

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA)  
COMMITTEE MEETING  
MINUTES #3**

**Tuesday, November 3, 2020**

**4:00 - 5:30 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 4:02pm

2. [Roll Call](#)

*Voting:*

- ☐ **Jeremiah Finley**, A.S. President & Chair - present
- ☐ **David Lopez**, A.S. Administrative VP - present
- ☐ **Martin Gordillo**, A.S. BoD member - present
- ☐ **Jesús Flores**, A.S. BoD member - present
- ☐ Vacant, Student appointed (2-year term preferred)
- ☐ **Humnath Panta**, Faculty - present
- ☐ **Garrick Woods**, Faculty - absent
- ☐ **Kimberly Stelter**, Faculty - present
- ☐ **Sandy Wieckowski**, Administrative Representative - arrived 4:07pm
- ☐ **Kate Earle**, Administrative Representative - absent

*Non-Voting:*

- ☐ **Eboni Turnbow**, Interim Dean of Students - present, left at 5:00pm
- ☐ **Jane Teixeira**, Athletic Director - present
- ☐ **Holly Martel**, Director of Academic Resources - present, left at 5:20pm
- ☐ **Jenessa Lund**, A.S. Executive Director - present

3. Approval of Agenda #3 dated November 3, 2020 - **ACTION**

It was moved (Panta) and seconded to approve the agenda.

The motion was **APPROVED** unanimously.

4. Approval of [Minutes](#) dated October 19, 2020 - **ACTION**

It was moved (Flores) and seconded to approve the Minutes.

The motion was **APPROVED** unanimously.

5. Chair's Report

6. Public Comment

There was no public comment.

7. [2020-2021 IRA Line-Item Transfer & Budget Modification Requests](#) - **ACTION**

*Due to travel restrictions and mostly virtual learning in Spring 2021, all 2020-2021 funded programs and departments were invited to submit requests to modify [their current approved budgets](#). The committee will review each request and vote. The motion may include all requests after discussion or voted on individually.*

❑ **Sports Clubs**

*Cannot travel, would like to use IRA funds to [purchase new equipment](#)*

It was moved (Lopez) to approve the Sports Club modification with the stipulation that no funds will be used to purchase equipment, which are items that cost over \$500 or which last over 2 years.

The motion was **APPROVED** unanimously.

❑ **Social Work Lobby Days**

*[Two possible virtual conferences](#) instead of one in person*

It was moved (Lopez) and seconded to approve the Social Work Lobby Days modification request.

The motion was **APPROVED** unanimously.

❑ **El Leñador**

*Seeking approval to use some of their publishing budget [for supplies and services](#)*

It was moved (Gordillo) and seconding to approve using \$2000 for mailing and not approve \$500 for monitors.

The motion was **APPROVED** unanimously.

❑ **Outdoor Assistantship**

*Seeking to transfer some funds [for permit fees](#)*

The Committee noted that the provided document was not in the requested format, and it was difficult to see what the requested changes are. The Committee moved past this for the time being so that the request could be clarified. Staff provided that there was a later submission that was in the requested format, (See [Updated format provided](#)) so the Committee came back to this for review.

It was moved (Lopez) and seconded to approve this budget modification request.

The motion was **APPROVED** unanimously.

❑ **Model United Nations**

*Would like to use budget for [virtual conference registration fees](#)*

It was moved (Weickowski) and seconded to approve the Model UN modified Budget Request.

The motion was **APPROVED** unanimously.

❑ **Lumberjack Newspaper**

*Seeking [additional funds \(\\$5600\) for postage](#) to mail the Lumberjack and El Leñador*

Diedre Pike, the advisor to the LumberJack, was present to speak to the request. She spoke to the success of sending an April edition of the LumberJack, including the campus elections guide. There was good reception, especially from students in Southern CA. Last semester, because the LumberJack Newspaper was unable to print a few issues, there was budgeted money able to be re-allocated. For this semester, the LumberJack has been able to print 8-page issues and so does not have "excess" funds for re-allocation. Pike explained that the \$3,600 would cover the cost for the November 2020 and April 2021 issues.

