

Incidental Fee Committee Meeting #3
Thursday, October 29, 2020 | 8:30 AM
Via Zoom (link in Calendar invite)
Juliana Cameron in Chair

Minutes

1. Call to Order
 - 8:34AM
2. Approval of the agenda
 - approved
3. Roll Call (name, pronouns, position, favorite costume you've had for Halloween)
 - IFC Members
 - i. Nick Denning
 - ii. Kayley Arpaia
 - iii. Blanca Jimenez
 - iv. Quentin Kanta
 - v. Carlos Fonseca Jr.
 - vi. Elvis Solis Santos
 - vii. Juliana Cameron
 - viii. Makana Waikiki (9:04AM joined meeting)
 - Advisors
 - i. Darin Silbernagel (proxy for Ana Karaman)
 - ii. Dave McDonald
 - Area Heads
 - i. David Janoviak
 - ii. Malissa Larson
 - iii. Rip Horsey
 - iv. Tammy Gardner
 - v. Emmanuel Macías
 - vi. Patrick Moser
 - vii. Randi Lydum
 - viii. NJ Johnson

- Other Representatives
 - i. Liz Marquez Gutierrez - Senate President
 - ii. Sidney Carpenter - News Editor Western Howl
 - iii. Camarie Moreno – Director of Budget & Planning
 - iv. Steven Richmond – Judicial Administrator
- IFC Secretary
 - i. Paula Taylor

Old Business

4. Appointment of Vice Chair

- Juliana appoints Nick Denning as vice-chair

5. 2020-21 Timeline Discussion

- Update from NJ
 - i. President Fuller and NJ worked on presentation to board.
 - ii. Per General Council: IFC would not need to go through board subcommittee to charge fee for winter term.
 - iii. Per Vice President & General Council Ryan Hagemann: Feasible to charge a fee. Go through board meeting. Adjusting the fee amount and clarify who pays.
 - iv. November 18, 2020 board meeting, request fee a week in advance of meeting November 11.
 - v. Fee request for winter term would need to be decided within the next 2 IFC meetings.
 - vi. Question: University stimulus discussion?
 - vii. NJ: Yes, there was but nothing was decided, stimulus for winter term \$1M possible, revenue from online tech fee.
 - viii. Juliana: when will we have an actual idea?
 - ix. NJ: I cannot say anything for certain right now.
 - x. Juliana and NJ meet with President Fuller to get a solid answer.

- Fall 2020 week-to-week timeline
 - i. Hard deadline, request in by November 11, 2020.
 - ii. Rip: In IFC objective: IFC members have cameras on.
 - iii. Liz: Has IFC been provided with enrollment numbers and revenue projection?
 - iv. Dave M.: Student enrollment is typically based on 4th week census. We are not there yet sometime in 5th week we will have headcount/FTE. Winter enrollment is more important. Winter registration has not started yet. Use fall and normal trends.
 - v. Quentin: We can expect a much larger drop.
 - vi. Darin: \$140,000 normal IFC process, \$143,000 now. I guess not a whole lot different for winter.
 - vii. Liz: Understand we need to verify numbers, could you provide numbers information to committee?
 - viii. Dave: once available happy to provide.

6. Winter 2021 Fee discussion:

- What are we thinking for fee?
 - i. Nick: Data point what we are aiming for is what we can discuss. It is hard to say what we should charge student to get to \$1M. We don't know how many students we are charging. Lots of info we still need.
 - ii. NJ: Whatever fee you decide on will be filled in from stimulus to make our total.
 - iii. Quentin: We should charge a fee, not just to keep service and staff, to give students a say. We should charge as little as possible.
 - iv. Juliana: Agree with minimum fee. Pull some form reserve. \$25.00 fee to keep it affordable.

