previously requested enhancement in the amount of \$42,000 for an Assistant Director, \$1,500 for expanding outdoor programs, and \$2,000 for a fitness coach.

**Educational, Cultural, & Student Government Activities #2 – Childcare, Abby's House, Student Media, and Creative Arts**

Jacob Marsh notes they have met with all their area heads and all meetings were efficient. They had a great meeting with Creative Arts in which they broke down the numbers for all the areas which was nice since the budget can be intimidating. The meeting with Student Media also went really well. They were not presented any enhancements. Shannon Haas notes that Student Media mentioned that budget cuts would impact their publishing abilities (quantity, color vs. b&w, etc.) and potentially their subcategories such as KWOU. Creative Arts did not go over actual numbers for their negative cut packages as their budget was not yet due and was still being worked on. Shannon requests that the Subcommittee meet after the IFC meeting to set up a time to review cut packages for Creative Arts.

**Athletic Activities – Athletics, Media/Outreach, and Extraordinary Travel**

Justin Ross notes that they have received an Extraordinary Travel request from Creative Arts for \$1,200. Would like for Subcommittee members and Keller Coker to meet after the IFC meeting to set up a Subcommittee meeting.

**Educational, Cultural, & Student Government Activities #1 – ASWOU, Access, WOLF Ride, and SLCD**

Carte Craig has nothing new to report.

**8. Announcements**

Brandon Neish notes that budgets are due on Thursday January 21, 2016. If area heads have a completed budget he would love to see it ahead of time, otherwise budgets need to be in by 5:00pm.

Shannon Haas notes that her Subcommittee had received some documents from Stefanie Price in Creative Arts and they were likely in Google Drive now.

Glen Harris notes there are two double headers in basketball this week. Both Men's and Women's basketball on Thursday and Saturday. Women start at 5:15pm and Men start at 7:00pm. He encourages everyone to support their Wolves and notes that they are doing great this year.

**9. Adjournment**

Robin Perkins moves to adjourn. Justin Ross seconds. The motion passes 7-0-0 and the meeting adjourns at 7:28pm.