

**Student Incidental Fee Committee**  
**General Meeting, December 3<sup>rd</sup>, 2015**  
**5:00pm, SEC 254**

**In attendance:** Rafid, Claire, Sorath, George, Gabby, Krista, Cassidy, Matt, Kyle, Calvin, Kris, Dong, Alexandra  
**Absent:** Peter, Liam, Luis

Agenda

1. Welcome (5:02 PM)
2. Update from Chair/Vice Chair
  - a. Offices – SIFC Chair is located in SEC 376 and will be moving to the ASOSU Offices (108h) starting winter term. Office hours will be published.
  - b. Email – Official SIFC communications: [Student.Fees@oregonstate.edu](mailto:Student.Fees@oregonstate.edu)
  - c. Stipend – The committee chair position is paid at an hourly rate and in the past committee members received a stipend of \$30 for 5 months. This is what the SIFC approved within their budget process last year. **(ACTION):** The chair needs to be at an hourly rate and SIFC will need to decide about how to allocate funds for this year.
3. Updates from Budgeting Boards –
  - a. Committee should reevaluate budget sheets and standardize.
    - i. Perhaps utilize CORE system for budgeting – widely used system on campus by departments.
    - ii. **(ACTION):** Improvements for budget template will be assessed at a later date. Committee will default to current template due to time constraints.
  - b. **(ACTION):** Ask budgeting boards to take note of areas for improvement while they are going through the process this year.
4. FY16-17 SIFC Guidelines – **(ACTION):** Guidelines will be sent to committee tonight via email for approval. Guidelines are expected to be published for budgeting boards tomorrow, December 3, 2015. All budget proposals from budgeting boards are due on January 29<sup>th</sup>.
  - a. Subcommittee Update:
    - i. Updated old guidelines: Removed unnecessary language, sections, improved confusing language, combined guidelines and exhibits into one document.
    - ii. **(ACTION):** The previous year's feedback for SIFC will be reviewed for changes to this year's committee at a later date.
    - iii. AABC is available to help with budgets for individual budgeting boards – resource & support. **(ACTION):** SIFC needs to discuss how they want to AACS staff liaisons interacting with the committee and the budgeting boards.
    - iv. **(VOTE – consensus in favor of):** *Going paperless with guidelines starting next term.*
    - v. Discussions on who sets/decides mandatory fees.
      1. Each unit is most informed on their own mandatory fees.
      2. Does AABC set mandatory fees? Need to define mandatory fees on the guidelines – take AABC definition and apply to guidelines.
        - a. **(ACTION):** Chair will need to follow up with AABC.
        - b. **(ACTION):** Take specific language from AABC and board of trustees and leave as is, if no such definition exists. Will use current definition and will revise the guidelines later.

b. Discussion on Exhibit D –

- i. Easy format to see percent change for committee. Helpful to provide more specific information as to where the budget increasing are coming from. Utility in this chart despite committee's focus on holistic budget rather than line items. Meant as reference for committee and not required by AABC.
- ii. Few departments use this section and added to confusion. Should exhibit D be removed from the guidelines? Due to time constraints and lack of understanding, budgeting boards will not be responsible for completing exhibit D. **(ACTION)**: Committee will ask AABC to complete produce exhibit D for committee.
  - a. Leave instructions, but remove table D for AAVS to generate.  
Committee votes to strike out the section contingent upon AABC.

**(VOTE – 9:1 in favor of)**.

c. Discussion on Exhibit F – Develop standard questions and discuss why/if there are any large increases in any section of the budget. The board of trustees only want the budget numbers and not the narratives.

- i. Discussion: **(ACTION)**: May be useful to wait until unit proposal in January to generate specific questions. Subcommittee feels that they need more information prior to coming up to questions. Looking to create 2-3 specific questions. Committee has suggested that the questions should be sent to the units later after the proposals – budgeting boards will also be a better position to answer those specific questions.

1. Committee has created general 4-5 questions for guidelines in the meantime.

- a. Old questions have been replaced by the following questions:

b. Vote to approve questions. **(VOTE – consensus in favor of)**:

- i. 1) What is your unit doing to ensure the inclusion of diverse student population in your organization and programming?  
Does your organization have a current plan to increase service to diverse students? Please elaborate.
- ii. 2) How is your unit collaborating with other student fee-based organizations? In what areas and in which units will you plan or increased collaboration?
- iii. 3) How does your use of student free money align with the mission, vision, and values of your organization and the five-year student affairs strategic plan?
- iv. 4) If there were any major changes in your programming, budget spending in the FY16, after the budget was recommended by the SIFC, please explain them.
- v. 5) Please explain and justify any major increase(s) and/or changes in your FY17 budget.
- vi. 6) What measures are your unit taking to be financially efficient?

d. Exhibit C needed? **(ACTION)**: Will check with AABC.

e. Exhibit E needed? **(ACTION)**: Will need to get an example from AABC for classified/unclassified staff budget.

f. Approval

- i. **(ACTION)**: *SIFC committee will need to decide on recommended fee percent increases.*

