

**Instructionally Related Activities Committee  
Humboldt State University  
Thursday, April 28, 2016  
Nelson Hall East Room 106  
12:00 p.m.  
Minutes #5**

**Call to Order**

Juan Cervantes, Associated Students President, called the meeting to order at 12:04 p.m., on Thursday, April 28, 2016 in Nelson Hall East 106.

**Roll Call**

Members Present: Juan Cervantes, Eamon Daly, Jason Jones, Jonah Platt, Dr. Peg Blake, George Wrenn, Brandice Gonzalez-Guerra, Joan Tyson

Members Absent: Dr. Ken Ayoob (Proxy vote given to Dr. Peg Blake), Jeffrey Abell (Proxy vote given to George Wrenn)

**Approval of Agenda**

1. Approval of Agenda #5 dated April 28, 2016 – Action Item

MOTION: DALY/PLATT move to approve Agenda #5 dated April 28, 2016

APPROVED

**Chair's Report**

Cervantes said he anticipats this meeting not taking too long.

**Public Comment**

There was no public comment.

**Approval of Minutes**

2. Approval of Minutes #4 dated April 20, 2016 – Action Item

MOTION: DALY/WRENN move to approve Minutes #4 dated April 20, 2016

APPROVED AS AMMENDED

MOTION: DALY/PLATT move to amend Old Business item A: In the first paragraph to strike out “thesis” and “student research” and replace with “field trip”

APPROVED

**Old Business**

- A. Continued review and approval of the 2016-17 recommended budget and budget language – Action Item

Tyson reported that this revised budget draft dated 4/20/16 reflects what the Committee discussed last meeting. Tyson said that \$15,000 has been placed in unallocated to start with, and this current draft budget has a short fall of \$6,784. Blake let the Committee know that HSU President, Lisa Rossbacher, is not in favor the IRA Reserves being spent at a higher amount than what the Committee utilized in this year's 2015-16 budget. Cervantes asked if the President was concerned with how much this Committee allocates from the reserve, or how much of the reserve actually ends up being spent. Blake answered that the President discussed both those aspects. Daly asked how much allocated funds will be left unspent in the current 2015-16 year. Tyson said, based on a recent inquiry with the programs, around \$60,000 will be left unspent.

<b><u>Accounting and Finance Club:</u></b> Recommended \$0	PREVIOUSLY APPROVED
<b><u>Art Galleries:</u></b> Recommended \$55,120	PREVIOUSLY APPROVED
<b><u>BDNF Thesis:</u></b> Recommended \$0	PREVIOUSLY APPROVED
<b><u>Broadcast:</u></b> Recommended \$1,500	PREVIOUSLY APPROVED
<b><u>CCAT:</u></b> Recommended \$7,400	PREVIOUSLY APPROVED
<b><u>Campus Food Security Program:</u></b> Recommended \$21,620	APPROVED
<b><u>Campus Sexual Assault Prevention Prog.:</u></b> Recommended \$12,035	PREVIOUSLY APPROVED
<b><u>Forensics:</u></b> Recommended \$36,420	PREVIOUSLY APPROVED
<b><u>Forestry Conclave CA:</u></b> Recommended \$8,045	PREVIOUSLY APPROVED
<b><u>Forestry Conclave West-Regional:</u></b> Recommended \$18,000	PREVIOUSLY APPROVED
<b><u>KRFH Radio:</u></b> Recommended \$9,600	PREVIOUSLY APPROVED
<b><u>Leadership in Volunteer Organizations:</u></b> Recommended \$6,079	PREVIOUSLY APPROVED
<b><u>Lumberjack Newspaper:</u></b> Recommended \$37,500	PREVIOUSLY APPROVED
<b><u>Marching Lumberjacks:</u></b> Recommended \$28,075	PREVIOUSLY APPROVED
<b><u>Model United Nations Far West:</u></b> Recommended \$11,950	PREVIOUSLY APPROVED
<b><u>Model United Nations New York:</u></b> Recommended \$8,800	PREVIOUSLY APPROVED
<b><u>Modern Hispanic Theatre Workshop:</u></b> Recommended \$0	PREVIOUSLY APPROVED
<b><u>Music:</u></b> Recommended \$95,000	PREVIOUSLY APPROVED
<b><u>Music-Joint Musical Production:</u></b> Recommended \$0	PREVIOUSLY APPROVED
<b><u>Osprey:</u></b> Recommended \$10,500	PREVIOUSLY APPROVED
<b><u>Outdoor Leadership Assist:</u></b> Recommended \$9,624	APPROVED
<b><u>Range Plant ID Team:</u></b> Recommended \$6,420	PREVIOUSLY APPROVED
<b><u>Research in Child Development Thesis:</u></b> Recommended \$0	PREVIOUSLY APPROVED
<b><u>Scientific Diving/Reef Check:</u></b> Recommended \$9,360	APPROVED
<b><u>SAF Quiz Bowl Team:</u></b> Recommended \$6,500	PREVIOUSLY APPROVED
<b><u>Social Work Lobby Days:</u></b> Recommended \$8,945	PREVIOUSLY APPROVED
<b><u>Sport Clubs:</u></b> Recommended \$48,000	PREVIOUSLY APPROVED
<b><u>Television News Workshop:</u></b> Recommended \$2,500	PREVIOUSLY APPROVED
<b><u>Theatre – Student Production:</u></b> Recommended \$74,500	PREVIOUSLY APPROVED
<b><u>Theatre - ACDA:</u></b> Recommended \$7,220	PREVIOUSLY APPROVED
<b><u>Theatre - KCACTF:</u></b> Recommended \$14,400	PREVIOUSLY APPROVED

