

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

MARCH 25, 2013 1:00-3:00 PM BMU 303

MINUTES

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

Members Absent: Hunter Watkention

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

Staff Absent: Arno Rethans

Others Present: Jeni Kitchell, Georgia Fox, John Crosby, Michael Seidman, Michael Kendall, Joel Zimelman, Rocky Winslow, Ingrid Oleson, Summer Armstrong, Jason Tannen, Leah Overton, Sabrina Derr, Sarah Pape, Eric Gampel, Keith Seppanen, William Johnson, Joe Alexander, Kendall Ross, and many students from most programs

- I. Call to Order
 - a. The Chair, Michael Barrett, called the meeting to order at 1:01 pm
- II. Approval of Minutes
 - a. March 4, 2013
 - i. Amend the minutes to correct the spelling of Jaypinderpal Virdee's name
 - ii. A motion was made to approve the minutes as amended: 6-0-0 MSC
- III. Old Business
 - a. Discussion Items
 - i. Three-Year Program/Budget Review Presentations: Pending questions and finalization of reviews
 1. UBO
 - a. UBO recognized as an IRA program since 1974. Question if UBO software proposal should be paid out of IRA, GF or split? UBO has IRA, GF, Foundation, IRA Work Study and regular Work Study funding sources, and uses all to offset costs and keep running. Greater majority of tickets and events taken care of by UBO are for IRA-related HFA and ATHL programs. Board's decision to

review expenditures; one could argue that it isn't appropriate use of IRA funds to pay for the software.

- b. Items shown in the expenses portion are not showing revenue to offset them in the form UBO submitted. Placed there as an example of what they've spent, not a true representation of the IRA fund or an actual accounting of their revenues and expenses. Ideally they would show both revenue and expenses from all funds to get a true bottom line standing and to show the whole picture.

2. Budget Review Form

- a. Doesn't allow for a good showing of funding sources. Budget form should be changed to better show all funding sources (since programs are required to have other sources of funding and not to be solely funded by IRA). Historically HFA has been against this due to having so many programs and it being cumbersome, however the board is interested in getting the whole picture of all sources and uses for programs. Doesn't need to be too detailed. Now that we're at the top of the review cycle, change form to include all funding sources (IRA, GF, Foundation, or other?).
 - b. Board directed staff to add as a future agenda item in this FY, and to email board to remind them to send suggestions to Jennifer Mays. What do we really want to see on the form? The board can make the form better and vote on it.
3. No real finalization required from the three-year program/budget reviews, they are only there to report to the board. Board benefits by being informed, connecting with the programs, and becoming a better board member through the process, which makes it seem more worthwhile.
4. The board appreciates that Graduate Studies submitted a revised form as requested, which answers all the questions of them.

b. Action Items (none)

IV. New Business

a. Discussion Items

i. Reimbursements: should we allow, and when?

- 1. Dan Schindler handed out a draft of Exemplary Performance Reviews Change, which included moving funding request due dates for rounds 2 & 3 back by one month (round 1 on Oct 31, round 2 on Feb 28, round 3 on Apr 30).

2. He also proposed adding the phrasing:

“Events which qualify for exemplary performance awards and fall between deadline dates may request funds for reimbursement of expenses provided: 1. The requesting program shows proof that they were invited and participated in the event before it was possible for them to apply for exemplary performance funding. 2. The requesting program did not use rollover funds to pay for expenses.”

3. A motion was made to keep proposal on the table and discuss when board has more time: 7-0-0 MSC

ii. Excess One-time Funding Requests

1. BSS

a. Anthropology Museum: $\$1,466 + \$5,599.18 = \$7,065.18$

i. Georgia Fox presented. Initially requested \$1466 for a 60” LED HDTV, wall mount, sound bar and DVD for the museum. An additional \$5,599.18 request was made for two pedestal display cases with covers, paint and shipping costs.

b. Model UN: \$5,000

i. John Crosby presented. Requests funding to cover this year’s program travel expense increases incurred from travel to competitions. Several students spoke to the invaluable experiences they have had due to the program.

2. ECC

a. Chico SAE Baja Design Team: \$2,091.64

i. Michael Seidman presented. Requests funding for sustainable composite body panels and skid plates for vehicle. Goal to move towards sustainable engineering materials and technology.

b. Micromouse: \$1,690

i. Michael Kendall presented. Requests funding for meeting unmet parts, food, transportation and lodging needs of \$1690 to attend the regional Micromouse Competition in Davis on May 2, 2013.

3. HFA

a. Jazz X-press (Jazz Ensemble): \$400

- i. Rocky Winslow presented. Requests funding for printing, programs, and photography costs for spring semester's special guest musicians.
- b. MUTA 12 Ophelias (Theatre Arts): \$2,180
 - i. William Johnson presented. Requests funding for composing, arranging and producing twelve songs and incidental music, studio time charges, and additional studio musician fees that were not originally envisioned as part of the production. Composer and studio owner is an existing faculty member in the Philosophy department. Performance held Mar 6-14, 2013.
- c. MUTA KC-ACTF (Theatre Arts): \$3,740
 - i. William Johnson presented. Requests funding for Kennedy Center/American College Theatre Festival conference registration for 19 students, hotel for 6 students + 2 faculty, and travel. Conference held Feb 18-22, 2013.
- d. Philosophy Ethics Bowl: \$2,458.95
 - i. Eric Gampel presented. Requests funding for travel for a team of 4 students and 1 faculty coach to attend the International Business Ethics Case Competition (IBECC) at Loyola Marymount University in San Diego in May 2013.
- e. Univ. Art Gallery: \$1,736
 - i. Jason Tannen presented. Requests funding for student assistants' additional time needed for gallery sitting, assisting and receptions associated with the gallery's relocation from Taylor Hall to Trinity Hall.
- f. Watershed (Literacy Editing Program): \$2,800
 - i. Sarah Pape presented. Requests funding for one-time costs for Design Services to develop their new online web platform scheduled to be completed by the end of May 2013.
- g. Wild Oak Music Group (School of the Arts Productions): \$2,199.45
 - i. Keith Seppanen presented. Requests funding for a camcorder, external hard drive, Roxio Toast Titanium recording software, and an iMac 21.5" 2.9 GHz, all for out-of-classroom use only. Uses include producing live events, staging photo shoots, recording and editing audiovisual works, running live sound, social networking, marketing,

graphic design, all of which require these items as the program is a music-driven enterprise.

4. RECS

a. Various Sport Clubs: \$4,887.44

- i. Kendall Ross presented. Requests funding for various sport club equipment items, including a field striper, portable drinking fountain, hockey pucks, shooter/trainer, line nets/barriers, ball refinisher, goal covers, upright safety pads, volleyball net, and canopy pop-up tents.

b. Action Items (none)

V. Announcements

- a. Next IRA Meeting is April 8, BMU 303, 1:00-3:00.

VI. Adjournment

- a. The Chair, Michael Barrett, adjourned the meeting at 2:52 pm.