

IRA ANNUAL PROGRAM OVERVIEW: UNIVERSITY BOX OFFICE

The IRA Board is responsible for the oversight of Certified IRA Programs; this template will enable the board to easily see any changes in the programs at a high level.

Please limit your responses to no more than 2 pages total, and submit by **February 15** to jmays@csuchico.edu.

Signature of Dean/Director:  Print Name: Stephen Cummins _____

- List the unit's prior year carryover and current year allocation dollar amounts.

Unit	Prior Year Carryover	Current Year Allocation
University Box Office	\$129,904	\$112,660

- List the total dollar amount allocated from the college/unit to each program.

IRA Program	Prior Year Allocation	Current Year Allocation	Estimated Student Participation	Estimated Student Out-of-Pocket Cost	Other Sources of Funding
University Box Office	\$112,517	\$112,660	40 each year	\$0	\$6,000

- Please list any of your IRA programs that are no longer in operation.

n/a

- Has any program expanded or decreased?

Number of campus events has increased with Zingg Recital Hall coming on line in August of 2016. Staffing at events has been increased to improve customer service and better comply with safety guidelines based on occupancy of venues.

- Has any program had large (5-10%) changes in its allocation or expenses due to travel fluctuations, growth or shrinkage of the program? If so, please list.

The UBO has seen and will continue to see a 5%+ increase in operating expenses as result of annual increases in minimum wage topping out at \$15 per hour in 2022. Because IRA funding pays for 50% of two staff members and their benefits, cost of living salary adjustments and rising benefit expenses will increase the operating expenses of the University Box Office. In addition the office will see increases equipment to operate the office (credit card machines, ID card readers, ticket printers, etc.)

6. Please explain any rollover (unused) balances your college/programs have and how you plan to spend these funds (list program and amounts below).

The UBO intends to make a major purchase of new ticketing software. There was a failed Request for Proposal (RFP) to Ticket Software Vendors in 2015, but a new request is in the review process with Procurement and Information Technology Services. The current software license is an 18 month \$32,000 contract.