



Instructionally Related Activities (IRA) Committee

Fri Oct 27, 2023 2:00 PM - 4:00 PM PDT

1. Call to Order (Awadalla)

Maysem Awadalla, IRA Committee Chair, called the meeting to order at 2:00 pm.

2. Call to Order

Student Members Present: Awadalla, Calderon, DeGuzman, Miranda, Sharma

Student Members Absent: Baik (E), Delgado, Escudero (E), Park

Faculty Members Present: Afzal, Goldberg, Jung, Li, Mc Alexander, Patel, McKee

Faculty Members Absent: Kurwadkar

Liaisons Present: Adamson, Edwards, Juanico, Macy, Tran

Liaisons Absent: None

(Jung-m / Mc Alexander-s) The absences for member Escudero due to an emergency, and member Baik due to illness, were excused by unanimous consent.

3. Approval of Agenda

(Jung-m / Sharma-s) Agenda was approved by unanimous consent.

a. 10/06/2023 IRA Committee Meeting Minutes

(Mc Alexander-m / Jung-s) Meeting minutes were approved by unanimous consent.

4. Public Speakers

None

5. Reports

a. Chair

Awadalla, IRA Committee Chair, asked the members to complete application reviews and reminded the group that Collins and Perret-Martinez are available to help with issues with the InfoReady platform.

b. ASI Executive Director

Dr. Edwards, ASI Executive Director, affirmed the importance of completing reviews on time as there is a significant amount of work to be done once the reviews are finished. He also announced that VP for Administration and Finance (A. Porter) is going to visit one of the following Committee meetings to share his thoughts on the IRA reserves management.

6. Time Certain:

a. None

7. Unfinished Business

a. None

8. New Business

a. Action: Line Item Transfer Requests (Awadalla)

The Committee will consider approving the Line Item Transfer request.

IRA 003 23/24 (Mc Alexander-m / Miranda-s) A motion was made and seconded to approve the line item transfer requests.

Awadalla yielded the floor to Collins, Assistant Director of Corporate Affairs, to review the information on the line item transfer requests.

Collins informed that there are two line item transfer requests from Symphonic Bands and Pianists in Performance (\$1,658 and \$1,210 respectively). Both requests consider moving funds from the Printing category to Contract Services. The programs in the past used printing services to create materials for their events, and now they want to allocate these funds for inviting professional guest artists to perform together with students.

Awadalla opened the floor to questions and points of discussion.

Goldberg noted that printing materials are mostly replaced by digital resources and QR-codes.

Mc Alexander asked clarification regarding concerns related to moving funds from the accounting point of view. Collins shared that the acceptable use of funds for printing was revised in the IRA Governance document approved by the IRA Committee last semester. Accordingly, these programs can allocate the funds for other useful and authorized purposes.

The Committee moved to a roll call vote.

IRA 003 23/24 (Mc Alexander-m / Miranda-s) Roll Call Vote: 12-0-0. The motion to approve the line item transfer requests was adopted.

b. Action: IRA Fee Projection and Use of Reserves 2024-25 (Awadalla)

The Committee will consider approving the proposed Use of Reserves and the proposed Fee Projection for 2024-25.

IRA 004 23/24 (Jung-m / Goldberg-s) A motion was made and seconded to approve the IRA Fee Projection and Use of Reserves for the 2024-2025 fiscal year.

Awadalla yielded to Dr. Edwards. Edwards reviewed the annual process of establishing the projected fee revenue to fund programs for the upcoming fiscal year. The presentation is an attachment to the minutes.

* Timeline: Fall 2024 and Spring 2025

* The IRA Fee projection is based on projected enrollment data and IRA fee calculation. The Fall 2024 projection used for this proposal remains flat, and Spring 2025 is based on 93% of the Fall 2024 projection. Other factors include historical data, Higher Education Price Index (HEPI), less student fee waivers. The IRA fee is projected to be \$45.41 per semester.

* Total estimation for the IRA revenue is \$1,868,531 for the Fall 2024 and \$1,738,522 for the Spring 2025.

* Unspent funds are returned to IRA. The reserve balance is approximately \$4.3 million.

* Edwards reviewed the approved IRA Reserve Policy which outlines the minimum and maximum reserve levels. Accordingly, the recommendation is to spend down reserves.

* Requests for IRA funding are increasing.

* As part of the reserve policy, 5% of funds can be used by the Committee to award existing programs that have special circumstances during the current year. In Spring, an additional 10% is available to be used to support any needed adjustments for programs receiving an award for the upcoming fiscal year (2024-25).

