

Incidental Fee Committee  
Minutes

Meeting # 6

January 22, 2015 5:30pm

Location: Columbia Room, Werner University Center

**1. Call to Order**

Meeting was called to order at 5:32pm by Quinn Forner, IFC Chair.

**2. Roll Call**

**IFC Members:** Vikas Sharma, Tori Stutzman, Carter Craig, Rachel Ammons, Evelyn Garcia, Jessica Hand, Quinn Forner, Miguel Sanchez, and Allison Cook.

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

**Area Heads:** Michael Freeman, ASWOU; Debbie Diehm, Plan-it-Wolf/Wolf Ride; Rip Horsey, Campus Recreation; and Mary Ellen Dello Stritto, Abby's House; Ingrid Amerson, Childcare; Patrick Moser, WUC/SLA; Adry Clark, Service Learning & Career Development; Meg Artman, Student Media; and Keller Coker, Creative Arts.

**Other Representatives:** Brandon Neish, Budget Office; Zach Moffatt, ASWOU Senate President; and Glen Harris, Athletics; Jenesa Ross, ASWOU; Justin Ross, ASWOU; Corbin Garner, ASWOU; Divine Irambona, International Club; Dyl Karbia, International Club; Meghan Laird, WOU Anime Club; Jared Raddatz, WOU Anime Club; Hector Virgen-Marquez, ASWOU; Tyler Potter, ASWOU Judicial Board & Model United Nations; Emmi Collier, ASWOU; Cat Braken, ASWOU; Kara Kelsey, ASWOU; Christina Sekafetz, ASWOU; Kellon Hughes, ASWOU VP; Dean Wright, ASWOU; Sheila Faulkner, Byte Club; Sean Martinez, Byte Club; and Jessica Freeman, Senate Parliamentarian/ASWOU.

**IFC Secretary:** Adela Aguilar

**Not Present:** Barb Dearing, Athletics and Malissa Larson, Access

**3. Approval of the agenda**

Allison Cook moves to approve the agenda. Rachel Ammons seconds. Seeing no dissent, agenda is approved.

Jessica Hand notes that goals and expectations should not be on future agendas per Committee consensus at a previous meeting.

**4. Approval of the minutes**

Vikas Sharma moves to approve the minutes. Allison Cook seconds. No discussion. Motion passes 8-0-0.

**5. Reports**

**5.1 Subcommittees**

**6. Old Business**

## **6.1 Goals & expectations**

Jessica Hand uploaded the previously set goals & expectations in Google drive.

## **7. New Business**

### **7.1 Budget Presentations for Abby's house, Creative Arts, Service Learning & Career Development, and ASWOU.**

#### **ASWOU – Michael Freeman**

Budget worksheets, enhancement requests, negative impact packages, and presentations slides were provided in the packet.

#### Questions:

Rachel Ammons asks the Multicultural Student Union to review their conference travel request because the dates listed are for 2014. Michael Freeman notes that some enhancement requests were not meant to be presented but were not removed from the shared drive and therefore may be in the packets provided.

#### Byte Club Enhancement

Evelyn Garcia asks how many members the club currently has. A club representative responds that there are between 25 to 35 members and that the lower number was used in constructing the funding proposal.

Rachel Ammons asks whether the club has taken a trip and whether they have considered using the Wolf Ride. A club representative responds that they have taken a local trip to Salem and are looking to go to Microsoft; it would make a long day of driving if they were to use the Wolf Ride but will look into it. Jessica Hand asks for some clarification in regards to the charts provided in the packet. It is explained that chart 1 portrays the trip with no funding provided, chart 2 with \$3,000 provided, and chart 3 with \$1,750 provided. The club representative adds that they are hoping to raise at least \$300. Gary Dukes asks about the breakdown of the shuttle cost; listed at \$64 per person. The club looked online at the cost of renting a 49 passenger bus and divided that by the number of people attending. Adry Clark suggests looking into renting a few vans, through the motor pool, as that has been considerably cheaper for service trips.

Rip Horsey asks why the request shows only 3 individuals per room. The club representative notes that they serve introverted students and do not feel that they can force people to share rooms. They are, however, trying to meet both the IFC per diems and the students' needs. They are not locked in to 3 people per room but that is the number they came up with.

Jessica Hand asks Michael Freeman about the ASWOU advisory board experience. Michael Freeman responds that he found it to be a success and ASWOU intended to keep the board for the remainder of the year. The board looked at ASWOU strengths & weakness within the process. He also adds that the ASWOU Senate passed legislation allowing the advisory board to deny enhancement requests. Justin Ross adds that denials occurred because requests

were incomplete or exuberant amounts were being requested for a couple individuals.

Brandon Neish adds that the motor pool has a calculator to determine potential costs. The ASWOU office coordinator can assist with the motor pool process.

