

Incidental Fee Committee 2022-2023 Academic Year

Thursday, November 17, 2022 | 6:30PM

ASWOU President Kodee Harwood in Chair

RWEC203 and zoom

Minutes

- ❖ Call to Order
 - 6:42PM

- ❖ Approval of the agenda
 - Sunny motions to approve agenda
 - Ever Seconds
 - No dissent, agenda approved.

- ❖ Roll Call (Name, Pronouns, Position, if you could have any superpower what would it be?)
 - Kodee: You are all IFC members appointed by WOU President or ASWOU President.

 - IFC Members
 - Alexis Ferdig on zoom
 - Jill Whisler on zoom
 - Sunny Winters
 - Julz Mudge
 - Chase Johnson
 - Kenzie Forgey
 - Ever Young
 - Dennis Long, excused absent

 - Other Representatives
 - Kodee Harwood, ASWOU President
 - Camarie Moreno, Director of Budget & Planning
 - Samantha Cameron, Budget Analyst
 - Connor Goehring, ASWOU Senate President
 - Jess Farrenkopf, Director of Public Relations

 - IFC Secretary
 - Paula Taylor

- ❖ [How to read a budget](#) - presented by Camarie and Samantha
 - Why are you here?
 - IFC members allocate a big chunk of money (almost 4 million dollars) to the following areas on campus. Athletics, Access, ASWOU, Campus Recreation, WOLF Ride, Abby's House, Student Engagement, Student Media, Creative Arts Childcare, SAB, computer replacement, extraordinary travel.
 - Decide the amount of the student fee. This year \$372/term for on campus and \$200/term for others.
 - Enrollment History
 - Enrollment used to be 6000 students and now we are less than 4000 students.
 - Enrollment declines, fee revenue declines.
 - Fee History
 - Fee used to be based on credits taken on campus, then COVID happened, structure needed to change because all online. No revenue in Fall 2020 and in winter all students paid \$150, in spring all students paid \$125. Year after that flat rate of \$355. WOU in middle of pack with fee amount, but we are unique in charges online students.
 - Allocation history hovers around \$4million. FY23 allocation by area.
 - [Budgets](#)
 - Area Heads will present [their budgets](#).
 - Some areas are fully funded by IFC, some areas have other sources of income such as fundraising, general funding, State lottery.
 - Based on enrollment projections, IFC structure, Fee amount, reserve, sweepback determines how much is available for allocation.
 - Last year projection was a 5% increase in enrollment, but reality is 7% decrease.
 - IFC has 10% reserve requirement, but the prediction is that the reserve is negative \$52,484. We are in the red.
 - Cuts are reductions to current service level. Committee request 3 cut packages, 5%, 10%, 15%. Services will be reduced due to reduced funding.
 - Enhancements are request for funds above current S&S. IFC decides if they will consider enhancements or not.
 - [Budget Spreadsheet](#)
 - The spreadsheets show the allocations, revenue, and expenses.
 - Expenses such as staff and student payroll, supplies, utilities, general overhead expense of 7.4% to cover WOU expenses.
 - IFC allocates total, does not decide what index it goes into or how area can spend money. Could request that area not spend it on a specific item but cannot demand.

➤ Questions?

- Chase: A final amount is given to areas and then they decide what to do with it?
 - Camarie: Correct. You do not manage the line items. Committee can make a suggestion as to what not to fund. Couple years ago, Smith Fine Arts received recommendation to not be funded.
- Julz: In the red this year, if areas overspent how do we fix it?
 - Camarie: It is in the IFC by-laws that area will be cut the following fiscal year by the amount they overspent this fiscal year.
- Julz: Does reserve cover overspending?
 - Camarie: We need to talk about this and tell areas to pull back and get out of the red. Make up for it in next year allocation, increase fee, reduce allocations? Your decision. Student led committee and it is in your hands.
- Julz: IFC half a million in the red?
 - Camarie: overspend \$50,000, no reserves. We should have 10% of allocations as a reserve (\$424,366). There is no reserve. Shortage of \$476,849.
- Julz: Could we take back from FY23 and slash FY24?
 - Camarie: Yes, IFC could request not to spent full allocations, put up a directive to keep as much as possible up to \$50,000.
- Julz: Do we generally cut back and not increase?
 - Camarie: Yes.
- Jill: If we ask different areas to be conservative with spending, how would we know?
 - Camarie: This year we underspend by \$150,000. So %50,000 is standard. It happens naturally. I think we are on track but with monthly budget status reports we can keep track. Again, what we salvage this year will impact next year.
- Kodee: Thank you Camarie. We are all in the same boat, but we have power and time.

❖ [Intro to Parliamentary Procedure](#)- presented by Connor Goehring

- My name is Connor Goehring, ASWOU Senate President, and parliamentarian for all IFC meetings.
- Why parli-pro training?
 - Correct rules and how to run a meeting.
 - Robert's Rules.
 - To maintain order.
- Call a meeting to order
 - Small Board or regular meeting.
 - Quorum is 2/3 of voting members in attendance.
 - Simple majority 2/3 of voting members present.

- Making a motion
 - Raise your hand, need to be recognized to speak.
 - I move to....
 - Another member needs to second the motion.
 - Discussion face.
 - Time to ask questions about motion.
 - Time to give input.
 - No more discussion moves to a vote.
- Roll call vote
 - Calling on members by name to vote.
 - Aye, Nay, abstain.
 - Give results of vote.
- Limit Debate
 - Any member can ask the chair to limit the discussion time.
 - Needs a vote to pass.
- Amendment
 - To add something to agenda or minute.
 - Needs discussion and a vote.
- Postpone
 - To take a vote at a different time.
 - Should be during a regular scheduled meeting.
 - Needs a vote to pass postponement.
- Lay on the table
 - To talk about something at the next meeting.
- Point of Information
 - Request to be excused from meeting for a short period of time.
- Recess
 - To take a small break.
- Adjourn
 - To end the meeting.
- Questions?
 - Paula: Could you explain when you would abstain from voting?
 - Connor: If you would benefit from the motion you would abstain from voting.
 - Sunny: ASWOU would abstain from voting on ASWOU budget. As a creative arts student can I vote on Creative Arts budget?
 - Connor: If you benefit from it, you would not vote. Chair may ask clarifying questions when you abstain.
 - Questions?
 - None

- ❖ Old Business
 - None
- ❖ New Business
 - Winter Term Meeting dates
 - Kodee: I picked winter term time of Friday from 4PM – 6PM, will update on location.
 - Questions?
 - Alexis: What is the first day?
 - ◆ Kodee: First or second week of classes. January 13th.
 - Julz: Every Friday?
 - ◆ Kodee: Yes.
 - Julz: In person or on zoom?
 - ◆ Kodee: We are discussing this. Will get you a solid answer later. Alexis and Jill are you able to attend in person?
 - Jill: Yes
 - Alexis: Yes
 - Kodee: I will email agenda and minutes.
 - Paula: Do you all have access to shared Google drive?
 - ◆ All: We do.
- ❖ Adjournment
 - Sunny moves to adjourn, Ever seconds.
 - Meeting adjourned at 8:01PM