

# ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

(707) 826-3771

## IRA Committee AGENDA #4

November 28, 2017

TO: Instructionally Related Activities (IRA) Committee Members:

**Joey Mularky**, AS President & Chair  
**Kassandra Rice**, AS Administrative VP  
**Nathaniel McGuigan**, Student  
**Marisa McGrew**, Student

**Paul Cummings**, Faculty  
**Ramesh Adhikari**, Faculty  
**Troy Leschner**, Faculty  
**Sandy Wieckowski**, Administrative Representative

**Non-Voting:**

**Wayne Brumfield**, Interim Vice President of Student Affairs  
**Duncan Robins**, Interim Athletic Director  
**Jenessa Lund**, A.S. Executive Director

FROM: Suzan DiRiccio, Associated Students Business Office Coordinator

RE: Wednesday, November 29, 2017, IRA Committee Meeting

**The next IRA Committee will be Wednesday, November 29, 2017, 2:00 - 3:00 pm in Nelson Hall East, Room 116.**

1. Call to Order
2. Roll Call
3. Approval of Agenda #4, dated November 29, 2017 - **ACTION**
4. Chair's Report
5. Approval of Minutes #3, dated November 16, 2017 - **ACTION**
6. Public Comment
7. Transfer of Funds from IRA Trust/Reserve to 2017-2018 IRA Contingency/Unallocated - **ACTION**
  - a. IRA Committee will determine how much, if any, to transfer
8. Music Request (*Tabled on 10/18/17 & 11/16/17*) - **ACTION**
  - a. Music is requesting additional funding for Chorale, Percussion, Publicity and Wind Ensemble
9. Theatre Request - **ACTION**
  - a. Theatre is requesting additional funding for Student Productions Supplies & Services
10. IRA Committee funding guidelines (specifically gas vs. mileage, fieldtrip definition) - **DISCUSSION**
11. IRA Budget and Expenditures Report as of 11/27/17 - **DISCUSSION**
12. Announcements
13. Adjournment

# HUMBOLDT STATE UNIVERSITY

Department of Theatre, Film & Dance

**Date:** June 2, 2017  
**To:** Jenessa Lund, Executive Director Associated Students  
**From:** Professor Ann Alter, Department Chair  
**Cc:** Dr. Noah Zerbe, Interim CAHSS Dean  
Dr. Peg Blake, Vice President Enrollment Management and Student Affairs  
**Subject:** TFD IRA 17-18 Budget Recommendation

You and I spoke yesterday by phone and I want to clarify information about TFD's IRA funding. I believe that the IRA Committee's recommendation for funding for 17-18 was based on erroneous information and assumptions.

In 16-17, the Theatre, Film and Dance department received the following funding as noted in pages 11-12 of the IRA Budget, Policies and Procedures book:

16-17 IRA Budget	
<b>Student Productions Supplies &amp; Services</b> (Spending Plan breakdown: Theatre \$50,000, Film \$12,000, Dance \$7,000)	\$69,000
<b>Publicity</b> (\$3,000 for Theatre and Dance Mainstage Performances and \$2,500 for the 50 <sup>th</sup> Humboldt International Film Festival)	\$5,500
<b>ACDA Dance Festival</b>	\$7,220
<b>KCACTF Theatre Festival</b>	\$14,400
<b>USITT Theatre Designers Conference</b> (attend every other year therefore no funds requested for this in 17-18)	\$4,105

We did not receive a midyear adjustment of \$52,170 to our Student Productions budget. In January 2017, IRA monies switched over to the state side. Perhaps this financial transition is being misunderstood as a reduction of funding, but this is not the case.

During our phone conversation, you mentioned that on May 3, 2017 we had a balance of \$35,609 in Student Productions and an assumption made by the committee that we hadn't spent these funds and therefore didn't really need them. This information is incorrect for the following reasons:

1. Our last theatre performance closed on April 30 and our last dance performance on May 4. Some requests for reimbursement were not submitted until after the performances closed and faculty and staff had a chance to submit receipts (e.g. dance reimbursements for \$3,828 were submitted on May 10).