Rip Horsey asks about the enhancement request for a new copier and whether that will require putting funds aside. Darin Silbernagel responds that purchasing the machine will save about \$1,500 annually. The request is a onetime cost but the machine will essentially fund itself. Rip Horsey notes that the onetime enhancement request for OrgSync (for FY15) stipulated that the savings would go to fund the 3 year renewal. A portion of the savings were the 5 hours originally reduced from the Director of Student orgs position; he asks is approving the enhancement request for the 5 hours would reduce the funds going towards the renewal costs. Corbin Garner answers that it would reduce the savings. The hours are needed in order to train student clubs and additional tasks; could maybe be reduced again in the future.

#### **Abby's House – Mary Ellen Dello Stritto**

Budget worksheet, negative impact package, and presentation slides were provided in the packet. Mary Ellen also distributed an Abby's House brochure.

#### **Questions:**

Jessica Hand asks if the ink for the color printer will be a recurring request. Mary Ellen responds that the cost of additional color ink will be absorbed within the current budget. Corbin Garner asks if the speaker enhancement is a onetime request. Mary Ellen confirms that it is. Jessica Hand asks about the federal workstudy listed on the spreadsheet; it was her understanding that federal workstudy was granted to students. Mary Ellen confirms that is correct and the amount listed is Abby's House's allocation. Darin Silbernagel adds that the department pays 25% pf the wages in addition to the other personnel expenses (2% for students).

Jessica Hand asks if membership for the National Women's Studies Association (enhancement request) would include conference travel. Mary Ellen clarifies that Abby's House would need to apply for an opportunity to present at the conference. If they were chosen they would request funds from the extraordinary travel committee.

#### **Creative Arts – Keller Coker**

Budget worksheets and negative impact package (per index) provided in the packet.

#### **Questions:**

Jessica Hand asks if the sheet music is ever reused and, if so, how often. Keller responds that it really depends on what is being done on any given year. He adds

that the goal is to have new pieces. The cost varies but he would say most things are over \$100. Jessica clarifies that her inquiry was due to the enhancement amounts, in that area, were small and was curious as to why they were not being absorbed by the current budget. Keller explained that absorbing the increases mean a cut to something else. He also adds that 7 or 8 years ago the department found themselves in a difficult position due to absorbing small increases.

Jessica Hand notes that IFC funded free tickets for FY15 but was told by a student that the tickets were only available the night of the event. Keller will look into the ticket availability. Jessica Hand asks how often travel is a class requirement. Keller responds that travel is never a class requirement. Jessica notes that there are three enhancement requests of \$1,000 each for travel and asks how those numbers were determined. Keller notes that all the musical groups fundraise 60-80% of their travel costs and the increases are to ensure that all students interested can participate and it offsets some of the fundraising. Jessica Hand asks about the Creative Arts advisory board experience. Keller expresses that the board had great conversations and it was great to have the subcommittee members attend. He notes that it was more work but it was good work to do at that stage in the process. Keller encourages anyone with questions to call or e-mail him.

### **Service Learning & Career Development – Adry Clark**

Budget worksheet was included in the packet. Adry also provided a handout.

#### Questions:

Brandon Neish notes that there is a \$30 increase to the overall budget to account for the increase in the administrative overhead; increased is reflected in spreadsheet.

Adry notes that the assessments are becoming increasingly popular. Ingrid Amerson adds that she sees great benefit in the etiquette dinners. Evelyn Garcia asks if there are several attendants at the Word After WOU event. Adry responds that it is a well-attended event with about 50 individuals.

Jessica Hand asks the Committee to dress up at the next Thursday meeting in order to get a picture of the group for recruiting purposes.

Brandon Neish provides a snapshot of current numbers for the Committee:

Current base budget (with mandatory increases) raise the fee by \$4.00  
Adding all enhancements (if an enhancement had multiple options the higher one was factored in) would increase the fee \$33.00  
Total increase to the fee: \$37.00 per term.

Carter Craig notes that he has been speaking to some students about the fee and is curious what the equivalent of a \$1 to the fee is. The dollar amount is as follows: \$13, 025/\$14, 157.

Brandon Neish will provide a document for Committee members to put in fee proposals. Gary Dukes notes that there is also a portion that is being offset by carryforward. Brandon Neish adds that the carryforward amount is \$259,000.

Rip Horsey notes that when the current budget worksheets came into effect they began correcting previous years. He also adds that departments especially those with building expenses, need to be fiscally responsible and leave some funds to cover last minute/unexpected expenses. Patrick Moser encourages the Committee to ask any specific questions. He notes that his department has carryforward due to 2 cancelled events and payroll savings.

Brandon Neish notes that the carryforward amount is about 6% of the total IFC budget. Jessica Hand adds that from the student perspective that is \$19 a student paid and did not see a benefit for.

## **8. Adjournment**

Evelyn Garcia moves to adjourn. Allison Cook seconds.

Discussion: Quinn Forner notes that he has compiled some statistics in regards to WOU's demographics and will be making the information public for everyone to see.

The motion moves to a vote, acclamation is called. Seeing no dissent the motion passes. Meeting adjourns at 7:51pm.