

**Instructionally Related Activities Committee  
Humboldt State University  
Tuesday, September 19, 2017  
Nelson Hall East Room 106  
2:00 p.m.  
Minutes #1**

**Call to Order**

Joey Mularky, Chair, called the meeting to order at 2:02 p.m., on Tuesday, September 19 2017 in Nelson Hall East.

**Roll Call**

Members Present: Joey Mularky, Nathaniel McGuigan, Marissa McGrew, Paul Cummings, Ramesh Adhikari, Troy Leschner, Sandy Wieckowski, Jenessa Lund

Members Absent: Cassandra Rice, Duncan Robbins, Wayne Brumfield

**Approval of Agenda #2**

- Approval of Agenda #1 dated September 19, 2017 - Action Item

MOTION: Wieckowski / McGrew move to approve Agenda # 1 dated September 19, 2017 -  
**APPROVED**

**Chair's Report**

- Welcomed and thanked the committee.

**Public Comment**

- No Public Comment

**Review of IRA Committee**

- IRA Committee Standing Rules and Membership-  
Meets as needed, meetings are public, must have quorum, follows parliamentary procedure, voting can be proxied to someone else. Lund asked if staff can be represented in membership. Joey did not think so because staff was not directly related to Instruction Related Activities. Lund recommended to interested staff to take it to university senate.

- IRA Committee Duties

- IRA Committee Funding Guidelines-

Some of the committee expressed that the criteria and how education code is interpreted varies widely by campus. IRA funds are for hands on or active participation not just an experience or passive. The “hands on” criteria is up for interpretation. Salaries and wages need be evaluated because guest speakers can be a hands on-Sandy mentioned that guest speakers are not salaries or wages and are contract services. This needs to be reviewed- Guidelines to be a discussion items or next meeting to go over as action item. –  
ADD TO NEXT AGENDA

- IRA Committee Funding Process

**Request to use IRA Trust Fund to pay 2016/17 invoices from 2016/17 TV News Workshop & Broadcast News Workshop unused balances**

- MOTION: Mularky / McGrew move to approve request to use IRA funds

**APPROVED**

**Establish Fall 2017 standing IRA Committee meeting frequency and time**

- McGrew motion to table establishing meeting more than once a month- 2<sup>nd</sup> by Adhikari

**APPROVED**

**Announcements**

- None

**Adjournment**

- At 2:44 pm

Recorded by:

Suzan DiRicco  
AS Business Office Coordinator

Approved by:

  
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Joey Mularky  
Associated Students President

**Peter M Alstone** <peter.alstone@humboldt.edu>

Sep 13



to Jenessa

Hi Jenessa,

I have a question for you about IRA funds from the previous year. I was an advisor to a group who was approved to use funds (Race to Zero) and in the rush of our travel planning I paid in advance for their airfare and hotels. I got busy over the summer, and forgot to ask for reimbursement from IRA. Is there a way to make a request for "previous year" funds that were not claimed?

...

**Jenessa Lund** <Jenessa.Lund@humboldt.edu>

Sep 20



to Peter

Good afternoon Peter,

My notes indicate Race to Zero is funded \$3400 for the 2017-18 school year. I don't see that they were funded in 2016-17. Was it funded under a different name last year?

...

**Peter M Alstone**

Sep 20



to Jenessa

The funding was in an "off cycle" request, that was handled by the IRA committee in the Spring Semester with leftover funds. I've attached the request (this is the version that was approved) -- it looks like we used two different names -- Race to Zero and "Renewable Energy Student Union"

...

**2 Attachments**



**W** Memorandum\_RaceToZero\_Funding\_Request-UPDATED (1).docx  
120 KB