* Mc Alexander asked if the proposed numbers take into account the pace that Finance and Administration asked for. Dr. Dave Edwards responded that the increase in available funds is to encourage the committee to think about creative ways to get funds into worthy IRA programs.

* Goldberg asked if we fund all programs, if that will limit the travel requests of other programs.

* Patel asked how the committee will make decisions to determine future funding requests. Is there a metric tool that IRA uses. Edwards responded that every funded program is required to submit an End of the Year Report demonstrating how they met the outcomes. The Committee can use the report to determine future funding.

* Adamson shared that Academic Affairs has another source of funds, the Consolidated Course Fee, which supports high impact courses.

* Goldberg commented, that some programs need the full amount requested so that the entire class can participate. Edwards responded that the Committee review is important to determine these special cases.

IRA 004 23/24 (Jung-m / Goldberg-s) Roll Call Vote: 11-0-2 The motion to approve the IRA Fee Projection and Use of Reserves for 2024-25 was adopted.

c. Discussion: IRA Application Review Status

The Committee will review and discuss the current status of the IRA application rubric rating process.

Awadalla yielded to Collins to review the IRA application status and review process.

Collins shared that each application requires a review by three independent reviewers.

* Reviewers are encouraged to start the review process right away as there are only 9 days left in the review process.

* Applications opened on August 25th and closed October 1st. 107 applications were received.

* Review deadline is November 5th. Members are encouraged to start the reviews right away.

* Some applications will require a 4th review depending on reviewer score variation.

* Patel asked for clarification on the number of reviews required per application.

Collins explained the review requirement.

9. Announcements and Members Privilege

* Member Calderon shared that the Men's soccer team plays tomorrow.

* Awadalla shared that there are two open positions for Director of the College of Education.

* Spring registration is open.

* November is Native American Heritage Month and November 8th is First Gen day.

10. Adjournment

Awadalla, Chair adjourned the meeting at 2:48 pm


Lydia Kelley (Nov 28, 2023 14:44 PST)

Mayssem Awadalla, IRA Committee Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

10/27/2023 IRA Committee Roll Call

MEMBER ATTENDANCE ROSTER				
STUDENT	FIRST	College	PRESENT	ABSENT
MIRANDA	KASANDRA	ARTS	1	
SHARMA	AKSHITA	CBE	1	
CALDERON	GIOVANNI	CCOM	1	
PARK	ASHLEY	ECS		1
ESCUDERO	SEDONA	EDU		1
DELGADO	ERNESTO	HHD		1
BAIK	JUDY	HSS		1
DEGUZMAN	ALDRIN	NSM	1	
AWADALLA	MAYSEM	CHAIR	1	
FACULTY	FIRST	College	PRESENT	ABSENT
GOLDBERG	RANDALL	ARTS	1	
LI	DAOJI	CBE	1	
MCALEXANDER	MICHAEL	CCOM	1	
KURWADKAR	SUNDERSHAN	ECS		1
MCKEE	AJA	EDU	1	
JUNG	DEANNA	HHD	1	
AFZAL	AHMED	HSS	1	
PATEL	NILAY	NSM	1	

LIAISONS ATTENDANCE ROSTER				
LAST	FIRST	DEPT	PRESENT	ABSENT
ADAMSON	ALYSSA	VPAA	1	
MACY	DAWN	VPSA	1	
JUANICO	RAYMOND	VPAF	1	
TRAN	LINH	UPR	1	
EDWARDS	DAVE	Advisor	1	

5 0

*Recording Secretary: Erika Perret-Martinez

10/27/2023 IRA Committee Meeting Roll Call

College	LAST	FIRST	003-Line Item Transfer			004 - Fee Projection/Use Reserves		
			YES	NO	ABSTAIN	YES	NO	ABSTAIN
ARTS	MIRANDA	KASANDRA	1			1		
ARTS	GOLDBERG	RANDALL	1			1		
CBE	SHARMA	AKSHITA	1			1		
CBE	LI	DAOJI	1			1		
CCOM	CALDERON	GIOVANNI	1					1
CCOM	MCALEXANDER	MICHAEL	1			1		
ECS	PARK	ASHLEY			ABSENT			
ECS	KURWADKAR	SUNDERSHAN			ABSENT			
EDU	ESCUDERO	SEDONA			ABSENT			
EDU	MCKEE	AJA	1			1		
HHD	DELGADO	ERNESTO		ABSENT				1
HHD	JUNG	DEANNA	1			1		
HSS	BAIK	JUDY			ABSENT			
HSS	AFZAL	AHMED	1			1		
NSM	DEGUZMAN	ALDRIN	1			1		
NSM	PATEL	NILAY	1			1		
CHAIR	AWADALLA	MAYSEM	1			1		
			YES	NO	ABSTAIN	YES	NO	ABSTAIN
			12	0	0	11	0	2

