

## INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

MAY 5, 2017 10:00-11:00 AM BMU 205

# MINUTES

**Members Present:** Vu Nguyen (Chair), Michael Pratt, Brett Rahtz, Tamara Fleet, David Scholz, Daisuke Aoyagi, Marc Langston, Alek Palmersmith (none absent)

**Staff Present:** Jeni Kitchell, Kimberly Scott, Stephen Cummins, Jennifer Mays (none absent)

**Others Present:** Bob Knight, Joe Alexander, Dianne Suschil, Kendall Ross

- I. Call to Order
  - a. Vu Nguyen called the meeting to order at 10:01 am.
- II. Approval of Minutes
  - a. April 28, 2017 – approved 6-0-0
- III. New Business
  - a. Discussion Items
    - i. Exemplary Performance Round III
      1. AGR – Academic Quadrathlon \$5,000 for 4 students to attend the National American Society of Animal Science Academic Quadrathlon Competition in Baltimore July 5-10, 2017.
      2. HFA – School of the Arts \$1,800 for 15 students to attend the California Conference for the Advancement of Ceramic Arts in Davis, CA April 27-30, 2017.
      3. RECS – Baseball Club \$2,000 for 25 students to attend the District VIII Division II Playoffs in Lancaster, CA, May 5-7, 2017.
      4. RECS – Men’s Volleyball Club \$1,500 for 11 students to attend the National Collegiate Volleyball Federation National Championships in Kansas City, MO April 11-16, 2017.
      5. RECS – Women’s Volleyball Club \$1,500 for 12 students to attend the National Collegiate Volleyball Federation National Championships in Kansas City, MO April 11-16.
    - ii. HFA Concerns – Bob Knight, dean of the college of HFA, Joe Alexander, associate dean, and Dianne Suschil, administrative analyst discussed the concerns brought to them by the board. Response is as follows:
      1. HFA and UPE handle support for practically all of the events on campus offered by on-campus and off-campus groups. Often these requests are last minute and only partially account for the tech needed for the event.
      2. The HFA production manager, Carmen Gomez, with the help of the SOTA staff train students for event crews and Theatre shop work. In both instances, there is work that is IRA and work that is state funded, sometimes within a single work call.

3. Carmen Gomez, Joe Alexander, April Whitley and Dianne Suschil all assist in tracking the college IRA funds, as well as work study, student assistant funding, and general funds. Tawnie Peterson keeps track of IRA and state side payroll for the department.
4. SOTA event crewing
  - a. HFA in 16-17 had 187 total crew calls – 43 IRA and 144 non-IRA
    - i. 10 venues throughout campus and one off-campus location
    - ii. events run for both on- and off-campus groups
    - iii. UPE crewed front of house for 186 events in 2015-16
  - b. each year expense projections are made based on historical data - this year, with Zingg Recital Hall coming on line, projections were based on 32 uses of the hall – the total ended up being 50.
  - c. funding for crews comes from both the state and IRA and is carefully recorded
  - d. this year we have enough to cover both IRA and non-IRA events in part, due to hiring fewer employees
  - e. total SOTA crew costs for 16-17 (projected): \$3,234 IRA and \$10,074.75 State side. NOTE: The Department of Music and Theatre receives over \$30,000 from the College in state-side dollars to cover these costs. The result is that there is more than enough to cover SOTA crew costs.
5. How to manage in the future?
  - a. pursue HFA being designated a cost center so that, for non-university uses of HFA venues, appropriate charges to cover costs can be made. Zingg, in particular, will likely see a large increase in demand largely impacting state-side funding.
  - b. more general IRA funding would help with the hours of set-up and teardown of IRA events though this varies from year to year depending on what is presented.
6. IRA funding within the College for Dance and Opera -
  - a. Dance was once an IRA program within the existing Theatre allocation but this ended in 2008-09. Opera had an IRA allocation until the faculty member retired and the program was on hiatus from the end of 2011-12 AY. All IRA programs in Music are attached to a faculty member. Those programs are welcome to re-apply for funding and go through the process established by this board.
7. # of crewed events in 16-17 by venue (both IRA and state-side funded)
  - a. PAC 132 – 5
  - b. PAC 134 (Rowland Taylor Recital Hall)– 45
  - c. PAC 135 (Wisner Theatre)- 6
  - d. PAC 144 (Harlen Adams Theatre) – 72
  - e. PAC entire – 6

- f. PAC courtyard – 5
    - g. Zingg - 50
    - h. Laxson – 10
    - i. Cascade (Redding for NSS) – 1
    - j. ARTS entire – 2
  - 8. Other relevant information
    - a. of the roughly \$60,000 allocated for SOTA crews, only \$3,234 was used for crewing events. The remainder is used for student support for the Theatre program. Students build sets, paint, design and build costumes, design and hang lights, and design and program sound for each of the five Theatre productions each year.
    - b. at the end of the current AY all HFA IRA programs will receive a survey asking about the current year’s events (what worked, what didn’t) and request a projection for next year’s events which will include the opportunity to request additional baseline dollars.
  - iii. 2017-18 Baseline Budgets – \$23,571 baseline available. Keep in mind:
    - 1. Meat Science Quiz Bowl new - \$7K
    - 2. Investor's Club new - \$1,800
    - 3. The Orion - earmark \$40K for 18-19?
    - 4. Discussion Meet not active for two years
    - 5. Intelligent Ground Vehicle not active
    - 6. Super Mileage Vehicle not active
    - 7. Video Animation not active
    - 8. Staff will provide a summary of program overview data, including allocations per program, number of student participants per program, and allocations per student.
  - b. Action Items
    - i. The Orion – Vote on 17-18 one-time allocation of \$40,000 – approved 7-0-0
- IV. Old Business
  - a. Discussion Items
    - i. UBO IRA funding - none
    - ii. Allocating to programs instead of deans - none
  - b. Action Items
- V. Announcements
- VI. Adjournment
  - a. Vu Nguyen adjourned the meeting at 10:58 am.

Upcoming Dates:

- May 10 – 17-18 Budget Finalization