

**Instructionally Related Activities Committee
Humboldt State University
Thursday, April 7, 2016
Nelson Hall East Room 106
12:00 p.m.
Minutes #3**

Call to Order

Juan Cervantes, Associated Students President, called the meeting to order at 12:03 p.m., on Thursday, April 7, 2016 in Nelson Hall East 106.

Roll Call

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

Members Absent: Jeffrey Abell

Approval of Agenda

1. Approval of Agenda #3 dated April 7, 2016 – Action Item

MOTION: PLATT/JONES move to approve Agenda #3 dated April 7, 2016 APPROVED

Chair's Report

The chair had no report.

Public Comment

There was no public comment.

Approval of Minutes

2. Approval of Minutes #2 dated February 5, 2016 – Action Item

MOTION: AYOOB/JONES move to approve Minutes #2 dated February 5, 2016 APPROVED
(2) ABSTENSIONS

Old Business

- A. Review of 2016-17 IRA Budget Applications: At this time the committee will decide which programs they have additional questions of and whom to invite to the next meeting on Wednesday, April 20, 2016, at 11:00 a.m. to answer these questions –Action Item

Tyson informed the Committee that today they will decide what programs they have further questions for and want to call into the next IRA Committee meeting. Programs chosen will send a representative to answer whatever questions the Committee might have. Each program will have a time certain period for these questions. Tyson told the Committee, herself and Cervantes will work to create a draft budget for the next meeting. Cervantes proceeded to lead the Committee in order through each program request.

Ayoob stated that the Accounting and Finance Club proposal is a field trip, and IRA fees don't fund field trips. Ayoob does not think this proposal meets the guidelines. Blake agreed, and stated it is a "slippery slope" if the Committee starts funding these sort of requests. Cervantes added that the program is only available for accounting majors. Daly asked how that was specifically different from the Conclaves, which have been funded in the past. Tyson stated the conclave classes practice all year, and IRA fees fund the competition portion of the class. Ayoob said that the College should use their Material Service Fee (MSF) funds for this sort of expense. Ayoob stated MSF funds specifically are for field trip, conference attendance and poster presentation expenses. Cervantes reasoned that this proposal does include an active learning component, which is in line with what IRA fees fund. Cervantes would like to call the program in to ask further questions instead of automatically denying funding. Eamon stated the College of Professional Studies (COPS) is disproportionately given IRA funding when compared to what the other two Colleges receive.

Ayoob stated that the BDNF Thesis proposal is specifically supporting a single student's master's thesis, and this is not an appropriate IRA expense. Blake agreed, and added that the proposal includes the purchase of certain materials needed for lab tests. Blake feels this is not typical of what IRA funds. Cervantes stated he doesn't mind having a large pool of proposals for IRA funding each year, and maybe Graduate Student theses is something to start funding. The Committee agreed to call in this program to ask further questions regarding how the program feels they qualify for funding.

Wrenn expressed concern that the proposal for Broadcast News grouped all funding needs onto a single line, and more information would have been gained by breaking out the supply needs of the program. Tyson responded that this program has always requested funds in the manner, and Tyson said she reviews all expenses requested by the program before payment is made to ensure they are accurate.

Wrenn asked if the request from the Campus Food Security Program to buy bulk food was allowable under the IRA guidelines. Ayoob responded that the program was new as of 2015-16, and the Committee allowed the bulk food as an okay expenditure.

Blake stated how proud HSU is of the Campus Sexual Assault Prevention program. Peg let the Committee know one of the program directors was invited to the White House to receive national recognition for their

work on this issue. Wrenn mentioned that the programs proposal asks for funding to purchase buttons, Wrenn feels buying a button maker would be a cheaper option, and the button maker would last for years. Wrenn asked if the proposal for water bottles was for reusable bottles. The Committee was in consensus that the funds requested is for reusable bottles. Daly inquired if promotional items, which the entire budget consists of, is an appropriate IRA expense. Cervantes responded that last year's Committee felt like it was an appropriate program to fund.

Tyson stated that both Forestry Conclave proposals were not completed well. It looks like the program forgot to update the location of both the California and West Region competitions. Tyson added the program did not use much of their current year funding due to low student participation. The Committee asked to call in Forestry West Region.

Cervantes asked for clarification between the Broadcast News program and KRFH. Ayoob responded that one deals with radio news and the other is running a radio station.

