

**IFC Meeting #1: Friday, November 22, 2019 | 4:00PM**

**Columbia Room – Werner University Center**

**MINUTES**

1. Call to Order
  - a. Meeting called to order at 4:08pm by ASWOU President, Erik Morgan.
2. Roll Call
  - a. Erik Morgan, *de facto* Chair
  - b. Emmanuel Macias
  - c. Gary Dukes
  - d. Ana Karaman
  - e. Camarie Moreno
  - f. Darin Silbernagel
  - g. Juliana Cameron
  - h. Eva Bathenhorst
  - i. Nick Denning
  - j. Anthony Nanez
  - k. Rachel Bayly
  - l. Salvador Garcia Lopez
  - m. Abby Freimark
  - n. Logan Barker
  - o. Rip Horsey
  - p. Max Mattoon
  - q. Tammy Gardner
3. Announcement:
  - a. Down 1 IFC member
  - b. General focus for today is training and expectations for IFC members. Meeting on Dec. 6, 2019 will focus more on decision making and electing chair. Additionally, to create the IFC timeline.
4. New Business
  - a. Expectations and role – led by Gary Dukes
    - i. Group writing exercise - Expectations of students, advisors, and area heads. IFC members responsible for large budget; expectation to look through info and make decision.
      1. What do IFC members expect from their role? With the interactions you have with folks?
        - a. Honesty
        - b. Collaboration
        - c. Critical thinking
          - i. Review info before making a decision
        - d. Open mind
        - e. Ask questions

- f. Punctuality / prepared for meetings
  - g. Respect
  - h. Speak out (speak your mind)
  - i. Compromise
  - j. Keep big picture in mind
  - k. Confidence in your decisions
  - l. Conduct yourself professionally
  - m. Familiar with bylaws
  - n. Everyone working towards common purpose
2. What expectations do you have for advisors?
- a. All expectations for members apply to advisors
  - b. Inform students
  - c. Provide accurate information
  - d. Guide / knowledge
    - i. Comment: student voice critical because of making the decision.
  - e. Prompt questions and affirm support for tough times
  - f. Clarify things that may seem obvious
    - i. Comment: misinformation will be acknowledged
  - g. Respect the decisions that the IFC members make
  - h. Familiar with bylaws
  - i. Everyone working towards common purpose
3. What expectations do you have for area heads?
- a. Keep up to date with their area
  - b. Clear, concise, consistent information on budget
  - c. Familiar with bylaws
  - d. Transparency; do not withhold or add info that will not be beneficial or be truthful
  - e. Defend your budget, but understand a decision needs to be made
  - f. Respect
  - g. Collaboration
  - h. Open mindedness
  - i. Compromise
  - j. Big picture

- k. Everyone working towards common purpose
        - l. Comment: impact is heard and area heads will doing their best to meet the need of the students.
      - 4. Expectations will be added to a shared drive.
- ii. Parliamentary Procedure crash course – Roberts Rule of Order, led by Erik Morgan
  - 1. Material in section 1 of crib book for reference
  - 2. General rule: Correct rules for conducting meeting and to ensure everyone in the body has equal powers, voice, motion makings, and votes on motions. To maintain order for students, area heads, and advisors.
  - 3. Historical background information provided
  - 4. Important terms: “call meeting to order.” Quorum is # of IFC members present in order for official meetings; half of body to be present in order to have quorum.
  - 5. Discussion: Chair’s primary responsibility is to facilitate the IFC meeting. If you want to be called, raise placard. If a discussion is going on, place placard vertical for chair’s attention. Most important thing is to maintain order; speak when called on.
  - 6. Motion: used to introduce ideas or create policies of the board. State via “I move to...” and it should be in the affirmative tense. One main motion at a time. Has to be seconded. Can be amended. Motions are debatable. Majority vote will pass a motion once discussion is over (5 out of 9 in IFC in order to pass). Reason why motion may not pass: motion is illegal. Once a motion is passed, it can no longer be discussed again; unless a new motion is presented. Motions cannot be presented for items outside of the capacity of this body.
  - 7. Second motion: inform chair that you also want to discuss a motion made.
  - 8. Amendments: To change/modify the function of a motion. Must be applicable to the original motion. Chair may decide if amendment is applicable or not.