- v. Nick: Makes sense. Thanks Quentin. Keep thing minimal for students.
- vi. Rip: Please clarify: do we know what the total is that area heads are requesting?
- vii. Juliana: Not put together yet. Can do that after presentations.
- viii. Winter is overall less expensive for IFC budget.
- ix. Nick: Do we need to reach out to students prior to putting online student as fee paying student on the docket?
- x. Steven: It is in the Board of trustees' court. IFSC made the change and board of trustees needs to sign on to the change.

New Business

- Area head budget presentation
 - i. [Abby's House](#) – Malissa Larson
 - a. [\\$5,485 request](#)
 - b. To fully fund Bi-lingual Confidential Advocate position need full amount
 - c. Questions? None
 - ii. [ACCESS](#) – Malissa Larson
 - a. Legal obligation
 - b. Only for accommodations IFC related
 - c. [\\$2,000](#) request
 - d. Questions? None
 - iii. [WOLF Ride](#) – Emmanuel Macías
 - a. \$7,034 request
 - b. Quentin: full disclosure: I am employed by WOLF ride. Most rides more than 1 person
 - c. Nick: [second column](#) clarification?
 - d. Emmanuel: riders per night.
 - e. Makana: Does fall budget not used roll over to winter?
 - f. Emmanuel: left over goes back into IFC reserve.

g. Questions? None

iv. [Athletics](#) – Randi Lydum

- a. No competitions this fall
- b. \$415,006 request
- c. No football games, or travel
- d. Rest of sports limited
- e. Nick: Spring purchase during winter term. Allocate as much as possible now?
- f. Randi: Correct, and might not need a request in spring term
- g. Quentin: WOU for sure participating?
- h. Randi: men's and women's basketball only sport held by Oregon. Will know for those 2 later this month if we are allowed to participate. Rest is low contact sports.
- i. Quentin: Is rapid Covid-19 testing available?
- j. Randi: Working on it with housing, and OSU on testing protocol. Only symptomatic testing now. Not included in budget.
- k. Juliana: If full amount allocated not used where does it go?
- l. Randi: Back to reserve. Not all budget lines are negotiable. Majority of what is left would be from travel and officiate will go back to reserve.
- m. Makana: Will fall term budget leftover stay with area or come back to IFC now?
- n. Dave M.: Allocation this fiscal year left over at end of fiscal year sweep back.
- o. Darin: That is normal, standard. But unique year, if IFC want to sweep now could be done.

- p. Patrick: Assumed money allocated would carry over. Spring requests take into account that fall and winter allocation not used will carry over to fall and winter
 - q. Makana: Abby's House and Food Pantry take that into account?
 - r. Malissa: Not taken into account. Budget is new.
 - s. Makana: Did you not get what was allocated?
 - t. Malissa: Got funds from general fund. Looking for new employee. Allocation request for winter.
 - u. Makana: Did you not receive the IFCS allocation?
 - v. Malissa: Will have to check. If allocated I should have budget leftover. Not put in ask for winter.
 - w. Makana: If you got it would that decrease your winter request?
 - x. Malissa: I will have to track that down.
- v. [Student Media](#) – Patrick Moser
- a. [\\$16,011](#) request
 - b. No printing of Western Howl fall and winter
 - c. Northwest Passage online
 - d. K-WOU broadcasting
 - e. Questions?
 - f. Makana: Fall allocation included?
 - g. Patrick: Fall allocation will be completely spent. This request is only for winter.
 - h. Makana: Personnel: still here or furlough?
 - i. Patrick: One professional staff not out of this budget. Person resigned. Not filled at this time.
 - j. Quentin: What is personnel budget line for?
 - k. Patrick: Student employee's stipends.
 - l. Questions? None

