

Incidental Fee Committee  
Agenda

Meeting #1

December 03, 2015 6:00pm

Location: Calapooia Room, Werner University Center

**1. Call to Order**

The meeting is called to order at 6:08pm by Corbin Garner, acting Chair.

**2. Roll Call**

**IFC Members:** Justin Ross, Shannon Haas, Robin Perkins, Thomas 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; Rip Horsey, Campus Recreation; Rhys Finch, Student Media; Malissa Larson, Access; Barb Dearing, Athletics; and Keller Coker, Creative Arts; Sofia LeVernois, ASWOU;

**Other Representatives:** Brandon Neish, Budget Office; Jessica Freeman, Senate Observer; and Glen Harris, Athletics; Jenesa Ross, ASWOU; Lilaah Jones, Senate Observer; Corbin Garner, ASWOU; Don Boderman, WUC/SLA; Stefanie Price, Creative Arts

**IFC Secretary:** Adela Aguilar

**Not Present:** Adry Clark, Service Learning & Career Development; Ingrid Amerson, Childcare; Mary Ellen Dello Stritto, Abby's House; Patrick Moser, WUC/SLA;

Justin Ross – Computer Science

Josh Marsh – Music

Shannon Haas – Computer Science

Thomas Peterson – Economics

Trey Shimabukuro – Interdisciplinary

Caleb Tingstad – Economics

Carter Craig – History

Robin Perkins – Business

**3. Approval of the Agenda**

**4. Old Business**

- a. None

**5. New Business**

**a. Declaring Conflicts of Interest**

Corbin Garner briefly explains the role of the Incidental Fee Committee (IFC) and notes that the current fee is \$327 per term. He also urges the voting members to

review the crib book for better understand the rules/guidelines associated with the IFC process. Voting members are asked to review the conflict of interest description in the IFC Handbook before declaring their own.

Justin Ross – Wife is the ASWOU Judicial Administrator.

Jacob Marsh – Ensembles in the Music department.

Shannon Haas – No conflict of interest.

Thomas Peterson – Discover Leadership participant.

Trey Shimabukuro – Football.

Caleb Tingstad – Football.

Carter Craig – No conflict of interest.

Robin Perkins – No conflict of interest.

**b. Scheduling Meetings for Winter Term**

Voting members review their Winter term schedules to determine a meeting time that works for everyone. There is a consensus for Mondays at 5pm with Thomas Peterson noting he may be a few minutes late. Justin Ross notes that in the previous year the Committee met twice a week and asks if that should be discussed. Corbin Garner agrees that it is pertinent but would like to discuss it after setting the budget due date.

Update – Winter term meetings will be on Mondays at 6pm. Applicable discussion occurred during the meeting end time portion of the agenda.

**c. Meeting End Times**

Corbin Garner explains that in the previous year the Committee had a soft end time of 10pm at which point they could choose to end the meeting or continue until 12am. He asks the Committee for their thoughts. Justin Ross notes that as a previous Senate Observer there was only one occasion in which the meeting went past the hard end time. He also adds that a benefit to setting a hard end time at midnight aligns with the closing of the building. The Committee is in favor of keeping the same soft and hard end times.

Carter Craig notes that he has a scheduling conflict on Mondays from 4-6pm. The Committee agrees to move their Monday meeting down to 6pm. Rip Horsey asks the Committee if they want to explore another evening in which they could start at 5pm. The Committee chooses to maintain Mondays at 6pm.

**d. Scheduling IFC Retreat**

Corbin Garner explains that the IFC retreat is meant to both give voting members a better understanding of the process/guidelines and get them ready to review the budgets. He suggests picking a Saturday for the retreat. Darin Silbernagel suggests using the January 4 meeting instead of scheduling a Saturday. The Committee agrees to have the retreat during their first Winter term meeting (January 4, 2016 at 6pm).

Malissa Larson asks if the IFC Retreat is required for area heads. Corbin Garner notes that it is an open meeting but area heads will not be actively involved in the activities.

**e. IFC Chair Nominations**

Corbin Garner explains that the Committee needs to make Chair nominations. The Chair is a paid position responsible for creating agendas, running the meetings, appointing positions and needed. He opens the floor for nominations.

Robin Perkins announces that he and Carter Craig are unable to fill the role due to being Resident Assistants (RAs). He then asks if the voting members could present their background with IFC.

Justin Ross – Previously a Senate Observer for IFC.

Jacob Marsh – First IFC experience.

Shannon Haas – Previously attended an IFC meeting.

Thomas Peterson – First IFC experience.

Trey Shimabukuro – Previously a voting IFC member.

