

## Incidental Fee Committee Meeting #5

Friday, February 10, 2023 | 4:00 PM

Via [Zoom](#)

Dennis Long in Chair

### Minutes

1. Call to Order
  - 4:02PM
2. Approval of agenda
  - Sunny moves to approve the agenda
  - Jill seconds
    - i. Agenda approved
3. Approval of Minutes 02.03.23
  - Sunny moves to approve the minutes of 02.03.23
  - Julz seconds
    - i. Minutes approved
4. Roll Call (name, position, pronouns)
  - IFC Members
    - i. Alexis Ferdig
    - ii. Julz Mudge
    - iii. Sunny Winters
    - iv. Jill Whisler
    - v. Dennis Long
    - vi. Ever Young (excused absence)
    - vii. Monét Jackson (excused absence)
  - Advisors
    - i. Camarie Moreno
    - ii. Tina Fuchs
  - Area Heads
    - i. Rip Horsey, Campus Recreation
    - ii. Owen Huber, ASWOU Director of Business & Finance
    - iii. Chelsee Blatner, Student Engagement
    - iv. David Janowiak, Creative Arts
    - v. Randi Lydum, Athletics
    - vi. Kristen Perry, Abby's House/Food Pantry
  - Other Representatives
    - i. Ashlyn Hacker, ASWOU Director of Student Organizations
    - ii. Connor Goehring, ASWOU Senate President
    - iii. Hunter Hall, ASWOU Vice-President

- iv. Vera Olander, ASWOU Director of Equity
- v. Jessica Zielinski, ASWOU Senator
- vi. Kodee Harwood, ASWOU President
- vii. Samantha Cameron, Budget Office
- IFC Secretary
  - i. Paula Taylor

### Old Business

- 5. Q&A Abby's House/ Food Pantry
  - None

### New Business

- 6. Large Budget Presentations
  - [Athletics - Cut Packages](#) - Randi Lydum
    - i. Questions?
      1. Alexis: You said you did not want to make cuts but would reach out to sponsors. What is the plan if you do not get the sponsors?
        - a. Randi: Areas that I listed as roster management, those would be where I would make those decisions. Try to fundraise and look for sponsorships, before I did those cuts. Ultimately eliminate roster positions.
      2. Julz: Last resort cutting a sport. How do you select what sport?
        - a. Randi: Not in position to say which sport. First roster management, make teams smaller before cutting a sport. Enrollment, don't want to look at cutting things that bring students here.
  - [Campus Recreation - Cut Packages](#) - Rip Horsey
    - i. Questions?
      1. Alexis: Aquatic center shut down, how does that affect revenue?
        - a. Rip: Revenue of that facility is DOS984, self funding index. Revenue that we bring in is for the expenses of instructors and so on. It would drop off, all labor would drop off. No effect, positive or negative, to budget. Small profit line that goes into reserve account for aquatic center for repairs to aquatic center.
      2. Alexis: Cutting hours HWC is open. How would that affect pay to employees? Calculating how much would not be spent on student employment? Custodial fees?
        - a. Rip: Those hours as you reduce, student staff supplement custodial responsibilities. Open up later those responsibilities would be pushed back. No matter how many hours we are open. Cost per labor

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hour, all the other work would get condensed in a shorter day.

- [ASWOU - Cut Package](#) - Owen Hubers
  - i. Questions?
    1. Dennis: Why is the art and design club budget cut?
      - a. Owen: They did not recharter in time.
    2. Alexis: How many members do clubs have?
      - a. Owen: depends, do not have the numbers.
      - b. Dennis: Per Kodee in the chat: We have over 100+ students in clubs.
    3. Jill: Do clubs fundraise or solely rely on ASWOU for money?
      - a. Owen: Clubs can have IFC funding, foundation account and they can fundraise.
      - b. Dennis: The club I am involved with is fundraising, and open a foundation account.
    4. Jill: What are the restrictions? What is money typically used for?
      - a. Owen: Candy, gifts, firearms, money left over in IFC account is swept back. Foundation money is kept.
    5. Alexis: What do IFC funds do for clubs?
      - a. Owen: Through ASWOU to clubs. Clubs spent on field trips, events on campus, BBQ and panels, career fairs. Benefit student life.
    6. Dennis: In chat - My clubs spend a bulk on events supplies
      - a. Jessica: ASL Club - foster community, events. Had panel with Black community members.
      - b. Vera: First dance, safety equipment.
      - c. Julz: Spent money on events. Food catering, decorations.
      - d. Hunter: Math club spends funding on field trips to conferences, math related events.
      - e. Julz: Triangle Alliance on production of Drag Show.
    7. Owen: ASWOU and Clubs will get the same cuts.
    8. Dennis: Senate bill just passed that makes that cut to ASWOU mirrors cut to clubs.