Wrenn asked if the proposed cost of fingerprinting in the Leadership in Volunteer Organization proposal was an appropriate IRA expense.

Wrenn said he would have liked the Marching LumberJack proposal to break down each trip location by cost as opposed to the grouped lump sum. Ayoob added that the program doesn't know where they will travel ahead of time, so that request isn't always something that can be accomplished.

Tyson mentioned that the Outdoor Assistantship program submitted a proposal last year but did not show up to the meeting when they were requested to attend. The Committee determined the proposal didn't meet the IRA requirements for funding. Cervantes would like to give the program another change to speak on their behalf and wants to call them in.

The Committee expressed concerns that the Research in Child Development Thesis was supporting a single student's master's thesis. Ayoob said that a poster presentation at a conference is clearly an MSF type expense and not IRA. The Committee decided to call the program in.

Blake inquired as to why the Scientific Diving/Reef Check program doubled the amount they are requesting since the destination and number of students has not changed. The number of students has increased and they received less than requested for 2015-16.

Platt left the meeting at 12:45 p.m. Quorum was lost due to lacking a student majority. The Committee choose to continue discussion of Old Business Item A. to continue progress on the Budget Application Process.

Guerra asked if Sports Clubs was appropriate to fund even though there is no connection to athletics. Tyson stated that the Sport Clubs used to be designated PE courses, and when designation was lost IRA still continued to fund them.

Ayoob would like to call in Theatre to explain why they need to have KCACTF and USITT. Ayoob stated that KCACTF has technical aspects to it which is all USITT is.

Regarding the Special Projects: Books proposal, Blake said having the proposal on the same format as the other programs would be helpful in terms of comparison. Blake asked if the Colleges were still supporting funding for books at the same level they did this year. Ayoob said he wasn't sure. Blake felt the application did not address all the questions she has and would like to call the program in.

Ayoob stated he has major concerns about the Special Projects: Laptops proposal. Ayoob said laptops break and need upgrading after a few years. Ayoob feels the University should be funding this and not the IRA fee. Daly stated the laptops chosen in the proposal are the best choice, being water proof and with a 5 year warranty with Dell. Daly added that there are already 40 laptops at the library that were purchased by the Business Department. Blake asked Wrenn if laptops are allowed to be taken out of the library. Wrenn stated he wasn't sure. Daly added he would not want current computer laboratory space in the library to be reduced if more laptops were gained. The Committee had multiple questions and agreed to call in the program.

The Committee decided they had additional questions for the Accounting and Finance Club, BDNF Thesis, Forestry Conclave: West Region, Outdoor Assistantship, Research in Child Development Thesis, Theatre: KCACTF, Theatre: USITT, Special Projects: Books and Special Projects: Laptops. These nine programs will attend the April 20, 2016 IRA Committee meeting.

Announcements

There were no announcements.

Adjournment

Cervantes adjourned the meeting without objection at 1:02 p.m.

Recorded by:

Rachel Dols
AS Office Coordinator

Approved by:



Juan Cervantes
Associated Students President

DRAFT
4-14-16

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA)
2016-17 FISCAL YEAR RECOMMENDED BUDGET**

PROGRAM NAME	Budget 2015-16	Request 2016-17	Approved 2016-17
ACCOUNTING & FINANCE CLUB	\$0	\$3,920	\$0
Transportation			\$0
Per Diem			\$0
		TOTAL	\$0
BUDGET LANGUAGE			
Chair comment: Determined did not meet IRA guidelines. Calling In.			
ART GALLERIES	\$55,120	\$60,080	\$55,120
Supplies & Services for exhibitions			\$55,120
		TOTAL	\$55,120
Chair comment: No increase			
BDNF THESIS PROJECT	\$0	900	\$0
Supplies & Services			\$0
		TOTAL	\$0
BUDGET LANGUAGE			
Chair comment: Determined did not meet IRA guidelines. Calling in.			
BROADCAST NEWS	\$1,500	\$1,500	\$1,500
Supplies & Services for course production			\$1,500
		TOTAL	\$1,500
No change.			
CAMPUS CENTER APPROPRIATE TECH.	\$7,400	\$7,400	\$7,400
Supplies & Services course materials			\$7,400
		TOTAL	\$7,400
No change.			
CAMPUS FOOD SECURITY PROGRAM	\$21,620	\$32,120	\$21,620
Supplies & Services for program			\$21,620
		TOTAL	\$21,620
No Increase			
CAMPUS SEXUAL ASSAULT PREVENTION PROG	\$4,000	\$12,035	\$12,035
Supplies & Services for program			\$12,035
		TOTAL	\$12,035
BUDGET LANGUAGE			
Funds will be use for Sexual Assault Bystander Training. Chair comment: Campus Success			
FORENSICS	\$36,975	\$36,420	\$36,420
Registration			\$4,850
Per Diem			\$16,120
Transportation			\$15,450
		TOTAL	\$36,420

