

Associated Students Inc.



## Instructionally Related Activities (IRA)

Fri Nov 17, 2023 2:00 PM - 4:00 PM PST

### 1. Call to Order (Awadalla)

Maysem Awadalla, Chair, called the meeting to order at 2:03 pm.

**Student Members Present:** Miranda, Escudero, Baik, DeGuzman, Awadalla.

**Student Members Absent:** Sharma (E), Calderon, Park, Delgado (E) - arrived late.

**Faculty Members Present:** Goldberg, McAlexander, Afzal, Patel.

**Faculty Members Absent:** Li, Kurwadkar, McKee (E), Jung.

**Liaisons Present:** Adamson, Macy, Juanico, Tran, Edward.

**Liaisons Absent:** None.

**(McAlexander-m / Patel-s) The absence of members Delgado and McKee due to university business and Sharma due to illness have been excused by unanimous consent.**

### 2. Approval of Agenda

**(DeGuzman-m / Miranda-s) Agenda was approved by unanimous consent.**

### 3. Approval of Minutes

#### a. 10/27/2023 IRA Committee Meeting Minutes

**(Escudero-m / Goldberg-s) 10/27/23 IRA Committee Meeting Minutes approved by unanimous consent.**

### 4. Public Speakers

None.

### 5. Reports

#### a. Chair (Awadalla)

Awadalla, Chair, expressed her gratitude for the members' hard work and announced the beginning of the IRA Deliberation Process.

**b. ASI Executive Director (Dr. Edwards)**

Dr. Edwards, ASI Executive Director, did not share any specific report, mentioning that all the key topics would be revealed during the action items discussion.

**6. Time Certain:**

**a. 3:00 pm: Alex Porter, VP Administration and Finance/CFO**

Awadalla introduced and welcomed Vice President Porter.

VP Porter expressed appreciation to the Committee for their work. He further shared that his purpose in joining the meeting was to review the IRA reserves and to encourage the Committee to review opportunities to reduce the amount in reserves.

\* Students pay these fees every year.

\* Administrative issues can be barriers.

\* With the transition of program administration to the state side. Reach out if there are administrative barriers to program spending.

Awadalla opened the floor to questions.

McAlexander asked for a good target balance for the reserve fund. VP Porter shared 10% would be normal (max): \$1.3m - \$1.7m.

Goldberg shared the budget for the coming year will use a lot of reserves. Expectation that reserve will not exist long-term. He shared concerns about the stability of funding for existing programs. Porter shared the balance has been \$3-\$4 million in unspent funds for several years. The balance (cumulative) is too high.

Patel shared that there may have been a lack of awareness of IRA funding opportunities.

**7. Unfinished Business**

**a. None**

**8. New Business**

**a. Action: Appeal ~ Comm Study Abroad: Barcelona (Awadalla)**

*The Committee will consider approving an appeal from program 3210 Comm Study Abroad Barcelona to reimburse students for expenses incurred during the 2022-23 fiscal year.*

**IRA 004 23/24 (Goldberg-m / Baik-s) A motion was made and seconded to approve the appeal from program 3210 Comm Study Abroad Barcelona to reimburse students for expenses incurred during the 2022-23 fiscal year.**

Awadalla yielded the floor to Collins to review the appeal request and recommendation from management.

Collins reviewed the request from the College and Dr. Garry Hart, faculty in charge of IRA program 3210 Comm Study Abroad Barcelona. The Program is asking for remaining funds from the 2022-23 year in the amount of \$6,800 to be reimbursed to students who participated in the study abroad program over the summer.

Awadalla opened the floor to questions.

Goldberg asked Collins to share her thoughts on the general tendency of travel price growth in terms of funds allocation. Collins confirmed that prices are increasing rapidly due to the macroeconomic trends. She noted that only 18 students out of 25 were able to participate in the program, highlighting the importance of additional financial support.

Patel paid attention to the complexity of the situation as the 7 remaining students may have applied for the reimbursement, but because of the financial burden they didn't apply and now they wouldn't have got their money back. He concluded that study abroad applications was the topic that should be discussed in depth.

Tran shared concerns that approving this appeal would open the door to all of the programs to request additional funds. Dr. Edwards confirmed the possibility of that, as all the programs are treated equitably. He noted that the requested \$6,800 based on VP Porter's recommendation to consider spending down reserves would have little impact to the overall reserve balance.

Macy asked to clarify if the required sum of money will be taken from the emergency fund (5% of reserves). Dr. Edwards responded that the process of reserves allocation was already running, and if the program would not receive additional funding according to the current appeal, it would likely receive it according to the mentioned process approximately in February 2024.