## 7. Student Fee

- Current Student enrollment + Fee Discussion
  - i. Camarie shares [FY24 projection](#)
    1. What does IFC have to allocate next fiscal year? How much cash we will go into next year (top part). What it show is maybe we are going to break even. Don't know how many students in Spring term. Break even is not good. Historically you have 10% reserve recommended, not required.

2. FY24 projections, built on 3% enrollment decline. It is going to take us a few years to see enrollment increase.
3. Student fee could be a 5% increase.
- ii. Conversations on fee structure and amount of fee. Last year's structure was switched to \$372 for Monmouth campus in person and \$200 for anyone who is completely online. All public universities in Oregon do it a little differently.
- iii. What are you going to have carryover wise? Sweep back historically \$100,000 . If we would get \$300,000 would give you wiggle room to reduce the cuts.
  1. Alexis: What are other colleges doing? Online and in-person?
    - a. Camarie: In 2015 we were all one university system. All IFC structures were just on campus hours. EOU, OIT, OSU and Southern: no IFC fees if you are not on campus. PSU same for online and on campus. University of Oregon: 50% of IFC for online students and full fee on campus. All IFC are meeting now this is what their structures are now.

- [Example Preliminary Decision](#)

- i. Dennis: 15%, 20%, 25% cuts. Need to consider, revenue, student enrollment, reserve. Start thinking about all the decisions we need to make.
  1. Questions?
    - a. None

## 8. Sweep Back Now

- Turnover/salary & benefit savings
  - i. Dennis: Can we do sweep back now? If area heads want to give back now can we make a motion and get this done?
    1. Alexis: Please give more details?
      - a. Dennis: We would like to think about money not used on vacant jobs. Offer to give it back to the reserve account.
      - b. Connor: Chelsea decided that she can give back money now that she did not spend. We are asking if other area heads can do that too. Give money now back to IFC. Not wait until the end of the year.
      - c. Camarie: If they give it back now, that would help with the predictions.
      - d. Dennis: We are asking the areas to give back today and go to the reserve. Can the IFC vote on that and have the business office process?

- i. Camarie: No vote needs to be taken, the budget office can just do it.
  - ii. Connor: Hold a vote asking them or that they need to give it back. No choice to it.
  - iii. Dennis: If we vote it is more forceful. Ask and we record it in the minutes and budget office will do it.
- e. Dennis: Chelsee can you please confirm how much you are willing to sweep back?
- i. Chelsee: Not down to the penny but it is in the email I sent the IFC.
  - ii. Dennis: \$40,607.81
    1. Alexis: Has there been conflict in the past with this thing? Why are we considering this vote?
      - a. Connor: In the past not done, leftover spent on items not needed. More money we have back now the less we have to cut next year. So cut packages are not as heavy.
    2. Alexis: Can I make a motion?
      - a. Connor: If that is what you guys want to do. Not in the IFC bylaws. I motion to have all excess funds from all areas sweep back...Let me think how to word this. Needs to be clear.
      - b. Camarie: Motion only necessary if IFC mandates.
      - c. Connor: The vote is to mandate it. Asking area heads to send back whatever they have left over.
      - d. Dennis: Alexis, would you like to move into a mandated vote?
      - e. Alexis: Let's keep it open for a couple more minutes.
    3. Rip: If students are paying for their fee, and expecting services, taking money from the budget now, that means you are not supplying them what you promised. Area Heads are saving as much as we can.
      - a. Camarie: I disagree with that, they were promised a level of