Chair comment: *As requested*

FORESTRY CONCLAVE-CALIFORNIA	\$8,583	\$8,583	\$8,045
Registration			\$800
Per Diem			\$4,680
Transportation			\$2,565
		TOTAL	\$8,045

BUDGET LANGUAGE

Funds allotted for 3 nights/24 students/\$335 per student. If less than 24 students participate, funds will be reduced proportionately. Destination: Corvallis, OR.

Chair comment: Significant funds not used in prior years. Incorrect per diem calculation.

PROGRAM NAME	Budget 2015-16	Request 2016-17	Approved 2016-17
FORESTRY CONCLAVE-WEST REGION	\$18,000	\$22,850	\$18,000
Registration/Per Diem/Transportation			\$18,000
Per Diem (included above)			\$0
Transportation (included above)			\$0
		TOTAL	\$18,000

BUDGET LANGUAGE

Funds allotted for 8 nights/24 students/\$750 per student. If less than 24 students participate, funds will be reduced proportionately. Destination: Missoula, MT.

Chair comment: *Same comment as above for Forestry Conclave-California*

KRFH RADIO	\$9,600	\$9,600	\$9,600
Supplies & Services for course production			\$9,600
		TOTAL	\$9,600

As requested.

LEADERSHIP IN VOL. ORGS.	\$5,315	\$6,079	\$6,079
Per Diem			\$4,249
Transportation			\$830
Supplies & Services for Live Scanning for volunteers			\$1,000
		TOTAL	\$6,079

BUDGET LANGUAGE

Live Scanning funds will be allocated on a matching basis on an amount not to exceed 25% of the total expenditure as demonstrated by an invoice. Program no longer a class; received an exception 2013-14.

Chair comment: *Increase reflects request to use rented vehicles vs. personal cars.*

LUMBERJACK NEWSPAPER	\$37,500	\$37,500	\$37,500
Supplies & Services for printing			\$37,500
		TOTAL	\$37,500

BUDGET LANGUAGE

Funds allocated for El Lenador printing costs; \$5,000.

As requested

MARCHING LUMBERJACKS	\$29,230	\$28,075	\$28,075
Per Diem			\$16,380
Transportation			\$11,695
		TOTAL	\$28,075

As requested.

MODEL UNITED NATIONS-FAR WEST	\$11,410	\$11,760	\$11,950
Registration			\$1,920
Per Diem			\$8,320
Transportation			\$1,710
Supplies & Services for conference materials			\$0
		TOTAL	\$11,950

BUDGET LANGUAGE

Funds allotted for 4 nights/32 students/\$374 per student. If less than 32 students participate, funds will be reduced proportionately. Destination: San Francisco, CA.

Chair comment: Increase reflects per diem increase approved by committee.

PROGRAM NAME	Budget 2015-16	Request 2016-17	Approved 2016-17
MODEL UNITED NATIONS-NEW YORK	\$6,000	\$10,720	\$8,800
Registration			\$1,280
Per Diem/Transportation			\$7,520
Transportation (included above)			\$0
		TOTAL	\$8,800

BUDGET LANGUAGE

Funds allotted for 6 nights/8 students/\$1,100 per student. If less than 8 students participate, funds will be reduced proportionately. Destination: New York City, New York.

Chair comment: Maximum amount allowable per guidelines: \$1,100 per student

MOD HISPANIC THEATER WORKSHOP	\$2,100	\$0	\$0
Publicity			\$0
Supplies & Services for course production			\$0
		TOTAL	\$0
Bi-annual course			

MUSIC	\$95,000	\$99,039	\$95,000
Registration			\$1,265
Per Diem			\$18,690
Transportation			\$13,314
Publicity			\$5,690
Supplies & Services course production			\$60,080
		TOTAL	\$99,039

BUDGET LANGUAGE

Program granted flexibility to distribute funds for programmatic needs within IRA guidelines up to \$95,000.

Chair comment: No increase.