- vi. [Student Engagement](#) SEO901 – Patrick Moser
- a. [\\$217,625 request](#)
 - b. IFC budget to provide spaces outside of normal business operation. No fee to clubs.
 - c. Online services: all our student support services are all available virtual.
 - d. Info desk: 9AM -7PM person available
 - e. Quentin: What is cost to have WUC open on weekend?
 - f. Patrick: Will have to study it. Student labor: \$30/hour plus utilities and other cost.
 - g. Makana: Personnel: is that funding all at same amount of fall term? Layoffs?
 - h. Patrick: FTE for employees was fully funded but with budget cuts make personnel changes. FTE will be reduced. More funding, we will have to go through process to get employees back.
 - i. Quentin: How much more funding do you need to get laid off personnel back?
 - j. Patrick: IFSC allocation funded more personnel. Made some FTE decision. Increased recently based on student needs. We are addressing currently what students need with FTE. We have what we need FTE wise. We are constantly evaluating.
 - k. Makana: Termination of positions as off November 12? When would you need the allocation for this layoff eliminations not to happen?
 - l. Patrick: Already notified staff. They will stay until March 31, 2021. Based on this proposed funding.
 - m. Makana: When was decision made?
 - n. Patrick: Today.

- vii. Student Engagement SEO902 - Patrick: Moser
 - a. [\\$9,700 request](#)
 - b. All programs are hybrid or virtual
 - c. Winter term – family weekend
 - d. Questions?
 - e. Nick: Thank you for all the information and making it a priority for making services accessible online
 - f. Elvis: Leadership events? Discover leadership? Still happening?
 - g. Patrick: Discover leadership program for new students. We are bringing the program back virtually this term and next term.
 - h. Questions?
- viii. Student Engagement SEO903 – Patrick Moser
 - a. [\\$10,099 request](#)
 - b. Online performers, trivia night, all are hybrid or virtual
 - c. Questions? None
- ix. [Campus Rec.](#) – Rip Horsey
 - a. \$183,524 request
 - b. More indoor activities (COVID approved)
 - c. Some activities need to be approved by administration to move forward.
 - d. Add morning hours
 - e. Makana: Campus rec. IFCS allocated staff at full time, why are they at 0.6?
 - f. Rip: Cautionary approach, to see needs for students on campus.
 - g. Blanca: Did membership fee happen, and did it provide funding?
 - h. Rip: Over summer we did not know if IFC would give funding. We got funding, we removed membership

- fees. All students are members of campus rec. no additional fee.
- i. Quentin: Winter term bring all employees back?
 - j. Rip: Would love to bring everybody on full time. Moving everybody to 0.6FTE
 - k. Camarie: \$1M allocation/stimulus therefore no membership fee.
 - l. Quentin: What would it take to get everybody back full time? What is preventing you to do that?
 - m. Rip: IFC does not have the authority to tell Areas how to spend line items.
 - n. Makana: What funding would you need to get your people at 1.0FTE?
 - o. Rip: Defer question. Nothing more I can do. Work through March 31. Working full time would be amazing.
 - p. Quentin: If you are not the one in charge about the money, who should IFC contact about this question?
 - q. Rip: Dr. Dukes.
 - r. Makana: Was there something special to be done to keep employees? To notify employees?
 - s. Patrick: I put a proposal through to bring additional FTE to some employees.
 - t. Rip: Me too, and extension but have not heard back yet.
 - u. Makana: No Dr. Dukes, in meeting?
 - v. Juliana: Correct
 - w. Makana: Let IFC reach out to Dr. Dukes and get more transparency on how allocation was used.
 - x. Juliana: Nick and I will reach out to Dr. Dukes.
 - y. Questions? None.

x. SDCD

a. No submission no requests.

- Makana: Motion to table the rest of agenda to next meeting November 5, 2020.
 - i. Nick: Second the motion
 - ii. Roll call vote:
 - a. Nick - aye
 - b. Blanca - aye
 - c. Carlos - aye
 - d. Makana - aye
 - e. Quentin - aye
 - f. Kayley - Aye
 - g. Elvis - aye
 - h. Juliana - aye
- Motion to table passes: 8 aye - 0 nay - 0 abstain

7. Adjournment

- Nick: Motion to adjourn the meeting
 - i. Blanca: second
 - ii. Nick: acclamation – vote can be assumed to pass unless somebody denies it.
 - iii. Nobody does.
- Meeting adjourned at 10:33AM