

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA)
COMMITTEE MEETING**

Minutes #10

Monday, April 12, 2021

2:00 - 3:00 p.m. via Zoom

<https://humboldtstate.zoom.us/j/81592303333>

Meeting ID: 815 9230 3333

This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20 which suspended certain open meeting law restrictions

1. Called to Order at 2:02 p.m.
2. [Roll Call](#) - quorum was present
 - ☐ **Jeremiah Finley**, A.S. President & Chair - present
 - ☐ **Jesús Flores**, A.S. BoD member & Vice Chair - absent (excused)
 - ☐ **David Lopez**, A.S. Administrative VP - present
 - ☐ **Martin Gordillo**, A.S. BoD member - present
 - ☐ **Humnath Panta**, Faculty - present
 - ☐ **Garrick Woods**, Faculty - present
 - ☐ **Kimberly Stelter**, Faculty - present
 - ☐ **Sandy Wieckowski**, Administrative Representative - present
 - ☐ **Kate Earle**, Administrative Representative - present

Non-Voting:

 - ☐ **Eboni Turnbow**, Interim Dean of Students - present, departed at 2:42 p.m.
 - ☐ **Jane Teixeira**, Athletic Director - absent
 - ☐ **Anthony Baker**, Budget Analyst - present
 - ☐ **Jenessa Lund**, A.S. Executive Director - present
3. Adoption of Agenda #10 dated April 12, 2021 - **Action**
It was moved (Panta) and seconded to adopt the agenda.
The motion to adopt was **APPROVED** unanimously.
4. Adoption of [Minutes #9 dated April 5, 2021](#) - **Action**
It was moved (Gordillo) and seconded to adopt the minutes.
The motion to adopt was **APPROVED** unanimously.
5. Public Comment
 - a. Garrick mentioned he will recuse himself during the conversations today relating to requests from his department

6. Budget Requests: Questions - Discussion

The Committee asked applicants that requested funds for fall travel to provide alternative ideas for the funding, in case fall travel is not permitted. The Committee will review the responses so far, and consult with the applicants that have selected to attend this meeting. they have questions for. (See the [IRA Budget Sheet](#))

View the responses to form:

a. **Issues in Community Volunteering (Y.E.S.)** - April 12th

- i. Alternative: Spring 2022 Travel, if permitted by CSU
- ii. Description: YES is planning to hold a virtual student leader Fall Retreat (no travel) and an in-person Spring Retreat (local travel/accommodations), if permitted by CSU. The funds requested for the YES retreat would be directed towards only the spring retreat.
- iii. Other Notes: I'm not sure if the YES budget request for IRA falls under "travel funding." The YES retreat budget includes the cost of the local facility rental, rental vans/fuel and food. If travel is not permitted by the CSU, the retreat will be held virtually (Fall Retreat - virtual and Spring Retreat - tentatively in-person in Humboldt County)

Melea Smith, the Y.E.S. Coordinator, spoke to the additional response regarding travel. Smith thought fall would be a virtual retreat and is brainstorming low/no cost ways to provide some in-person retreat if possible. A member asked, "How many students will participate in fall training?" Smith responded that they are still interviewing the Y.E.S. team for next year, but in the past 18-20 students participate.

b. **SAF Quiz Bowl Team** - April 12th

- i. Alternative: Virtual Event
- ii. Description: I think (hope) that the event will provide virtual alternatives for folks who can't make it. In which case, I'd like the students to use at least some of the funds to attend the virtual event. Obviously, funding needs would be MUCH lower!
- iii. Other Notes: Not really! Thanks for being proactive. I will try to make the meeting on the 12th.

The representative was unable to attend to speak to the response further.

c. **Marching Lumberjacks** - April 12th

- i. [See this document](#) for a list of the timing of the intended travel, and a more detailed breakdown of the requested funding
- ii. Alternative: Virtual Event, or Spring 2022 Travel, if permitted by CSU,
- iii. Meeting: use for per diem for the trips that are allowed

Phillip Sagastume, the club advisor for the Marching Lumberjacks spoke the Additional information on the requested Fall Travel. A member asked how does the Marching Lumberjacks benefit the whole campus and student body.

Sagastume responded that the group is a welcoming and inclusive group that fosters a long-term community connection. Another member asked, “How many students are expected to participate in the travel?” Sagastume responded that in a regular year there would be up to 40 students traveling. Due to COVID-19, recruitment has not been as high and there may be about 30 active members currently. It was also clarified if the requested funds are supplemental to the total costs of per diem for travel. Sagastume responded that the lodging is prioritized in the request for travel, and in the past few years the request for per diem for food has been denied for IRA Funding, so the Marching Lumberjacks have either purchased or brought their own food. A member asked what the other funds the Marching Lumberjacks function with. Sagastume responded that the Marching Lumberjacks also receive Associated Students funding, more for equipment than travel.

d. Music - April 12th

- i. [See this document](#) for a list of the timing of the intended travel, and a more detailed breakdown of the requested funding
- ii. Alternative: Virtual Event, or Spring 2022 Travel, if permitted by CSU

