

## INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

NOVEMBER 15, 2013 1:00-3:00 PM BMU 205

### MINUTES

**Members Present:** Michael Barrett, Chair, Taylor Herren, Jimmy Draper, Daniel Schindler, Marc Langston, Hyunjung Kim, Steffen Mehl

**Members Absent:** Marlene Romero

**Staff Present:** Arno Rethans, Jeni Kitchell, Kimberly Scott, Stephen Cummins

**Staff Absent:** Jennifer Mays

**Others Present:** Sandy Miskella, Kendall Ross, Carl Johnsen, Hope Munro Smith, Adrienne Scott

- I. Call to Order
  - a. The Chair, Michael Barrett, called the meeting to order at 1:06 pm
- II. Approval of Minutes
  - a. November 1, 2013
    - i. A motion was made to approve the minutes: 7-0-0 MSC
- III. New Business
  - a. Discussion Items
    - i. HFA: New Program Proposal: Steel Band Ensemble
      1. Hope Munro Smith presented. Steel Band Ensemble is a new, small ensemble in the music department. Department already purchased new instruments. IRA funding would assist with sheet music, mallets, instrument repairs, etc. Smith was reminded that this is the first step in becoming a certified IRA program, and that certification does not guarantee funding. One-time and base funding requests would need to be made at a later date.
    - ii. Work Study Round II (\$5,853)
      1. UBO requesting all available remaining dollars
        - a. Sandy Miskella presented: Already received their 30% of all work study funds. After the December payroll posts, UBO will have used up all of their work study allocation for the year. UBO always has a need for additional work study funds. They currently have 25 students and are still hiring.
    - iii. Exemplary Performance Funding Round I
      1. RECS: Chico State Water Ski Club for Collegiate Water Ski National Championships \$1,000

- a. Carl Johnsen, President of the Chico State Water Ski Club, and Kendall Ross presented. Funds would reimburse for costs associated with the national championships that were held in El Centro, CA on October 17-19. The club took 15 competitors this year and finished 7<sup>th</sup> in Division II. The club has done multiple fundraising events and continues to save for a new boat, which is critical for their program. This funding would alleviate out-of-pocket expenses for club members.
- iv. One-time Fall Funding Proposals (totaling ~~\$115,720.80~~ \$98,415.80– see [IRA Board](#) Google Docs for Proposals)

The board noted that the total funding request was \$98,415.80 since the Associated School of Construction Student Competition request was for \$2,000 rather than \$19,275. Daniel Schindler asked how much funding was available to allocate. Jeni Kitchell referred the board to the Baseline Budget for 2013-14. Currently, there is \$520,253 available in General Reserves.

1. AGR

- a. Discussion Meet: \$1,387.16
  - i. Discussion Meet is an IRA program that was certified this year. Funding request to cover lodging, travel, and meals for the contest in Monterey. Sandy Miskella suggested that since this was a new program the funding could come from the Unallocated Reserves rather than the General Reserves.
- b. Quiz Bowl: \$5,015
  - i. Request to purchase two computers for the quiz bowl team. The board directed staff to follow-up for clarification on why they need two computers.

2. BSS

- a. Model UN: \$4,000
  - i. Request additional funds for transportation expenses related to travel.
- b. Museum of Anthropology: \$14,167.05
  - i. Adrienne Scott presented: Appreciated the opportunity to apply for funding specific to technology as their two student computers are currently out of compliance with the University upgrades and are no longer supported. Both computers are used by the students for tasks specific to the museum exhibits. Scott explained that state-of-the-art supplies are essential in collections management, specifically as they will be used for an upcoming project related to the Mendocino artifacts exhibit.

