

Associated Students Inc.



Instructionally Related Activities (IRA) Committee

Fri Mar 3, 2023 2:00 PM - 3:30 PM PST

1. Call to Order (Fox)

Cooper Fox, IRA Committee Chair, called the meeting to order at 2:13 pm.

Roll Call:

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

Student Members Absent: Sharma (E), Tuala, Romo

Faculty Members Present: Li, Tucker, Soto, McAlexander

Faculty Members Absent: Leekeenan (E), Perez (E), Kurwadkar, Nobari

Liaisons Present: Edwards, Tran, Fink

Liaisons Absent: Juanico (E), Macy

 **(Tucker-m/McAlexander-s) The absence of Sharma, and Juanico due to illness, and Leekeenan and Perez due to university business has been excused by unanimous consent.**

2. Approval of Agenda

 **(Li-m/Escudero-s) A motion was made and seconded to approve the agenda by unanimous consent.**

3. Approval of Minutes

 **(Tucker-m/Kenyatta-s) A motion was made and seconded to approve the February 3, 2023 IRA Committee Meeting Minutes by unanimous consent.**

a. February 3, 2023 IRA Committee Minutes

4. Public Speakers

None.

5. Reports

a. Chair (Fox)

Fox shared that all programs were notified of the status of their program award for the 2023-2024 budget. No appeals were presented.

b. ASI Executive Director (Edwards)

The ASI Executive Director did not have a report to provide.

6. Time Certain:

a. None.

7. Unfinished Business

a. None

8. New Business

a. Action: IRA Line Item Transfer Requests (Fox)

The Committee will consider approving the Line Item Transfer requests.

IRA 013 22-23 (Tucker-m/McAlexander-s) A motion was made and seconded to approve the Line Item Transfer requests.

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

The presentation is an attachment to the minutes.
Highlights of the presentation:

- * 3203: Titan Capital Management: Moving funds from travel to contracts/fees/rentals to cover an invoice for the in-person event held on campus in lieu of traveling.
- * 3552: Piano Pedagogy: The program had a late invoice from the prior year's budget that is being counted against current year funds and they are short \$500. Requesting to move funds from canceled programs/reserves to cover this shortfall.

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.

IRA 013 22/23 (Tucker-m/McAlexander-s) Roll Call Vote: 9-0-0 The line item transfer requests have been approved.

b. Information: IRA Accounting Activity Update (Edwards)

The Committee will receive information on changes to the accounting process for IRA transactions.

Fox yielded the floor to Dr. Edwards to provide an update on IRA Accounting Activity. Dr. Edwards provided an overview of how the transition of accounting activity for Instructionally Related Activity from ASI to campus Administration and Finance and Academic Affairs will take place. The presentation is an attachment to the minutes.
Highlights of the presentation:

- * IRA Transition Proposal
- * Purpose of the Transition
- * Recommendation
- * Vice President Review
- * Next Steps

- Dr. Edwards discussed the creation of the Academic Resource Manager (ARM) position at each of the colleges which provides more support for administrative work.
- Dr. Edwards reviewed benefits to faculty when it comes to the use of funds by centralizing the review and approval process within the colleges.
- Dr. Edwards highlighted the movement of all curricular and athletics transactions to the university by July 1.
- Dr. Edwards reviewed highlights of the timeline and allocation of responsibilities.

Fox opened the floor to questions and discussion.

- McAlexander questioned whether there are any cons to the transition. Dr. Edwards shared staff shortages in some departments have created delays, but once fully staffed, there should be an improvement overall.
- McAlexander discussed the lack of control regarding IRA Admin Fees given to campus and how IRA would be bound to campus' timeline for things such as hiring.
- Dr. Edwards shared the benefits of minimizing confusion for new applicants as well as existing users. Collins shared challenges with ASI not having access to automated processes from campus and the confusion between what ASI can do versus campus requirements.
- Fox questioned whether ARM's could train people in the Finance and Accounting department to provide faculty/customer support due to staff shortage. Dr. Edwards commented the ARMs are in two different divisions. Academic Affairs or the college Budget Analyst will be a primary contact for faculty support. Collins commented that she is currently working with the ARMs through the transition.

c. Discussion: IRA Governance Policy and Procedures (Fox)

The Committee will discuss changes to the Governance, Funding Deliberations and Procedures for Instructionally Related Activities.

Fox yielded the floor to Dr. Edwards to review the IRA Governance Policy and Procedures. The document is an attachment to the minutes.

Major points:

- Updating the IRA Governance Policy language to include who could manage IRA funds
- Establish use of reserve policy and review reserve amounts annually
- Restrictions were updated based on the Education Code, Executive Orders, CSU Policy, and CSUF Policy

- Discussed the removal of the travel caps that were previously instituted to protect IRA from running low on funds
- Information regarding processing of transactions was removed

Dr. Edwards expressed that these changes were made on the basis of amending portions of the IRA Governance Policy which were not justifiable, working to give faculty more freedom to the usage of IRA funds, and that with these changes it is probable that the Committee will use prior year reports more efficiently in the application process to determine how much to fund a program.

