

Incidental Fee Committee  
Minutes

Meeting # 14  
February 26, 2015 5:30pm  
Location: Calapooia Room

**1. Call to Order**

The meeting is called to order at 5:35pm by Quinn Forner, IFC Chair.

**2. Roll Call**

**IFC Members:** Vikas Sharma, Tori Stutzman, Carter Craig, Rachel Ammons, Jessica Hand, Quinn Forner, Evelyn Garcia, 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, Wolf Ride; Rip Horsey, Campus Recreation; Ingrid Amerson, Childcare; Patrick Moser, WUC/SLA/SAB; Barb Dearing, Athletics; and Keller Coker, Creative Arts.

**Other Representatives:** Brandon Neish, Budget Office; Zach Moffatt, ASWOU Senate President; Glen Harris, Athletics; Jenesa Ross, ASWOU; Justin Ross, ASWOU; Ali Heinisch, MUN; Shelby Worthing, MUN; and Tyler Sommers, MUN.

**IFC Secretary:** Adela Aguilar

**Not Present:** Mary Ellen Dello Stritto, Abby's House; Adry Clark, Service Learning & Career Development; Meg Artman, Student Media; and Malissa Larson, Access.

**3. Approval of the agenda**

Vikas Sharma moves to approve the agenda. Allison Cook seconds. Acclamation is called. Seeing no dissent, the motion passes.

**4. Approval of the minutes**

Jessica Hand moves to approve meeting 13 minutes. Allison Cook seconds. Motion passes 8-0-0.

**5. Reports**

**6. Old Business**

**6.1 Approval of meeting 8 minutes**

Allison Cook's name is misspelled on page 5.

Jessica Hand moves to approve meeting 8 minutes. Allison Cook seconds.

Motion passes 8-0-0.

**6.2 Approval of meeting 12 minutes**

Allison Cook's name is misspelled on page 16. Tori Stutzman's name is misspelled on page 10.

Jessica Hand moves to approve meeting 12 minutes. Miguel Sanchez seconds. Motion passes 8-0-0.

### **6.3 Budget Notes**

The Committee continues the budget note review; edits are attached.

Budget note 14 – The Committee considers an adjustment to the \$2000 that can be moved without IFC approval. Vikas Sharma asks if there have been instances in which the HWC or WUC needed to move an amount greater than \$2,000; maybe budgets with buildings should be granted greater flexibility. Darin Silbernagel notes that all areas have had the same guidelines and there are typically 3-4 requests per year. Vikas Sharma expresses that he is comfortable with \$2,000 but would like to hear Committee feedback. Jessica Hand suggests having the IFC create a list of pre-approved one time expenditures a department could make with funds that would otherwise rollover due to a vacant position or canceled travel plans. Gary Dukes notes that rollover decreased the fee by \$17 and that if departments are given the opportunity to spend the funds they will do so. With general fund, unspent personnel funds go back to the university. He adds that he is not looking to punish departments but also would not want to give them free reign. Brandon Neish requests a wording adjustment to allow the Budget office to round up to \$2000. Rip Horsey points out that administrative overhead (AOH) is not factored into the budget adjustment. Brandon Neish explains that if the funds are being moved within the same index the AOH is already built in and if funds are being moved between indices the appropriate AOH will move with the funds. Jessica Hand is ok with adjusting the dollar amount but not creating an exception for any particular budget. Keller Coker notes that even \$2500 would allow further flexibility for his department. Quinn Forner suggests \$3000 and asks the Committee for feedback; the majority of the Committee is in favor.

Budget note 15 – no content change

Budget note 16 – no content change

Jessica Hand questions where the plan is submitted to and notes that the overdraft portion is part of another budget note. Brandon Neish clarifies that budget note 16 refers to an overall budget and the plan would be submitted to the IFC. Jenesa Ross notes that it does not hold ASWOU clubs accountable. Brandon Neish clarifies that there is accountability because over expenditures remain within the appropriate index.

Budget note 17 – Rip Horsey suggests stipulating that the dollar amounts be relatively broken up amongst the terms. Jessica Hand notes that last year, without that stipulation, the Subcommittee allocated the funds fairly evenly throughout the terms. She adds that she is not against adding in a sentence about it but would be against specific dollar amounts. Rip Horsey asks if

extraordinary travel funds are available in the summer. Darin Silbernagel notes that has not been addresses as there have not been unspent funds.

Budget note 18 – no content change

Budget note 19 – no content change

Budget note 20 – Rip Horsey questions why the administrative overhead is not listed. Brandon Neish notes that it is not meant to be a comprehensive list of everything but rather things to keep in mind. Jenesa Ross suggests changing ‘current service level’ to ‘base budgets’ for the sake of consistency.

