



Incidental Fee Committee Meeting #3

Friday, January 27, 2023 | 4:00 PM

[Zoom](#)

Dennis Long in Chair

Minutes

1. Call to Order
 - 4:02PM
2. Approval of agenda
 - Jill motions to approve the agenda
 - Sunny seconds
 - No dissent. Agenda approved
3. Approval of minutes from 01.20.23
 - Ever motions to approve the minutes from 01.20.23
 - Jill seconds
 - No dissent. Minutes from 01.20.23 approved
4. Roll Call
 - IFC Members
 - i. Julz Mudge
 - ii. Monét Jackson
 - iii. Dennis Long
 - iv. Jill Whisler
 - v. Sunny Winters
 - vi. Alexis Ferdig
 - vii. Ever Young
5. Connor: IFC Chair Chase Johnson has stepped down and stepped away from the committee. We need to amend the agenda. We do not have a chair right now. By-laws do not state succession vice chair to chair
 - Jill: I move to amend the agenda to add new business adding a new IFC chair.
 - Ever seconds
 - i. No dissent
 - ii. Motion passes 5-0-0
 - Advisors
 - i. Amber Deets
 - ii. Camarie Moreno
 - iii. Tina Fuchs

- Area Heads
 - i. Rip Horsey, Campus Recreation
 - ii. Tammy Gardner, Childcare
 - iii. Emmañuel Macias, WOLF Ride
 - iv. Owen Hubers, ASWOU Director of Business & Finance
 - v. Chelsea Blatner, Student Engagement & Student Media
 - vi. David Janowiak, Creative Arts
 - vii. Randi Lydum, Athletics
 - viii. Rian Gayle, ACCESS
- Other Representatives
 - i. Connor Goehring, ASWOU Senate President
- IFC Secretary
 - i. Paula Taylor

6. Old Business

- Enhancements
 - i. Are utility cost increases enhancements? Are payroll cost increases and raises enhancements?
 1. Alexis: Are you asking our opinion on it?
 - a. Dennis: Yes. Are these considered enhancements or just need to be added to base budget.
 - b. Ever: What are the categories that this falls under
 - c. Dennis: Maybe Camarie can answer.
 - d. Camarie: Increases outside of area head control, rolled in base budget current service level. Past practice they were included in current service level, this year not included because of the financial situation IFC is in.
 - e. Ever: Could it then only be put in enhancements?
 - f. Dennis: What are the options?
 - g. Camarie: Either don't change the current service level or we do.
 - h. Dennis: Do we start with lower number or leave as is?
 - i. Connor: We are not moving on until you guys talk. Need to know peoples opinions on this.
 - i. Alexis: Good idea to not have it included.
 - j. Dennis: Should we leave budgets as is and not increase current service level?
 - i. Alexis: Yes.
 - k. Jill: What was done in previous years?
 - i. Dennis: Careful how we word it. Current service level increases (utilities, payroll

increases) out of control of area heads and there are enhancements, which is a new ask.

- I. Monét: Need more clarification
 - i. Dennis: In previous years it was automatically included not this year. Should we leave it or add increases to current service level to budget?
- m. Monét: So start without them and then bring it in later.
- n. Ever: Does that mean putting steam in buildings and keep buildings running?
- o. Camarie: Yes, every year the budget office produces the base budget for IFC. Current service level is starting point. Percentages that are reduction to current service level. Anything extra is enhancements. Pay increases are decided by president and Unions. Utility impact Campus Rec and WUC always build in at current service level starting point. Do we want to incorporate salary and utility increases or leave starting point as is.
- p. Jill: Is there a rationale that we can leave it out? How do we leave it out and people are still able to function?
- q. Camarie: It would be absorbed. Cuts from other things to absorb the mandatory increases.
- r. Jill: Could service cuts be part of cutpackages? If we do not provide increases how would your budget look.
- s. Dennis: All budgets are given without that increase so they have already accounted for these cuts.
- t. Chelsea: Student engagement operations presented with salary increases, did not present with utility increases.
- u. Camarie - in chat - None of the budgets presented today have salaries/utilities in their funding allocation- so they won't be impacted by this decision.
- v. Rip: We put in \$49,000 of value as a negative on the first line. We will have to figure out how to absorb this. That is a 4.5% negative cut because the current service level was not pushed back to where it was historically. It has to be absorbed somewhere. Because no reserve, we are not increasing your current service level.
- w. Jill: Decide to include them or leave them out.
- x. Dennis: Yes.
- y. Jill: I motion to not include current service level increases
 - i. Ever seconds

