

Incidental Fee Committee  
Minutes

Meeting #7  
February 3, 2016  
6:00pm HWC 205

1. **Call to Order**

The meeting is called to order at 6:08pm by Tom Peterson, IFC Chair.

2. **Roll Call**

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

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

**Area Heads:** Malissa Larson, Access; Keller Coker, Creative Arts; Debbie Diehm, Wolf Ride; Patrick Moser, WUC/SLA/SAB; Adry Clark, Service Learning & Career Development; Rip Horsey, Campus Recreation; Sofia LeVernois, ASWOU; Barb Dearing, Athletics;

**Other Representatives:** Brandon Neish, Budget Office; Glen Harris, Athletics; Lilaah Jones, ASWOU Senator; Paula Booth, Creative Arts; Stefanie Price, Creative Arts; Meghann Thilberg, Acapella Club; Tia Singletany, Creative Arts; David Delacruz, Senate; Mariah Castro, Education Club; Linzy Griffin, Education Club; Emilee Bruce, Education Club; Katia Horsey, ASWOU Senate; Austin Davis, ASWOU Senate; Shane Follett, ASWOU Senate; Jenesa Ross, Student; Jessica Freeman, ASWOU Senate; Corbin Garner, ASWOU President; Shelby Worthing, ASWOU; Cynthia Olivares, ASWOU; Jaime Hernandez, ASWOU; and Christina Sekafetz, ASWOU.

**IFC Secretary:** Adela Aguilar

**Not Present:** Trey Shimabukuro, IFC Member; Lexie Widmer, IFC Member; Eric Yahnke, Vice President Finance & Administration; Rhys Finch, Student Media; Mary Ellen Dello Stritto, Abby's House; and Ingrid Amerson, Childcare.

3. **Approval of Minutes**

a. **February 1, 2016**

Shannon Haas moves to approve the minutes from February 1, 2016. Jacob Marsh seconds. The motion passes 6-0-0. Jenesa Ross calls a point of order because an IFC member did not vote on the motion. There is a revote and the motion passes 6-0-0.

4. **Approval of the Agenda**

Shannon Haas moves to approve the agenda. Jacob Marsh seconds. The motion passes 6-0-0.

## 5. Old Business

### a. Approval of the January 25, 2016 Minutes

Justin Ross moves to approve the minutes from January 25, 2016. Shannon Haas seconds. The motion passes 6-0-0.

## 6. New Business

### a. Budget Presentations – ASWOU, and Creative Arts.

#### **Creative Arts – Keller Coker, Music within the Creative Arts Division**

Will be going over what the Creative Arts does on campus and how IFC fits into that. The area constitutes music, theatre, dance, and art. The IFC funds go towards the activities that are associated with the Creative Arts. There are also classes and professors but aside from that there are about 100 unique events per year funded through the fee.

Keller explains that while he represents the Creative Arts there is a different person for each index. As an area head he did ask that they stay away from enhancements due to it being a financially difficult year. That being said there are two enhancements within the area but the overall request is pretty flat. In terms of the music indices it represents a cut because they hire several musicians from outside the University but are not requesting an increase to help cover equipment/labor costs which are typically between 1 and 2 percent.

**CAD931 Broadway/Opera** – WOU is one of the few places in the country where one can study American Musical Theater. This budget runs on a two year rotation because every other year there is a big production. This budget covers expenses associated with sets, costumes, lighting, props, and makeup. They bring in auxiliary musicians. When this budget was originally created it used to fund ticket subsidies for students to attend off campus Opera and Musical Theater; funding has not been available for this purpose for several years.

**CAD932 Choral Organizations** – This funds the activities associated with the WOU Concert Choir and the WOU Chamber Singers (auditions required). Both groups are open to all students and do not require being enrolled in a class to attend. This budget pays for sheet music, supplies, instrument rentals, auxiliary musicians, and travel for festivals and performances. A lot of fundraising is done to subsidize the travel allocation. Last year several student fundraised and were able to travel to Ney Work and perform in Carnegie Hall.

**CAD933 Jazz Band + Summer** – WOU has some very unique offerings in term of music; WOU is the only place in the world where once could get a Masters in American Popular Music. The index covers the Western Hemisphere Orchestra,

Orquestra Brasil, and Combos based on demand. It pays for sheet music, instruments, sound equipment, professional recording, large on campus productions, auxiliary musicians/guest artists, and travel. Alex Toussiant recently passed away but WOU students had the opportunity to perform with him last year. A recording gets released every other year and this year the Hemisphere Orchestra is traveling to the Bay area to perform four concerts.

