

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING

FEBRUARY 28, 2019 1:00 PM BMU205

MINUTES

Members Present: Alejandra Gonzalez-Zuniga, Harmony Ordaz, Jared Geiser (chair), Samuel Akinwande, Adam Irish, David Scholz, Dennis O'Connor (proxy for Aoyagi), Kishore Joseph

Members Absent: N/A

Staff Present: Jeni Kitchell, Jenifer Mays, Kendall Ross, Kim Williams, Stephen Cummins

Staff Absent: N/A

Guests: N/A

- I. Call to Order – Jared called the meeting to order at 1:00 pm.
- II. Approval of 2.14.19 Minutes
 - a. Alejandra motioned to approve the minutes, seconded by Sam; motion passed 6-0-0.
- III. New Business
 - a. Action Item – None at this time.
 - b. Discussion Items
 - i. Annual Program Reviews (APR) continued
 1. College of Engineering, Computer Science, and Construction Management –
 - a. The college has a couple of inactive programs. The committee will be discussing next whether to pull back baseline funds when a program becomes defunct. When funds are pulled back they go back into base funding. One-time funds come from reserves. The Provost was comfortable with the level of reserves and did not provide one-time funding for 2018-19. The committee could put forward a proposal to the Provost that we set a number for reserves, and then send a call for one-time funding next year if we meet that target. Reserves are held at the university level because allocations are made prior to fees coming in. We would use reserves to cover a shortage if the amount of fees were less than expected. The amount of carryover for ECC is reasonable. Mention was made about having a discussion about using Fullerton's model which has every activity/program apply directly each year rather than allocating to the colleges. That model is very time consuming and SLF does not even use that model. There is no process in place for a college to ask for more funding because funding levels are set by the amount of fees received. This is the challenge that we have when trying to accommodate newly approved activities.
 2. University Box Office – Members were emailed an attachment with financial information. This document was provided to show the complete view of UBO's funding. UBO works with athletics and activities within the College of Humanities and Fine Arts (HFA). Stephen explained that he inherited the

model so he is not familiar with what criteria was used to approve UBO for IRA funding. UBO sells tickets but they also provide venue management, front of house operations, which needs staffing. UBO has been planning for a software upgrade for three to four years now. It is a break-even operation because of the cost of artist fees and production costs. IRA baseline funds staff. IRA does not generally fund staff but UBO is very different in that it is a service provider. The fees for services would go up if UBO did not receive IRA funding. UBO also runs satellite box offices. This is a consideration when selecting new software. They sell tickets at Laxson, Wismer, Nettleton, Acker, soccer, etc. They have been holding carryover for new software.

- ii. Managing already-allocated/base funds for IRA activities/programs that become defunct and if/when to pull back funding – We should define inactive versus defunct. We should have a conversation with the stakeholders before we pull back funding. Before pulling back funds there are other activities that may need additional funding within the college. Should colleges be allowed to reallocate or should the advisory committee pull back and reallocate. We should have some sort of process for approved activities that have a need for additional funds. Staff can reach out to determine if they are defunct. Staff can also run a historical average of what those programs have been spending and pull that amount back. We can have these programs in to talk about what is happening, rather than basing decisions on what has historically been done. It was proposed going to a weekly meeting. Jared made the motion to tentatively meet weekly starting next week. Members were reminded that next week is the WASC accreditation site visit, and Jared announced that there likely would not be a meeting next week.

II. Old Business – None at this time.

III. Announcements – The committee received one Exemplary Performance request from Orion. They will be presenting next meeting.

IV. Adjournment – Jared adjourned the meeting at 2:02 pm.

Upcoming Dates:

- 3.14.19 meeting – Review requests for Exemplary Performance funding and continue discussion on pulling back funding for defunct activities/programs.
- 3.16.19 – Work study funding requests are due.
- 3.28.19 meeting – Vote on exemplary performance funding request and review work study funding requests.