- ii. Questions?
 - 1. Rip: Budgets that present today do not have utilities or salaries.
 - iii. Monét: If we decide to include the service level increase, would we have a better understanding of everyone's budgets?
 - 1. Dennis: Not sure.
 - iv. Monét: At this point I do not feel confident enough to answer.
 - v. Tammy: CDC does have salaries and utilities but we do not use IFC funds for that.
 - vi. Emmañuel: WOLF Ride did not take into account minimum wage increase and are absorbing that.
- z. Dennis: Questions or discussions?
- i. Sunny: We should be including the salary and utility in the current service level.
 - ii. Tina: As you are considering this motion, you are talking about small budgets that are not as impacted by utility and salary increases. The decision is for all budgets.
 - iii. Rian: Question: IFC support of various areas, if an organization is hosting an event and record a video, if it is provided on WOU TV and WOU pays for caption, if WOU name is on there are they then required to make it accessible themselves? If not then then IFC should pay for it. Anytime there is something on Western we need to follow the policy and WOU would be responsible for cost?
 - 1. Tina: My understanding is that ACCESS budget is used for IFC funded events. Hosted by IFC funded areas to make those events accessible. Access only for those funded by IFC dollars.
 - 2. Rian: So then to clarify, some IFC hosted events and requests interpreter, then the event itself and recorded and share recording, who's responsible to pay for captioning?
 - 3. Tina: Good question, we would have to evaluate on a case by case basis. If recording was the plan all along, then ACCESS funds have to pay for captioning. Not part of the original plan,

then it is on the group on how to get that captioned.

4. Rian: That makes sense. Might need budget modification.

aa. Dennis Any other discussion on this matter.

- i. Ever: Now that I have clarification on what happens if not included in the budget, I am feeling very conflicted. I think that it should be included, but that is not what we motioned for.

1. Connor: Motion made was to open up the floor for discussion. Not an accept or deny.

- ii. Jill: I motioned to not include this but I think we should include it. Do I need to take back my motion?

- iii. Alexis: I also think we should include them.

- iv. Monét: My idea if we did include we might have a more accurate look at things, and not miss anything.

1. Connor: You can make another motion to go into voting. Can do a motion to vote.

- v. Alexis: I move to vote for this matter.

1. Sunny seconds.

- vi. Dennis: Roll call vote.

- vii. Monét: Please define what a yes vote means.

1. Dennis: Yes means will be adding the currency service level increases to base budget.. No means to leave out and budgets stay where they are.

2. Alexis-yes, Ever-yes, Monét-yes, Sunny- yes, Jill-yes.

- a. Motion passes 5-0-0.

- Conflict of Interest

- i. Dennis: If an IFC member will not be a WOU student FY24, will their participation in an area this year still constitute as a conflict of interest?

1. Amber: Students do not have a class requirement. Should not exclude you from the process but.

- a. Monét: I agree with Amber.

- Presentation parameters

- i. Dennis: Area Heads drop budget presentation in IFC shared drive so IFC members can look at it when they have a chance. Did we set a deadline for presentations?

1. Tina: Chase sent a [proposed timeline](#). All should have an equal amount of time for presentation.

2. Dennis: Chase wrote up a proposed schedule.
 - a. Equal amounts of time and going later in the meeting when we have 4 presentations and go later than 6PM.
 - b. 15 minutes presentation
 - c. 10 minutes of questions
 - i. Ever: Go with the tentative schedule and get started.

Julz left meeting at 4:59PM

7. New Business

- Small Budget Presentations

- i. Abby's House/Food Pantry

1. Watch recording on your own time. Q&A at a later meeting.

- a. [Presentation](#)
- b. [Cut Package](#)

- ii. [Access presented](#) by Rian Gayle

1. Used our [budget](#) much faster than previous year. Students are participating in events..

- a. Monét: Are you saying that for one student it costs \$4,000 for the whole year? and you are asking for an additional \$4000.
 - i. Yes, and we have paid that for this year for this student. Should have enough for the rest of the year. This is an anomaly. We see our cost rising and our budget should reflect that.
- b. Monét: Are you asking for an extra \$4,000?
 - i. Rian: No. We don't know if the remainder of this year's budget is sufficient for this year. We are guessing it is. We are careful.
- c. Monét: Want to make sure that you have at least enough to cover one student next year?
 - i. Rian: Correct.

- iii. [Childcare](#) by Tammy Gardner

1. Tammy: Cuts to budget means cuts to subsidy for childcare tuition for WOU students.
2. Alexis: IFC budget does not fund supplies or curriculum?
 - a. Tammy: No, exclusively tuition subsidy. If there is a balance to help with student payroll in the Spring.