Budget note 21 – no content change

Budget note 22 – A sentence is added stipulating that audio recordings for unapproved minutes, post final decision, shall be provided to the ASWOU Senate.

Budget note 23 – no content change; dates updated.

Budget note 24 – no content change

Budget note 25 – Rachel Ammons suggests removing the Committee history. Rip Horsey suggests adding ‘barring extenuating circumstances’ to allow some flexibility. Rip Horsey asks the Committee how area heads could make enhancement requests more effective and if there are specific areas that need improvement. He adds that some areas had several enhancement requests but only a few were reviewed. Miguel Sanchez liked having the breakdown of requests. Justin Ross notes that a popular question was in regards to the benefit of the request and suggests incorporating that. Keller Coker notes that several indices had similar requests and suggests that maybe it should have been one request with the indices listed since the Committee considered them as a group. Jenesa Ross suggests having them typed whenever possible. Michael Freeman suggests listing the current per diem rates on the form. Jenesa Ross asks if clubs seeking initial funding should submit a different form. Rachel Ammons suggests adding in a sentence to checkbox to address that issue.

Jessica Hand has been doing research and found a list of questions that areas seeking funds are required to answer. The questions are listed below:

1. What is the purpose of the organization or activity?
2. What are the goals and objectives of the organization or activity?
3. What are the expected learning outcomes of the organization and how will the student activity fees be used to support these outcomes?
4. How does the organization or activity support the educational purpose of Georgia College?
5. How many students and others are involved in the services provided by the organization or activity?

6. What other sources of funding does the organization or activity receive?
7. How can additional budget expenditures be justified?
8. What services would be curtailed and/or deleted if the budget allocation were lower than this year's level?
9. What additional services would be provided if additional funds were given?

Rip Horsey notes that while he does not mean to discount the questions there is already a lot of information provided to the Committee; as is evident in the size of the crib book. He also notes that while everyone had access to all the documentation, sometimes budget presentations was the first time they were seeing the info. Jessica Hand suggests forming a budget note in which the Committee can specify what they want addressed during budget presentations. Keller Coker would like a copy of the questions as he thinks they could be beneficial to his area. Barb Dearing suggests having two different enhancement forms; permanent vs. one time. She suggests that permanent enhancements could state the reasoning behind asking for more than base budget; one form for all permanent requests with documentation attached. One time requests could be done in a similar fashion or on individual forms. She adds that consolidating the requests would make it easier for the departments writing them. Evelyn Garcia likes the questions and would like to see them in a FAQ or something similar that would be available to everyone. Brandon Neish suggests putting some of the information wanted in the budget memo that is sent out as opposed to on the form itself. Jessica Hand likes the suggestion. The Committee agrees to one form with a check box to specify whether it is a permanent or one time request as well as a checkbox to specify its category (S&S, Travel, Personnel). Glen Harris notes that the word document is not user friendly; Brandon Neish will convert it to a fillable PDF.

Budget note 26 – Barb Dearing asks the Committee to consider a cost of living adjustment of 3% because costs are increasing. She adds that doing so would likely decrease the number of enhancement requests. Keller Coker notes that he visits a site that predicts changes in travel over the following 12 months and would be in favor of an increase, even if it were a more conservative number. He adds that there are built in increases for personnel and but travel has been at 0% increase for two years. Jessica Hand points out that the budget note allows the Committee to change the 0% increase at the beginning of the process if they choose to. Gary Dukes notes that part of the reason the budget note exists is because travel started ballooning; he cannot remember the last time general fund provided a travel increase. Patrick Moser clarifies that the budget note leaves it open for discussion if someone thinks it should be increased. Justin Ross asks if there is a way to gather data on a national trend to present to the IFC. Darin Silbernagel notes there is not

a site that everyone can agree on; the Business office goes off of the federal high/low rates as a guide.

Rachel Ammons does not believe it's in their best interest to set a number but rather go case by case. Justin Ross notes that there were several travel enhancements brought forth yet only a few were discussed. If the Committee is going to request travel increases are presented as enhancements they need to be discussed. He suggests adding a stipulation mandating travel enhancements be discussed. Jessica Hand understands Justin's concern but does not think travel requests need to be treated differently. She suggests making it an agenda item to review the travel increase once the IFC is established. Rip Horsey notes that making a decision on a travel increase may be difficult for a newly established Committee. Jessica Hand suggests the discussion happen following the IFC retreat with the guidance of the advisors.

Barb Dearing notes that Athletics has a mandated travel schedule and suggests setting between 1-3% each year to allow some flexibility and stay within allocations. Gary Dukes notes that travel is a pretty encompassing aspect as it could include food, lodging, and mode of transportation; some areas which already have limitations. Brandon Neish also reminds the Committee that the IFC is not mandated to fund a request; not required to fund a travel increase. Upon further discussion in regards to a potential increase the Committee decides it should be addressed following the IFC retreat; the budget note is edited to reflect that.

