

Incidental Fee Committee 2024-2025 Academic Year

Tuesday, December 10, 2024 | 5:00PM

ASWOU President Brenda Martinez in Chair

Minutes

- ❖ Call to Order
 - 5:01PM

- ❖ Approval of the agenda
 - Kira moves to approve
 - JD seconds
 - Agenda approved

- ❖ Approval of Minutes 11/22/24
 - Kira moves to approve the minutes from 11/22/24
 - JD seconds
 - Minutes approved

- ❖ Roll Call (name, pronouns, position)
 - IFC Members
 - Kira Shelton
 - Skylar Stangeland
 - Nathaniel Rivera
 - Rhylie Sevits
 - Cody Dickenson
 - JD McShane
 - Aidan VanDyke

 - Advisors
 - Tina Fuchs
 - Amber Deets
 - Evan Sorce

 - Area Heads
 - Brenda Martinez, ASWOU President
 - Rip Horsey, Campus Recreation
 - Cameron Mortensen, WOLF Ride
 - Rian Gayle, ACCESS

- Chelsee Blatner, Student Engagement
- Tammy Gardner, CDC
- Randi Lydum, Athletics
- Kristen Perry, Abby's House (joined meeting at 5:17PM)

- Other Representatives
 - Maggie Bartosovsky, ASWOU Senate President

- IFC Secretary
 - Paula Taylor

- ❖ Old Business
 - Clarification of [Quorum](#)
 - Tina: Make sure what quorum means. Seated 9 members on IFC, quorum is 2/3 so 5 people to have quorum
 - JD: Voting members or all of us?
 - Tina: All of you because the chair cannot vote.
 - Evan: The chair can decide a tie.
 - Tina: Quorum is 5.

New Business

- Nominations for Chair
 - Brenda: Any of you can nominate a member or yourself. Raise your placard to let us know you want to run for chair.
 - Rhylie raises her placard.

- Election of the chair
 - Brenda: One candidate, Rhylie.
 - Aidan: I move to vote for Rhylie to become IFC Chair
 - JD: Seconds
 - Show of hand vote: Nathaniel, Kira, Skylar, Cody, Aidan, JD raise their placards to vote for Rhylie. Rhylie abstains from voting.
 - Motion passes 6-0-1.

Brenda yields chair to Rhylie

- Vice-Chair
 - Rhylie: Any members interested in vice chair?
 - Nathaniel raises his placard.
 - Aidan: I move to vote for Nathaniel to become vice-chair
 - JD seconds
 - Show of hand vote: Kira, Skylar, Cody, Aidan, JD raise their placards to vote for Nathaniel. Nathaniel abstains from voting.

- Motion passes 5-0-1.
- Winter Term Meeting dates
 - Rhyllie: Does everyone have their class schedule for next term?
 - Aidan: No Friday meetings.
 - Evan: Can we do a When is Good? now?
 - Tina: Ultimate goal to see if we can find a 2-hour block.
 - Rhyllie: Does AM or PM work? For me evening works best.
 - Kira: Last year Monday 7PM-9PM.
 - Rhyllie: Does that work this year? Wednesday or Thursday?
 - JD: Cannot do Thursday?
 - Rhyllie: I entertain a motion to recess five minutes from 5:19PM to 5:24PM
 - Nathaniel: I motion to recess the meeting for 5 minutes from 5:19PM to 5:24PM.
 - Kira: I second the motion.
 - No dissent, meeting at recess
 - Rhyllie called the meeting back to order from recess at 5:24PM
 - [When is Good?](#) results are shared on screen.
 - Rip: Look at the times with a single dot.
 - ◆ Several single dot options are discussed.
 - ◆ Are weekends an option?
 - Tina: Are mornings available but don't want mornings? What about Monday evenings?
 - Rhyllie: I feel that Monday evenings are going to work.
 - Aidan: Yes, more towards the end of the term that I am not available.
 - Kira: So, you are not available every Monday.
 - Rhyllie: I think best bet is 7PM-9PM.
 - Tina: Mark, who is not here right now, is available on Monday.
 - Rhyllie: Everyone good with the meeting time 7PM-9PM on Mondays?
 - No dissent
- [Timeline](#)
 - Tina: Timeline was developed and must be posted. This is the draft of the timeline. January 20th is MLK Holiday. Do we want to meet or schedule different day for that week?
 - Rhyllie: Do we want to meet on that holiday? Campus is closed.
 - Kira: Can we do it on Friday with a different parliamentarian?
 - Tina: We do have a buffer, there are 2 weeks of Preliminary Decision and Final Decision.
 - Nathaniel: Table discussion until we have a better understanding of how meetings are going.

