

## Incidental Fee Committee Meeting #11

Monday, March 18, 2024 | 7:00PM

WUC Calapooia Room & Zoom (link in calendar invite)

Viviana Romero in Chair

### Minutes

1. Call to Order
  - 7:04PM
2. Approval of the agenda
  - JD moves to approve the agenda
  - Kira seconds
    - i. Agenda approved
3. Approval of minutes of 03/11/2024
  - Paula: I received a request via email from Rip Horsey, Campus Recreation, to amend the minutes.
    - i. Viviana reads section from minutes: "Rip: Campus Rec has roughly calculated that that minimum wage increase will be \$275,000 for student employment."
    - ii. Viviana reads requested change: "Rip roughly calculated Campus Recreation has \$275,000 in student wages that will be affected by the minimum wage increase." (Is a better way of stating what I jumbled up. Don't know if that can be altered. so it is a little clearer.)
      1. Kira: What do the minutes say?
      2. Viviana: What Paula wrote is what he said.
      3. Tina: Letter of the law states what is said in the meeting is what is in the minutes.
    - iii. JD: I move to leave the minutes as is.
    - iv. Skylar seconds.
4. Roll Call (name, pronouns, position)
  - IFC Members
    - i. Viviana Romero
    - ii. Kira Shelton
    - iii. Skylar Stangeland
    - iv. JD McShane
    - v. Aidan VanDyke (joined meeting at 7:25PM)
  - Advisors
    - i. Tina Fuchs
    - ii. Evan Sorce

- iii. Amber Deets (joined meeting at 7:15PM)
  - Area Heads
    - i. None
  - Other Representatives
    - i. None
  - IFC Secretary
    - i. Paula Taylor

### Old Business

- None

### New Business

- Discussion of Budget Notes
  - i. What is the process?
    - Tina: You decide what changes you want to make.
  - ii. JD: Are we creating a whole other document?
    - Tina: Do not have to do anything with these.
    - JD: Ok, make a whole new document.
  - iii. Skylar: IFC should have had an Instagram account.
    - Amber: Maybe collaborate with ASWOU during IFC season.
  - iv. Evan: IFC website has definitions. Budget Notes – Ideas and suggestions that past Incidental Fee Committees have put together to help guide and give insight to new IFC's. Notes should be read at the beginning of each allocation process and should be reviewed and revised at the end of each allocation process.
  - v. Kira: Rewrite conflict of interest and explain it more.
    - JD: Leave as is but remove the area umbrella. That is too broad and needs to be narrowed down.
    - Tina: In by-laws, Article II section 5: No more than 2 (two) IFC members with the same conflict of interest, as defined in Article 7 Section 1 and 2, shall serve in the same academic year.
    - Skylar: There are 2 from Campus Rec, I play club sports and Kira is an employee. Who else?
    - Tina: We had several students but due to interpretation could not be on IFC.
    - JD: Part of clubs?
    - Skylar: Who?
      - Paula: Amari.
      - Aidan: I was part of Art & Design Club.
    - Tina reads by-laws Article 7 Section 1: No voting member of IFC or IFC sub-committee member shall use their position to obtain financial gain for themselves, for any member of their household, or for any specific Western Oregon University organization with which they are associated. Such action will

be construed as a conflict of interest. When faced with a potential conflict of interest in the course of conducting official IFC business, a voting IFC member or an IFC sub-committee member shall declare the conflict of interest and abstain from voting on any issue that pertains to the conflict of interest. Some examples of a person being “associated with an area or activity” include but are not limited to if a person is paid, volunteers, holds an office, practices with, or is on a team roster in a given academic year. Section 2. The term “specific area of conflict” is defined here as the area limited to the specific Western Oregon University organization with which the voting IFC member or IFC sub-committee member is associated, but not extending to include the entire area under which that specific Western Oregon University organization is funded.