- iv. [Wolf Ride](#) - Emmañuel Macias

1. [Cut Package](#)
2. Shuttle service for WOU students
3. 12 passenger van can be modified with a wheelchair lift.

4. \$43,742 this does not reflect current service level increase. Will give you number later.
 5. Cut package means cuts in operations.
 - a. Questions?
 - i. None
- Schedule for large budget meeting?
 - i. Does schedule look good?
 1. 25 minutes presentation
 2. 10 minutes Q&A
 3. ASWOU, SAB, Student Media, Student Engagement, LIA
 - a. Chelsee: In Student Media time Chelsee will present student media and Alyssa will present LIA.
 - b. Dennis extra time
 - c. Chelsee student media 15 minutes and LIA 10 Minutes
 - d. Questions?
 - i. None
 4. Athletics
 5. Campus Rec
 6. Creative Arts
 - a. Dennis: Questions?
 - i. Chelsee: Subcommittee did not have time for presentation for SAB & LIA. Give them extra time?
 - ii. Dennis: Learning process and great way to try. We can give a little extra time to the areas that did not get subcommittee time.
 - b. Jill: Are there people who did not get time in the subcommittee here today? Smaller presentations do it today.
 - c. Dennis: Clarify, SAB, LIA and Childcare?
 - i. Paula in chat - Student Media
 - d. Dennis: Student Media presented. Paula can you check?
 - i. Paula: I don't know, I was not in breakout rooms/subcommittees but was told that Student Media, LIA, SAB, SEm, Childcare did not get time or limited time to present.
 - e. Dennis: Tammy in the chat: since I just presented I do not need additional time. So the list would only be SAB and LIA.
 - i. Chelsee: I think this is fine.
 - f. Jill: I move to accept the schedule.

- m. Connor: We have other motions on the floor and I am taking all of them off and we need to make a new motion so we know what we are voting on. I believe that we have quorum and enough members present.
- n. Dennis: Based on what Connor said we have no motions on the floor, and nothing tabled.
- o. Ever: I motion to approve the schedule

- i. Jill: I second the motion.
- p. Dennis: questions or discussion?
 - i. Seeing and hearing none.
 - ii. Roll call vote: Alexis-yes, Ever- yes, Monét-yes, Jill-yes
 - iii. Motion passes 4-0-0.

8. Elect a new IFC chair

- Dennis: Does anyone want to be chair?
 - i. Ever: What is the time commitment?
 - 1. Dennis: Meeting times and advertising, open hearing, tabeling, probably about 2 hours a week extra.
 - a. Amber: Tina, Cam and I can meet with you to assist you as chair.
 - b. Alexis: Can I make a motion to table this until next meeting?
 - c. Dennis: Is it ok if we don't have a chair at the start of meeting?
 - i. Connor: IFC by-laws do not stipulate that we need a chair in place to have a meeting. Could table it.
 - ii. Jill: Not all members are present.
 - d. Dennis: Do we want to do a communication to the committee to see if they are interested? Do nominations next Friday?
 - i. Jill: Yes, like that.
 - e. Connor: Great idea. Tabling it and sending an email tonight. Have discussion with advisors. and Paula.
 - f. Ever: Start the process on email. Need to double check with my other advisors.
 - g. Monét: Is there a plan B if nobody wants the position?
 - i. Dennis: I would do it but want to give others the opportunity.
 - h. Connor: Table it.

6:03PM Jill leaves meeting

- i. Alexis: I motion to table this discussion.

- i. Monet: I second.
- ii. No dissent. Motion has been tabled.

9. Advisor's Time

- Tina
 - i. I cannot reiterate for area heads the more you save this year the better off we are next year. Samantha told us reserves are depleted.
 - ii. When you are emailing IFC members or chair, please CC the advisors.
 - iii. Remember this is a student led and student run process. be mindful and respectful. Students are volunteering their time and this process.
- Amber
 - i. Echo what Tina had to say.
 - ii. Members, if you are considering being chair and want to meet with advisors before, send us an email.
- Camarie
 - i. Was going to give an updated IFC budget but we are down a couple members.
 1. Amber: Cam could you email it to the IFC like last year?
 - a. Camarie: Can get deep in the numbers. But yeah.

10. Messages from the Floor

- Dennis: Like to talk about swept back reserve. Every penny put back now puts us in a better position. If area heads could think about what they can put back in the reserves. Find the creative ways. Reduce cost. Want to make sure that we can provide all of the services.

11. Adjournment

- Monét: I motion to adjourn
 - i. Alexis: I second
 - ii. No Dissent
 - iii. Meeting adjourned at 6:12PM