- Skylar: Preliminary took 2 weeks, and Final decision was pretty easy last year.
- Tina: Wait with decision it does impact small budget areas.
- Rhylie: How do you think it will impact you, Abby's House and WOLF Ride?
 - ◆ Cameron: We are turning the presentations in it could affect large budgets more maybe?
- JD: If we lose Jan 20 do we have to move Open Hearings?
 - ◆ Tina: Dates are not posted yet, this is where we make adjustments. We need to give student body 2 weeks' notice and need to advertise.
- Tammy: January 20th is a holiday and campus is closed.
 - ◆ Rhylie: I think it is best to not do it that Monday.
 - ◆ Maggie: You can change it to that Friday.
- Rian: Can we ask the presenters to make a video so we can all read and watch beforehand? Watch on your own time and do questions the next Monday.
- Nathaniel: That might make it harder to ask questions.
 - ◆ Rian: Ask questions the next meeting after watching the videos
- Tina: To move question portion to large budget presentation days, don't want to take up their time. These meetings are public.
- Tina: Two meetings for subcommittee meetings could adjust schedule back but that might impact all presentations.
- Tammy: I would be ready to present on January 13th.
- Rhylie: Other small budgets – would you be ready then?
 - ◆ Kristen: I can make it happen.
- Rhylie: Looks like we have 2 options. Move to Friday that week or skip a week?
 - ◆ Skylar: Friday so we do not impact the rest of the schedule.
- Rhylie: Would Friday work for IFC members?
 - ◆ Kira: Friday, Skylar Friday, Nathaniel Friday, JD Friday, Aidan Friday, Cody Friday.
- Paula: What time on Friday?
- Rhylie: 6PM-8PM on Friday Jan 24, 2025.
- Tina: Start thinking about Open Hearing dates and times and what format.
 - Nathaniel: Open Hearings are extra meetings?
 - Tina: You would not have regular meetings during Open Hearing week.
 - Rhylie: How long are the Open Hearings? 2 hours?
 - ◆ Skylar: 2 hours last year but that seemed long.
 - ◆ Aidan: I think we changed something in the by-laws to end it early.
 - ◆ JD: In Budget Notes say we should staff them at least 2 hours.
 - ◆ Paula: Reads from Budget Notes: consider the

- ◆ expected attendance of the Open Hearings and the importance of respecting everyone's time, it is worth discussing whether organizing two one-hour in-person meetings and one 1-hour virtual meeting would provide the student body with sufficient time to comment on the preliminary decision.
- Rip: If meeting is an hour but you have more speakers, would you end the meeting or extend it?
 - ◆ Kira: We would not want to cut off voices, but we also do not want to waste time.
- Rhyllie: Advertise for one hour but keep your schedule open for 2.
- Tina: Not all IFC members have to be at all Open Hearings.
- Rip: From student view – students are speaking to all of you.
 - ◆ JD: That is a good point. We get access to the transcripts. I was able to see every student's points.
 - ◆ Nathaniel: Point of Final Decision meeting is to go over the student feedback.
- Rhyllie: I entertain a motion to approve the Timeline.
 - ◆ JD: I move to approve the schedule to meet every Monday from 7PM-9PM, except for January 24 meet from 6PM-8PM.
 - ◆ Aidan seconds.
 - Show of hand vote: Kira, Skylar, Cody, Aidan, JD, Nathaniel raise their placards to vote to approve meeting schedule.
 - Motion passes 6-0-0
- Determine [subcommittees](#)
 - Brenda: These are the subcommittees: Student Union Activities, Education Cultural & Student Government #1, Education Cultural & Student Government #2, Athletics and travel activities.
 - Rhyllie: How do we decide what students attend what subcommittee?
 - Evan: This is volunteer and hope that IFC member picks a subcommittee. Discuss what committee you want to be on.
 - Aidan: Not allowed to go to subcommittee that you have a conflict of interest with?
 - Tina: Just be mindful of your conflict of interest and be aware, maybe step outside of your interest. Two IFC members on each committee. Welcome to be on more than one committee. These meetings are during regular IFC meetings.
 - Evan: Perception and encourage to learn other areas.
 - Kristen: Use Food Pantry, go into Stonewall Center and Abby's house that is not a conflict of interest, but if you are paid by the area that could be a conflict of interest.
 - Skylar: Are we ready to put our names next to a committee?