Juanico asked to clarify if the remaining funds from the previous year could be allocated in the current year. Dr. Edwards responded that most of the programs had certain time frames, still he mentioned that there were several ongoing programs such as Daily Titan, which require carry forward funds. He stated that the general process of carry forward permissions would be discussed in Spring 2024.

Awadalla opened the floor to points of discussion.

Goldberg suggested considering this appeal after the report of the VP Administration and Finance / CFO (item 6.a). Dr. Edwards commented that postponing is possible,

however he warned that the CFO would not give any advice on allocation decisions for certain programs.

Patel expressed his concerns on the study abroad programs in general. He questioned the value of them in terms of current process and suggested having further discussion to avoid funds mismanagement.

Mc Alexander asked if the program could reapply. Dr. Edwards confirmed that there is nothing in IRA policy that would prohibit the program from reapplying.

**IRA 004 23/24 (Goldberg-m/Baik-s) Roll Call Vote: 3-5-1 The motion to approve an appeal for Comm Study Abroad: Barcelona failed.**

**b. Discussion: 2024-24 IRA Budget Overview (Awadalla)**

*The Committee will review the funding deliberation process and draft budget analysis for the 2024-2025 fiscal year.*

Awadalla yielded the floor to Dr. Edwards, ASI Executive Director, to review the IRA Funding Deliberation presentation and to guide the Committee in reviewing the preliminary budget. A copy of the presentation is attached to the minutes.

- \* Funding Deliberation Process assumes analysis of the proposals listed in rank order by overall average score.
- \* The general goal is to fund as many programs as possible. We should also encourage new programs to apply, and the unused funds from prior years will be allocated to the new programs as well.
- \* The programs are recommended for additional reviews in case of matching one of three criteria: the requested amount exceeds 20% of the previous request, there are significant moves in rankings (2 quartiles up or down), the score is below 2.0.
- \* The final budget will be developed based on the Committee's review and recommendations. It will be presented to the Vice Presidents and ultimately to the University President for approval.
- \* 2024-2025 Fee Projection. Total projected IRA fees are at \$3.6m, total amount for curriculum-related is at \$4.1m and reserve balance is at \$4.3m.
- \* Collins reviewed the 2024-2025 Draft Budget Spreadsheet. The recommended amount (with limitations) totals \$3m while the requested amount totals \$4. As there are \$4.1m funds available, the coverage of all the requests would leave \$90k of reserves.
- \* The general recommendation is to use reserves in order to fund as much programs as possible.

Awadalla opened the floor to questions and points of discussion.

Patel asked to clarify the sources of funding that exceed the caps. Dr. Edwards responded that depending on the program, additional costs could be covered by students, colleges or through fundraising. He also highlighted that there was no cap on any travel costs for this year - only the total \$120k cap for the entire program costs.

Patel supposed that the value of international travelling programs may have not been justified in some cases. He suggested developing a separate metric for assessing study abroad programs.

McAlexander expressed that he considers study abroad programs important as they bring a significant value to students and encouraged supporting them, nevertheless confirming that the funding amounts justification process should be reviewed.

Patel asked to break down the study abroad programs by purpose of travel in order to distinguish between specific educational purposes and regular sightseeing. Dr. Edwards warned about potential subjectivity of such evaluation and suggested members sharing their concerns on the programs during upcoming deliberation discussions.

Patel emphasized that he was encouraging wise spending. McAlexander supported that, however suggested keeping in line with the current process for now and discuss changing criteria during the spring semester. Goldberg supported reviewing the process in order to ensure that the reserves allocation is performed in the most efficient way in the spring.

Dr. Edwards ensured members that the process review would be performed in the next semester mentioning that the corresponding recommendation was also given by the Student Fee Advisory Committee that oversees all mandatory fees.

Macy emphasized that international programs differ in their essence and encouraged the Committee to take it into account while improving the evaluation procedure. McAlexander supported that by suggesting the service-learning component to be considered.

Dr. Edwards concluded the discussion by encouraging members to share their thoughts and concerns on certain programs during the next Committee meeting, on which the IRA Budget would be presented for the final review.

## **9. Announcements and Members Privilege**

Awadalla announced the next IRA Committee Meeting to be held on December 1 and wished members happy Thanksgiving.

**10. Adjournment (Awadalla)**

Awadalla, Chair, adjourned the meeting at 3:16 pm.

