

Incidental Fee Committee Meeting #8 Minutes

January 15th, 2021 | 9:00 AM

Via Zoom

Makana Waikiki in Chair

1. Call to Order
 - 9:04 A.M.
2. Approval of Agenda
 - Removing the Student Engagement presentation
3. Roll Call
 - IFC Member
 - i. Nick Denning
 - ii. Juliana Cameron
 - iii. Makana Waikiki
 - iv. Nick Denning
 - v. Quentin Kanta
 - vi. Logan Jackson
 - vii. Gary Dukes
 - viii. Blanca Jimenez
 - ix. Elvis Solis Santos
 - x. Kayley Arpaia
 - xi. Carlos Fonseca
 - Advisors
 - i. Gary Dukes
 - ii. Darin Silbernagel
 - Area Heads
 - i. Tammy Gardner
 - ii. David Janowiak
 - iii. NJ Johnson
 - iv. Malissa Larson
 - v. Patrick Moser
 - vi. Hunter Weeks
 - vii. Adry Clark
 - viii. Emmanuel Macias
 - ix. Rip Horsey
 - x. Randi Lydum
 - Other Representatives
 - i. Max Laine, Model United Nations
 - ii. Julia Fruit, Program Coordinator for the Creative Arts Division
 - iii. Angela Hurtado Mendoza, ASWOU Secretary
 - iv. Liz Marquez Gutierrez, ASWOU Senate President

Old Business

4. None

New Business

5. Update from Chair

- Sharon Price has moved to a new position so we don't have an office coordinator or IFC Secretary at the moment
- Calendar
 - i. Extending the availability so everyone can meet with their subcommittees
- Subcommittees
 - i. Everyone was put into subcommittees to save time, a lot of people already met and hopefully, area heads were able to use that time to dive in deep into their budgets
- Update from the Vice-Chair
 - i. Nick will be stepping down and nominates Juliana
 - ii. Juliana - I'm excited to take on this new role

6. Spring Budget Presentations

- [Creative Arts](#)
 - i. David Janoviak- Asking for almost the same thing as winter term with two enhancements of \$500 and \$1,000 both of which will go to employ students. They want to use the broadways budget of \$560 to keep students employed who are attending classes in person at WOU they are also working on many productions right now. The choral organizations are doing virtual concerts. They want to hire a music specialist to help mix the music for live streaming. The rest of the ensembles are doing the same things doing virtual concerts and other things and the reduced budget gives them enough to keep going. The Guest concerts are the same thing we just do it from Zoom. Dance theatre made a virtual concert that was live-streamed and is now on YouTube and Vimeo. The theater is doing 4-5 one-act plays that have been made for zoom that parts will be livestreamed. The \$500 that the symphony winds is asking for is to hire a student to organize the music library. The theater asked for an extra \$1,000 to employ students in the shops for costuming. Smith fine arts is not requesting anything. The Cannon gallery will continue to explore more ways to make things virtual and engaging.

They're asking for a total of \$44,339 - plus \$1,500 for student workers. Which makes a total of \$45,839.

1. Nick- how much money is available?
 - a. David- All the requests are the same as winter, there is one that went down and two that went up spring is less than winters. Keep in mind that athletics didn't ask for anything. So right now it looks like its \$585,806.67.
2. Nick- To clarify this will be charged to students for Spring term and will be used to pay spring term.
 - a. David- Correct.

- [ASWOU](#)

- i. NJ Johnson- what we are asking is less than our winter term. but there are some changes we are making the first one being the club enhancement fund, that will be vetted by all three branches. Student compensation will go down because Hunter will be graduating so that one less person in the payroll and Makana will not be on our payroll, also we only work 9 weeks instead of 10. Payroll is significantly less, so that means we could offer the classified position at 1.0. The clubs and orgs lounge went up because the director of the student organization is working to have a mural done. Diversity and sustainability programs are new and are trying to make it virtual. Elections are also the last thing that is new. Hunter- when it comes to the club enhancement fund it is a lot of money but this is just for the clubs and we're just doing it so that they don't have to go through the whole process to request extra funds.
 1. Makana- it looks like it's a lot less than you have asked for the last term.

