

**FEE ADVISORY COMMITTEE
MINUTES
October 10, 2003**

Members Present:

Jason Spencer	Associated Students Representative
Ethan Lamoureux	Associated Students Representative
Kendra Hooper	Associated Students Representative
Brittany Davison	Associated Students Representative
Cheryl Moore	Staff Representative
Catherine Nelson	Chair of Academic Senate

Members Absent:

Eduardo Ochoa	Chair, Provost and VP of Academic Affairs
Brigitte Lahme	Senate Student Affairs Comm. Representative
vacant	Associated Students Representative

Staff Present:

Katie Pierce	Committee Staff, AVP for Academic Resources
Kelly Unten-Mackura	Staff Support, Administrative Assistant

Staff Absent:

Larry Furukawa-Schlereth	Committee Staff, VP for Administration & Finance
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MATERIALS DISTRIBUTED

In the Packet for October 10, 2003 (distributed in email):

- Agenda
- Minutes of Sept 19, 2003 meeting
- Ideas for Altering the Cycle of Annual Applications for IRA funding; Table 1
- Timeline Overview of IRA AY2004/2005 Process

At the Meeting:

- DRAFT-IRA request form for instructional equipment

MEETING AGENDA

- I. Approve minutes of September 19
- II. Review ideas for IRA funding cycles
- III. Review Call for Instructional Equipment Proposal
- IV. Adjourn

Provost Eduardo Ochoa, Chair, convened the meeting at 2:12 p.m.

Ochoa, Chair, explained that scheduling conflicts will prevent him from attending several future meetings. He delegated the role of Interim Chair to Katie Pierce in his absences.

Ethan Lamoreaux and Jason Spencer reported on their understanding that President Arminana had intended to direct the Provost to appoint Spencer as Co-Chair. Spencer had spoken with the President during the summer.

Action taken: Pierce is Interim Chair, as appointed by Ochoa. Pierce will follow-up on Spencer's understanding about Co-Chair.

Brittany Davison and Kendra Hooper have been confirmed by Associated Students as representatives for the FAC. Confirmation of a fifth student, Amy Wingfield is expected next week. Her appointment will complete FAC membership for this year.

Action taken: Spencer will confirm with Pierce the status of Wingfield's appointment the week of the October 13th.

I. **Approve minutes of September 19, 2003**

It was **Moved, Second, and Passed** (unanimously) to adopt the minutes of September 19, 2003 as presented.

II. **Review ideas for IRA funding cycles** & III. **Review Call for IE proposal**

Since both agenda items were closely related, the committee combined agenda items into one discussion.

Pierce gave the committee members some background information on the request for Instructional Equipment. Pierce led the group to entertain proposal ideas and make recommendations on the process/procedures of equipment request.

The group first took up the question of whether or not in-person presentations should be part of the application process. Spencer spoke in support of presentations indicating that they contribute to a more thorough understanding and presentation of the IRA programs and give the FAC opportunity for direct questions. Pierce echoed his view.

Action taken: The committee members unanimously agreed to have all programs that apply for IRA funding do presentations.

Next the question of continuing a single year funding cycle or moving to a multi-year cycle was debated. Through discussion it was agreed that it would be desirable to adopt a two-year cycle, in which half the non-permanent programs reapply each year. That would have the positive impact of allowing a two-year funding horizon for programs while still allowing opportunity every year for new programs to come forward. Spencer expressed concern that adopting a two-year cycle this year (that would be half of the programs, selected at random be required to reapply while half receive a one year extension without reapplication), might disadvantage programs who applied thinking they would have an opportunity to revise their budget for next year. He suggested that, to phase in this plan all programs would be required to reapply for next year, including submission of a two-year budget. Programs would be notified that half of the programs (selected at random) would be required to reapply for 2005-2006 and half would receive funding through 2005-2006. The committee endorsed his suggestion.

Regarding the idea of a one-time allocation for IRA instructional equipment, Hooper cautioned the committee to be prudent in the amount of funds allocated because there are so many uncertainties about the budget and enrollments. We should be prepared for emergencies or the unexpected.

Pierce agrees with Hooper and suggested the group offer only up to \$75,000 of funding for instructional equipment.

Action taken: The committee agrees to go forward with a call for proposals for IRA equipment, planning to make recommendations to the President in December 2003. The committee also agrees to make up to \$75,000 available.

Spencer suggested directing a percentage of annually generated IRA funds toward an endowment fund. In that way a permanent fund would gain interest, thus giving the IRA fund a cushion in case of unexpected emergencies, and would over time make the IRA program self-funding.

Action taken: Pierce will follow-up with Larry Furukawa-Schlereth on how this idea might work.

Catherine Nelson noted a scheduling conflict for the November 21 meeting. She will investigate giving her proxy to Spencer.

The committee reviewed and suggested changes to the proposed draft for Request for Instructional Equipment Funding.

Ethan Lamoureux also shared with the committee the forms used by the Associated Students. Several elements of that form seemed practical for the IRA application and will be incorporated.

Action taken: Lamoureux will aid Pierce and Unten with the final draft of Request for Instructional Equipment funding.

Action taken: The committee agrees that all programs will apply this year for IRA funding. In the meantime, the committee will continue to work on a successful 2 –yr funding cycle, with new program applicants in mind, for the following academic year (2005/2006).

VI. Adjourn

Pierce adjourned the meeting at 3:45 pm

Respectfully Submitted,
Katie Pierce, Staff to FAC