  
Lydia Kelley (Dec 9, 2023 22:52 PST)

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Maysem Awadalla, Chair



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Erika Perret-Martinez, Recording Secretary

# Roll Call 2023-2024

11/17/2023 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		
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	

\*Recording Secretary: Erika Perret-Martinez

10 Total  
4 Students  
4 Faculty

## 11/17/2023 IRA Committee Meeting Roll Call

			005-Appeal-Comm. Study Abroad		
College	LAST	FIRST	YES	NO	ABSTAIN
ARTS	MIRANDA	KASANDRA	1		
ARTS	GOLDBERG	RANDALL		1	
CBE	SHARMA	AKSHITA			
CBE	LI	DAOJI			
CCOM	CALDERON	GIOVANNI			
CCOM	MCALEXANDER	MICHAEL	1		
ECS	PARK	ASHLEY			
ECS	KURWADKAR	SUNDERSHAN			
EDU	ESCUDERO	SEDONA	1		
EDU	MCKEE	AJA			
HHD	DELGADO	ERNESTO			
HHD	JUNG	DEANNA			
HSS	BAIK	JUDY		1	
HSS	AFZAL	AHMED		1	
NSM	DEGUZMAN	ALDRIN		1	
NSM	PATEL	NILAY		1	
CHAIR	AWADALLA	MAYSEM			1
			YES	NO	ABSTAIN
			3	5	1













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Final Audit Report

2023-12-20

Created:	2023-12-08
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYPqa14ykPvTsGFgN8FDdb99yQfADOrdsa

## "ira\_2023\_11\_17\_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)  
2023-12-08 - 10:53:34 PM GMT- IP address: 137.151.113.11
-  Document emailed to Lydia Kelley (aspresident@fullerton.edu) for signature  
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2023-12-10 - 6:51:27 AM GMT- IP address: 104.47.58.126
-  Lydia Kelley (aspresident@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
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Signature Date: 2023-12-20 - 5:31:30 PM GMT - Time Source: server- IP address: 137.151.113.82
-  Agreement completed.  
2023-12-20 - 5:31:30 PM GMT

# Appeal Request: Comm Study Abroad Barcelona, Spain

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Excerpt from Dr. Hart's Appeal Letter:

This past summer the program was awarded \$36,300. Eighteen students participated in the program. On March 8, 2023, we submitted a request to transfer \$7,800 from Account # 8077 to Account # 8074 to help our students defray the exorbitant cost of their round-trip flight.

Thankfully, Susan Collins allowed \$2,500 of the \$7,800 to pay off the travel agent's fee.

So here is my appeal. Please allow the remaining \$5,300 to be awarded to the students.

My rationale in making this appeal is that the \$7,800 was awarded to the program in AY 22-23 and was requested to be reallocated in March 2023. Associate Dean Deanna Leone approved the reallocation and shared with me her belief the transfer would be approved, especially since air fare had increased by \$610 from the prior year's program! (\$1,028 in 22 and \$1,638 in 23)

# Program Appeal Review

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Program Code: 3210

Program Name: Comm Study Abroad: Barcelona

Faculty In Charge: Garrett Hart

College: Communications

Vendor: Academic Programs International (API)/  
SAGE

IRA Award: \$36,300

# Students Per Budget: 25

# Students Per Contract (Final): 18

Max per traveler: \$1,500

Contract Date: 2/16/2023

Invoice Amount: \$27,000 (\$1,500 X 18)

ETR # 1249: PO 27460 ~ Booking Fee for Study  
Abroad Barcelona through ACFEA Tour Consultants

ETR Amount: \$2,500

\$36,300

(\$27,000)

(\$ 2,500)

\$6,800 (remaining budget)

# Use of Reserves

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## **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.

# Action:

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1. Recommend that the program use \$6,800 from their 2023-24 IRA Award to request reimbursement to the 18 students from the 2022-2023 approved travel roster.  
Provide to Financial Aid:
  - ❖ Proof of expense/payment
  - ❖ Student name/CWID/contact information
  - ❖ Process through Financial Aid (must be current CSUF students)
  - ❖ Graduated student reimbursements should be processed through Accounts Payable.
2. Encourage the program to apply for the special mid-year funding opportunity to offset the allocation of funds for the prior year expense.

# IRA Deliberation Process

2024-2025 BUDGET REVIEW

November 2023

Cal State Fullerton

# Agenda

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- Steps of the funding deliberation process
- Available funds for 2024-25
- Ranking and funding spreadsheet
- Options for additional funding

# Funding Deliberation Process

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Committee will be presented with proposals listed in rank order by overall average score in quartiles

- ❖ Items included in the ranking spreadsheet:
  - ❖ Rubric score average
  - ❖ Requested funding amount
  - ❖ Proposed funding amount
  - ❖ Prior year funding award, if applicable

The Committee should review any program that has a high standard deviation (the Committee completed additional ratings) or a change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision to determine if the current ranking is appropriate.

It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.

At today's meeting, we will begin the deliberation process. A more detailed review and deliberation will occur at the 12/1 and if needed, 12/8 meetings.