2. NJ- correct, we just wanted to show y'all all the changes we made.
 3. Juliana Cameron- have you talked to clubs and told them what will be required from them?
 4. NJ- We have told them that it will be a unique process and we did tell them about the idea of the fund.
 5. Juliana Cameron- what stops clubs from asking for their original budget?
 6. NJ- It would reflect the amount of money that they would use. We wanted them to have a chance to request for more money because our smaller clubs are not allocated very much,
 7. Hunter- Even if they requested their budget that's ok but they wouldn't because the COVID-19 guidelines don't allow for them to have their programs.
 8. Elvis- how are clubs using their money right now?
 9. Hunter- I got a total of 4 purchase requests fall term but that's probably very normal for many clubs because that's when clubs are starting to form. In the spring it's when most of clubs tend to have their end of the year events which is when most of their money is used.
- Student Media
 - i. The personnel budget would be \$14,933. Service and supplies 3,000 and general Admin Overhead is \$1,328. 50% request would be \$16,011 and total budget needed would be \$19,261. They have an ad revenue of \$500 so the total IFC request is 18,761. This pays for 11 student employees and operational expenses and software licenses.
 - ii. In total student media is requesting 58.5% of the original spring term budget allocation the extra \$2,750 is to fund the current

employee stipends, Terry House operating costs, and software licensing. If IFC is unable to cover funds, Student Media would draw from Foundation funds to cover unmet need.

- iii. Quentin - How much is available to you in that account?
- iv. Patrick- \$2,500 dollars, we haven't used it because we were given money by the IFC with the Plus package. We generally use that for travel.
- v. Makana- will the amount of media produce increase?
- vi. Patrick- No, with the budget cuts we adjusted and we reduced all the student workers by 5 hours a week and adjusted like the paper used to be 12 pages and now its 8 pages. This would just pay what they are currently doing.

7. Spring preliminary decision

- i. Makana- I'm going to add all of these into the spreadsheet.
 - 1. Makana Question for Rip- will that keep everyone at .8 FTE?
 - 2. Rip- No its to have them moved up from .8 to 1.0 FTE
 - 3. Makana- Did that happen?
 - 4. Rip- No they were extended .6 FTE until March 31st of the year.
 - 5. Makana- So funds are currently just sitting there?
 - 6. Rip- Correct.
- ii. Quentin -Question for Melissa- Have you made any process of finding a coordinator for the food pantry, is taken into account for this budget?
 - 1. Melissa- We met with someone who will hopefully be Abby's house director and then I'm hoping to work with them to find

- them a helper and then pay two students to run the food pantry. So, I will probably be changing that line but I'm not sure when.
2. Melissa- Back to ASWOU for the record you do know that, that is a budget cut of more than \$500.
 3. Nj- yes \$1316.
- iii. Elvis- is the idea of the club enhancing the fund an idea for just next term or will it be used in the future? Also, if we wanted to do that in the future would we have to allocate it every year?
1. Makana- that would all depend on what the ASWOU area heads want.
 2. NJ- the upcoming spring term will be very different from an entire academic school year. I thought it would be most appropriate for this term. But it can happen in the future if that's what ASWOU wants.
- iv. Juliana- If we were giving this money to campus rec and they are unable to use it and the money is just sitting there, do we still want to fund that or do we want to give them a lesser amount?
1. Gary Dukes- At this point the center hasn't been open so there is no need to have all of the staff there and to keep them at 1.0.
 2. Quentin- When does that change for you? If we have the money to have the staff at 1.0 FTE why can't we use that money for them.
 3. Gray dukes- You can still allocate it but if there's nothing for them to do then why are we paying them. We have had to terminate a lot of people all over campus so were trying to be consistent with what is going around campus.

