

**Incidental Fee Committee Minutes**

**Meeting 2**

**Columbia Room: Werner University Center 2-5pm**

**IFC Training/Subcommittee Reports**

**Friday, January 19, 2018**

Friday, 1/19/18: IFC Meeting 2  
Werner University Center: Columbia Room

**Jessica Calls the meeting to order call to order: 2:09pm**

Roll Call: Jessica Freeman, Nash Adler ASWOU Senator, Lila Gardner-ASWOU Senate President, Jason Haynes-Director of Business and Finance, Rhys Finch-Student Media Advisor, Debbie Deihm-WOLF Ride, Adry Clark, Aislinn Addington, Patrick Moser -Director of Student Engagement- will be leaving and be replaced by Chelsee Blatner, Malissa Larson, Jeanie Stutzner-Program Coordinator for Creative Arts, David Janowiak-Director of Creative Arts, Rachel Bayly-IFC Member, Eric Frey-IFC Member, Caleb Tingstad-IFC Member, Aubrey DaVore-IFC member Cynthia Olivares-IFC member, TJ Smith-IFC Member, Marina Kuzmich- IFC Member, Caitlin Nakatsukasa-IFC Member , Rip Horsey- Campus Recreation, Natasha Roman-Athletics, Darin Silbernagel , Gary Dukes-Vice President of Student Affairs.

**Announcements:** Jessica- Rachel Bayly intro and announces, Carter Craig stepping down.

Minutes: Pg One, Vice President of SVA- Eric Frey, Cynthia Olivares- fix name spelling, TJ RA this year, not RHA. Caitlin Nakatsukasa- name spelling.

**Caleb moves to approve the minutes, Eric seconds, motion passes 6-0-2, both**

Aubrey and Rachel had to abstain since they were not here for IFC one.

**Agenda is approved Motion passes 8-0-0**

New Business – voting to approve Eric as they chair, Caleb moves to appoint Eric as the IFC chairs Cynthia seconded the motion.

Dr. Dukes points out that this may need to be a closed election and Chelsie and Jessica double check the new bylaws and it does not specify.

**IFC Members vote-motion passes 6-0-2**

Eric Takes over as IFC Chair- 2:19

Eric starts on the agenda setting up meeting times.

Subcommittee Reports: Aubrey Davore, Chair, Briefs everyone about WOLF Ride, they gave over 1,000 rides a year, SLCD, Access ODS-Aubrey said she sees no issues there accommodates all students they

are putting on an event WOU Disabilities awareness month, the last few years they have been hit or miss with even popularity but they are going to try this year to see how their event goes. ASWOU budget brief-ASWOU only had their 5% cut package prepared and Jason did not have the 10% cut package available at this time, ASWOU SVA Is requesting an enhancement package for their travel to Florida.

Jason Haynes notes that ASWOU 10% cut package has been approved by Senate and will be ready to view as soon possible.

TJ Smith discusses there were no issue with any of their budgets and that they were prepared.

Cynthia said athletics subcommittee January 25<sup>th</sup> at 4pm in the Little D: Werner University Center.

Eric informs all of IFC that Chelsie has sent out a new when is good and Eric reminds every one of the brief break to fill out and go through the when is good.

ASWOU Senate President Lila Jones informs the group when all the subcommittee's took place and which senator was in attendance at each meeting.

Lila also mentioned not knowing where her subcommittee meeting was the day of and this moving forward is not acceptable because this process needs to be transparent as possible, as the students at large probably didn't know when these meetings took place.

Eric appoints Cynthia Olivares after a brief "elevator speech" as to who he should choose between Cynthia and Aubrey to be the Vice Chair.

Debbie Deihm reminds the group that we skipped an agenda item: declarations/conflicts of interest.

Eric asks all IFC members is there is any additional/new conflict of interest: Rachel Bayly says she is on the track team.

Caitlyn Nakatsukasa: asks for a point of personal privilege since she has class. Chair, Eric Frey dismisses her to leave for her class.

Eric Frey then points out we are taking this time to go through the IFC webpage and crib book.

Dr. Dukes points out the IFC flow chart is no longer correct and it is out of date since the IFC cannot be rejected unless an increase of more than 5% increase to last year's fee.

Senate President Lila Jones asks if there is a new flow chart associated with the By-Laws.

Chelsie responds that the up to date version will be added or the current one will be added to the webpage and crib books probably by the next meeting.

Eric Frey mentions where to find the up to date minutes and agendas.

Chelsie informs Eric that today's changes to the minutes will be posted after today's meeting.

Eric Frey goes through the new by- laws online.

Dr. Dukes asks if there is copy of the 2016-2017 Budget notes online and he checks with Chelsie to make sure that each crib book and IFC Member along with the website all have copies of those budget notes.

Eric points out (4) (p) to area heads that along with their budgets areas must submit the minutes from their advisory board meetings.

Eric reminds IFC Voting members if they have any questions about budget reserve amounts please familiarize yourself before the budget presentations etc. Eric points out to familiarize themselves with any areas seeking funding for the first time.