- service. At the other side of the University we took 10% of everyone. There is some flexibility to do this if this is what IFC members want to do.
4. Sunny: Clarify - We are discussing if we should be mandating that whatever money a department is not using and expects not to use, to give back with this move. Correct?
    - a. Dennis: Uhm.. I mean
  5. Sunny: In general, it is not a you have to, but if you know you are not using certain parts of your budgets, you give it back to IFC.
    - a. Kodee: Suggestion: option is email notifications on cut package and only spend what you need.
  6. Tina: Comment aligns with Kodee: Not turning in all your money, if you have salary savings because unfilled positions, budget to go to conference and did not go, that is what we are talking about. Not an automatic 10% sweep. A way of pulling some of the dollars back as you make decisions for next year. Area Heads be frugal with your money. Look at your budget and where have you saved and give it back. So we have a better sense where we are at end of school year
- iii. Alexis: So the mandating sweepback would be more based on salary? Be more specific on what we are asking back?
    1. Dennis: That is a really good point. The way this committee runs is based on how we want to proceed. If you think that is the better situation we can go that route.
    2. Alexis: It could generate quite a list.
    3. Dennis: Might be a little too late. Let us know what they find to give back by the Preliminary Decision.. We are pushing it right now. Budgeting is done now.

- iv. Jill: Area Heads are here, is it fair that we mandate sweep back, and is it too short of a timeline to give us numbers next week?
  - 1. Chelsee: Depends on area. Looking at personnel and benefits, speaking on Student Engagement, relatively easy to give information. If bigger than that, it might be complicated.
  - 2. Rip: Still have 5 months of student employment payroll to go through. We are not saying we try to use up all the money. We are trying to pay folks.
- v. Dennis: What I am hearing is, if we go down this line we should be more specific, like unspent funds for employment.
- vi. Connor: I might have seen aggressive the way I said it. What the mandate would be is if you know, It is like how Chelsee calculated, we have these funds from vacant position, not used money send that back. If not, mandate we need you to go through your budget and let us know. It is not we want 10% from you.
  - 1. Dennis: I did not mean give us the money that you need, but unspent funds that were supposed to go to employment and send those back. Mandate not necessary, just an ask from the committee to look at your budget.
  - 2. Questions or Discussion?
    - a. Sunny: I agree with Dennis, no need to mandate.
- vii. Dennis: Area head take next week to see what can be given back.
  - 1. Jill: Do we need to contact all the area heads or an email will be sent.
  - 2. Camarie: Not sure. Area Heads have their directives. Send an email to the IFC Chair.
  - 3. Chelsee: What is the day you would need to have that?
  - 4. Dennis: Give the number to Camarie and she can make the adjustment in the spreadsheet. That should help us.
  - 5. Alexis: Is there a certain date?
    - a. Camarie: 4PM on Friday.

- b. Dennis: We will say 3pm on Friday.
- viii. Tina: What are we asking the area heads?
  - 1. Dennis: We are asking them to go over their budget before the preliminary decision to see if there are any unspent funds from employment that could be sent back in the next week.
    - a. Tina: What about forecast/anticipate savings? Just employment?
    - b. Dennis: Yes, we need to make it clear.
    - c. Alexis: How could we word it to include more than just salary. Not specific to salary and employment?
    - d. Connor: Literally any money that you are not spending. Not there to spend, minimize spending what you have not used. IFC allocated not used send it back.
    - e. Dennis: I will work on email with Paula.
    - f. Jill: In chat: we lost quorum.
    - g. Connor: We are not voting on anything right now. We are good.

#### 9. Advisors' Time

- Tina
  - i. No update
- Camarie
  - i. No update

#### 10. Messages from the Floor

#### 11. Adjournment

- Sunny moves to adjourn the meeting.
- Jill second
- Meeting adjourned at 6:08 PM