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Final Audit Report

2023-11-29

Created:	2023-11-28
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAACWZu9prrr-w0VeXhR7GPxjaz8iqqD8ILh

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Action: Line Item Transfer

Item	Program	Total Amount	From	To	Reason
8.a	3501 – Symphonic Bands Prof. Dustin Barr	\$1,658	Printing	Contract Services	IRA formerly allowed for printing of concert programs from printing and advertising line items. New policies prohibit this. Requesting to reallocate funds from printing to contract services. This will enable our program to contract necessary guest artists to present specific repertoire at our Spring 2024 concerts.
8.a	3332 – Pianists in Performance Prof. Rob Watson	\$1,210	Printing	Contract Services	Requesting to transfer from Printing to Contract Services due to changes in the IRA policy that now disallows printing costs for the program. Funds will be reallocated for masterclasses - clinics - musical artists.

Reviewed and approved by the IRA Committee, October 27, 2023

**Instructionally Related Activity Fee
2024-25 Fee Projection Summary**

<u>Total IRA Fee</u>	<u>Fall 2024</u>	<u>Spring 2025</u>
Projected Students	41,328	38,435
Less: Waivers	180	150
	41,148	38,285
IRA Fee \$44.09 HEPI adjustment 3%	\$45.41	\$45.41
Budgeted Fees Available	\$1,868,531	\$1,738,522
TOTAL PROJECTED IRA FEES:		\$3,607,053
Allocations:		
Administrative Fee*	\$360,705	
Total Administrative Fee		\$360,705
Athletics (36%) per Referendum October 2010		\$1,168,685
Curriculum-Related	\$2,077,663	
Plus: 1. 2022-23 Unspent Funds	\$1,075,803	
2. Use of Reserves for Curriculum Related Programs	\$950,000	
Total Amount for Curriculum-Related		\$4,103,466

2024-25 Use of Reserves Plan:

The Committee approves the 2024-25 IRA Fee Projection and use of unrestricted reserves plan to support curriculum-related programs (including new programs) for the 2024-25 academic year.

1. Use 100% of prior year unused funds equaling \$1,075,803.
2. Use \$950,000 from reserves to maximize funding opportunities for existing and new programs.
3. Allocate 5% of remaining reserve balance to support emergency needs/special circumstances.
4. Use 10% of reserves to support program adjustments and corrections in spring for the upcoming fiscal year.

Maysem Awadalla, IRA Committee Chair

Date:

*Student Affairs/Academic Affairs/Admin & Finance Administrative Fee: 10%

Fall 2024 Projected Students = Fall 2023 HC; Spring 2025 Projected Students = 93% of Fall 2024

Reserve balance: \$4,344,014

According to the Commonfund Institute's latest update, the HEPI forecasts a 4.5 percent inflation rate for U.S. colleges and universities in fiscal year 2023. <https://www.commonfund.org/index/hepi-forecast-2023-8>



IRA APPLICATION 2024-25

IRA APPLICATION STATUS & REVIEW

Application STATISTICS

APPLICATION OPEN CALL ~ 08/25/2023

APPLICATION CLOSE DATE ~10/01/2023

TOTAL PROPOSALS SUBMITTED ~ **107**

TOTAL PROPOSALS REVIEWED BY AT LEAST ONE COMMITTEE MEMBER ~ **56**

TOTAL COMPLETED REVIEWS (All 3 Reviewers) ~**0**

DAYS REMAINING FOR REVIEWS: **9**

APPLICATION ACTION STEPS

- ❖ IRA COMMITTEE REVIEW & RATING [by 11/05/2023]
 - ❖ Standard Deviation Review: 11/6-11/7
- ❖ IRA COMMITTEE DELIBERATION [11/17/2023 & 12/1/2023]*

**12/8/2023 reserved if needed*

2024-25 budget RECOMMENDATION

Our goal is to submit a budget recommendation to the VP Academic Affairs/Provost, VP Student Affairs, VP Administration & Finance and University President in January 2024.

QUESTIONS?