1 Harpst Street, Arcata, California 95521-8299 | [humboldt.edu/theatrefilmanddance](http://humboldt.edu/theatrefilmanddance)

2. We have noticed a significant time lag between expenditures of money and when expenditures are posted in OBI. Our ASA Debra Ryerson had a May 3<sup>rd</sup> Student Productions balance of \$11,486.73; this is a difference of \$24,122 from OBI records used by the IRA Committee.
3. Former AS Executive Director Joan Tyson understood and supported our process for prioritizing spending. Costs related to student productions are prioritized and when these funds are exhausted and reimbursements are processed, we restock our supplies for costume, scenery, props, lighting, audio and film. We do not have excess funds, but rather spend carefully so that we don't exceed our budgets. Restocking requires going through the inventory and detailing what's needed. It takes time to assess supplies and to reorder. Additionally, some of our staff are busy with commencement (particularly with the use of JVD as a venue for live streaming). Restocking continues through May and into early June.
4. Equipment repairs and maintenance occur when students are not using the equipment. Typically, this happens now – after graduation and into June.
5. Purchases made through the ProCard are paid when the statement comes to our ASC Brec Ronis and she has an opportunity to post the information to appropriate accounts. Using the ProCard further delays when our expenditures are posted on OBI. Purchases made since April 18 didn't get posted on OBI until late May. Additionally, purchases made since May 15 won't be posted until mid to late June. And, backordered materials don't get posted until the orders are shipped.

**For the reasons stated above, using OBI balances as an indicator of funds used is not an accurate reflection of funds expended. We request a reconsideration of the proposed 28.53% cut to our Student Productions Supplies and Services budget.** A cut of this magnitude is troubling and problematic. This proposed cut will affect three distinct major programs: Film, Dance Studies and Theatre Arts. This proposed but will negatively impact student activities and services we provide to HSU through our creative productions and classes.

The following table on page three provides an overview of 16-17 funding and recommendations for 17-18 funding.

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Theatre, Film & Dance IRA Supported Activities	16-17 IRA Funding	17-18 Request	17-18 Recommended Funding	% Reduction from 16-17	Notes
<b>Student Productions Supplies &amp; Services</b> (in 16-17 Film Festival Publicity \$2,500 was included in Student Productions)	\$74,500	73,000	\$52,170	28.53%	Very large reduction to three major programs
<b>Film Festival Publicity</b> (In 16-17 this was included in Student Productions: \$2,500)		\$2,000	\$2,000	Full request recommended	
<b>ACDA Dance Festival</b>	\$7,220	\$7,940	\$7,220	--	Requested increase not funded
<b>KCACTF Theatre Festival</b>	\$14,400	\$21,400	\$21,400	Full request recommended	Requested increase of \$7,000 recommended for funding
<b>USITT Theatre Designers Conference</b> (attended every other year; no funds requested in 17-18)	\$4,105	--	NA	NA	
<b>Total IRA Funds for Theatre, Film &amp; Dance</b>	\$100,225		\$82,790	17.40%	

We appreciate that the recommended funding for students to participate in the American College Dance Festival (ACDF) is consistent with 16-17, and that the Kennedy Center American College Theatre Festival (KCACTF) is recommended to be funded in full (including the requested increase from 16-17). Student participation in the United States Institute for Theatre Technology (USITT) occurs every other year, with 17-18 being a non-participating year. This can be viewed as freeing up funding for more students to participate in KCACTF (this year's festival is within driving distance which allows for increased student involvement).

One suggestion you made was to take the additional \$7,000 recommended for KCACTF and put these dollars into Student Productions. This would adjust our Student Productions budget cut to 18.95% and increase the funding recommended to \$59,170. At the same time, this significantly impacts the number of students who can participate in KCACTF.

I understand that budget reductions are happening across campus and within IRA. I support the need for all of us to work within leaner budgets; however, it's disturbing that faulty information is being used for the basis of cuts. Furthermore, should the 17-18 IRA funding amounts become the new base dollars for future funding the lack of legitimate rationale for the cuts is problematic and may not reflect the best interest of HSU students or Associated Students.

Thank you for your consideration.