- Tina: No voting in subcommittee you are just listening.
- Student Union Activities: JD, Aidan (Camarie)
- Educational, Cultural & Government #1: Nathaniel, Mark (Evan)
- Education, Cultural & Student Government #2: Skylar, Cody, Brenda (Tina)
- Athletics and Travel Activities: Kira, Rhylie, (Amber)
- Rip: We are meeting as subcommittees on first week Jan 6, we need to know are we using our whole time, advisors need to be there too.
 - Tina: Yes, an advisor needs to be present.
 - Rhylie: Evan Student Government #1, Tina Student Government #2, Amber Athletics, Student Union Camarie. If Camarie is not available, we will need to stagger meeting.
 - JD: Are budget notes guiding or suggesting?
 - ◆ Tina: Not your by-laws, they are feedback from IFC over time. All need to review budget notes because they do address recommendations.
 - JD: Advisors are not required to attend subcommittee meetings, and IFC chair should not be on subcommittee meetings.
 - Tina: Budget notes are about guidance for running more efficient IFC.
 - Amber: Perhaps make it so Rhylie is not the only one on subcommittee.
 - Rhylie: We will move Brenda to Athletics.
- Amber: You can set presentation times to 20 minutes and go to a different one.
 - Rhylie: So 20 minutes for one hour and then what?
 - Tina: There are two weeks of subcommittee meetings.
 - Tammy: Clarification on what meeting should look like?
 - Rhylie: It would be nice to have more direction on what is expected during the meeting.
 - Evan: It is not a formal meeting but is open to the public.
 - Tina: Subcommittee meetings are for:
 - Getting to know the area, what is happening in your area
 - Learning about the program, what is your program, how do you use the resources, why the program is important
 - Understanding what is going into a budget
 - How are you using your funds
 - Getting to know the program and giving an understanding what you do.
 - **Not** a formal budget presentation
 - Tammy: Thank you, Tina, getting back to really introducing your department and program.
 - Skylar: We want to learn about you and what you are doing not about dollar amounts.

- Aidan: So these meetings are about what you do, not what you need to do it.
- Tina: This is to learn about the program not about the line-item stuff. We used to not do these meetings during IFC meeting times. Area Heads were setting up their own subcommittee meetings and became almost impossible.
- Rhyllie: Any suggestions on how we should set this up time wise?
 - Rip: Student Union 3 different areas. Timeline for 15 minutes or 20 minutes. Give us some guidance of timeline.
 - ◆ Kira: 15 to 20 minutes.
 - ◆ Aidan: Divide 2 hours between 4 areas? 30 minutes max.
 - ◆ Tina: It is an official meeting with some other things to do.
 - ◆ Rhyllie: All running at the same time.
 - ◆ Nathaniel: Do we need it to be an official meeting?
 - ◆ Evan: These are informal meetings.
 - ◆ Rhyllie: Hard to find time let's leave it during the official meeting times.
 - Tina: Read the minutes to see what expectations are. Not create something more than you have to.
 - Rhyllie: 20 minutes for each Area Head
 - JD: We have 2 weeks for subcommittees. Have some buffer room.
- Cut Packages
 - Brenda: Cut packages of maybe 5% or 10% because of declining enrolment.
 - JD: This is to ask area heads to give us an idea of what their program would look like with a 5% or 10% cut to their budget. We are not hurting.
 - Tina: Camarie recommendation is for area heads to present CSL budget and a 5% and 10% cut package. But this is you all decision.
 - Skylar: I am perfectly fine with a 5% and 10% cut package.
 - JD: I don't think we need 15% cut package. Are we thinking about enhancements? Enrollment is pretty fluid. Lower end of our budget and not knowing about enrollment beneficial to look at 15%.
 - Nathaniel: Is there an updated enrollment?
 - Amber: Graduate students down. Trend is 2% increase for graduate studies, but we are below.
 - Evan: Let's assume flat enrollment and come January it could be updated.
 - Amber: When Camarie says 5% and 10% will do. Asking for another cut package is a huge amount of work when you are probably not going to look at it.
 - Skylar: I hope we are not going to cut any budgets.
 - Rhyllie: I entertain a motion to ask for 5% and 10% cut packages.
 - Skylar moves to vote on asking for 5% and 10% cut packages.
 - Kira seconds

- ◆ Show of hand vote: Kira, Skylar, Cody, Nathaniel raise their placards to vote to approve cut packages, Aidan and JD raise placard to oppose cut packages
 - Motion passes 4-2-0

