

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA)  
COMMITTEE MEETING  
MINUTES #6**

**Thursday, April 23, 2020, 4:00 - 5:30pm**

**ZOOM: <https://humboldtstate.zoom.us/j/988873173>**

*No password required*

*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. Call to Order 4:06pm
2. [Roll Call](#) 6 voting members present, quorum

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Lizbeth Cano Sanchez</b> , A.S. President & Chair             | <input type="checkbox"/> <b>Stephen Nachtigal</b> , Faculty                      |
| <input type="checkbox"/> <b>Cassandra Caudillo</b> , A.S. BoD member, Vice Chair          | <input type="checkbox"/> <b>Garrick Woods</b> , Faculty                          |
| <input type="checkbox"/> <b>Daniel Gonzalez</b> , A.S. Administrative VP<br><b>ABSENT</b> | <input type="checkbox"/> <u>Vacant</u> , Faculty                                 |
| <input type="checkbox"/> <u>Vacant</u> , A.S. BoD member                                  | <input type="checkbox"/> <b>Sandy Wieckowski</b> , Administrative Representative |
| <input type="checkbox"/> <b>Shane Hayes</b> , Student appointed (2-year term preferred)   | <input type="checkbox"/> <u>Vacant</u> , Administrative Representative           |
|   | <input type="checkbox"/> appointed by the HSU President                          |

*Non-Voting:*

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Eboni Turnbow</b> , Interim Dean of Students        | <input type="checkbox"/> <b>Holly Martel</b> , Director of Academic Resources |
| <input type="checkbox"/> <b>Jane Teixeira</b> , Athletic Director <b>ABSENT</b> | <input type="checkbox"/> <b>Jenessa Lund</b> , A.S. Executive Director        |

3. Approval of Agenda #6 dated April 23, 2020 - **ACTION**  
*moved by Garrick seconded by Stephen, passed unanimously*
4. Approval of [Minutes from Meeting #5 Dated March 16, 2020](#) - **ACTION**  
*moved by Sandy, seconded by Garrick, passed unanimously*
5. Chair's Report
  - a. Final meeting for 2019-2020
  - b. Spring-themed hat meeting
  - c. Succession Planning
6. Public Comment [Zoom Chat log](#)

*Connor Goldstein: 2009 memo re reserve fund and his support to spend it down as much as allowed.  
Garrick Woods: supports spend down idea*

7. Electronic Approval for El Leñador Request - **APPROVED 4-21-20 (5-0)** (and the 6th vote of yes on 4-22-20)

El Leñador has an opportunity to mail their final edition with The Lumberjack Newspaper and are requesting to use up to \$1300 of their remaining \$3419.79 to print and mail one final edition

This request was approved by the IRA Committee via electronic voting [passing unanimously 6-0](#)



8. Appeals - **DISCUSSION**

Each applicant ([who requested](#)) has an opportunity to present why their 2020-2021 allocation should be higher than what was recommended by the committee last week. The amount of time each applicant has to speak will depend on [how many applicants request time to present](#). Some applicants have submitted written appeals only, which will be read during their allotted time.

<b>The Lumberjack</b>	can print fewer copies; not fewer than #3000; <b>\$23585</b> is appeal to print enough copies
<b>CHECK IT</b>	strongly supports CHECK-IT activities; uploaded docs in chat; urges partial funding; money to be used for ??? possible secondary income
<b>Forensics</b>	<b>\$36,000</b> is appeal request because they impact people on campus; will be able to attend only 3-4 tournaments; educational experience; helps students become activists; heart of IRA is Forensics; via chat: "Debate is also an instructionally related activity, which other programs that are funded by IRA are not we have 2 classes it makes intercollegiate speech and debate no longer intercollegiate by cutting us this much" & "We are instructional!!!"; travel # is ~10-12 students
<b>Toyon Literary Magazine</b>	est in 1954 and printed since; helps students on career paths; multilingual publication; how much spent this year? went to print in April - charges will appear in May; <b>\$3600</b> appeal request for 500 books
<b>Youth Educational Services</b>	14000 hours of volunteer time; Livescan screening needed for these positions; may cost more in the future; \$32/scan; YES reserve balance is ???
<b>CPS Scholars Program</b>	long view in mind; suggests changing/expanding local guidelines similar to Stanislas IRA; add student stipends; currently excludes research and wages/salaries; not considered tuitional; <b>\$27,500</b> is for 35 students; appeal is for any amount and they will scale
<b>Theatre, Film &amp; Dance</b>	ed code = practice based learning; <b>\$63,000</b> is appeal amount; sustainability re costumes, they are reused and refit to more actors