## IRA Committee Budget & Expenditures by Program as of 11-27-17

Fund	Program	Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	Percent of Budget Spent
TO140 - IRA COMMITTEE FUND	---	(499,000.00)	(499,000.00)	(464,030.82)	0.00	(34,969.18)	92.99
	P0007 - EXT ED- OTHER NON-CREDIT	0.00	0.00	1,110.58	0.00	(1,110.58)	
	P0054 - IRA - ART GALLERY	55,000.00	55,000.00	8,734.20	21,909.52	24,356.28	55.72
	P0056 - IRA - OSPREY MAGAZINE	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00
	P0061 - IRA - FORENSICS	30,000.00	30,000.00	7,340.35	1,681.00	20,978.65	30.07
	P0062 - IRA - KRFH-AM	10,000.00	10,000.00	2,208.75	0.00	7,791.25	22.09
	P0063 - IRA - BROADCAST NEWS WORKSHOP	1,500.00	2,760.00	1,257.01	0.00	1,502.99	45.54
	P0064 - IRA - TELEVISION NEWS WORKSHOP	2,500.00	3,895.00	1,405.51	0.00	2,489.49	36.08
	P0065 - IRA - LUMBERJACK NEWSPAPER	32,000.00	35,900.00	11,544.96	0.00	24,355.04	32.16
	P0067 - IRA - RANGE PLANT CONCLAVE	6,420.00	6,420.00	0.00	0.00	6,420.00	0.00
	P0068 - IRA - WILDLIFE CONCLAVE	25,000.00	25,000.00	16,459.41	0.00	8,540.59	65.84
	P0069 - IRA - FORESTRY CONCLAVE	29,262.00	29,262.00	400.00	0.00	28,862.00	1.37
	P0070 - IRA - LEADERSHIP VOLUNTR ORG	6,449.00	6,449.00	1,739.06	0.00	4,709.94	26.97
	P0073 - IRA - SAF QUIZ BOWL TEAM	6,360.00	6,360.00	0.00	0.00	6,360.00	0.00
	P0074 - IRA - TOYON	3,600.00	3,600.00	0.00	0.00	3,600.00	0.00
	P0075 - IRA - CONTINGENCY	10,000.00	7,345.00	0.00	0.00	7,345.00	0.00
	P0077 - IRA - ADM EXP - AS	30,180.00	30,180.00	6,082.40	0.00	24,097.60	20.15
	P0107 - CHILD DEV POLICY & ADVOCACY	2,422.00	2,422.00	0.00	0.00	2,422.00	0.00
	P0108 - EL LENADOR	5,500.00	5,500.00	1,877.31	0.00	3,622.69	34.13
	P0109 - MASTER DIVER TRAINING	3,807.00	3,807.00	0.00	0.00	3,807.00	0.00
	P0110 - ASCE MID-PACIFIC CONFERENCE	4,600.00	4,600.00	0.00	0.00	4,600.00	0.00
	P0111 - MOOT COURT	4,000.00	4,000.00	625.00	2,101.00	1,274.00	68.15
	P0112 - RACE TO ZERO	3,400.00	3,400.00	0.00	0.00	3,400.00	0.00
	P0114 - CHECK IT	14,845.00	14,845.00	7,833.46	0.00	7,011.54	52.77
	P0283 - IRA - MODEL UNITED NATIONS	23,600.00	23,600.00	200.00	0.00	23,400.00	0.85
	P0381 - MODERN HISPANIC THEATER	2,300.00	2,300.00	70.02	0.00	2,229.98	3.04
	P0395 - SOCIAL WORK LOBBY DAYS	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
	P0398 - CAMPUS FOOD SECURITY PROGRAM	20,000.00	20,000.00	4,826.06	0.00	15,173.94	24.13
	P0400 - SCIENTIFIC DIVING/REEFCHECK	14,488.00	14,488.00	0.00	0.00	14,488.00	0.00
	P0401 - TEXTBOOKS ON RESERVE	7,500.00	7,500.00	5,515.59	0.00	1,984.41	73.54
	P0403 - OUTDOOR ASSISTANTSHIP	9,624.00	9,624.00	1,456.83	0.00	8,167.17	15.14
	P5106 - CCAT	7,400.00	7,400.00	112.41	0.00	7,287.59	1.52
	P5112 - HUMBOLDT FILM FESTIVAL	2,000.00	2,000.00	9.26	0.00	1,990.74	0.46
	P5116 - MARCHING LUMBERJACKS	21,964.00	21,964.00	5,739.59	0.00	16,224.41	26.13
	P5132 - SPORTS CLUBS	48,000.00	48,000.00	10,274.97	0.00	37,725.03	21.41
	P5204 - MUSIC-BRASS	1,418.00	1,418.00	263.04	0.00	1,154.96	18.55
	P5207 - MUSIC-UNIVERSITY SINGERS	2,250.00	2,250.00	931.24	0.00	1,318.76	41.39
	P5209 - MUSIC-PUBLICITY	3,651.00	3,651.00	943.35	0.00	2,707.65	25.84
	P5210 - THEATRE-FILM PRODUCTION	0.00	1,150.00	0.00	1,149.93	0.07	99.99
	P5215 - MUSIC-JAZZ ORCHESTRA	2,925.00	2,925.00	1,062.36	0.00	1,862.64	36.32
	P5222 - MUSIC-OPERA WORKSHOP	14,500.00	11,000.00	0.00	0.00	11,000.00	0.00
	P5225 - MUSIC-PERCUSSION ENSEMBLE	7,000.00	7,000.00	92.09	0.00	6,907.91	1.32
	P5228 - THEATRE-STUDENT PRODUCTION	59,170.00	61,516.00	18,034.46	0.00	43,481.54	29.32
	P5230 - MUSIC-JAZZ COMBO	2,309.00	2,309.00	0.00	0.00	2,309.00	0.00
	P5233 - MUSIC-WIND ENSEMBLE	17,000.00	17,000.00	120.00	0.00	16,880.00	0.71
	P5234 - THEATRE-DANCE	0.00	0.00	930.22	0.00	(930.22)	
	P5237 - THEATRE-PUBLICITY	0.00	0.00	128.28	0.00	(128.28)	
	P5243 - MUSIC-MADRIGALS	2,250.00	2,250.00	248.73	0.00	2,001.27	11.05
	P5245 - MUSIC-WOODWIND	5,328.00	5,328.00	1,004.50	0.00	4,323.50	18.85
	P5249 - THEATRE-KCACTF	14,400.00	14,400.00	0.00	0.00	14,400.00	0.00

