

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING**  
**DECEMBER 13, 2019 2:00 PM BMU 205**  
**MINUTES**

**Members Present:** Anthony Ruiz (Chair), Emily Bruns, Trevor Guthrie, Chris Rufo, Gary Braun, Adam Irish, Hope Munro, and Dennis O'Connor

**Members Absent:** none

**Staff Present:** Stephen Cummins, Jeni Kitchell, and Kendall Ross

**Staff Absent:** Jennifer Mays and Kim Williams

**Guests:** none

- I. Call to Order – Anthony called the meeting to order at 2:01 pm.
- II. Approval of Minutes -
  - a. 12.6.19 Minutes – Approved 6-0-0
- III. New Business
  - a. Discussion Items -
    - i. Annual Program Reviews:
      - College of Business
        - The estimated out-of-pocket for Investor's Club indicates \$5,000. Clarification is needed as to whether this is a total amount or per student.
      - College of Communication and Education
        - College will be asked to complete the "other sources of funding" column. Orion's baseline is not fully funded with IRA. They have auxiliary funds. They also have advertising revenue. Tehama Group charges fees from clients. This should be reflected on the Annual Report.
        - The Speech and Debate Team's allocation is more than another college's total allocation. This is an example of the disparity between colleges.
      - College of Engineering, Computer Science, and Construction Management
        - The out-of-pocket for students is significant for some of these activities. The report shows effort in reporting information about student costs. Thought should be given to programs that have high out-of-pocket costs to students.
        - Baja SAE had \$134,000 in donations that was divided up and allocated to other clubs. This is not an ongoing source of funds.

Members discussed the need to revise the Annual Report form to increase carryover maximum to more than 20%--percentage to be determined.

- College of Humanities and Fine Arts
  - Students are paid to support productions such as building scenery, lighting, sound, costuming, etc.
  - HFA receives a portion of ticket sales.
  - HFA will be asked to fill in the amount of student out-of-pocket expenses.

Members discussed revising the Annual Report form to show other sources of funding by “bucket” (GF, donations, CSE, etc.).

The following reviews were postponed to a future meeting due to time running out:

- College of Natural Sciences
- Graduate Studies
- Intercollegiate Athletics
- Recreational Sports
- University Box Office

IV. Old Business – none.

IV. Announcements – Provost Larson approved the Request for Certification for Meats Judging Team recommended by the committee at the December 6th meeting. The dean’s office and the advisor have been notified.

V. Adjournment – Anthony adjourned the meeting at 2:57 pm.