Fox opened the floor to questions and discussion.

- McAlexander questioned whether there is a document that outlines how Athletics can use its money. Dr. Edwards referred the Committee to the Education Code for Athletics which outlines travel, equipment or supplies.

- Tucker commented on the difficulties of using IRA funding to purchase equipment, which could be beneficial in areas outside of Athletics such as the Arts. Tucker questioned that for Journalism and Literary, wouldn't there be scholarly journals in other areas that IRA Funding could be used. Dr. Edwards shared that that language is specifically from Ed Code, and the difficulty of interpretation. Dr. Edwards also shared that some of the exceptions could be interpreted differently based on the nature of publications and legal counsel can be looked upon to fix the language surrounding this.

- Dr. Edwards discussed the difficulty of purchasing equipment from previous executive orders and how movement to policy has seen the disappearance of this language. Equipment could be struck off if decided upon. Removal of travel caps also could have an impact on the amount of funds that we have.

- Soto shared that equipment versus materials should be better defined. Dr. Edwards shared that General Accepted Accounting Principles (GAAP) Accounting terms could be used to make this distinction. More research will be done on this matter. Additionally, Academic Affairs could be the ones to enforce new definitions.

- Fox suggests that it would be beneficial to have travel limits, but update it with current funding. There is sufficient funding currently, but taking it off of the document could open up high requests from these programs towards IRA.

- McAlexander agrees that this is reasonable as long as there is a process in place to continually update it. Dr. Edwards also suggests keeping the travel caps to be reviewed yearly which will keep program spending under control.

- Dr. Edwards suggests striking active participation in favor of attendance for IRA funding.

- McAlexander would like to revisit gifts and limits associated with that. Communication always asks to buy Tumblers as giveaways, which with stricken out parts could now be a possibility.

- Soto suggests that this language could be active engagement as it is part of the Education Code. Dr. Edwards discussed potential challenges for Academic Affairs in reviewing and administering. Soto suggested "attendance" could still be problematic.

- McAlexander questioned whether this document will be shared before it is voted upon. The markups will still be included on the document. Dr. Edwards confirmed.

- Fox thinks it is beneficial to define a conference to fulfill active engagement. Dr. Edwards asked for clarification on IRA expectations on what conferences to fund. Tucker shared that students will be going to a conference that does have a networking component that is much more than passive engagement.

9. Announcements and Members Privilege

None.

10. Adjournment (Fox)

Fox, Chair, Adjourned the meeting at 3:05 pm.

Cooper Fox

Cooper Fox, IRA Committee Chair

Susan Collins

Susan Collins, Recording Secretary

Roll Call 2022-2023

03/03/2023 IRA Committee Roll Call

Attendance	Board Members			
Voting Members:			Present	Absent
ARTS ~ FACULTY	TUCKER	JAMIE	1	
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	Li	DAOJI	1	
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
			9	7

Attendance	Liaisons			
			Present	Absent
EXEC DIRECTOR	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
			3	2

*Recording Secretary: Susan Collins

Quorum = 9

Roll Call Votes	013 - Line Item Transfer				
			Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	1		
ARTS ~ STUDENT	MIRANDA	KASANDRA	1		
CBE ~ FACULTY	Li	DAOJI	1		
CBE ~ STUDENT	SHARMA	AKSHITA	Absent		
COM ~ FACULTY	MCALEXANDER	MICHEAL	1		
COM ~ STUDENT	DOLIVO	VIVIEN	1		
EDU ~ FACULTY	LEEKEENAN	KIRA	Absent		
EDU ~ STUDENT	ESCUDERO	SEDONA	1		
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN	Absent		
ECS ~ STUDENT	KENYATTA	JA'REN	1		
HHD ~ FACULTY	NOBARI	TABASHIR	Absent		
HHD ~ STUDENT	TUALA	ADRIAN	Absent		
HSS ~ FACULTY	PEREZ	MIKE	Absent		
HSS ~ STUDENT	ROMO	XIMENA	Absent		
NSM ~ FACULTY	SOTO	ROBERTO	1		
NSM ~ STUDENT	VACANT		VACANT		
CHAIR	FOX	COOPER	1		
			Yes	No	Abstain
			9	0	0

Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3203 – Titan Capital Management Prof. Marcia Clark-Lucas	\$6766.00	8077	8074	Many students opted out of traveling because the financial strain. The program wanted to ensure the students can still be engaged in the experience. The planned trip was cancelled. Hosted a two-day fully immersive training for class participants on campus.
8.a	3352 – Piano Pedagogy Prof. Alison Edwards	\$500.00	Other	8074	A late campus invoice from 2021-22 was processed last semester for prior year expenses (June 2022) for Piano Pedagogy. The amount of the invoice was \$500, which has caused a balance shortage for the current year. The program has a pending requisition for \$250.00. We request approval to move \$500.00 from IRA reserves (canceled programs) to cover the prior year expense and bring the balance current.