4. Quentin- But we do have the budget for them to be paid fully why are we cutting their hours?
5. Dukes- It's not logical to me to pay them if there isn't work for them to do.
6. Kayley Arpaia- Everyone's has had to be more creative with their job and we've had people say that they are craving that part of engagement, and there's a lot you could do online. What are you doing about that? Is that not enough to keep them on?
7. Dukes- I'm responding to the information I've gotten and the information I'm getting is not saying that there is a larger need or that we aren't meeting that need.
8. Makana- In the proposal that was made by campus rec it included a memorandum that included they would have many virtual opportunities that they wanted to include for students on and off campus.
9. Juliana- This feels very frustrating to me, we try to allocate funds to something we value and even if they are not a full workload. If they're not at a full salary they're going to leave.
10. Nick- I feel kind of selfish for saying this. But from an economic point of view these people are probably going to leave and to try and just be consistent with the rest of campus to me that isn't a good enough reason to do this. They've written memorandum so there are things that they can be doing online and I've taken to some of these people and they really struggle to do anything with less than 40 hours.
11. Makana- I have had many emails from students saying that they want to see more being done. And you said that you don't see any need but we are here telling you that there is.

They don't even have a job guaranteed to the end of the year. If we allocate the money and you have them at 1.0 then you could see the need. Is that something you could do or are we just going in circles.

12. Dukes- Were on term-to-term funding which is why they were not guaranteed all year because we don't know what will happen. Again, I'll go to the information that Rick provided for me in the fall term survey. I think we are trying to meet the request of the students. I still am not hearing that personnel have to be at 1.0.
13. Quentin- From a humanity perspective I think keeping our staff at 1.0 is about the employees and about fulfilling their needs like making sure that they can pay their bills and other things. I do think that you have some responsibility and there's lots of mistrust in our community right now and this would be a great opportunity for you to help our WOU family and to gain some trust from the students.
14. Kayley- I am a very involved person and one of the reasons that I stay at WOU is because of the staff and faculty. There are so many people who stay because of how much they loved campus rec specifically with the staff there. To me you're not doing what helps students stay. You might be taking away someone's support system, not just a staff member. I just felt like that was something that I had to say.
15. Juliana- It's confusing why this isn't being fulfilled if we are paying for this, we are providing this funding.
16. Makana- Along with that what is a consequence that you see that I'm not seeing or we just don't get.
17. Gary Dukes- We get funding term by term and I would love to have everyone at 1.0 but I just don't see any need to have them there. This is also very hard for me.

- v. Makana- Does anyone change their mind on the allocation?
 - 1. Juliana- I think from that conversation there are many questions, could they use the money we just allocated that they didn't use for that?
 - 2. Juliana- I would be in favor of allocating \$183k.
 - 3. Quentin- I think we should leave it a \$188k because I don't think this argument is over, I think that we still have the opportunity to be able to do it.
 - 4. Juliana- the reason I would do that is because they already had the money implemented at winter term. So, it feels like we would just be allocating extra money.
 - 5. Blanca Jimenez- I would keep it at \$188k because I think it would show that we are trying. Because if we didn't then they could take that as us not wanting them to have the money.
 - 6. Kayley- I agree with Blanca. I think if we don't give them the money then they will think that there is a reduced need. Also, if anything the money will just go to our reserves.
 - 7. Carlos- I have conflicting views but I do think that Kayley and Blanca make good points and it would just go into saving our own backs so we can say that we always tried giving them the money
 - 8. Juliana- I think leaving it at the \$188k would be a good idea to be able to further discuss this.

- vi. Makana- and Wolf Ride is staying the same. Just to clarify Emmanuel, how many employees to they have right now?
 - 1. Emmanuel Macias- 4.
 - 2. Makana- Are they at 20 hours a week?