Carter Craig – Previously a voting IFC member.

Shannon Haas asks the voting members whether any of them are interested in being Chair. Thomas Peterson would be willing to fill the position if necessary.

Jacob Marsh is interested but is concerned due to his lack of IFC experience.

Shannon Haas nominates both Thomas Peterson and Jacob Marsh. Both Thomas and Jacob accept the nomination. After some thought Jacob rescinds due to his practice schedule. Carter Craig nominates Justin Ross; Justin accepts the nomination.

As per the IFC Handbook voting will take place at the following meeting.

**f. Subcommittees**

Carter Craig takes a personal privilege at 6:38pm.

Corbin Garner reviews the Subcommittee structure; 2 IFC members, 1 advisor, 1 ASWOU Senator, and 1 student at large. He also notes that the Subcommittee is expected to review budgets before they are submitted. The following Subcommittee breakdown is presented:

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

**Educational, Cultural, & Student Government Activities #1** – ASWOU, Access, Wolf Ride, and Service Learning & Career Development.

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

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

The Committee accepts the Subcommittee breakdown.

Barb Dearing asks the Committee to consider whether it would be best for members to join Subcommittees they are familiar with or to choose one they have no knowledge about it. Shannon Haas asks whether an individual's conflict of interest will affect the Subcommittee they choose. Corbin Garner reminds the Committee that it is up to them to consider their conflict of interest. Jenesa Ross notes that if the role of Subcommittees is to preliminarily approve budgets then that must be taken into consideration in regards to conflict of interest. Corbin Garner clarifies that the role of the Subcommittee is to simply review budgets before they are submitted. Justin Ross notes that he would not want to be in the ASWOU Subcommittee due to his previously stated conflict of interest but would choose Athletics as his preference regardless of his lack of knowledge in the subject.

Malissa Larson notes that as area heads it is their job to ensure the members understand their budget. She encourages the students not to be overwhelmed since area heads will help.

Trey Shimabukuro asks about possibly serving on more than one Subcommittee in order to be more knowledgeable on different areas. Keller Coker does not advise a member to chair two Subcommittees but any member could sit in on any of the Subcommittee meetings. Justin Ross adds that all Subcommittees are open meetings and there was nothing preventing student from attending any of the meetings.

The IFC members all write down which Subcommittees they are interested in as well as whether or not they are willing to serve as Chair.

**g. Budget Memo & Enhancement Form**

Brandon Neish passes out the budget memo he has prepared for area heads. He explains that the purpose of the memo is to give them instructions on putting together their budget as well as provide some background as to where some of the numbers come from. He adds that the worksheets include all mandatory increases (salaries, utilities, assessments, and insurance). He explains that any other increases must be presented as an enhancement. He highlights a change in regards to rollover funds. Previously, rollover funds went towards decreasing a department's ask but will be applied to bottom line numbers this year. He asks voting members to review the memo and let him know if they would like to see changes.

Darin Silbernagel explains that he annually does a projection of the revenue source will be for the following year. Typically he uses current enrollment numbers for his projections. In comparison to last year, enrollment is down this year. Below is his brief explanation of the memos he presented to the Committee.

**2016-2017 Incidental Fee Revenue Projection Memo**

Based on headcount 92% is fulltime equivalency, and expects a 6% drop in students between Fall and Winter and Winter and Spring. He explains that the current fee of \$327 is split; the frontload for Campus Recreation is paid at credit one while the remaining is stair stepped at 4 credit intervals. He notes that he always encourages the Committee to retain 10% in the reserves for anything that might come up. He has earmarked a \$42,500 in the reserves for a Wolf Ride van that will be a separate discussion. He also explains that OPE is expected to go up due to PERS. For every dollar increase to the fee it would generate \$12,604 on the prorated end and \$13,700 at credit one.

### **2017 Summer Session Revenue Projection Memo**

This summer has already set for \$121 so projections are being made for Summer 17. Enrollment numbers have been a bit soft in this area but he is predicting the headcount at 1,000. Last year, enrollment came in at 912, a bit under prediction. 1,000 headcount generates \$121,000 and there is no prorating during Summer term.

Keller Coker asks what the difference between the current year and next year looks like. Brandon Neish notes that if everything allocated for the current year is funded for next year, the fee would need to rise by \$19 per term. This is mostly due to the change in enrollment as well as ongoing enhancements. He also adds that the current enrollment is lower than the original prediction which means IFC will need to dip into the reserves to finish out FY16. He adds that last year there was \$147, 733 in unspent funds across the IFC areas that are helping to keep the increase down; without it, the increase would be at least \$30 per term.

