



Minutes

Instructionally Related Activities (IRA) Committee

📅 Fri December 2nd, 2022

🕒 1:30pm - 3:30pm PST

📍 ASI Boardroom - Titan Student Union

👥 **In Attendance**

1. **Call to Order (Fox)**

Cooper Fox, IRA Committee Chair, called the meeting to order at 1:32 pm.

Student Members Present: Dolivo, Escudero, Fox, Miranda, Romo,

Absent: Sharma, Tuala, Kenyatta

Faculty Members Present: Kurwadkar**, Leekeenan, McAlexander, Nobari, Perez**, Soto,
Tucker

Appointment Pending: Li (CBE)

Absent: None

Liaisons Present: Edwards, Juanico, Kurwadkar**, Macy, Perez, Tran**

Absent: Fink

Perez arrived at 1:39 pm.

Kurwadkar arrived at 1:42 pm.

Decision: (Tucker-m/McAlexander-s) A motion was made and seconded to excuse the absence of Tuala due to illness.

2. **Approval of Agenda**

Decision: (Miranda-m/Soto-s) A motion was made and seconded to approve the agenda by unanimous consent.

3. Approval of Minutes

Decision: (McAlexander-m/Tucker-s) A motion was made and seconded to approve the November 18, 2022 IRA Committee Meeting Minutes by unanimous consent.

a. 11/18/2022 IRA Committee Minutes

4. Public Speakers

None.

5. Reports

a. Chair

There was no report.

b. ASI Executive Director

There was no report.

6. Time Certain:

There were no time certain presentations.

7. Unfinished Business

None.

8. New Business

a. Action: Line Item Transfer Requests (Fox)

The Committee will consider approving the line item transfer requests.

IRA005 22/23 (McAlexander-m/Leekeenan-s) The Committee will consider approving the line item transfer requests.

Cox yielded the floor to Susan Collins to review the request.

Collins shared highlights from her presentation regarding program-requested line item transfers. The presentation is an attachment to the minutes.

Fox opened the floor to questions. There were no questions.

Fox opened the floor to discussion. There were no points of discussion.

Fox asked if there were any objections to moving to a roll call vote. There were no objections.

Decision: IRA005 22/23 (McAlexander-m/Leekeenan-s) Roll Call Vote: 10-0-1 The line item transfer requests have been approved.

b. Action: 2023-24 IRA Budget Recommendation (Fox)

The Committee will consider approving the 2023-24 recommended budget for Instructionally Related Activities.

IRA006 22/23 (Tucker-m/Soto-s) The Committee will consider approving the 2023-24 recommended budget for Instructionally Related Activities.

Fox yielded the floor to Dr. Edwards to review the recommendation.

Dr. Edwards reviewed the 2023-24 IRA Budget Recommendation, Fee projection and proposed travel funding adjustment. Dr. Edwards referred to the Committee's discussion regarding current IRA reserves, and their goal to allocate funds for program use and reduce the current balance.

Nobari asked questions about how some columns in the 23-24 budget spreadsheet were calculated. Collins shared details on the methodology used to determine the calculations.

Fox opened the floor to questions.

Nobari asked if they would be funding programs in a tiered manner based on where they fall in the quadrants and how the overall funding recommendation being over budget would come into play. Dr. Edwards shared the policies in place for funding programs when the recommended funding amount is more than the funds available in the budget.

Miranda asked Dr. Edwards to elaborate on how programs moved from one quartile to another. Dr. Edwards shared that programs that moved more than one quartile from last year's funding deliberation process to this one are the programs listed.

Dr. Edwards reviewed the following types of programs with the Committee, per IRA policy:

- Programs that requested a funding increase greater than 10%
- Programs whose recommended award is 20% less than the requested amount
- Programs that received a rubric score below 2.0

- Programs that the funding process recommended funding less than \$2,000 (\$0.00 funding)
- Programs that had a quartile change greater than 1 step
- Funding after travel adjustment more than the maximum allowed = \$120,000

Dr. Edwards presented program #3208, 3D Printing, with more than a 20% increase.

(Fox-m/Tucker-s) A motion was made and seconded to increase the recommended funding amount for 3208 from \$6353 to \$8000.

Fox asked if there were any points of discussion. There were no points of discussion.

Fox asked if there were any objections to moving to a roll call vote there were no objections.

IRA007 22/23 (Fox-m/Tucker-s) Roll Call Vote 12-0-0 The motion to increase the recommended funding amount for 3208 from \$6353 to \$8000 has been adopted.

Dr. Edwards reviewed program #3207, Stings, which requested an increase above 10%.

IRA008 22/23 (McAlexander-m/Tucker-s) A motion was made and seconded to increase the funding recommendation to match the program's requested amount of \$35,365.