**CAD934 Vocal Jazz** – This budget pays for sheet music, instruments, sound equipment, large on campus productions, auxiliary musicians, guest clinicians, and travel. This funds the Western Hemisphere Voices who have had the opportunity to work with Martha Reeves, a world class artist. She was involved with a clinic and helped students put on a Motown show. They are headed to Seattle this year.

**CAD935 Guest Concerts + Summer** – Each year there are between 15 to 20 guest artists that perform at WOU. The guest artists sometimes provide master classes, lectures, or demonstrations aside from performing. Noam Pikelný will be on campus on February 23<sup>rd</sup>, all music events are free for students. They are collaborating with SAB on an event later this year. WOU is fortunate to be able to host so many great artists because it gets them on the map to the point where agents contact them about bringing performers. They have been able to bring performers to campus at a fraction of their regular cost due to timing and being well known. This index also pays for sound reinforcement equipment and WOU commencement music.

**CAD936 Symphony/Wind Ensembles** – This includes the WOU Pep Band and Drumline. There is regional travel within this budget. It pays for sheet music, instruments & maintenance, and auxiliary musicians.

**CAD937 Dance Theatre** – One of the most successful dance programs in the Northwest. The Spring Dance Concert almost always sells out for 3 nights. This area covers some travel, costume expenses, sets, lighting, sound, and a guest choreographer.

**CAD938 Theatre** – The largest of all the budgets but the department is very active. There are three major productions each year as well as smaller Black Box performances. Places like OSU are quite impressed with what is done at WOU. This index hires students to build custom sets, props, costumes, and other performance needs.

**CAD939 Theatre Summer** - They are putting on elaborate outside performances over the summer. This budget also hires students build custom props, costumes, and handle other performance needs.

**CAD941 Instrumental Chamber Ensembles** – This index pays for instruments, supplies, maintenance, sheet music, auxiliary musicians, and some regional travel. Best suited to perform music from the Renaissance, Middle Ages and early Baroque period. In years where there was over-realized funds the department was able to purchase replica instruments from the Baroque period. Ensembles are created based on student demand.

**CAD942 Cannon Art Gallery** – This is a two part area which includes the Art Gallery as well as the Art Club. There are two or three major art exhibits per term, guest artists, professionally juried shows, and student labor within this index. This is the area requesting enhancements. The Gallery has started increasing the number of exhibits and are asking for an increase in student labor to accommodate the added exhibits. The exhibits have also become more technical and are requesting an enhancement to stay up to date with the technology needed.

**CAD945 Smith Fine Arts** – There are between six and seven large scale performances by world-class performers. The IFC only funds the labor costs associated with the Executive Director (Keller, one-credit hour of teaching per term) and the Assistant Director. The WOU Administration had to cut funding for the positions it would have been the end of the series. Because of that Keller asked the IFC to pick up the funding. All the concerts are free for students. There is incredible student participation several other Universities do not have access to.

The Creative Arts is a collaborative area and they work with several different groups/departments at WOU and are so proud to be on campus and being able to put on their events. They have just acquired a new choir director and she is very excited to be at WOU and impressed with how engaged the students are. Student participation numbers for the last 5 terms have been provided for the Committee members.

Questions –

Lilaah Jones requests a point of personal privilege at 6:46pm.

Justin Ross notes that the technology enhancement request for the gallery notes they are currently borrowing equipment. He asks where the equipment is being borrowed from. Paula Booth responds that they are currently getting it from Nathan Sauer in Classroom Services. Keller Coker adds that part of the benefit with that request would be the ability to obtain art specific equipment. If the equipment was available the art could take new directions. Paula Booth adds that Classroom Services is not set up to borrow equipment for 5-6 weeks which is what is needed.

Keller Coker notes that if the Committee has any questions they should feel free to e-mail him. Gary Dukes reminds him that questions must occur in a public forum.

Darin Silbernagel notes that he did not recall seeing the -5% and -10% cut packages. Keller notes that the cut packages are included in the index breakdown. This is because each area is managed by a different individual so they prepared their cut packages.

Tom Peterson asks how much of the Creative Arts budget is IFC funded. Keller Coker responds that 100% of their activities are IFC funded. Darin Silbernagel adds that some areas have revenue. Keller acknowledges that is true and any revenue is listed within the appropriate area.

