

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

FEBRUARY 14, 2014 1:00-3:00 PM BMU 205

MINUTES

Members Present: Michael Barrett, Chair, Jeffery Zawoysky, Jimmy Draper, Hyunjung Kim, Marc Langston, Steffen Mehl

Members Absent: Taylor Herren, Daniel Schindler

Staff Present: Jeni Kitchell, Stephen Cummins, Jennifer Mays, Kimberly Scott

Staff Absent: Arno Rethans

- I. Call to Order
 - a. The Chair, Michael Barrett, called the meeting to order at 1:00 pm
- II. Approval of Minutes
 - a. January 31, 2014
 - i. A motion was made to approve the minutes: 6-0-0 MSC
- III. New Business
 - a. Discussion Items
 - b. Action Items
 - i. New Program Proposal – ECC Water Treatment Team.
 1. The board appreciated the thorough presentation the ECC Water Treatment Team gave to the board. At competitions, the team has the opportunity to confront real-world scenarios and develop applicable solutions to those problems. The 2014 conference will be hosted in Fresno, California by CSU, Fresno on April 3rd-5th.
 2. A motion was made to approve the new program: 6-0-0 MSC
 3. A motion was made to suspend the rules to allow for voting for the one-time funding now: 6-0-0 MSC
 4. A motion was made to approve the one-time funding request of \$3,257.54: 6-0-0 MSC
- IV. Old Business
 - a. Discussion Items
 - i. Alcohol and Drug Policy contained within IRA Student Code of Conduct
 1. Michael Barrett will draft a memo to the President on behalf of the board in an effort to receive direction on this issue. Michael didn't have a chance to discuss at FASP but will ask the chair at their upcoming meeting to get a status update.

- ii. Update Expenditure Guidelines (technology and/or equipment as allowable purchases)
 - 1. One-time requests this fall showed that programs didn't request computers very often. Our concerns are an increase in out-of-pocket expenses if programs could use their baseline dollars on equipment.
 - 2. Staff to ask AASs to ask their programs how involved students are in managing the budgets.
 - 3. A subgroup of the board will meet to look at possible solutions and draft new expenditure guideline language.
- iii. Update [EM 87-009](#)
 - 1. Jeni Kitchell investigated the origin of EP & R 83-58, as well as the EM. When the EM was put in place, it referenced many EO's and has since been superseded many times over.
 - 2. The Campus Fee Advisory Committee (CFAC) has oversight of the IRA Fee, and as a campus, the only authority we need to comply with now is EO 1054 and Ed Code 89230.
 - 3. "Communal charges" was based on old guidance that we had, and included such things as travel insurance, box office costs, and public relations costs. These no longer apply.
 - 4. Michael Barrett will draft an updated version based on the feedback he received at the meeting, and will present the board with it at the next meeting.

b. Action Items

V. Announcements

- a. Next IRA Meeting will be February 28, 2014.
- b. The board would like to thank Arno Rethans for his service; he will be returning to his faculty position in the College of Business and will no longer be a part of the IRA Board.

VI. Adjournment

- a. The Chair, Michael Barrett, adjourned the meeting at 2:10 pm