

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING**  
**APRIL 25, 2019 1:00 PM BMU 302**  
**MINUTES**

**Members Present:** Alejandra Gonzalez-Zuniga, Harmony Ordaz, Jared Geiser (chair), Samuel Akinwande, Adam Irish, David Scholz, Dennis O'Connor (proxy for Aoyagi), Kishore Joseph

**Members Absent:** none

**Staff Present:** Kim Williams, Jennifer Mays, Mary Wallmark, Stephen Cummins

**Staff Absent:** Jeni Kitchell

**Guests:** Kendall Ross

- I. Call to Order – Jared called the meeting to order at 1:01 pm.
- II. Approval of 4.18.19 Minutes
  - a. Adam motioned to approve the minutes, seconded by Harmony; motion passed 7-0-0.
- III. New Business
  - a. Action Items -
    - i. Discussion and vote on Work Study (WS) allocations
      - After a lengthy discussion, Jared recommended and Adam made the motion to convert the 50/30 rule to a *recommendation* in the future. This is in an attempt to try to fund HFA and UBO at historical levels but to also fund additional/smaller programs. Adam stated that he will write the language to be included in the policy. Dennis seconded; motion passed 8-0-0. HFA and UBO will be asked to complete a Work Study Request each year just as the smaller programs are required to do.
      - After discussion, Adam motioned to use Scenario 2, based on 95% of last year's initial allocations, and to reduce HFA and UBO's allocation slightly (\$576) in order to fund Tehama Group Communications' (TGC) request at 95% of their ask. Harmony seconded; motion passed 8-0-0.
        - a. 2019-20 Work Study Requests – Finalized and approved.
          - i. BSS – Anthropology Museum ~~\$7,000~~ receiving \$6,650
          - ii. BUS – SAGE ~~\$7,500~~ receiving \$2,850
          - iii. CME – Tehama Group Communications ~~\$2,000~~ receiving \$1,900
          - iv. CME – Orion ~~\$20,000~~ receiving \$4,750
          - v. HFA – All Programs ~~\$109,752~~ receiving \$65,860
          - vi. NSC – CHC/FIPP ~~\$8,000~~ receiving \$3,305
          - vii. NSC – Hands on Experience ~~\$8,000~~ receiving \$7,600
          - viii. UBO - ~~\$42,000~~ receiving \$39,481
    - ii. Discussion and vote to recommend revision of Executive Memorandum 16-002 (EM).
      - Change term limits for faculty - Adam motioned to recommend to the Faculty Senate (FASP) that the EM be revised to have three-year terms for faculty rather than two-year terms. Faculty need more institutional power. Voting members are too dependent on (non-voting) staff members and historical information. There also needs to be an orientation/onboarding process for new members and staff each year. IRA documents are on the web (electronic). The 2009 policy for work study awards is no longer linked on the web and will need to be

relinked. A three-year term for faculty will provide more consistency among the faculty. Dennis seconded; motion passed 7-0-0.

- Allocate IRA funding directly to programs – deferred due to time

b. Discussion Items -

- i. Baseline Budget discussion – deferred due to time

- IV. Old Business – None at this time.
- V. Announcements – None at this time.
- VI. Adjournment – Jared adjourned the meeting at 2:09 pm.