Justin refers back to Darin's academic year memo to ask about the Wolf Ride van. It was his understanding that the Wolf Ride had previously been granted an enhancement and is wondering if it's the same thing. Gary Dukes explains that the Committee did approve funding for the Wolf Ride program to acquire an ADA accessible van. The plan was to rent it from the Motorpool but it turned out they did not have one to provide on a long-term basis. The only other option was to purchase a new vehicle. Over the summer, he, Corbin Garner, and Darin Silbernagel had a conversation to make sure folks were ok with it. At this point, the University has fronted the money and the plan is to bring it to the Committee and potentially reimburse the general fund.

Corbin Garner put the information gathered from the members and composed the following Subcommittees:

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

**Chair:** Trey Shimabukuro

**Advisor:** Eric Yahnke

**IFC member:** Robin Perkins

**ASWOU Senator:** TBD

**Educational, Cultural, & Student Government Activities #1** – ASWOU, Access, Wolf Ride, and Service Learning & Career Development.

**Chair:** Carter Craig

**Advisor:** Darin Silbernagel

**IFC member:** Thomas Peterson

**ASWOU Senator:** TBD

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

**Chair:** Shannon Haas

**Advisor:** Darin Silbernagel

**IFC member:** Jacob Marsh

**ASWOU Senator:** TBD

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

**Chair:** Justin Ross

**Advisor:** Gary Dukes

**IFC member:** Caleb Tingstad

**ASWOU Senator:** TBD

He reminds members that Subcommittees must meet before budgets are submitted.

**h. Set Budget Due Date**

Corbin Garner goes over the tentative calendar provided by Darin Silbernagel. The week of January 11 is currently the due date for budgets but he would suggest moving it down a week since Subcommittees must meet before budgets are submitted. The process is typically wrapped up by the end of Winter term. Darin Silbernagel notes that Open Hearings are scheduled over two weeks and that could potentially be compressed into one week. He suggests doing the first round of presentation on the week of January 18.

Justin notes that in the previous year there were multiple meeting per a week in order to get all the presentations taken care of in about two weeks. He emphasizes that some of the budgets are fairly large and can be a lot to take in. He suggests potentially meeting twice during the week of January 18 or January 25.

Keller Coker notes that the week of January 25 he will have concerts every single night. Debbie Diehm also notes that holidays should be taken into consideration (MLK day in January 18).

Corbin Garner notes that the Committee could still choose to meet on January 18 if they wanted. Don Boderman confirms that the Werner University Center would open at 5pm on MLK Day.

Justin Ross moves to meet on January 18, 2016. Trey Shimabukuro seconds. No discussion. Motion passes 8-0-0.

Due to the circumstances the Committee agrees to meet at 5pm on January 18 instead of the regular 6pm meeting time.

Corbin Garner notes that presentations would occur on January 18, 25 and February 1.

The Committee moves on to set a presentation schedule. ASWOU is able to elect to be the last budget to present. Gary Dukes notes that in the past there have been time limits ranging between 15 and 30 minutes with an endless time for questions.

Barb Dearing notes that with Athletics being one of the largest budgets with the most indices it either needs to be on its own night or paired with a smaller budget.

Lilaah Jones suggest potentially holding two meeting on one week in order to pair a larger budget with a smaller budget. Keller Coker would ideally like to present the first week of February. Athletics would also like to go the first week of February if possible. Keller Coker suggests having Creative Arts and ASWOU moved to Wednesday February 3, 2016. Jenesa Ross notes that the ASWOU Senate meets on Wednesday nights. Jessica Freeman, ASWOU Senate President, indicates that Senate can make it work that week in order for IFC to meet.

After some discussion the following presentation schedule is outlined:

**Monday January 18, 2016** – HOLIDAY - Budget presentations for Abby's House, Access, Childcare, SLCD, and WOLF Ride

**Monday January 25, 2016** – Budget presentations for Campus Recreation, Student Media, Werner University Center, Student Leadership and Activities, and Student Activities Board.

**Monday February 1, 2016** – Budget Presentations for Athletics

**Wednesday February 3, 2016** – Budget Presentations for ASWOU and Creative Arts

Malissa Larson notes that area heads with children may not be counting on making arrangements for their kids on January 18, 2016. Corbin Garner notes that he is comfortable moving forward and then figuring out if changes are necessary.

Justin Ross moves to approve the tentative presentation schedule. Trey Shimabukuro seconds. No discussion. The motion passes 8-0-0.