Cindy Moyer, Music Department Chair, spoke to the response, and Phillip Sagastume, the emergency ASC for Music, was present for support. Moyer explained that the IRA Committee’s request for more information caused the Music Department to re-evaluate their travel plans and change their plans to have travel occur only in the spring. A member asked about the costs of the re-adjusted trips, specifically the Calypso Band trip which seemed to have a high cost. It was asked, “How many students would be participating in this trip?” Moyer responded that the Calypso group is around 40 members. The revised Supplies and Services request was noted by a member, asking for the acknowledgement that this request falls within the IRA Guidelines which limit the type of equipment which can be purchased. Moyer confirmed that the supplies and services request falls within the guidelines, as each item does not exceed the \$500. It was also noted that if the travel funds will be switched to be proposed for virtual attendance, Music will need to come back to the IRA Committee to receive approval for the alteration to the use of the funds. The Committee could consider providing a blanket approval for travel to be allowed to be repurposed for virtual conference attendance.

e. Rec Sports - April 12th

- i. List of Timing for the Intended Travel & Cost Breakdown: The majority of our sport clubs are spring sports, however most teams travel in the fall for off-season games to prepare for their upcoming season. We do have Fall sports, like cycling, who do not have an alternative to competition in the fall. [See this spreadsheet](#), which has two tabs listing both the team travel breakdowns (for the whole year) and fall team travel.
- ii. Alternative(s): Virtual Event, or The funds would rollback into the IRA Reserve
- iii. Other Notes: Some of our sport clubs do not have an option to compete in the spring (example: Fall is Mountain biking season, Spring is road cycling season;

No mountain bike races take place in the spring.) These students are tactile/kinesthetic people who just want to compete in their sports and have had a hard time finding a real alternative to face-to-face competition. The number of virtual events is limited or nonexistent. Men's crew has been able to compete in virtual events and would likely compete in 1-3 virtual competitions in the fall. Our other sports have not been able to find sport-related virtual competitions.

Kate Earle spoke to the response, and Bridget Hand was present for support. A member asked if there were some alternatives for the travel funds, for instance supplies and equipment that fall within the guidelines. Earle responded that there is the potential that the funds could be repurposed. Sports Clubs did re-purpose funds this year to replace high-use supplies, so the program might not have a high replacement need in the next academic year since they are restocked on many of those items. It was noted that the provided spreadsheet shows that the expenses exceed their IRA and A.S. funds, and it was asked, "How are those expenses paid for?" Earle responded that club fundraising is the typical avenue for meeting the expenses. The department will be supporting the clubs in re-invigorated fundraising efforts for the next academic year.

f. Moot Court - April 12th at 2:45pm

- i. Alternative: Virtual Event
- ii. Description: At the moment, we do not know whether the moot court tournaments will be in-person or on Zoom. In the event that they take place on Zoom, we will simply be asking for IRA funds to cover registration costs, which I would estimate to be between \$1,200 to \$1,500 (approximately \$150/team, for 8 to 10 teams total).
- iii. Other Notes: I would like to attend the April 12 meeting, but I teach until 2:50 PM. I can end class 10 minutes earlier. I respectfully request to speak with the committee at 2:45 PM or any time after that, if possible. Thank you.

Joice Chang spoke to the response. The program and competitions allow for students to grow as public speakers, and work on rapid critical thinking and response. The travel aspect allows for students to experience a wider variety of competitions and competitors. Chang requests that the Committee recommend that the original application be funded, and at a minimum that the virtual registration be covered. The competitions are usually done in-person, but it is unclear if for the next season will be conducted in-person, or done virtually.

The following Travel Responses were reviewed at the previous meeting:

g. Forestry Conclave - April 5th

- i. Alternative(s): Supplies, Spring 2022 Travel, if permitted by CSU, The funds would rollback into the IRA Reserve
- ii. Description: "It is likely some of the funds would be rolled over into Spring 2022 travel and a small portion used for supplies, but the majority of the funds ear-marked for Fall would roll back into the IRA Reserve.

h. **Outdoor Leadership** - provided in writing

- i. Alternative: We were approved for travel this Fall and Spring, so I expect the same. Otherwise we could do virtual events, but that would not meet our program objective.
- ii. Description: I am hoping that we might help students with travel if we are not doing group travel, such as helping them pay for gas or rental cars if they don't have a vehicle to get them to field trip sites.
- iii. Other Notes: It would be good to consider other ways to support students, for example if we don't do group transportation, could we move the funds to personal gas for their vehicle or food for their trip?

i. **Social Work Legislative Advocacy Days** - provided in writing

- i. Only has spring travel requested
- ii. Other Notes: It sounds like there are no questions. If anything comes up and you need to talk with me, let me know. Thank you for working on all this.

7. Reserves Policy - **Action**

The Committee will discuss the Reserves Policy and consider action that could amend the policy, or waive the policy requirement for this year.

Chair Finley read the policy aloud. Members were directed to review the front tab of the IRA 2021-22 Budget Sheet where the Reserves are laid out towards the bottom. A member asked if the Committee could waive the 30% requirement for the 2021-22 recommendation. "No more than 30% of the IRA Reserve shall be expended within a single year to meet the 10% goal." On a different discussion topic, a member asked how the IRA Committee could share this opportunity more widely with all of campus to ensure that the funding is made available and has the potential to be more equitably allocated. It was noted that the IRA Committee could implement an outreach strategy similar to strategy that the Sponsored Programs Foundation does. For instance workshops, Sponsored Programs provided workshops on how to write grants for SPF funding. IRA could hold workshops outside of the IRA Committee meetings to give the opportunity to departments that don't have a history of funding, to better understand the opportunity with IRA Funding. A member noted that for this fiscal year there is \$366,919 of unspent funds and this Committee might consider having some funds available for application during the year. Due to time, discussion on this topic will continue next meeting and be considered for action.

8. 2021-22 Recommended Budget - **Action**

Due to time, this item will table to the next meeting.

9. Adjournment

The meeting adjourned at 3:01 p.m.