Fox asked if there were any questions or points of discussion.

Nobari asked if the programs will be informed of the new funding limits for travel. Collins and Edwards affirmed the programs will be notified.

IRA008 22/23 (McAlexander-m/Tucker-s) Roll Call Vote 12-0-0 The motion to increase the recommended funding amount to \$35,365 has been adopted.

Fox informed the Committee they were nearing the scheduled meeting end and asked if the Committee would like to continue to discuss these programs so they do not have to meet next week.

Nobari asked how long the meeting would continue if they stayed. Dr. Edwards shared the meeting could last anywhere from 20 minutes to an hour longer if they continued.

Two faculty members noted they have to leave for other meetings and Fox proceeded with adjourning the meeting.

Decision: IRA009 22/23 (McAlexander-m/Nobari-s) The Committee postponed the 2023-24 IRA budget deliberation until the next meeting scheduled for December 9th by unanimous consent.

9. Announcements and Members Privilege

None.

10. Adjournment (Fox)

Fox, Chair, Adjourned the meeting at 3:14 pm.

Cooper Fox

[Cooper Fox \(Dec 10, 2022 10:51 PST\)](#)

Cooper Fox, IRA Committee Chair

Crystal Washington

Crystaal Washington, Recording Secretary

Roll Call 2022-2023

12/02/2022 IRA Committee Meeting

Attendance		Board Members		
Voting Members:			Present	Absent
ARTS ~ FACULTY	TUCKER	JAMIE	1	
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	Li		Pending Appointment	
CBE ~ STUDENT	SHARMA	AKSHITA		1
COM ~ FACULTY	MCALEXANDER	MICHEAL	1	
COM ~ STUDENT	DOLIVO	VIVIEN	1	
EDU ~ FACULTY	LEEKEENAN	KIRA	1	
EDU ~ STUDENT	ESCUDERO	SEDONA	1	
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1	**
ECS ~ STUDENT	KENYATTA	JA'REN		1
HHD ~ FACULTY	NOBARI	TABASHIR	1	
HHD ~ STUDENT	TUALA	ADRIAN		1
HSS ~ FACULTY	PEREZ	MIKE	1	
HSS ~ STUDENT	ROMO	XIMENA	1	
NSM ~ FACULTY	SOTO	ROBERTO	1	
NSM ~ STUDENT	VACANT			
CHAIR	FOX	COOPER	1	
			Present	Absent
			12	3

Attendance		Liaisons		
			Present	Absent
ED	EDWARDS	DAVE	1	
VPA&F REP	JUANICO	RAYMOND	1	
UPR	TRAN	LINH	1	**
VPAA REP	FINK	EDWARD		1
VPSA REP	MACY	DAWN	1	
			Present	Absent
			4	1

*Recording Secretary: Crystaal Washington

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Roll Call Votes	005		005 - Line Item Transfer			006 - IRA Budget (Postponed)			006: Ar
			Yes	No	Abstain	Yes	No	Abstain	Yes
ARTS ~ FACULTY	TUCKER	JAMIE	1						1
ARTS ~ STUDENT	MIRANDA	KASANDRA	1						1
CBE ~ FACULTY	VACANT		VACANT						
CBE ~ STUDENT	SHARMA	AKSHITA	Absent						
COM ~ FACULTY	MCALEXANDER	MICHEAL	1						1
COM ~ STUDENT	DOLIVO	VIVIEN	1						1
EDU ~ FACULTY	LEEKEENAN	KIRA	1						1
EDU ~ STUDENT	ESCUDERO	SEDONA	1						1
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	Absent						1
ECS ~ STUDENT	KENYATTA	JA'REN	Absent						
HHD ~ FACULTY	NOBARI	TABASHIR	1						1
HHD ~ STUDENT	TUALA	ADRIAN	Absent						
HSS ~ FACULTY	PEREZ	MIKE			1				1
HSS ~ STUDENT	ROMO	XIMENA	1						1
NSM ~ FACULTY	SOTO	ROBERTO	1						1
NSM ~ STUDENT	VACANT		VACANT			VACANT			
CHAIR	FOX	COOPER	1						1
			Yes	No	Abstain	Yes	No	Abstain	Yes
			10	0	1	0	0	0	12