Brandon Neish point out that areas presenting on January 18 need to have budget in by the 14<sup>th</sup> as he needs time to put together the numbers on the master spreadsheet. Either all budgets must be due on January 14 or some could be due on January 21. Eric Yahnke questions whether it is important for the Committee to be able to see all the numbers at once. Corbin Garner notes that the information is given by individual departments before the big picture can really be seen.

Justin Ross likes the idea of having two due dates but does not consider it to be fair. Shannon Haas agrees with Justin. Jacob Marsh asks the area heads whether they see a conflict with the split. Rip Horsey notes that if the deadline is the 14<sup>th</sup> then area heads will get it done. Keller Coker notes that it would be great to have an extra week to prepare his budget but not at the expense of the smaller budgets.

Barb Dearing notes that a deadling of the 14<sup>th</sup> means meeting with Subcommittees in the first week but if there are recommendations there may not be time to make those adjustments.

Justin Ross moves the budgets being presented on January 18, 2016 are due on January 14, 2016 and the remaining budgets are due on January 21, 2016. Trey Shimabukuro seconds. No discussion. Motion passes 8-0-0.

**i. Presentation Timeline**

The Committee considers the previously established time frame of 15 minutes for smaller budgets and 30 minutes for larger budgets.

Justin Ross notes that he likes the idea behind it but felt that Athletics seemed a bit rushed last year and he would consider allotting 45 minutes. He also notes that enhancements did not receive much attention and that a little more time could facilitate them being covered. Keller Coker believes Creative Arts could stay within 30 minutes and would not pad their presentation if allotted 45 minutes. Malissa Larson suggests having the Committee ask area heads how much time they need. Below are their responses:

Malissa Larson – Access – 15 minutes  
Debbie Diehm – Wolf Ride – 15 minutes  
Rip Horsey – Campus Recreation - 45 minutes  
Barb Dearing – Athletics – 45 minutes  
Keller Coker – Creative Arts - 45 minutes  
Don Boderman – WUC/SLA/SAB – 45 minutes  
Rhys Finch – Student Media – 30 minutes  
Sofia LeVernois – ASWOU – 45 minutes

Carter Craig notes that while childcare is not present their budget is all subsidies and is pretty straightforward.

Brandon Neish pulls up the new enhancement form to get input on the edits made over the summer. Justin Ross suggests potentially having a ranking option on the form. His suggestion is based on the previous year in which some departments ranked their enhancements and others did not. Carter Craig agrees that not having some departments rank their enhancements was an issue but also notes that they will have time to rank them during their presentations.

Barb Dearing suggests adding another operating expense other than what is listed. Brandon Neish agrees that there is a need for capital expenses and he will add them.

Keller Coker notes that in Creative Arts they have several indices that have small increases and is wondering if there is a way of grouping the requests. Brandon Neish explains that it would be up to the Committee but that if they did agree to it he would ask that area heads include dollar amounts per individual indices. Justin Ross notes that last year all those requests were discussed together.

Barb Dearing asks the Committee if Athletics could submit permanent travel (airfare) enhancements together.

Justin Ross explains to the new members that the Committee is not obligated to fully fund requests. He adds that it might be good to see the request all together to see the big picture but keeping in mind that the Committee does not have to fund full amounts, if at all. Barb Dearing asks if the Committee were to fund a portion of a multiple index request would it be up to the area head to allocate the funds. Brandon Neish clarifies that funds would have to be approved and allocated by the Committee; if the Committee approves funds for football travel it must remain in football. With that, Barb Dearing reiterates her question to the Committee, should the requests be presented together or separately. Justin Ross believes the requests can be presented together as long as there is a dollar and index breakdown. He then revisits the idea of ranking enhancements. Rip Horsey notes that if an area head does not truly need something they will not request it via an enhancement. He also adds that the Committee ultimately chooses what will be discussed. Thomas Peterson notes that he would consider it to be unfair to allow Athletics to prioritize individual sports.

Jenesa Ross notes that the Committee is attempting to play nice but unfortunately that is not the way it works. She reminds them that it is ok if people get upset.

Justin Ross mentions that in the previous year Athletics had some mandatory items they were requesting and suggest that perhaps there should be a way to indicate that on the enhancement form; a high priority checkbox. Corbin Garner notes that members are able to write on anything in their crib books. Thomas Peterson suggests a mandatory vs. non mandatory distinction. Carter Craig believes that the purpose for request is sufficient for an area head to specify their needs. Jacob Marsh adds that any additional details can also come up during the discussions.

## **6. Announcements**

## **7. Adjournment**

Shannon Haas moves to adjourn. Robin Perkins seconds. The motion passes 8-0-0 and the meeting adjourns at 8:15pm.