INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING
APRIL 25, 2019  1:00 PM  BMU 302
M I N U T E S

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.
               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.