Chelsie asks Dr. Dukes if there are any areas seeking funding for the first time and dr. dukes answers no at this time.

Dr. Dukes points out that those serving on IFC Subcommittee of Athletics to realize that they are also serving for Extraordinary Travel and IFC Advertisements.

Senate President Lila Jones: points out that the checklist is the checklist that senate will be using to double check the IFC process, and advises those IFC members to read over and familiarize themselves with this checklist.

Eric points out that at a later time we will discuss how to reach the student population via clip boarding etc. Informational sharing to student body.

**Eric Announces: 15 minute recess, Caleb asks if we could take only a five or seven minute recess, Aubrey says she would like a full fifteen and Eric agrees.**

**Meeting shall return at 3:30**

3:32 Eric Apologizes for the small delay, explains after looking at the when is good it looks like Fridays between 2 & 5 would be the best. During the long budget presentation we would have a six hour meeting where the large budgets would present in one long meeting.

Cynthia asks if we could hold the two open hearings in the same week.

Open Hearings do not require a quorum.

**Motion to set the meeting: Caleb moves to set the motion to set the meeting times to Friday from 2-5pm**

**Cynthia seconds the motion**

**Rip Horsey asks if this will result in losing an IFC member in order to make this happen**

**Put it up to vote motion passes 7-0-0.**

Dr. Dukes points out that in two weeks we will need to go to go on until 9pm on February 2<sup>nd</sup>.

Senate president asks if there is any way to split the meeting up into two meeting date.

Eric Answers "No" that the when is good clearly says this is not possible.

Malissa Larson mentions that she will be moving into her new home next Friday so she will need to present her small budget at another time, but makes note that she is still ready.

Eric informs Malissa that Chelsie has already informed everyone of this and that Access Budget will be frontloaded on the long meeting with large budget presentations.

ASWOU volunteers to present with the small budgets on 1/26/18 and Dr. Dukes points out that ASWOU has the privilege of presenting last and that they should only consider if there are no other options.

Lila Jones and Eric Frey both point out that Patrick Moser seemed really prepared and knowledgeable at the last IFC Meeting and Eric asks if there is any way Student Engagement could possibly present next week with the small budgets in order for the large budget presentation IFC meeting wouldn't have to be six hours long.

Chelsee Blatner is currently sitting in for Patrick Moser and doesn't want to respond on his behalf.

Dr. Dukes asks if Chelsee could possibly email Patrick to find out if could be ready to present next week. Chelsee said she would try to reach him.

Aubrey DeVore will be the student responsible for student outreach as per Eric, since Carter Craig has stepped out of his IFC Role.

Rachel will replace Carter in the ECSGA #1 subcommittee.

If there is any other subcommittee Rachel is interested in she can let us know 2<sup>nd</sup> meeting the week of 2/19 to have two open hearings.

TJ asks for point of personal privilege-he has to go to class, and Eric Frey grants this. 1/26-2-5pm IFC Meeting for small budget presentations and turn in date for large budgets.

2/2: 2-8pm IFC Meeting for Large budget presentations.

**Caleb motions to move 2/20<sup>th</sup> 7-9pm, motion carries 6-0-0. Open Hearings 2/20; 7pm-9pm and 2/23; 2-5pm.**

Malissa Larson from Access asks since the meeting is finishing early if she can present her access budget today as she will be out next Friday.

All of IFC Members agree and Malissa Larson prepares to give her presentation at 3:55pm.

Malissa concludes her presentation at 4:04 and asks for questions.

Eric Frey asks questions regarding budget funding and where funding for WAAM comes from.

Rip asks is FY19 would increase from FY18, Malissa answers "no".

Eric Frey asks how many students Access assists. Malissa gives answer in form of basic statistics.

Aubrey asks if she could get a copy of the Access FY 19 budget.

Malissa informs her that Chelsie would be getting everyone a copy of that. Cynthia specifically asks how many students are benefiting from WAAM.

Malissa explains they try to events when students could possibly attend and would be interested in.

Aubrey asks how Access goes about informing students about WAAM.

Malissa responds “via various forms of social media, R.A’s, partner with the health and wellness center and try to be a part of every different area.

Aubrey suggested an All Student email.

Malissa says yes they’ve tried that, and mentioned utilizing Tinkle Time. Eric suggests recruiting from Oregon School of the Deaf.

No more questions, Malissa’s Q&A.

ASWOU Moves back to presenting with the other large budgets at IFC Meeting on 2/2/18.

Eric asks if Chelsea has heard from Patrick, she has not.

Abby’s House, WOLF Ride, Child Care and Student Media to present next week 1/26/18

ASWOU, Student Engagement, Athletics, Creative Arts, Campus Recreation- Presentations 2/2/18

David Janoviak asks if there will be a schedule of order when the large budgets present.

Chelsie noted that she will send out a list of order.

Eric reiterates the budget presentation schedules.

Rip Horsey asks if the budget presentation format remains the same.

Eric answers yes, the small budgets will have 15 minutes, and large budgets have 30 minutes.

**Caleb Moves to adjourn the meeting Audrey seconds. Motion passes 6-0-0 at 4:21 pm**