- Enhancements
 - Tina: IFC can request from area heads to provide enhancements request to their budgets. That is on top of CSL. For example, last year WOLF Ride asked for an enhancement to purchase an app to the WOLF Ride. IFC can review them but does not have to approve them.
 - Brenda: Another example, additional funds for minimum wage.
 - Kristen: Minimum wage included in CSL not an enhancement. Correct?
 - Nathaniel: Camarie mentioned that that was included in the CSL because it is something we have to do, not an option. Pay attention to reserves, because we do not know enrollment.
 - Skylar: I would like to hear what areas have to say. We do not have to say yes.
 - Tina: There is an enhancement form, and we will make it available to areas.
 - JD: Was the enhancement to WOLF Ride a onetime enhancement?
 - Amber: IFC chose not to make it a onetime enhancement.
 - Camarie: IFC request was to bring a report on how the app helped WOLF Ride.
 - Rip: From area head perspective: Enhancement request I get to ask all club sports what they want, for each area to put an enhancement together is a lot of work if it is just informational and not going to be funded. If you do entertain enhancements, there are a lot of people who would like to increase budget.
 - Kira: We do not have to give them the exact amount of enhancement they ask.
 - Aidan: Enrolment has been forecasted to be lower, yes?
 - ◆ Amber: It is too early.
 - ◆ Evan: Our reserves are very healthy. Do not need to worry to consider enrollment and consider enhancements.
 - ◆ Nathaniel: Consider enhancements when we have a better understanding of enrollment.
 - ◆ Cody: We can also say no to enhancements.
 - ◆ Skylar: We are going to make good decision and set up IFC for success in the future. Not considering enhancement might give impression that we are in a worse position. I want areas to ask because they can.

- ◆ Chelsea: Maybe give parameters for enhancements.
- ◆ Kira: We are in a good place with reserves and not giving areas a chance is not going to create best opportunity.
- ◆ Tina: Enhancements are due when budgets are due.
- ◆ JD: Enhancements with 5% or 10% cap.
- ◆ Aidan: I support that.
- ◆ Rip: Understand limitations but if we are asking for enhancements let us ask us for enhancements. Allowing us to ask what we think we need without parameters.
- ◆ JD: 5% and 10% of overall budget. We do not control what you do internally. Area heads go to internal index codes but are maxed out at 10%.
- ◆ Aidan: This is a guidance.
- ◆ Skylar: Are we entertaining enhancements or not and then do guidance.
- ◆ Skylar: I move that we will entertain enhancement requests from all areas.
- ◆ Kira: I second.
 - Show of hand vote: Kira, Skylar, Cody, Nathaniel, Aidan, JD raise their placards to vote to approve entertaining enhancements.
 - Motion passes 6-0-0
- Rhyllie: Let's talk parameters.
 - Amber: We would like to get some feedback on the enhancement request form. IFC will send out a form to area heads with some clarification.
 - Tina: You can still discuss limitations. You would approve budgets as they are presented to you.
 - JD: I strongly believe a limit on enhancements. Put hard cap on there we can control our budget.
 - Nathaniel: I think we should do a percentage or dollar cap.
 - Skylar: I am not comfortable with a cap.
 - ◆ Rhyllie: No parameters at all?
 - ◆ Skylar: Yes, have them ask and we will be able to say yes or this is what we can afford.
 - ◆ Aidan: I suggest setting a specific dollar amount due to the various budget amounts. Offer a max percentage.
 - ◆ Rhyllie: Decide if we want to do guidelines at all.
 - ◆ Kira: Recommend what their percentage is. Not in best interest for all to have a cap.
 - ◆ JD: Enhancements do they have to explain what they want it for?
 - Yes nods from advisors.
 - ◆ Nathaniel: Guidelines yes or no?
 - Nathaniel: I move that we do not have guidelines for enhancement requests.
 - Skylar seconds

- ◆ Show of hand vote: Kira, Skylar, Cody, Nathaniel raise their placards to vote to not have guidelines, Aidan and JD raise placard to oppose motion.
 - ◆ Motion passes 4-2-0
 - Tina: Enhancement form is online. We are looking at it. We are making some adjustments to it. Please do not fill out this form.
 - Rip: Can we make sure that admin overhead is included in that form.
 - Tina: That was one of questions for Camarie.
 - Cameron: Not a request but just wondering is there is an option to join via Zoom?
 - Rhyllie: Yes, there will be a Zoom option.
 - Tina: Preference for IFC members to be in person as much as possible, area heads can join via Zoom. I will reach out to area heads with some guidance about your role in IFC and when you have to be here and when not.
- ❖ Adjournment
- 7:02PM adjourned.