- c. Outdoor Classroom: \$7,476.46
  - i. Request for equipment and partial funding for an unmanned aerial vehicle. The board directed staff to follow-up regarding where they would store and secure the aerial vehicle, what other funding sources would be used to purchase the vehicle and what the timeframe is for securing them, and how it would impact the students. The board would like the requestor to attend the next meeting to answer any additional questions.
- 3. CME
  - a. Orion: \$4,550
    - i. Proposal for additional video and photography equipment. The board directed staff to follow-up regarding how they would secure the newly purchased items since items have gone missing in the past.
- 4. ECC
  - a. Associated School of Construction Student Competition: ~~\$19,275~~ \$2,000
    - i. Proposal to assist with travel expenses related to their competition in Sparks, Nevada in February 2014. Sandy Miskella noted that the IRA program name on the form was not their proper name as shown on the approved list. The board directed staff to inquire whether this competition was national, since it may qualify for exemplary performance. The board would also like to know specifically what the \$2,000 will cover.
  - b. Formula SAE: \$4,000
    - i. This program was newly certified last year and received a one-time allocation for this event in 2012/13. The board directed staff to inquire if the dean allocated 2013/14 base funds to the program.
  - c. Intelligent Ground Vehicle: \$1,000
    - i. Proposal to assist with travel costs associated with the competition in Rochester Hills, Michigan in June 2014. The board directed staff to verify if the students involved with the project are graduating would they still participate in the competition in June. The board would like to see the dean's 2013/14 allocation for all ECC IRA programs.
  - d. Micromouse: \$1,870.5

- i. Proposal for additional equipment and supplies in addition to travel expenses for 5 more students to participate in the contest.
  - e. SAE Baja: \$4,964.08
    - i. Proposal for additional equipment and travel for the competition in Peoria, Illinois. Discussion regarding baseline allocation and the need for additional funds.
  - f. Society of Manufacturing Engineers: \$4,540.38
    - i. Proposal is for additional equipment and travel. Kitchell stated that Jennifer Mays contacted the requestor for an explanation of what the purchase would be used for, but a response was not yet received. Sandy Miskella noted that the IRA program name on the form was not their proper name as shown on the approved list.
- 5. HFA
  - a. Art Student Exhibits: \$3,315
    - i. Proposal is to purchase photographic equipment.
  - b. SOTA – Equipment: \$18,731.21
    - i. Proposal is to purchase various equipment used for productions. Daniel Schindler stated that this is done outside the classroom and equipment is currently housed in locked areas in PAC.
  - c. SOTA – Travel: \$4,700
    - i. Proposal is for travel to an event. The board directed staff to inquire what event they are attending and whether it is a competition or performance. Sandy Miskella stated that typically IRA does not fund conferences.
  - d. Theatre: \$5,300.
    - i. Proposal is for student travel to the regional festival in Boise, Idaho. Daniel Schindler explained that 10 students were invited to attend this competition. Due to the location, travel expenses are higher than normal. Department covers the faculty costs.
  - e. University Art Gallery: \$2,200
    - i. Proposal is to assist with student assistant costs associated with the University Art Gallery.
- 6. NSC
  - a. Hands On Experience: \$2,216.96
    - i. Proposal requesting funds to purchase microscopes for use with field trip activities.
- 7. RECS

- a. Various: \$6,982
            - i. Proposal to purchase various equipment and supplies for Recreational Sport clubs.
        - b. Action Items
  - IV. Old Business
    - a. Discussion Items
      - i. Alcohol and Drug Policy contained within IRA Student Code of Conduct
        - 1. Arno Rethans reported that he will continue to follow-up with the president's office regarding the issue, but currently there is nothing new to report.
      - ii. Technology Funding Issues
        - 1. Update Expenditure Guidelines
          - a. After one-time funding requests have been finalized, the board would like to continue the conversation regarding amending the current expenditure guidelines. Some board members expressed concerns about changing the current guidelines to allow for the purchase of equipment. Concerned that board would have to monitor expenditures more closely and that there would be an increased request for competition funding if funds are spent on equipment. Board members did not want students' out-of-pocket expenses to increase. They liked the option of offering one-time funding opportunities for these expenditures.
    - b. Action Items
- V. Announcements
  - a. Next IRA Meeting will tentatively be December 4, 2013
- VI. Adjournment
  - a. The Chair, Michael Barrett, adjourned the meeting at 2:20 pm