	P5251 - MUSIC-STRINGS	365.00	365.00	828.58	0.00	(463.58)	227.01
	P5252 - MUSIC-SYMPHONY	2,655.00	2,655.00	723.51	0.00	1,931.49	27.25
	P5255 - MUSIC-MAD RIVER TRANSIT	2,250.00	2,250.00	675.57	0.00	1,574.43	30.03
	P5261 - MUSIC-CALYPSO	8,100.00	8,100.00	238.92	0.00	7,861.08	2.95
	P5263 - MUSIC-CHORALE	1,000.00	1,000.00	616.22	0.00	383.78	61.62
	P5266 - MUSIC-PIANO PERFORMANCE	270.00	270.00	249.79	0.00	20.21	92.51
	P5270 - MUSIC-JOINT PRODUCTION	0.00	3,500.00	6,388.38	0.00	(2,888.38)	182.53
	P5271 - THEATRE-ACDF	7,220.00	7,220.00	0.00	0.00	7,220.00	0.00
	P5275 - MUSIC-INSTRUMENT REPAIR	6,836.00	6,836.00	3,143.28	0.00	3,692.72	45.98
<b>TO140 - IRA</b>		<b>122,618.00</b>	<b>130,014.00</b>	<b>(330,585.57)</b>	<b>26,841.45</b>	<b>433,758.12</b>	<b>-233.62</b>
<b>Grand Total</b>		<b>122,618.00</b>	<b>130,014.00</b>	<b>(330,585.57)</b>	<b>26,841.45</b>	<b>433,758.12</b>	<b>-233.62</b>