9. Point of Information: Directs chair if you need clarification on item. This can be applicable if you need necessary information in order to make decision. During discussion, not necessary.
  10. Point of Order: If something is being done improperly, bring the group back to order.
  11. Points of personal privilege: Direct the chair to be excused temporarily for any personal state. IFC members may leave if requesting a point of personal privilege.
  12. Question by Rip Horsey - If a person is out of the room during discussion, but were going to vote on motion, can they vote? Up to the body; Roberts Rule does not state you may not vote. At next meeting, Chair and body may discuss if leaving for a certain amount of time applicable to not voting on a particular topic.
  13. When chair is appointed, encouraged to meet with Gary Dukes and/or Erik for facilitation support.
- iii. Crib Book
    1. Overview of each tab
    2. First tab:
      - a. Bylaws – review and become familiar.
      - b. Budget notes – at the end of session, current IFC reads through budget notes and adds/modify for next year's committee.
      - c. Process of IFC decision making/approval (e.g., senate, President, BOT, joint resolution, etc.)
        - i. Student Fee – if IFC's final decision is higher than 5%, needs approval from BOT and WOU President
        - ii. ASWOU Senate change: ASWOU Senate can only disapprove a recommendation if there is a systemic or procedure issue.
  - iv. Sample Budget – led by Gary Dukes
    1. HWC FY20 example w/historical budget information. Explained sections of budget sheets (e.g., IFC funding,

revenues, personnel services, services and supplies (S&S), etc.)

- a. New budget sheets will have actuals for the past three years, plus new year budget.
2. IFC will review academic and summer term budgets
3. Staff Salaries, OPE are set amounts. Utility budget \$\$ that is not used goes back to the overall IFC reserve; if utilities is higher spent, IFC reserves covers.
4. Travel is outside of S&S.
5. Administrative Overhead charge (7.4%) is applied to every IFC transaction. Separate budget item.
6. New IFC budget sheet presented by Camarie Moreno.
  - a. Info is the same, but simplified template.
  - b. Provided intramurals budget sheet for example.
  - c. IFC funding section will have overall # and balances.
7. Money not used via budgets is transferred to IFC reserves. Revenue not spent in the academic year must be used within the next fiscal year.
8. Area budgets range (e.g., million-dollar budgets vs smaller ones)
9. Student Fee
  - a. Service level context and implications for next year. Looking at a \$100,000.00 shortfall to maintain service level comparable to this year.
  - b. Enrollment is down at WOU and nationally.
  - c. May increase current fee up to 5%; President asks committee to not increase fee past 5%.
10. Enhancements
  - a. In the past, area heads would make a request and IFC committee members would make a decision. Given current enrollment numbers and shortfall to maintain current service levels, the committee can decide if they want to consider enhancements vs meeting baseline need.
  - b. Discussion:

- i. Anthony Nanez – if compelling enough, should review and consider
  - ii. Logan Barker – can we review reserves? Clarification, no reserve for specific area heads.
  - iii. About 275k was added to IFC reserve and considered in decision making process.
  - iv. Abby Freimark – would be interested in looking and worth seeing, especially since budgets have not been presented.
  - v. Eva Batenhorse – yield to redundancy
  - vi. Rachel Bayly – maybe can be seen to attract more students. However, if enrollment is going to be down and a difficult decision is already going to be made.
  - vii. Eva Batenhorse – talk to area heads to see full base budget with/without enhancement
  - viii. Gary Dukes – by next meeting, committee may consider determine if enhancements will be reviewed.
  - ix. Ana Karaman – Helpful to specify areas that support enrollment, retention, and affordability. Identify where they can find efficiencies (e.g., 5% vs 10% cuts). How will enhancements impact students?
    1. Comment by Darin Silbernagel – ask area heads to explain what is the impact of efficiencies and which impacts can you support vs others.
  - x. Gary Dukes – area heads have complete flexibility with their budget money if there are cuts to their budgets, but generally, they follow the original budget.
- c. Rip Horsey – Few years ago a report was provided for general admin overhead increases and the IFC fee

has been reduced slightly. Is there a way to reduce overhead as a percentage base?

- i. Ana Karaman – Has not been considered, however, if services budgets reduce, may be an item to discuss.

v. Messages from the floor

1. Erik Morgan – chair nominations and elections on Dec. 6, 2019. Can self-nominate or nominate others (nominee has to accept nomination).
2. Salvador Garcia-Lopez – When will folks know the outcome for the “Whenisgood” winter term schedule.
  - a. Emmanuel Macias – Submission deadline is Dec. 4, 2019. Explained flexibility importance and weekly meeting for winter term will be determined by the committee on Dec. 6, 2019.
3. Rachel Bayly – 3<sup>rd</sup> year on the IFC committee and here to support if folks have any questions

vi. Adjournment

1. Meeting adjourned at 5:29pm.