<b>El Leñador</b>	\$9200 is appeal amount; uses an independent website which is standard journalism practice; separate student press from administration
<b>Forestry Conclave</b>	appeal amount \$25,971

*Kim Nyguen: Forensics appeal support; team and a club; IRA too; unacceptable to have to fight with institution; club sports has no instruction related; Shane: any fees for student participation? none (Maxwell)*

## 9. Finalize IRA Funding Guidelines, General Requirements, Evaluation Criteria & Definitions - **ACTION**

The IRA Committee will review [ed code](#), [IRA funding guidelines](#) and the [2019-2020 memos between A.S. President Sandoval and HSU President Rossbacher](#) and determine the specific guidelines the committee will use to determine the 2020-2021 recommended allocations

*Garrick: changing guidelines now to expand is discouraged; Cassie moved to accept current guidelines as written, seconded by Sandy; passed unanimously; friendly amendment, this will include the club sports memo exception for 2020-2021; passed with amendment*

## 10. [2019-2020 IRA Unspent Update as of 4-22-20](#) - **ACTION**

This is an opportunity for this committee to provide recommendations for next year's committee regarding 2019-2020 unspent funds to possibly be used to increase the 2020-2021 budget

*Draft motion:* Upon review of the [IRA Committee Reserve Policy](#) and final Fall 2020 headcount, the 2019-2020 IRA Committee recommends to the 2020-2021 IRA Committee to allocate 2019-2020 unspent funds to the following applicants in the following amounts in the following order until the allowable amount is exhausted:

*Draft motion:* Upon review of unspent funds (as of 4-9-20), the 2019-2020 IRA Committee recommends making an exception to the IRA rule that IRA funds must be spent in the same year it was allocated by allocating the following amount to the following departments:

- *Garrick: could safely use unspent funds this year; moves to approve the use of unspent funds (as part of the reserves) to bridge next year's gap;*
- *Sandy supports this;*
- *Eboni: need to be cautious right now; may not be a one year need and need to evaluate each appeal;*
- *Holly: cautions IRA to wait until fall, while supporting the idea of spending reserves; enrollment may be declining for three years;*
- *Eboni: establish an amount to be flexible to use at a later time, should they be in reserves; allocate in fall once we know more;*
- *Sandy: preliminary unspent analysis suggests validating that and adding some to next year*

*Cassie moved to use up to \$38,100 to use as flexible funds from reserves to be used for today's appeals ; seconded by Garrick; once we know the actual numbers, the 2020-2021 IRA committee will make final decisions in Fall 2020; friendly amendment = excluding CHECK-IT and CPS - accepted by Cassie/Garrick; reasoning = CHECK-IT appeal was vague and CPS does not fit current guidelines; passed unanimously*

## 11. Discuss today's appeals, [make final adjustments](#) and vote to approve the recommended budget that will be sent to President Jackson - **ACTION**

*Cassie moved to extend meeting to 6:10pm; seconded by Garrick; Sandy suggests more time and another meeting; passes 4-1*

*Sandy suggested increasing some of the appeals; seconded by Stephen; one objection (Shane); passed 4-1*

*Recommended budget finalized [\\$439,532](#)*

## **12. Announcements**

*Garrick applied to be on the IRA Committee next year; Cassie thanked Debate teammates for showing up today; encourages them to apply for campus committees to advocate in another way for students*

## **13. Adjournment 5:58pm**