Gary Dukes asks whether they know how many of the students listed in the participation stats are Creative Arts students vs. non Creative Arts students. He notes that he recalls Jacob Marsh previously stating that music majors are required to attend 12 performances and was curious about the numbers. Keller Coker explains that they slide ID cards but do not ask about a student's major. He also adds that while music majors are required to attend a certain number of performances they are not required to attend then on campus.

Justin Ross notes that last year there was a 2% increase being requested for sheet music. He asks whether that is not needed this year or if the department is going to take a hit. Keller states that they will be eating the cost as he made the decision not to request the increase. Stefanie Price adds that theater is also not asking for an increase even though the cost of materials has increased. They see that as budgeted cuts for their area.

Creative Arts has been told that they will have 20 new undergraduate music majors from China next Fall. They had six come this year. He will be traveling there in June to ensure they are teaching an appropriate curriculum so the students are ready when they arrive at WOU.

Gary Dukes notes there is a reduction in the Cannon Art Gallery and asks for more information. Paula Booth explains that two years ago they had visiting artists come in during June and their travel costs were taken out of the July (new fiscal year). The funds are being rolled over so they are not requesting an increase. Justin Ross asks Gary Dukes where he saw that. Gary Dukes says he saw it on the table of contents.

Jenesa Ross notes that a few weeks ago it was brought up the IFC only funds activities. She asks how the area delineates between activities and academics. Keller responds that activities are within the realm of extracurricular. There may be classes associated but are not required. While some students may be required to partake for their classes they are still open to all students. Jenesa Ross asks if the music ensembles are not required to perform concerts. Keller responds that they are. Stefanie Prices adds that they can exist without performing. Keller reiterates that all students can partake if they choose to, some will also choose to earn a degree and they will pay the appropriate tuition to do so.

Shannon Haas notes that in the Smith Fine Arts it appears that they budgeted \$51,000 but are projection expenses under \$49,000 and asks why that might be. Keller responds that it's more of a Brandon question as he put in any necessary increases.

Gary Dukes notes that in the summary sheet it shows the services and supplies going up roughly \$9,000 and inquires as to why that is. Keller notes that he would need to look at it. Gary Dukes notes there should not be increases to services and supplies without an enhancements. Keller notes that they did not make any changes to the budget worksheets with the exception of CAD932 and CAD936 moving a couple hundred from services and supplies to travel. Gary Dukes asks if there are trips coming up that did not previously occur. Darin Silbernagel notes there is a travel cycle in place. Keller notes that must be what is causing the confusion.

Justin Ross goes back to Shannon Haas' question about the Smith Fine Arts budget and notes that it balances out on the back page.

#### **ASWOU – Sofia LeVernois, ASWOU Director of Business & Finance**

The Committee goes on a 5 minute break at 7:12pm.  
The meeting is called back to order at 7:20pm.

ASWOU uses the Book Exchange to facilitate students selling books to one another. The Food Pantry provides food for students with food insecurity. The Oregon Student Association provides awareness of issues involving higher education in Oregon. ASWOU puts on a variety of events throughout the year and houses approximately 45 diverse clubs and organizations.

The ASWOU purpose is as follows:

“ASWOU is an organization designed to encompass all of the students at Western Oregon University (WOU). The student government is tasked with advocating for students' rights to the WOU administration as well as the state of Oregon.”

ASWOU is made up of three branches in a similar fashion to the U.S. Government. The Executive Cabinet is the working body to pursue the goals/functions of ASWOU. The Senate represents the student voice to the administration and governs the policies that run ASWOU. The Judicial holds ASWOU accountable to the constitution and by-laws as well as hold the clubs accountable to the governing policies.

Sofia explains that internal indices are those that apply to the inner workings of ASWOU while the external indices apply to the funded clubs. Unfunded clubs fall

under the umbrella index of ASW925 and are accompanied by a differentiating activity code.

The ASWOU base budget is changing from \$300,517 to \$290,082 because ASWOU decided to give themselves a 2% decrease because they understand it is a difficult year with an anticipated \$19 increase to the fee.

**ASW903 Operations** – This covers payroll, office supplies, telecommunications, and computer services.

**ASW909 Public Relations** – Funds 20 free posters per club, TP Times, PR campaigns, New Student Week programs, and student engagement activities.