Roll Call Votes			006: Amend #2 - 3207 Strings Req Amt		
			Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	1		
ARTS ~ STUDENT	MIRANDA	KASANDRA	1		
CBE ~ FACULTY	VACANT		VACANT		
CBE ~ STUDENT	SHARMA	AKSHITA	Absent		
COM ~ FACULTY	MCALEXANDER	MICHEAL	1		
COM ~ STUDENT	DOLIVO	VIVIEN	1		
EDU ~ FACULTY	LEEKEENAN	KIRA	1		
EDU ~ STUDENT	ESCUDERO	SEDONA	1		
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	1		
ECS ~ STUDENT	KENYATTA	JA'REN	Absent		
HHD ~ FACULTY	NOBARI	TABASHIR	1		
HHD ~ STUDENT	TUALA	ADRIAN	Absent		
HSS ~ FACULTY	PEREZ	MIKE	1		
HSS ~ STUDENT	ROMO	XIMENA	1		
NSM ~ FACULTY	SOTO	ROBERTO	1		
NSM ~ STUDENT	VACANT		VACANT		
CHAIR	FOX	COOPER	1		
			Yes	No	Abstain
			12	0	0

Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a.1	Symphonic Bands	\$2000	8050	8077	Charter Bus rates have increased significantly and extra travel funding is needed to travel and perform at the CA All-State Music Education Conference

Action: Line Item Transfer

Line Item Number	Description
8050	Supplies- office supplies and other expendable supplies
8051	Printing and Advertising- photocopying costs, costs for designing and printing brochures, posters, forms, flyers and other materials related to the specific activity
8052	Communications- postage, mailing and freight costs
8069	Personnel Services- part-time student wages
8074	Contracts/Fees/ Rentals- speakers, performers, services fees, license copyright fees, equipment rentals, facilities rentals, etc.
8077	Travel- all costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, camping rentals, third party contracted travel services and personal vehicle mileage reimbursement
8079	Dues and Subscription- membership dues required for the operation of the program
8084	Insurance- cost of insurance related to specific activities/programs



Instructionally Related Activities (IRA)
Request for Line Item Transfer



Fiscal Year: 22-23

Symphonic Bands	3501	11/15/22
PROGRAM NAME	PROGRAM CODE	DATE

Account(s) to Transfer From:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
3501-8050	10250	2000	90250 8,250

Account(s) to Transfer To:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
3501-8077	3684.00	2000	5684.00

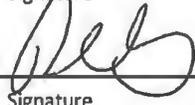
NOTE: Request Only Even Dollar Amounts to be Transferred. Send Form to IRA Funding (irafunding@fullerton.edu) Amounts over \$1,000 must be approved by the IRA Committee.

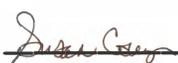
*Current budget amount should be entered here. However, if other transfers have occurred, contact IRA Administration (irafunding@fullerton.edu) for the current amount.

Reason for Transfer (detailed information required; Add an additional page as needed):

Charter Bus rates have increased significantly and extra travel funding is needed in our travel line-item to facilitate a juried, invitational performance at the California All-State Music Education Conference.

Approvals:

Dustin Barr		11/15/22	8376
Faculty in Charge	Signature	Date	Extension
Randy Goldberg		11/15/22	3513
Department Chair or Associate Dean	Signature	Date	Extension

IRA Admin Initials: SW Date: 11/17/22 A Coordinator Signature:  Date: 11/17/2022

IRA Committee Chair or ASI Executive Director:

Signature _____ Date _____

Line Item Transfer Completed By: _____ Date: _____

Instructionally Related Activities

2023-24 Budget Recommendation

Cooper Fox, IRA Chair
Dr. Dave Edwards, Executive Director
Susan Collins, IRA Coordinator



Budget/Deliberation Process

At today's meeting we will review and consider the following:

1. IRA Fee Projection 2023-24 – Review and approve
2. Travel Adjustment 2023-24 – Review and approve
3. IRA Budget Deliberation – Review and approve

Review Spreadsheet

Committee's Authority

The Committee may grant more or less funding than requested based on the funding criteria provided. Considerations include, the rubric ratings, dean's ratings, prior year final reports, etc. Overall the recommendations are subject to the Committee's judgement.

Final Recommendation

Throughout the deliberation process there may be votes on modifications to funding levels for each individual proposal.

A final majority vote by the IRA Committee is required to recommend the overall IRA funding budget to the University President.

EDUCATION
CLASSROOM
BUILDING

Motion Considerations:

Fee Projection: Name moves to amend the 2023-24 IRA fee projection, to use of all unspent funds from the 2021-22 IRA budget year, in the amount of \$895,838 for curriculum related programs.”

Amendments (as applicable): Name, moves to amend program # & name to reflect (specific change to the program as agreed/discussed)

Overall Budget: Name, moves to amend the 2023-24 IRA Budget Recommendation to allow the travel limit adjustments as follows, in-state from \$500 to \$750, for the US from \$750 to \$1,000 and International from \$1,500 to \$2,500 and to allocate an additional \$XXXX from reserves.