**Theatre - USITT:** Recommended \$6,180 APPROVED AS AMMEDED AMOUNT OF \$4,120

Tyson stated this recommendation is based on 6 students attending the trip instead of the 10 students the initial request included. Cervantes suggested reducing the number of students funded on this trip from 6 to 4, which would make an extra \$2,060 available. Daly was in favor of this reduction. Cervantes stated the program was playing it safe by asking for 10 students to attend in the initial request.

**Toyon:** Recommended \$3,600 PREVIOUSLY APPROVED

**Wildlife Conclave National:** Recommended \$16,500 PREVIOUSLY APPROVED

**Wildlife Conclave Regional:** Recommended \$10,822 PREVIOUSLY APPROVED

**Special Projects - Textbooks:** Recommended \$7,500 APPROVED

**Special Projects - Laptops:** Recommended \$12,750 APPROVED

Blake suggested, if unallocated was amended to \$10,000, the Committee should take the remaining \$1,784 negative balance out of the Special Project Laptops request since it is a brand new program. Daly said it didn't make sense to fund a portion of a laptop, which is what the amendment would do. Daly suggested making sure the funded amount is for an exact number of laptops. Guerra stated that she is hesitant to cut any further funding to laptops or textbooks. Platt concurred, and added that many more students will benefit from these laptops and the textbooks as compared with some of the other program trips which only serve a handful of students.

**Unallocated:** Recommended \$15,000 APPROVED AS AMMEDED AMOUNT OF \$10,276

Cervantes suggested changing the recommended unallocated amount to \$10,000 which would leave a negative amount of \$1,784 left to balance.

MOTION: DALY/PLATT move amend Theatre USITT to \$4,120 and amend Unallocated to \$10,276. APPROVED

**Announcements**

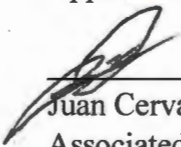
Daly asked if there would be another Committee meeting this year, Dols responded that there was a meeting on May 4, 2016. Cervantes announced that Platt would be the 2016-17 AS President.

**Adjournment**

Cervantes adjourned the meeting without objection at 12:26 p.m.

Recorded by:  
Rachel Dols  
AS Office Coordinator

Approved by:

  
\_\_\_\_\_  
Juan Cervantes  
Associated Students President

**May 2016 IRA Unallocated Requets**

Unallocated Balance: \$ 11,526

	Climbing	W Rugby				Total Requested			
<b>IRA REQUEST</b>	1669	4080				\$ 5,749			
<b>Expense Details</b>									
Registration	735								
Per Diem	1920	5280							
Transportation	683	2880							
<b>Total Expenses</b>	<b>3338</b>	<b>8160</b>							
<b>Revenue Details</b>									
Fundraised		2000							
Student Contribution	1669	2080							
Sponsorship Funds									
IRA Requested Funds	1669	4080							
<b>TOTAL</b>	<b>3338</b>	<b>8160</b>							
<b>Date of Travel</b>	4/20-24/16	4/9-10/16 & 4/23-24/16							
<b>Student Travelers</b>	8	22							
<b>Nights Out</b>	4	4							
<b>Destination</b>	San Diego CA	Davis CA							

