

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

(707) 826-3771

IRA Committee AGENDA #7

Feb 16, 2018

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 DiRicco**, Associated Students Business Office Coordinator

RE: Tuesday, February 20, 2018, IRA Committee Meeting

The next IRA Committee will be Tuesday, February 20, 2018, 5:00 - 6:00 pm in Nelson Hall East, Room 113.

1. Call to Order
2. Roll Call
3. Approval of Agenda #7, dated February 20, 2018 - **ACTION**
4. Chair's Report
5. Approval of Minutes #6, dated January 26, 2018 - **ACTION**
6. Public Comment
7. Moot Court Request-ACTION
8. Outdoor Leadership Assistantship Request-ACTION
9. IRA Committee Request for Funding Timeline - **DISCUSSION**
10. IRA Budget and Expenditures Report as of 1/25/18 - **DISCUSSION**
11. Announcements
12. Adjournment

Instructionally Related Activities (IRA) Committee

Humboldt State University
Friday, January,26, 2018, 11:00 AM
Nelson Hall East, Room 116
Minutes #6

Call to Order

Chair, Joey Mularky called the meeting to order @ 11:05 AM

Roll Call

Present: Joey Mularky, Paul Cummings, Ramesh Adhikari, Troy Lescher, Sandy Wieckowski, Jenessa Lund,

Absent: Cassandra Rice, Marisa McGrew (proxied her vote to Joey Mularky), Wayne Brumfield,Nathaniel McGuigan,Duncan Robins

Approval of Agenda #6, dated January 26, 2018 -

MOTION:LESCHER/ADHIKARI-APPROVED

Chair's Report

- NONE

Approval of Minutes #5, dated January Dec 13, 2017

MOTION:WIECKOWSKI/ADHIKARI:APPROVED

Public Comment

- NONE

Reserve Policy - IRA Committee will review the IRA Reserve Policy and vote to modify it, if necessary.

- End of 16/17 IRA reserve was \$337,000
- Lund clarified that the actual 16/17 reserve was \$322,00, per the University Budget office.
- \$118,000 has been allocated to current 17/18 budget, This amount more is more than the reserve polict allows.
- The current policy states that no more than 30% of reserve can be spent.
- Lescher is in favor of keeping the 30% reserve policy with a 10% goal, Cummings also agreed.
- With the employee turnover last year with in AS the 30% reserve policy was over spent

Transfer of Funds from IRA Trust/Reserve to 2017-2018 IRA Contingency/Unallocated - IRA Committee will determine how much, if any, to transfer.

MOTION TO TABLE INDEFINITELY: LESHER/ADHIKARA-APPROVED

Music Request (Tabled on 10/18/17, 11/16/17, 11/29/17 & 12/13/17) - Music is requesting additional funding for Chorale, Percussion, Publicity and Wind Ensemble

MOTION TO TABLE INDEFINITELY: LESHER/ADHIKARA-APPROVED

Theatre Request Theatre is requesting additional funding for Student Productions Supplies & Services

MOTION TO TABLE INDEFINITELY: LESHER/ADHIKARA-APPROVED

IRA Committee Request for Funding Timeline

- Cummings felt that being able to put on a hands on workshops and using IRA funds to pay the wage should be allowed. Mularky pointed out that IRA funds can only be paid to HSU students, thus guidelines #1 and #5 would both need to be changed.
- Lund said that we will go ahead with the application

Adjournment

@ 12:01 PM

HUMBOLDT STATE UNIVERSITY

Department of Politics

TO: IRA Committee

FROM: Joice Chang, Assistant Professor, Department of Politics

RE: Remaining IRA funds for one additional moot court tournament

February 12, 2018

Dear Committee:

I am the instructor for Moot Court (PSCI 413). We received \$4,000 in IRA funds for students to travel to and compete in the regional tournament that took place in Fresno in November 2017. The students have been invited to participate in a different tournament in Long Beach, California. The California Classic, as the tournament is called, will take place on April 21. Four students have expressed interest in competing. I was informed that \$1,378.34 remain in the allotted budget. The students gained a lot of experience from the Fresno tournament and all four of the interested students will be graduating in May. I am respectfully requesting that the committee permits the remaining funds be used to help the students travel to the competition in Long Beach. Please see below for a rough estimate of the budget:

Registration	\$100	2 teams (4 students)	$\$100 * 2 = \200
Per diem	\$70	2 days	$\$70 * 2 * 4 \text{ students} = \560
Plane tickets	\$200	4 students	$\$200 * 4 \text{ students} = \800
			TOTAL: \$1,560

Because the tournament is taking place close to the end of the semester, AND because Long Beach is far from Humboldt, I am suggesting that the students drive to either Sacramento or the Bay Area together and fly to Long Beach from there on Friday, April 20. This way, they can at least rest a bit before the tournament begins at 8:00 AM on Saturday, April 21. I was able to find roundtrip tickets from Oakland to Long Beach for around \$200. We have not included other costs, such as gas reimbursement, in the budget.

The total in the estimated budget is over the amount of remaining funds. We (the students and I) will find ways to cover the overage.

Thank you for your consideration.

Sincerely,



Joice Chang

Proposal for IRA extra funds
Revised 02/15/18

Submitted by:

Genevieve Marchand
Assistant Professor, Recreation Administration

Rational:

This proposal seeks another \$1200 to cover the cost of vehicles and fuel for vehicles used for students and student assistant instructors for two classes: REC 430 and REC 375.

The KRA department historically covered all the transportation fees for the various classes that serve the academic outdoor program, including the assistant instructor program. We have received IRA funding the last two years, which covered a portion of the cost. However, the department has been allocated less this year than in the past. Expenses also increased because of new Enterprise rates and policies with drop-off and pick-up times of vehicles. Finally, unanticipated charges from Fall 2017 recently surfaced and increased the amount that we believe was still needed to cover the difference.

Several changes have been made to cut costs to the program, including having students drive themselves to certain field trip location, reducing the number of days on field trip and changing the vehicle models used to more economical ones.

Current funding

Winter Adventure Leadership Program – Field trip February 22-25, 2018

	Students – out of pocket	Department funds	IRA funds
Student food	\$75		
Student individual equipment	\$50 –varies with needs		
Instructor food		\$125	
Student group equipment		Varies - maintenance of equipment	
Transportation – vehicle rentals			\$2200
Transportation - fuel			\$250
Permit			\$120
Student assistant instructor salary		\$600	
Satellite phone		\$250	

Expedition Planning and Leadership – March 9th-17th

	Students – out of pocket	Department funds	IRA funds
Student food	\$100		
Student individual equipment	\$100 –varies with needs		
Instructor food		\$150	
Student group equipment		Varies - maintenance of equipment	
Transportation – vehicle rentals			\$3500
Transportation - fuel			\$400
Permit			None (received fee waiver)
Contractual lead instructor		\$1000	
Assistant instructors (students)		\$250	
Satellite phone		\$250	