- Tina: What that says is you cannot have 4 math club members but can have 1 member from 4 different clubs.
- Skylar: The wording needs to be fixed or interpretation changed.
  - Tina: Cannot overrule the JA, but we can clean up the by-laws.
- vi. Viviana: Point of clarification: Student Media is not the umbrella over Student Media?
  - Tina: Other way around.
  - Viviana: That is what I meant. Student Engagement is not the Umbrella over Student Media.
  - Tina: Student Media is its own area.
  - JD: Not sure if it really is. Can this committee make that decision?
    - Tina: You are not making a decision, you are making a budget note.
  - JD: Do these go to IFSC or next year’s IFC
    - Evan: Both.
  - Tina: Viviana is IFC Chair, she decides what proposed changes go to IFSC.
    - JD: Budget notes are all our ideas and then Viviana decides what goes to IFSC?
    - Tina: Correct, not everything is a by-law.
- vii. Viviana: Length of Open Hearings. We had a period of At Ease every meeting.
- viii. JD: What about point 18?
  - Viviana reads: 18. Child Care The area of Child Care is funded to an IFC reserve account. The committee will review the manner in which these reserve funds are distributed each year. The funding formula used by the 2018-2019 IFC for the 2019-2020 academic year was as follows: 19 FTE

- students x 3 terms x 42.75 percent, which provided a 42.75% discount to student parents. These figures should be recalculated each year based upon program usage and environment. The sole purpose of these funds is to give student parents a subsidized child care rate.
- JD: Camarie put in CDC budget notes need to be changed.
    - Amber: Ask Camarie what is needed exactly.
    - Viviana: I will bring it up in IFSC.
  - JD: By-law language change?
    - Viviana: I will take all the notes to IFSC.
- ix. Tina: Viviana will reach out to all area heads for suggestions.
- x. JD: This is the last IFC meeting, correct?
  - Viviana: Correct.
- xi. JD: Does item brought to IFSC need to have the entire IFC consensus?
  - Tina: Ultimately in the hands of the chair. She will know what recommended changes should go to IFSC.
- xii. Evan: More conversations about salary and minimum wage increases?
- xiii. Paula: Chair, how would you like me to handle Budget Notes document? Make a copy and add to it?
  - Viviana: Yes.
- xiv. JD: Minimum Wage, Classified Staff, and other payroll expense changes should be made aware to the IFC ASAP. This time around they were told to us too late, and nothing could really be done to help the departments.
  - Viviana: All agree? IFC members nod heads.
  - Amber: Talk to Camarie and get a clear understanding.
  - Tina: There is a reason why we call things what we call them. CSL (current service level) is clear what it means. Anything else is an enhancement. We found out that bargaining happened and the results, go back and change budgets will throw off your whole IFC process. You do not want to start over with new information.
  - Amber: Budgets don't include projected raises, kept it CSL.
  - Skylar: Really hard to project a lot of these things.
  - Viviana: Put JD suggestion in.
- xv. Tina: Camarie is our best resource, she will understand the complexity. We put money in the reserve and with salary increases, area heads can request money.
  - JD: Would like to hear Camarie's input before we make by-law changes.
  - Evan: Camarie being the expert, salary increases and S&S, goes into a bigger conversation.
  - Viviana: I will take the minutes to Camarie.

- xvi. Tina: What do you think will make this process go easier next year? Give me your thoughts?
    - Viviana: Remind area heads that it is up to IFC to discuss, and only speak if they are asked questions.
      - Amber: It was better than last year.
  - xvii. Amber: How did you like the two modalities for the meetings?
    - Tina: Strongly encourage to be in person. Maybe add that to the budget notes?
    - Skylar: To have both was messy.
    - JD: Agree with that. Had our meeting later at night, maybe make zoom available upon request.
    - Aidan: Only on person might be a problem with accessibility.
      - Viviana: Recommend that meeting is one modality.
  - xviii. Skylar: Adversarial Attitudes, I think it should also mention towards IFC members.
    - Tina: Towards “all” that attend the meeting.
  - xix. JD: Update enhancement request form. Add the administrative overhead fee, or a space to add it.
    - Tina: Not there because it is not always calculated correctly.
- IFSC Interest
    - i. Viviana: Who would like to be on the steering committee?
      - Skylar: I do
      - Kira: I do
      - JD: I do
      - Aidan: What is the steering committee?
        - Viviana: Committee to review the IFC by-laws.
        - Aidan: Sure.
      - Viviana: I can only appoint 3 people. I will give the rest of the names to Hunter.

#### 5. Messages from the floor

- Amber: We would love to have repeat IFC members.
- Tina: 3 of the positions are elected through ASWOU elections. Interesting way to find yourself back on IFC.
  - i. Aidan: When does that happen?
    - 1. Viviana: Look on Presence
  - ii. Tina: I urge you all to do this. You all have been phenomenal.
  - iii. Viviana: You all were great.

#### 6. Adjournment

- Aidan moves to adjourn the meeting
- JD seconds
  - i. Meeting adjourned at 8:16PM.