Jessica Hand would like to add a budget note in regards to the computer fund. Budget note 27 is created to address the computer fund. Justin Ross notes that upon the creation of the fund it was not addressed how areas would request additional computers and how that may affect the fund. Jessica Hand notes that additional machines would need to be requested in the form of an enhancement. Brandon Neish adds that potential changes to the fund will need to be reviewed as they come up. Darin Silbernagel has requested an updated list from UCS; they will have a better understanding of what machines need to be replaced first. Patrick Moser asks if it would be helpful for each area to produce an inventory list for their area. Darin Silbernagel notes that it couldn't hurt to do so.

Jessica Hand brings up concerns expressed by the ASWOU Senate; not having minutes from final decisions, all student opinion be on record, and the 72hr rule. Upon further discussion it is determined that the 72 hour rule is an Incidental Fee Steering Committee (IFSC) issue and the remaining concerns have been addressed in budget note edits.

Jessica Hand notes that the previous IFC considered and discussed the possibility of survey and thinks it wise to move forward with one. She discussed it with Eric Yahnke and he suggested making it a requirement for registration. Rip Horsey notes that is you has a student if they would rather

have an increase or decrease in their fee they will always choose a decrease. Students need to be educated on what the fee involves. Jessica Hand understands that but thinks it's important to seek feedback. The previous Committee considered asking students to prioritize departments but she thinks it would be better to ask them to prioritize services.

Justin Ross would like the Committee to consider a budget note regarding the review of enhancement requests. He adds that he felt the straw poll method used cut conversation short. He suggests that any enhancement with at least 3 people interested should be discussed. Jessica Hand notes that it is done differently each year as there is not an established process. Rip Horsey adds that area heads were given a base budget and took the time to create requests that were not even discussed; he would like to see all requests discussed. Rachel Ammons found that aspect of the process frustrating. Brandon Neish suggests subcommittees be tasked with reviewing the enhancements and choosing which ones will be discussed by the Committee. Rachel Ammons agrees that all requests should be discussed and notes that many questions are answered during budget presentations and Committee members should take notes in order to be prepared. Patrick Moser was surprised there was not an established procedure for reviewing different things and suggests maybe the IFSC could create one. Jessica Hand agrees with Patrick and likes the idea of having enhancements reviewed in subcommittees. Jenesa Ross suggests Committee members make a list of the enhancements they would like to discuss and submit to the Chair; those with a set number of people interested would move forward. Barb Dearing suggests that making it a budget note would offer a starting point. Jessica Hand likes the idea of things being outlined at the IFC retreat.

Rachel Ammons leaves at 8:08pm for an audition.

Jenesa Ross points out that not everyone will be comfortable speaking and having the list method will provide both introverts and extroverts an opportunity to provide feedback. Rip Horsey asks if an enhancement can be brought up if it does not make the initial list. The discussion produces budget note number 28 to address the issue.

Jessica Hand moves to approve the budget notes as edited. Evelyn Garcia seconds. The motion passes 7-0-0.

## **7. New Business**

### **7.1 Model United Nations**

MUN representatives – Ali Heinisch, Tyler Sommers and Shelby Worthing

Ali Heinisch explains that MUN members voted on the conferences they would like to attend this year. Knowing they would be able to take less delegates on an international conference the members voted not to attend

their Canada or Portland conference in favor of the Geneva conference. The club has been allowed to use their allocated Canada trip funds towards the Geneva trip by Gary Dukes; they would like IFC approval to also use the allotted Portland funds towards Geneva.

Jessica Hand asks how many students would regularly be attending the conferences. Ali Heinisch notes that Canada would normally be 14 students but the club struggled to find 7 students wanting to attend the year before. The Portland trip had already happened but club members did not feel that attending would have been beneficial. She reiterates that club members voted to have 3 students travel internationally as opposed to attending those conferences. Vikas Sharma asks about the membership number. Ali Heinisch notes their roster has 25 students listed but only 10 are truly active members. Vikas Sharma asks if the additional 15 students on the roster were given the opportunity to cast a vote. Ali Heinisch notes that membership does fluctuate but all members were contacted. Shelby Worthing adds that instead of attending the Portland conference the club will be putting on a mock conference at WOU on March 7 and the club will also be attending a conference in San Francisco in April.