MUSIC-JOINT MUSICAL PRODUCTION	\$14,145	\$0	\$0
Supplies & Services for course production			\$0
		TOTAL	\$0
Bi annual event			
OSPREY	\$10,500	\$10,500	\$10,500
Supplies & Services for printing			\$10,500
		TOTAL	\$10,500
No change.			

OUTDOOR ASSISTSHIP (INSTRUCTOR)		\$10,799	\$0
Registration			\$0
Transportation			\$0
Supplies & Services			\$0
		TOTAL	\$0

BUDGET LANGUAGE
Chair comment: Committee determined program? Calling in.

RANGE PLANT ID TEAM	\$6,000	\$6,420	\$6,420
Registration			\$1,520
Transportation/Per Diem			\$4,900
Per Diem (included above)			\$0
		TOTAL	\$6,420

PROGRAM NAME	Budget 2015-16	Request 2016-17	Approved 2015-16
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BUDGET LANGUAGE
Funds allotted for 5 nights/8 students/\$800 per student. If less than 8 students participate, funds will be reduced proportionately. Destination: St. George, Utah.
Chair comment: Per guidelines

RESEARCH IN CHILD DEV. THESIS	\$0	970	\$0
Registration			\$0
Transportation			\$0
Per Diem			\$0
		TOTAL	\$0

BUDGET LANGUAGE
Chair comment: Committee determined program? Calling in.

SCIENTIFIC DIVING/REEFCHECK	\$8,070	\$15,360	\$9,360
Registration			\$0
Per Diem			\$7,410
Transportation			\$1,950
Supplies and Services			\$0
		TOTAL	\$9,360

BUDGET LANGUAGE-SCIENTIFIC DIVING/REEF CHECK
Funds allotted for 3 nights/38 students/\$246 per student. If less than 34 students participate, funds will be reduced proportionately. Destination: Wrigley Institute, Catalina Island.
Chair Comment: Increase # of students by 4. Increase in per diem max.

SAF QUIZ BOWL TEAM	\$8,000	\$6,500	\$6,500
Registration			\$1,050
Per Diem			\$1,950
Transportation			\$3,500
		TOTAL	\$6,500

BUDGET LANGUAGE
Funds allotted for 5 nights/6 students/\$1,085 per student. If less than 6 students participate, funds will be reduced proportionately. Destination: Madison, WI.
Chair Comment: Increase in per diem and travel.

SOCIAL WORK LOBBY DAYS	\$7,515	\$8,945	\$8,945
Registration			\$2,645
Per Diem			\$3,850
Transportation			\$2,450
		TOTAL	\$8,945

BUDGET LANGUAGE

Funds allotted for 2 nights/30 students/\$300 per student. If less than 30 students participate, funds will be reduced proportionately. Destination: Sacramento, CA.

Chair Comment: Increase per diem. 5 add'l students due to demand.

SPORT CLUBS	\$48,000	\$48,000	\$48,000
Registration/Transportation			\$46,500
Transportation (included above)			\$0
Supplies & Services for athletic training materials			\$1,500
		TOTAL	\$48,000

BUDGET LANGUAGE

Program no longer a class; received an exception October 2012.

Chair Comment: No increase. Can seek unallocated funds if qualify for events.

TELEVISION NEWS WORKSHOP	\$2,500	\$2,500	\$2,500
Supplies & Services for course production			\$2,500
		TOTAL	\$2,500

Chair Comment: no change.

PROGRAM NAME	Budget 2015-16	Request 2016-17	Approved 2016-17
THEATRE-STUDENT PRODUCTIONS	\$73,500	\$74,500	\$74,500
Publicity			\$5,500
Supplies & Services for course production			\$69,000
		TOTAL	\$74,500

BUDGET LANGUAGE

Allocation includes Film Festival Publicity; \$2,500.

Chair comment: Add'l \$1,000 for Film Fest. Publicity for anniversary year.

THEATRE-ACDA	\$7,220	\$7,220	\$7,220
Per Diem			\$4,320
Transportation			\$2,900
		TOTAL	\$7,220

BUDGET LANGUAGE

Funds allotted for 6 nights/12 students/\$601 per student. If less than 12 students participate, funds will be reduced proportionately. Destination: to be determined. Same # student travelers.

Program has been granted flexibility to apply IRA funds towards alternate tours including festivals, conferences, performances in schools and public venues within California.

Chair comment: no change.