Memorandum

\$1669

**TO:** IRA UNALLOCATED FUNDING COMMITTEE, ASSOCIATED STUDENTS

**FROM:** JAMES BOUDREAU, PRESIDENT  
HSU CLIMBING CLUB  
(209)624-6355  
[JGB194@HUMBOLDT.EDU](mailto:JGB194@HUMBOLDT.EDU)

**SUBJECT:** APPLICATION FOR UNALLOCATED FUNDS

**DATE:** 14 APRIL 2016

Dear Committee,

The HSU Climbing Team has a history of outstanding regional and national performance in local, regional, and national Collegiate Climbing Series (CCS) competitions. We are excited to once again have the opportunity to participate in this event and uphold our tradition of excellence.

We have one of the largest sports clubs on campus but have still not received a proportional increase in funding. We have managed to send more athletes to competitions throughout the region than ever before, and hope to send as many athletes as possible to Nationals. In past years we have consistently placed HSU athletes on the podium. We hope to continue this trend.

CCS Nationals is thankfully being held in San Diego, vastly reducing the cost of travelling to nationals. We are using the money we are saving on travel costs to send more athletes to Nationals. We compete against teams who send double or sometimes triple the amount of athletes that we can afford to. We feel that with additional climbers, we will be able to do better than we ever have at Nationals.

We have managed to meet the \$850 that the school was willing to match, and to raise over \$1,000 throughout the year. In spite of our efforts, we are still struggling to completely cover the costs of this event for our athletes.

Attached is a breakdown of the predicted expenses associated with CCS Nationals, and justifications of these costs. We hope you are able to see the value of providing additional funding and the means for us to represent our great university. Thank you for your time and consideration.

Sincerely,

James Boudreau



## REQUEST FOR IRA UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF I.R.A. PROGRAM:** Student Climbing Coalition  
**CONTACT PERSON:** James Boudreau  
**Phone:** 209.624.6355  
**Email:** jgb192@humboldt.edu

**I. Income.** List I.R.A. Subsidy requested and other potential sources of income.

1	<u>Requested I.R.A. Unallocated Funds</u>	<u>\$1,668.50</u>
2	<u>Student Contribution</u>	<u>\$1,668.50</u>
3	<u> </u>	<u> </u>
4	<u> </u>	<u> </u>
5	<u> </u>	<u> </u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
<b><u>Total Income:</u></b>		<b><u>\$3,337.50</u></b>

**II. Expenditures.** List items such as transportation, perdiem, supplies & services, registration and publicity

1	<u>Registration</u>	<u>\$735</u>
2	<u>Van rental</u>	<u>\$450</u>
3	<u>Gasoline</u>	<u>\$232.50</u>
4	<u>Per diem</u>	<u>\$1,920</u>
5	<u> </u>	<u> </u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
<b><u>Total Expenditures:</u></b>		<b><u>\$3,337.50</u></b>

For each expenditure listed above, provide a detailed justification on the attached Budget Justification

**REVIEWED BY:**

Jan Henry  
IRA PROGRAM ADVISOR NAME

Jan Henry  
SIGNATURE

David Wilson  
DEPARTMENT CHAIR NAME

David Wilson  
SIGNATURE

## REQUEST FOR IRA UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

**Important:** Please provide a detailed description for each income and expenditure item included on the IRA Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

**Line Item:** Registration \$735

**Explanation:** Registration is \$105 per climber, we have seven climbers and one coach going.  $\$105 \times 7 = \$735$

**Line Item:** Van rental \$450

**Explanation:** Van rentals average \$90/day, we will be renting one van for five days.  $\$90 \times 5 = \$450$

**Line Item:** Gasoline \$232.50

**Explanation:** Assuming our van averages 22mpg, and we expect to drive 1,650 miles this works out to 75 gallons of gas. Assuming gas averages \$3.10/gallon, this works out to \$232.50

**Line Item:** Per diem \$1,920

**Explanation:** \$60 per person per day.  
 $\$60 \times 8 \times 4 = \$1,920$

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

*April 20-24, 2016*  
*20*  
*21*  
*22*  
*23* } *4nites*

April 26, 2016

Re: Request for 2016-17 IRA Unallocated Funds

Dear IRA Committee:


We've done it again! The Humboldt State Women's Rugby team has made it to the National Division II Collegiate Final Four Playoffs. Established in 1997, we have advanced the furthest we have in all 19 years. Currently, Humboldt State Women's Rugby is ranked second in the nation, finishing this season as undefeated Pacific Coast Champions, qualifying us for National Playoffs.

