

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

MARCH 4, 2013 1:00-3:00 PM BMU 303

MINUTES

Members Present: Michael Barrett, Chair, Jaypinderpal Virdee, Marlene Romero, Daniel Schindler, Steffen Mehl, Marc Langston

Members Absent: Hunter Watkentien, Hyunjung Kim

Staff Present: Arno Rethans, Stacie Corona, Kimberly Scott, Sandy Miskella, Jennifer Mays

Staff Absent: None

Others Present: Rod Hayes, Sue Peterson, Suzanne Miller, Emily Parker, Darion Johnston, Scott Laczko, Michael Andreas, Mark Plenke, Morgan Geddie, Sharon Barrios

- I. Call to Order
 - a. The Chair, Michael Barrett, called the meeting to order at 1:01 pm
- II. Approval of Minutes
 - a. February 4, 2013
 - i. Amend the Feb 4 minutes to add Mark Langston as present
 - ii. A motion was made to approve the minutes as amended: 6-0-0 MSC
- III. Old Business (none)
 - a. Action Items
 - i. Vote on Exemplary Performance Funding Requests Round II
 1. Chico State Waterski Club (RECS) requesting \$1,000:
 - a. Discussion included the issue of timing/cycles of the call for EP funds, allowing vs. not allowing reimbursement, RECS receiving reimbursement in previous years, the need to clarify the forms, and difficulty amongst programs in estimating funding requests in advance.
 - b. A motion was made to approve \$1,000 allocation: 6-0-0 MSC
 2. Chico State Cycling Club (RECS) requesting \$1,000: 6-0-0 MSC
 - a. A motion was made to approve \$1,000 allocation: 6-0-0 MSC
- IV. New Business

a. Discussion Items

i. Three-Year Program/Budget Review Presentations

1. University Box Office

- a. Sandy Miskella (UPE) presented. UBO established as an IRA program years ago, and sells all tickets to events, including HFA and ATHL IRA program events, totaling over 180+ events per year. Rod Hayes attended and spoke to his experience as a student employee in UBO. 25-50 students work for the program, learning and using many skills, including customer service, crowd control, safety procedures, selling and taking tickets, event management, supervisory skills, cashiering, basic accounting, and team work.
- b. UBO's budget is dependent on IRA to operate. Since they are not receiving the \$40,855 in IRA staff support dollars any longer, they are rapidly using their carryover (approx. \$270,340 this fiscal year). They are bracing for the \$280,000 - \$320,000+ specialized ticketing software needed in the near future. The recent move from Yuba Hall to Sierra Hall cost \$22K.
- c. Currently receive \$112,517 in IRA Baseline dollars, + \$1 per ticket by HFA and ATHL (totals \$17K annually). Also receives General Fund and work study allocations.

2. College of Communication and Education

- a. CME has one active IRA program: Forensics (The Speech and Debate Team). Sue Peterson presented, and brought several students involved in the program. Program provides students with the opportunity to build strong skills in research, speech making and delivery, audience analysis, as well as argumentation and debate through their participation in intercollegiate tournament competitions. Has achieved regional and national awards.
- b. Out-of-pocket costs for students limited to appropriate clothing and small travel costs. IRA funding pays for most other costs. 20-35 students involved. Forensics is allocated 100% of the college's IRA funds. They have not applied for EP funds due to their carryover. Co-hosted a debate tournament with UC Berkeley to raise funds – fundraising has been pursued for the first time only recently.
- c. The program planned to use carryover to pay for students to attend the Arizona Debate Institute summer program. The board

deemed this was not within the scope of the guidelines so is not a permissible use of the IRA funds.

- d. The Orion – Mark Plenke, advisor, presented. The Orion is currently an inactive IRA program that would like to become active again. The program has declined in revenues over the past few years – from \$300K to \$73K. All other CSU's with newspapers receive IRA funds. Would need to keep Foundation-related transactions separate. He will send a request to the dean initiating the desire to become active.

3. Graduate Studies

- a. Sharon Barrios presented the Student Research Competition program. This growing program involves the presentation of faculty-mentored student research (undergrad and grad levels). Local competition winners attend the CSU system-wide competition held in Long Beach. 25-30 students involved. Program is allocated 100% of GRAD's IRA funds.
- b. Students have minimal out-of-pocket expenses, if any. Most funds are spent on travel and lodging. Fundraising is not pursued at this time due to the nature of the program – individualized and not so team-oriented. GRAD allocates some funding which is not reflected on the budget form. Budget form is determined to be slightly incomplete, thus the board asks the program to submit a revised budget form.

ii. Reimbursements: should we allow, and when?

- 1. Postponed to March 25 meeting due to time constraints.

b. Action Items (none)

V. Announcements

- a. Next IRA Meeting is March 25, BMU 303, 1:00-3:00.

VI. Adjournment

- a. The Chair, Michael Barrett, adjourned the meeting at 2:58 pm.