3. Emmanuel- No, some are at 15-16 and others are at 12 but there is coverage for the whole week.
- vii. Liz- First I would like to apologize to the IFC members but I had to check a couple things and the ASWOU budget is not approved by the senate yet.
1. NJ- We will deal with this internally but these are different because we had to do 50% budgets so all of them had to be more than \$500.
 2. Makana- I'm not sure if I can add this to the preliminary allocations because this hasn't been passed by the senate yet.
 3. Darin- I'm not sure but we could add it now and then create changes.
 4. Makana- I've never been in this situation and I'm not sure what to do.
 5. Patrick Moser - I would say if you think that number will change then I would say change it but if not then don't.
 6. NJ- This has been approved before in fall term. We could go through the senate process but this has been reviewed already.
 7. Makana- We don't have control of individual lines. I just don't know if I'm comfortable passing this.
 8. Liz- Yes it went through senate the fall one, but this is over \$500 and we will have to go through the senate to do that, we can't rely on the fall budget.
 9. Juliana - I would be in favor of putting an asterisk and just doing that.

- a. Kaylee- I agree; Carlos- agreed; Quentin- agreed; Logan– agreed.

10. Hunter- Just to clarify when this happened, I emailed the clubs saying there would not be more allocations and just for the record I haven't received any feedback from them.

- a. Makana- Did you request feedback or did you just inform them?
- b. Hunter- I informed them and I believe I said prepare to adjust.

viii. Fee Discussion

- 1. We have 5 options here for the fee.
 - a. Option 1: \$75
 - b. Option 2: \$100
 - c. Option 3: \$115
 - d. Option 4: \$125
 - e. Option 5: \$150
- II. Juliana- do we know how much money is on the reserves?
- III. Makana, we had about \$1.2 million and I believe we took out around \$30,000.
- IV. Quentin- If we can estimate its around \$90,000 I would be in favor of option 4.
- V. Makana- I have received many emails from students saying that the fee was more than they would have liked.
- VI. Carlos- can we see a \$115 option would look like.
- VII. Juliana - I would be in favor of 3 or 4 I know we have the reserves but I think that we should save it for future use.
- VIII. Quentin - I agree that option 3 or 4 would work.
- IX. Committee option vote:

- a. Nick – 3; Logan – 3; Elvis – 4; Juliana – 3; Nick – 3; Carlos – 3; Blanca – 3; Quentin – 3; Kayley – 4.
Option 3 six votes, option 4 two votes.
 - b. Makana- We will provide these two to students and see what they think.
 - X. Juliana- I move to approve our [preliminary allocations](#) for Abby's House/Food Pantry at \$5,485, Access at \$2,000, ASWOU at \$67,670 pending the Senate Approval, Athletics at \$0, Campus Rec at \$188,960, Child Care at \$10,082, Computer Replacement at \$2,541.67, Creative Arts at \$45,839, Extraordinary Travel at \$0, Service Learning/Career Development at \$0, Student Engagement at \$217,625, SE Leadership, Inclusion, Activities at \$9,710 Student Activities Board at \$10,099, Student Media at \$18,761, Wolf Ride \$7,034, for a total of \$585,806.67 with our two fee options of \$115 \$125, which would be paid by asynchronous and synchronous and in-person students.
 - a. Quentin- seconds it.
 - XI. Darin- The reserve balance is \$80,022. I think that I'm comfortable at where you are at.
 - XII. Roll Call vote:
 - a. Nick- aye; Logan- aye; Elvis- aye; Juliana- aye; Nick- aye; Blanca- aye; Quentin- aye; Kayley- aye; Makana- aye.
- 8. Future Meetings
 - a. Open Hearing Dates – committee member's complete form.
- 9. Messages from the Floor
 - a. SLCD
 - i. Adry Clark- We don't need the funds and feel like our funds could go to someone else. We see us being ok for the next 3 years but things can change so I hesitate to end our contracts. I was wondering if we could have a hiatus.

- ii. Makana- I think that at least for next year could you still be an area head and then come to at least the first meeting and present the first time and request zero.
- iii. Darin- If you need us we would be help with meeting up with the subcommittees.
- iv. Makana- Because of time we decided to just do the bare minimum and just have the students meet with them.
- v. Makana- I know that some of you wanted to make changes to the google doc form so if any of you want to meet to do that lets do it this weekend over zoom.
- vi. Patrick- I was wondering whether there was going to be summer allocation and how we would base that?
- vii. Makana - Yes and if we you have summer allocations than just add them as usual.

10. Adjournment 11:00 a.m.