We have a dedicated group of student athletes who successfully balance school work, jobs, and their commitment to the team. We have managed to fundraise over \$2,000 this year, taking advantage of all the opportunities available to us. Our team is student lead. We have player-coaches and officers that manage the logistics and communication between USA Rugby and Humboldt State. Our organization aims to represent Humboldt Women's Rugby, Sport Clubs, Humboldt State, and our community to the highest standard.

After an impressive undefeated season, we qualified for the National Playoffs at UC Davis which took place on April 9th -10th. On the first day, the top sixteen teams battled it out. On Sunday, the qualifying eight teams continued to fight to secure their place at the second round of nationals -- Final Four Playoffs. Humboldt Women's Rugby destroyed the opposition and went on to compete at the Final Four Playoffs on April 23rd-24th. On day one, HSU demolished USC, moving onto the winners bracket. The second match was hard fought, leaving the score at HSU 32 and Tulane 39. Although we did not take the Spring Championship title, we are overwhelmed with all the support we received from the fans, including family, spectators, and even our competition.

We are requesting funds to help offset our post season travel expenses. We have traveled 2 weekends (4 days), renting out 3-4 Enterprise vans, and reimbursing students for gas and food expenses. Being a team of college students, it can be quite costly to travel multiple weekends. As I have mentioned previously, we have fundraised \$2,000 this year in preparation for this event. We have done our best to minimize our travel expenses by lodging at the homes of players and family. We encourage preparing and supplying our own meals when possible. The costs of competing for the Division II National Championship (2 out of 3 rounds) estimates \$8,160. Attached is an explanation of expenses. For these accomplishments above, we hope you find us deserving of the IRA Unallocated Funds.

Sincerely,



Jasmine Phengsai  
Humboldt Women's Rugby President  
jcp401@humboldt.edu  
707-360-8773



## REQUEST FOR IRA UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF I.R.A. PROGRAM:** Humboldt Women's Rugby  
**CONTACT PERSON:** Jasmine Phiengsai  
**Phone:** 707.360.8773  
**Email:** jcp401@humboldt.edu

**I. Income.** List I.R.A. Subsidy requested and other potential sources of income.

1	<u>Requested I.R.A. Unallocated Funds</u>	<u>\$4,080</u>
2	<u>Fundraising Booster</u>	<u>\$2,000</u>
3	<u>Student Contribution</u>	<u>\$2,080</u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b>Total Income:</b>		<b><u>\$8,160</u></b>

**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Per Diem (\$60 x 22 people x 4 nights)</u>	<u>\$5,280.00</u>
2	<u>Gas (3 Vans x 180 cost of gas/wknd x 2 wknc)</u>	<u>\$1,080.00</u>
3	<u>Rental Vans (3 Vans =\$900/wknd x 2wknds)</u>	<u>\$1,800.00</u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b>Total Expenditures:</b>		<b><u>\$8,160</u></b>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Jan Henry  
IRA PROGRAM ADVISOR NAME

Jan Henry  
SIGNATURE

DAVE NAKAMURA  
DEPARTMENT CHAIR NAME

Dave Nakamura  
SIGNATURE

## REQUEST FOR IRA UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

**Important:** Please provide a detailed description for each income and expenditure item included on the IRA Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

**Line Item:** Per Diem

**Explanation:** \$60 x 22 people x 4 nights = \$5,280.00

**Line Item:** Gas

**Explanation:** Total amount = \$1,620.00  
gas cost/van/day = \$90  
3 vans  
4 days  
 $\$90 \times 3 \text{ vans} \times 4 \text{ days} = \$1,080$

**Line Item:** Rental Vans

**Explanation:** 3 mini vans for 4 days = \$1,800  
\$900/wknd x 2 wknds = \$1,800

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**