THEATRE-KCACTF	\$14,400	\$14,400	\$14,400
Per Diem			\$6,600
Transportation			\$7,800
		TOTAL	\$14,400

BUDGET LANGUAGE

Funds allotted for 6 nights/24 students/\$600 per student. If less than 24 students participate, funds will be reduced proportionately. Destination: Denver, CO. February 19 thru February 25, 2017.

Chair Comment: no change.

USITT	\$0	\$0	\$0
Transportation			\$0
Per Diem		10,300	\$0
		TOTAL	\$0

BUDGET LANGUAGE

Committee?? 10 students, 4 nights, \$1,030 per student. Destination: St. Louis, Missouri

Chair comment: Calling in program.

TOYON	\$3,600	\$3,600	\$3,600
Supplies & Services for printing			\$3,600
		TOTAL	\$3,600

Chair comment: no change.

WILDLIFE CONCLAVE-NATIONAL	\$13,950	\$16,500	\$16,500
Registration			\$3,750
Per Diem			\$6,900
Transportation			\$5,850
		TOTAL	\$16,500

BUDGET LANGUAGE-NATIONAL

Funds allotted for 6 nights/15 students/\$1,100 per student. If less than 15 students participate, funds will be reduced proportionately. Destination: Raleigh, North Carolina.

Chair comment: maximum per guidelines.

PROGRAM NAME	Budget 2015-16	Request 2015-16	Approved 2016-17
WILDLIFE CONCLAVE-REGIONAL	\$15,000	\$10,822	\$10,822
Registration			\$1,125
Per Diem			\$3,847
Transportation			\$5,850
		TOTAL	\$10,822

BUDGET LANGUAGE- WILDLIFE CONCLAVE REGIONAL

Funds allotted for 6 nights/15 students/\$725 per student. If less than 15 students participate, funds will be reduced proportionately. Destination: "likely" San Diego, CA.

Chair comment: as requested.

SPECIAL PROJECTS

Textbooks on Reserve	\$7,500	\$12,000	\$12,000
Laptops on Reserve	\$0	\$42,030	\$12,750
		TOTAL	\$24,750

BUDGET LANGUAGE- SPECIAL PROJECTS

2014-15 IRA Committee approved a onetime IRA Reserve allocation of \$7,500 for the purchase of textbooks on reserves at the library at their March 27, 2015 meeting. It is also recommended to the 2015-16 IRA Committee that continued funding be allocated to the library for textbooks on reserve based on a positive impact report from the Library Dean. 2015-16 IRA Committee recommends continued funding the amount of \$12,000.

IRA Committee approved a onetime IRA Reserve allocation of \$12,750 for the purchase of ten laptops, drives, and additional RAM.

UNALLOCATED	\$15,641	\$15,000	\$19,520
		TOTAL	\$19,520

BUDGET LANGUAGE

Requests for unallocated funds will be reviewed at the end of each semester unless an extenuating circumstance can be demonstrated by the program that it should be considered sooner as determined by the Chair.

Assistance will be considered in the areas of allowable IRA expenditures including transportation, per diem, supplies and services, registration, and publicity. Funds will be allocated on a matching basis on an amount not to exceed 50% of the total expenditures as demonstrated by receipts. This maximum amount requirement may be amended by a two-thirds (2/3) majority of the IRA Committee.

BUSINESS/ADMIN SERVICES	\$41,106	\$42,319	\$42,319
TOTAL	\$644,000	\$736,966	\$663,000
REVENUE (FEES & RESERVE ALLOCATION)	\$644,000	\$663,000	\$663,000
OVER/SHORT	\$0	-\$73,966	\$0

IRA FEE REVENUE ASSUMPTIONS PROVIDED BY UNIVERSITY BUDGET OFFICE:

	Fall	Spring	Annual Total
2016-17 Enrollment Forecast			
Headcount	8,860	8,285	8,573
Revenue Budget	\$278,000	\$260,000	\$538,000
Allocation from IRA Reserves			\$125,000
			\$663,000
IRA Fee Per Student	\$32.16	\$32.16	\$64.32

History: 2015-16 IRA Reserve Allocation

\$125,000

NOTE

\$16,700 "Spoken for Amount" to be for set-aside for Theatre, \$8,100 and Music \$8,600 due to lost revenue from gate receipts in exchange for free student admission to events per fee referendum effective Fall, 1998. These amounts have been included in each programs allocation.