**ASW910 Book Exchange** – Is a self-sustaining account.

**ASW926 Executive Expense** – Covers part of OSA travel, lobby visits, ASWOU retreat, among other ASWOU initiatives.

**ASW929 OSA** – Covers OSA dues and some OSA travel.

**ASW937 Student Organizations** – Covers supplies for the Student Orgs lounge as well as club trainings and fairs.

**ASW942 Elections** – Covers voting awareness events and election advertisement. Very important since ASWOU must have a certain number of voters for an election to be valid.

**ASW943 Multicultural Diversity** – Covers OSCC/OSERA conferences, some MLK Week events, and International Women's Day.

**ASW968 Sustainability** – Covers events such as Green Week, Earth Day, clothing swaps, and bike workshops.

**ASW981 Senate** – Covers copying expenses, placards, and awareness programs.

**ASW983 Food Pantry** – Covers co-programming, advertisement, and canned food drive expenses.

**ASW982 Judicial** – This account was removed because it was only going towards copying expenses that could be accounted for in ASW903.

Debbie Diehm asks if ASW982 was removed because elections are now via OrgSync. Sofia explains that elections run out of a different index and the change was made because the expenses could be transferred to ASW903.

Christina Sekafetz, ASWOU Director of Clubs & Organizations, goes over a membership & participation handout. She notes that she listed all the information she received from the many ASWOU clubs. It includes both club membership as well as the student participation at various club events. Any entry with an 'e' in front of the number is meant to designate an estimated number of participants and the event has not yet occurred. She also alerts the Committee that the Pre-Law club provided an explanation of their events that she could make available to them if they would like.

Tom Peterson asks if the student count includes club members. Christina Sekafetz responds that club members are included because they are also students.

OrgSync Programmer – Corbin Garner

Corbin explains that a couple years ago SLA and ASWOU went in together to purchase OrgSync and last year they purchased another component called API. The new component allows them to program with OrgSync for data bases and other techy things to make it more user friendly; which will require programming knowledge. The position would work for both ASWOU and SLA but be under the ASWOU payroll. They will work in the UCS building and they have agreed to supervise the student.

Justin Ross notes that ASWOU, SLA and University Housing purchased OrgSync together. Corbin clarifies that University Housing was unable to help with the purchase but adds that SLA paid for the majority which is why ASWOU is willing to pay for the programmer.

Sofia notes that they were able to find the funding via the payroll allotment. Many of the executive cabinet positions were being paid through mid-June even though they stopped working June 1<sup>st</sup> and well as all of December even though only two positions work in December. After discussing it with their Advisor Megan Habermann and Gary Dukes they decided to make appropriate adjustments to the payroll expenses therefore freeing up some funds.

Shannon Haas asks if there are already some projects slated for the new position. Corbin Garner notes they are hoping to have the Book Exchange system revamped and potentially use it to gather Food Pantry stats. He adds that SLA also has some project ideas of their own.

Darin Silbernagel notes that any time a new position is added to the budget it needs to be approved by the Committee.

Sofia provides a slide overview of the cuts to ASWOU. The slide provides the impact of the -2% cut as well as the potential -5% and -10% cuts per index. She notes that when making the -2% cut to clubs she tried to be cognizant of their needs and apply it to the areas they used the least when possible.

ASWOU is not requesting any internal enhancements but does have some external enhancements.

Acapella enhancement – Meghann Thilberg, Acapella Vice President, was at the meeting but had to leave due to a 7pm mandatory practice. They left a note and their contact information for further questions.



Triangle Alliance – John Goldsmith, President

John notes that there are 8 executive board members and they hold 1 general club meeting and 1 executive board meeting per term. They are asking for a \$1,050 enhancement to their budget. He goes over some of their participation numbers which can be found within the slide show presentation. There are currently about 9 events that are IFC funded going on annually; Tie-Dye Bash, Pajama Jammy Jam, Out & Proud Week events, and GSA Day among others. The slide show and enhancement request goes into the details of the amounts being requested for the different events, all material is provided.

Education Club – Mariah Castro, Treasurer; Linzy Griffin, Webmaster; and Emilee Bruce, Co-President.

The Education Club brings in various speakers throughout the year and have hosted panels as well. Last year they hosted a dyslexia presentation in the hopes of sharing skills that individuals can learn and utilize in their own classrooms. The speakers have been volunteers but they believe they could bring speakers from different areas if granted the enhancement. A portion of their services & supplies also goes towards paying for their PR efforts and the enhancement would help them continue those efforts.