Jenesa Ross asks if agendas are sent out before meetings. Ali Heinisch notes that the executive board receives the agenda beforehand and minutes are e-mailed out afterwards. Vikas Sharma notes that as a club member he has not received minutes. Tyler Sommers adds that they have not had requests for updates from members. Ali Heinisch adds that both she and Dr. Pettenger (club advisor) reach out to club members who cannot make meetings and provide their feedback at club meetings; deadlines have been extended to ensure full participation opportunities. Vikas Sharma notes that the deadline was posted hours before application were due. Jenesa Ross notes that issue was resolved internally via the ASWOU Judicial Branch.

Gary Dukes asks if the two conferences that were not being attended for lack of value were on the following year's travel forms. Ali Heinisch explains that they do have some value and the future attendance or lack thereof will depend on future club members. Vikas Sharma asks what the members are doing in terms of fundraising. Ali Heinisch notes that the international dinner brought in more than 2,000 and there were midnight movies, and Burgerville nights scheduled. Jessica hand asks how much the trip will cost. Ali Heinisch responds that it will be about 12,000. The conference will take place March 19-30 and students will not miss much class since it takes place during spring break.

Jessica Hand likes the logic behind attending an international conference and the fact that the club members voted on it. Because the Portland conference has already passed she would be in favor of a onetime exception. Evelyn Garcia asks if there are any other conference between now and Geneva. Ali Heinisch responds that there will be one other conference after Geneva in San Francisco; internationally attended

conference where they try to have an actual ambassador in attendance. MUN will be taking 15 students to the San Francisco conference.

Jessica Hand moves to approve Portland funds for Geneva. Allison Cook seconds.

Discussion: Vikas Sharma encourages the Committee members to consider how the request will benefit the student population. He adds that maybe more time may be needed as he is not comfortable with the number of students attending the Geneva trip. Carter Craig notes that there are not additional members willing to attend the conferences so that will not change if the request is denied. Evelyn Garcia notes that the delegates attending went the extra mile to apply for the opportunity to go to Geneva. The motion passes 6-1-0.

## **7.2 Theatre Student Travel**

Keller Coker explains that the theatre department only has one student who is able to attend the American College Theatre Festival this year. There are, however 20 students who would like to attend the Oregon Shakespeare Festival. Therefore the department would like to repurpose the travel funds.

Jenesa Ross notes that she had a theatre class in which her professor said students wanting to attend the Oregon Shakespeare Festival in Ashland would need to put down a deposit. Jessica Hand notes the request states participants would need to pay their own activities. Jenesa Ross questions where the deposit funds are being factored in.

Without further information in regards to the funding, dates of the festival and whether the Ashland trip is an annual trip the Committee does not feel they can make a decision.

Jessica Hand moves to table the discussion until further information is given. Evelyn Garcia seconds. The motion passes 7-0-0.

## **7.3 Childcare**

Ingrid Amerson notes that last summer the program was successful and they had enrolled more students than they had anticipated. They are anticipating some rollover and would like to use it for summer 15. Jessica Hand is concerned that there is consistent rollover. Ingrid Amerson understands the concern and had considered lowering their request but decided against it since they are launching a new program. Carter Craig believes it is beneficial for the whole community. Rip Horsey questions if the request will change the status of the IFC reserves. Brandon Neish and Darin Silbernagel agree that it will not.

Vikas Sharma moves to approve the childcare summer 2015 enhancement request for \$8,668 within their rollover. Allison Cook seconds.

After some concerns in regards to the motion's clarity,



Vikas Sharma moves to amend the motion to include ‘if they have rollover up to \$8,666.’ Allison Cook takes the amendment as friendly.

The amended motion is to approve the childcare summer 2015 enhancement request if they have rollover up to \$8,666.

Jessica Hand realizes that approving the request means the rollover will not go towards reducing the following year’s fee but also sees that students paying it would get it sooner. Jenesa Ross notes that there is no discussion happening and they are approving a budget bigger than Abby’s House. Carter Craig and Jessica Hand point out that the request has been previously discussed and approved for future years; not beneficial to have it one year but not another.

The motion passes 6-1-0.

#### **7.4 Leadership Recognition Night**

Gary Dukes lets Committee members know that they will all be invited to Leadership Recognition Night and it would be nice if they were all to attend. He asks Committee members to vote (via secret ballot) for the Outstanding IFC Member of the Year. He encourages Committee members who will be around next year to consider being IFC members again. Individuals can become IFC members by running through the ASWOU elections, being appointed by the ASWOU president, or being appointed by himself.

#### **8. Announcements**

Patrick Moser encourages the Committee members to sample the chairs in her office and provide feedback.

Ingrid Amerson thanks the Committee for their continued support on behalf of the Child Development Center.

Jessica Hand requests to have a survey discussion added to the following agenda.

#### **9. Adjournment**

Evelyn Garcia moves to adjourn. Allison Cook seconds. Acclamation is called. Seeing no dissent, the motion passes. Meeting adjourns at 9:05pm