# Deliberation Considerations

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- Fund as many programs as possible.
- Consider returning programs use of funds.
- Provide “stable and adequate” funding.
- Encourage new and innovative programs.
- Balance the needs of returning and new programs.
- Available funds are based on the estimated fee income plus the surplus funds from the prior year.
- This year the Committee is encouraged to spend down reserves.

# Funding Process

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- Existing programs may request a maximum increase of 10% above the previous (last closed fiscal) year's actual expenditures or an average of the prior three year's actual expenses, whichever is greater.
- The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Dean's ratings, prior year's use of funds, etc.
- Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year's actual expenditures.
- Existing programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.
- The Committee should review any program that has a high standard deviation change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision.

# Funding Process (continued)

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- New programs may request funding based on the needs outlined in their initial program proposal. (They will be subject to all guidelines for existing programs in subsequent years.)
- Programs receiving a rating/score below 2.0 in the fourth quartile shall be reviewed to determine whether funding should be awarded.
- If the total dollar amount of all requests is less than the total available funds, all programs will be funded at the calculated award amounts.

Example: Total Funds Available = \$2,500,000 ~ Total Amount of Requests = \$2,450,000

- If the total of all requests is greater than the total available funds, decreases in awards will be made to create an “adjusted award amount”.

Example: Total Funds Available = \$2,500,000 ~ Total Amount of Requests = \$2,798,000

# Funding Process (continued)

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- When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met:
  - Graduated cuts across all quartiles (2%, 4%, 6%, etc.) until the award amount matches the total available funds.
  - If there are funds remaining, any additional funds will be allocated as follows:
    - 50% of remaining funds distributed equally to the first quartile (not to exceed the requested amount)
    - 30% of remaining funds distributed equally to the second quartile (not to exceed the requested amount)
    - 10% of remaining funds distributed equally to the third quartile (not to exceed the requested amount)
    - 10% of remaining funds at the discretion of the Committee, may be allocated to the fourth quartile based on the merit of the program (not to exceed the requested amount)
  - The remaining funds will be returned to reserves.
- The minimum award is \$2,000 and the maximum award is \$120,000 (requests that fall below the minimum receive no award and requests above the maximum will be adjusted to \$120,000)

# Final Recommendation of Funding

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A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President.

# 2024-2025 Fee Projection

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			150	140
			41,178	38,295
IRA Fee	\$44.09	HEPI adjustment 3%	\$45.41	\$45.41
<b>Budgeted Fees Available</b>			<b>\$1,869,893</b>	<b>\$1,738,976</b>
<b>TOTAL PROJECTED IRA FEES:</b>				<b>\$3,608,869</b>
<b>Allocations:</b>				
<b>Administrative Fee*</b>			<b>\$360,887</b>	
<b>Total Administrative Fee</b>				<b>\$360,887</b>
<b>Athletics (36%) per Referendum October 2010</b>				<b>\$1,169,274</b>
<b>Curriculum-Related</b>			<b>\$2,078,708</b>	
Plus:	1. 2022-23 Unspent Funds		\$1,075,803	
	2. Use of Reserves for Curriculum Related Programs		\$950,000	
<b>Total Amount for Curriculum-Related</b>				<b>\$4,104,511</b>

\*Student Affairs/Academic Affairs/Admin & Finance Administrative Fee: 10%  
Reserve balance: \$4,344,014

# 2024-2025 IRA Total Available Funds

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2024-25 Total IRA Available Funds	
<b>FEES FROM ENROLLMENT PROJECTION:</b>	<b>\$3,644,805</b>
<b>2022-23 UNSPENT FUNDS</b>	<b>\$1,075,803</b>
SPECIAL ALLOCATION OF IRA RESERVE FUNDS (2024-25)	<b>\$950,000</b>
<b>TOTAL AVAILABLE FUNDS:</b>	<b>\$5,670,608</b>
RESERVE BALANCE:	\$4,344,014

# Remaining Reserves 2024-2025

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INSTRUCTIONALLY RELATED ACCTIVITY FEE 2024-25 RESERVES	
Estimated Reserve Balance, June 2023	\$ 4,344,014
Use of Reserves for 2024-25 Fiscal Year, Curricular Programs	\$ (1,075,803)
Special Allocation for 2024-25 Fiscal Year, Curricular Programs	\$ (950,000)
Estimated Adjusted Reserve Balance	\$ 2,318,211
<i>Use 100% of unused funds from 2022-23</i>	



# Ranking & Funding Spreadsheet

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2024-2025 Draft Spreadsheet

# Next Meeting

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1. Continue Budget Deliberations.
2. Finalize Recommended Budget.