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: 2022-2023

Titan Capital Management	3203	2/14/23
PROGRAM NAME	PROGRAM CODE	DATE

Account(s) to Transfer From:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
8077	24000	6766	17234

Account(s) to Transfer To:

Account #	Current Budget Amount *	Transfer Amount	Revised Budget Amount
8074	0	6766	6766

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):

Many of our students requested an exemption from the conference travel requirement due to lack of funds. Instead, we brought in a professional training company to run a 2-day seminar on financial statement modeling on campus.

Approvals:

Marcia Clark	<i>Marcia Lucas</i>	02/14/2023	
Faculty in Charge	Signature	Date	Extension

Weili Lu	<i>Weili Lu</i>	02/14/2023	
Department Chair or Associate Dean	Signature	Date	Extension

IRA Admin Initials: *SW* Date: 2.15.23 A Coordinator Signature: *Susan Casey* Date: 3/1/2023

IRA Committee Chair or ASI Executive Director:

Signature

Date

Line Item Transfer Completed By: _____ Date: _____

unsigned IRA_Line_Item_Transfer_Form pdf

Final Audit Report

2023-02-14

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By:	Taylor Vargas (tavargas@Fullerton.edu)
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2023-02-14 - 6:37:19 PM GMT
-  Email viewed by Marcia Clark (marcialucas@fullerton.edu)
2023-02-14 - 7:14:01 PM GMT
-  Marcia Clark (marcialucas@fullerton.edu) has agreed to the terms of use and to do business electronically with CSU - California State University Fullerton
2023-02-14 - 7:14:20 PM GMT
-  Document e-signed by Marcia Clark (marcialucas@fullerton.edu)
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2023-02-14 - 7:14:21 PM GMT
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2023-02-14 - 8:49:14 PM GMT
-  Weili Lu (wlu@fullerton.edu) has agreed to the terms of use and to do business electronically with CSU - California State University Fullerton
2023-02-14 - 8:49:52 PM GMT
-  Document e-signed by Weili Lu (wlu@fullerton.edu)
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-  Agreement completed.
2023-02-14 - 8:49:52 PM GMT

3203 – Change and Transfer Justification from Marcia Lucas

“The students who register for the seminar are provided with spreadsheet templates prior to the start of the program. During the seminar, the students are directed on how to use the templates to complete a financial model (day 1), and build a discounted cash flow valuation model (day 2). The seminar is 100% immersive – no one is allowed to just sit and watch!”

Instructionally Related Activities (IRA)

Accounting Services

Dr. Dave Edwards, Executive Director
Susan Collins, IRA Coordinator

Cal State
Fullerton

IRA Transition Proposal

We shared with the IRA Committee last year that we were beginning discussions with campus relating to transitioning the accounting activity for IRA transactions from ASI to the campus.

Over the past year, we have held numerous discussions with Academic Affairs, Administration and Finance, and Student Affairs. Ultimately, the team agreed to submit a proposal to the campus Vice President's to proceed in transitioning IRA Accounting from ASI to campus effective June 30, 2023.

Purpose of the Transition

The team identified the following concerns to address in the transition process:

1. How can we improve the efficiency and accuracy of IRA transactions
2. Identify the best resources to provide programmatic and transactional support to faculty and students
3. IRA Funds as category II fees paid by students, must follow CSU, Cal State Fullerton and IRA specific policies
4. Address best practices to support Athletics IRA activity aligning with campus policy and procedures.

Recommendation

The team agreed to recommend transitioning the faculty support and processing for IRA academic-related programs from ASI to Administration and Finance and Academic Affairs.

ASI will continue to administer the IRA Committee, funding application process, and budget allocation procedures with support from Student Affairs.

Vice President Decision

After much deliberation, discussion, and planning, a transition proposal was presented to the Vice President for Administration and Finance, Vice President for Student Affairs, and Vice President for Academic Affairs/Provost.

The Vice Presidents agreed to move forward with the transition. The effective date of the transition is June 30, 2023.

EDUCATION
CLASSROOM
BUILDING

Next Steps

ASI is working closely with Administration and Finance, Academic Affairs and Student Affairs to structure the following:

Activity	Responsible Area
Initial review and approval of IRA transactions including check requests, travel, purchasing/procurement, student wages, and vendor payments; Provide Faculty support; Training; Policy compliance oversight	Academic Affairs
Accounting Functions: Process approved IRA transactions, budget administration, reserve management	Administration and Finance
Student Wages	HRDI
Committee Administration (IRA Application Process and training); budget development; Athletics support	Associated Students Inc.

QUESTIONS?

Thank You!

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Final Audit Report

2023-04-24

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2023-04-24 - 7:59:14 AM GMT- IP address: 104.28.111.147
-  Cooper Fox (cooperfox@csu.fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2023-04-24 - 4:37:58 PM GMT- IP address: 172.127.92.183
-  Document e-signed by Cooper Fox (cooperfox@csu.fullerton.edu)
Signature Date: 2023-04-24 - 4:37:58 PM GMT - Time Source: server- IP address: 172.127.92.183
-  Agreement completed.
2023-04-24 - 4:37:58 PM GMT

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