It was moved (Stelter) to approve the LumberJack Newspaper modification request as is.

The motion was **APPROVED** unanimously.

❑ **Theatre, Film & Dance**

*Requesting to use ACDF funds (which was cancelled) to support a Spring Dance Concert; The KCACTF Region 7 Festival will be a virtual event and request to use IRA travel funds for [festival fees and registration](#).*

Acronyms were used in the request but not defined. The Committee noted wanting to know what those acronyms meant. Additionally it was noted that the request was submitted in a different format, not on the provided form. Holly Martel provided the Account Codes in the request: 660002 is the account code for "Printing" and 660003 is "Supplies and Services." There is interest in this being re-submitted in the asked for format. It looks like the intent is to change the totals to a slightly different account code. It was noted that the form answers speak to the change in funding being for packaging supplies, shipping supplies, shipping expenses, and prepaid return labels. The Chair suggested that the Committee request for this request to be resubmitted using the provided form so that the request is more clear for the committee.

❑ **Youth Educational Services: Leadership Volunteer**

*Seeking flexibility in spending a small portion of the original allocation (\$2500 for YES retreat supplies & services) - \$100 for books and shipping for YES program consultants who facilitate the student leader retreat and workshops throughout the semester.*

## ❑ ASCE Mid-Pac Conference

It was noted that this request says they do not currently know more information about the conference in the spring. It was suggested that the Committee could approve flexibility in the travel funds to be used for attendance of the likely virtual alternative. It was questioned if the Committee could hold off on this request until more information is available. The Committee could request for more information. It was also wondered if the Committee should have a deadline for when modifications should be submitted by.

"It was moved (Lopez) and seconded that the requestor provide more information to the Committee regarding the Conference within the next two IRA meetings"

The motion was **APPROVED** unanimously.

## ❑ Marching Lumberjacks

*Cannot travel, would like to reallocate travel funds to be used for [instrument repair/maintenance](#)*

Staff shared that the Marching Lumberjacks have a separate budget from Rec Sports through IRA funding. Marching Lumberjacks also have Associated Students funding. It was noted that the instruments are owned by A.S. It was offered that this request could actually go to the A.S. Finance Committee to modify the use for their A.S. funding as the request is for instrument repair.

## 8. Review [Funding Timeline](#) - **Action**

*Review last year's timeline and update with Spring 2021 dates.*

It was noted that the Rubric can be an action item at the upcoming meeting on November 17 and has room to be finalized on December 1.

## 9. IRA Application Rubric - **Discussion**

*Previous committees have adopted [a scoring rubric](#) (borrowed from SacState IRA). ASSED Lund is exploring [InfoReady](#) for the 2021-2022 IRA Budget requests. InfoReady is available to all CSUs; HSU SPF is the [primary user](#) and the HSU contact/manager. InfoReady allows reviewers to rate and comment on each application.*

It was noted that there is support for the use of InfoReady as long as there is time to practice with the new interface. This introduction and practice can be provided at one of the next two meetings.

*Additional documents to consider:*

- ❑ [IRA Education Code 89230](#)
- ❑ [IRA Funding Guidelines](#)
- ❑ [Class Exemption Option 10-10-12](#)

## 10. Review of IRA Committee - **Discussion**

*These documents were briefly reviewed at the 10-1-20 meeting. Are there any questions, comments, and/or suggestions regarding the information?*

There were no questions at this time.

- a. [Student Fee Overview](#)
- b. [Category II Student Fee Summary \(2019-2020\)](#)
- c. [Category II Student Fee Task Force Report](#)
- d. [IRA Committee Duties](#)
- e. [IRA Education Code 89230](#)
- f. [IRA Reserve Policy](#)
- g. [2020-2021 IRA Budget Memo](#)

11. [2020-2021 IRA Committee Planning Ideas](#) - **Discussion**

Due to time, this item was not discussed.

12. Announcements

- a. This committee still needs one more student representative. Please have interested students apply [here](#).

13. Adjournment

It was moved (Flores) and seconded to adjourn the meeting.

The meeting adjourned at 5:28pm