They have increased the attendance for their annual conference from 6 to 9 students. Last year they were only able to take the officers and this year they are taking 4 freshman in addition to the officers. They are hoping that with additional funds they could further that and continue to grow their conference attendance. They are currently working with the MCRs and *Northwest Passage*/KWOU for a literacy event. The purpose being to get more kids reading and writing. The *Northwest Passage* has graciously offered to publish some of the kids' work on a special online additions.

Questions –

Shannon Haas notices the ASW929 OSA is included in the -5% and -10% cuts and ask whether or not membership dues are considered a flat fee. Sofia LeVernois responds that the membership cost itself fluctuates. Shannon Haas ask how a flat fee is able to be cut. Corbin Garner clarifies that normally they try to stay away from cutting the membership funding. He adds that the funding for OSA stretched across multiple indices so if there was a cut they would pay the dues from various indices.

Shannon Haas asks for clarification on the OrgSync programmer since it was not presented as an enhancement. Corbin Garner explains that it is not being presented as an enhancement because they are self-funding it but the job needs to be approved. Darin Silbernagel adds that any new position needs Committee approval.

Jenesa Ross asks if the three enhancements presented were all the enhancements brought to ASWOU. Sofia notes there are minutes in the budget packet that show there were about 7 enhancements initially but only 3 were approved.

Justin Ross asks for an explanation as to how the enhancement for acapella would work. Sofia notes that she e-mailed Brandon about it and he said a note could be made in regards to having the funds removed. Justin asks whether it is a permanent or a two year enhancement. Corbin Garner notes that is a permanent enhancement but if they do not use the funds within two years they would be removed. Justin Ross asks if this is a new procedure or if it is something that has been done with other clubs. Jenesa Ross notes that it was previously done with Club Sports but it is new to the current administration. If they do not use the funds within the first two years then the funds would be removed. Darin Silbernagel notes there was a recent change within IFC where unspent funds are removed from each area and applied to reducing the overall fee.

Shannon Haas asks if clubs are able to help in building their budgets. Sofia responds that they do. Each club submits their own budgets to her. Budgets were submitted well before she knew about the potential \$19 increase. But she recently sent out an e-mail to the clubs in regards to the -2% cut and has received mostly positive feedback.

Justin Ross notes that there are two clubs that did not appear to receive the -2% cut; Wolves Helping Others and NSLS. Sofia notes that those clubs received a 100% decrease due to chartering issues.

Robin Perkins notes that in the Advisory Board minutes it notes that the Acapella Club was able to make their trip two years in a row and wonders how that was accomplished. Sofia notes that she is unsure. Christina Sekafetz adds that they have held a variety of fundraisers in the past. Shannon Haas adds that they pitch in personal funds and notes that last year was the first time Suspended was able to go.

## 7. **Announcements**

Darin Silbernagel hands out a spreadsheet with the requests and most of the enhancements. He asks Committee members to begin looking how they might want to approach preliminary decision and start jotting down any funding ideas they may have. He notes that it is a huge increase and not a position the Committee has been in before. There is a lot to balance and the cost of tuition and enrollment numbers should be considered. He also adds that previously area heads have chosen their base budgets over enhancements.

Justin Ross notes that an enhancement increases the fee and the only way to reduce the fee is to make cuts. He encourages the Committee to really think about what a -5% and -10% cut looks like and whether or not the University could take that. He adds that last year Athletics received a cut but was also granted enhancements.

Corbin Garner adds that the Committee does not have to stick to the -5% and -10% cut packages that were presented. They can do a different percentage or a specific dollar amount.

Barb Dearing notes that most of the enhancements are permanent and adds that it is important to consider that when looking back at the big picture; were the enhancements granted permanent or one-time.

Rip Horsey asks that from a historical point of view it's important to note that the Business office increased the administrative overhead fee from 7% to 7.4% and that has had an impact on the budgets. He also adds that the Committee started a technology reserve last year. Both additions have impacted the fee and need to be considered when moving forward.

Jessica Freeman reminds everyone that as preliminary decision and open hearings come up it's important that Senate and the Committee clipboard together. She also adds that tomorrow marks the 2 weeks marker for advertising Open Hearings. Justin Ross notes that his Subcommittee has a meeting to go over the details and he will get in touch with the Chair about clip boarding.

Shannon Haas reminds everyone that there is a Tuition Advisory meeting on Friday at 9am in the Presidents' Conference room.

Tom Peterson reminds everyone that next week's meeting will be in the regular room, Columbia Room.

## 8. **Adjournment**

Justin Ross moves to adjourn. Jacob Marsh seconds. The motion passes 6-0-0 and the meeting adjourns at 8:40pm.