



**INSTRUCTIONALLY  
RELATED  
ACTIVITIES**

C H A N N E L  
I S L A N D S

## **IRA Committee Meeting Minutes**

**Tuesday, September 17<sup>th</sup>, 2013**

**8:00am**

**Attendance:** Simone Aloisio, Vanessa Bahena, Kristina Cervi, Chanda Cunningham-Spence, Mar-Kell Law, Andrew Medrano, Paul Murphy, Brent Nessel, Nicole Perez.

**Staff:** Lisa Ayre-Smith, Daniel Wakelee

**Guests:** Janson Chapman, Dianne Wei

### **I. Meeting called to order**

-- 8:04am

### **II. Committee Introductions**

### **III. Overview of IRA- Dan Wakelee**

D. Wakelee gave introduction.

A. Category II fees

Students set amount through referendum. President and Chancellor have to approve. All stateside students at CSU Channel Islands pay the fee. Benefit and use of these funds is directed towards those who pay the fee.

D. Wakelee also noted that IRA Handbook will be given out next week.

B. Title V -Definition of Instructionally Related Activities.

Each campus sets IRA Policy and Guidelines. Gave examples of range of what is permissible, and how proposals can relate to campus mission pillars; i.e. short-term international study abroad.

C. Types of IRA Activities



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D. Wakelee gave an overall view of the types of instructionally related activities. Also noted that the Recreation and Athletics fee is considered a type of IRA fee. Gave examples- Campus Reading celebration., Island Fox.

#### D. Budget and Proposal Volume

Last year campus gave out \$575,000. Gave overview of variances in proposals from year to year.

#### E. Proposal Categories:

- i. Category 1: Amount requested is under \$5000
- ii. Category 2- proposal overall fits guidelines; committee may have a few questions
- iii. Category 3- may be real concerns, or not a well-crafted proposal; committee may seek written answers or sponsor presentation. Numerous questions, all UNIV 392 course.

#### F. 2012-2013 Overview

D. Wakelee gave an overview of in proposal data – number received versus funded. Discussed proposal procedures to reduce funding of a proposal- take out line items or not fund entire proposal. Discussed challenges from last year- exhorted committee to focus on big questions.

#### G. Discussed IRA Fee level

- i. Current rate of \$50 a semester per stateside student; \$100 /year
- ii. Future fee rates

2014-2015: \$55 a semester

2015-2016: \$60

#### H. Campus Policy

- i. Most recent IRA policy went to President's Policy Council.
- ii. Suggested Committee go over IRA reserve policy next week

#### I. Committee Challenges

- i. What things should committee delegate to chair?
- ii. Briefly discussed situations in which we want to authorize email votes, or call in vote



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iii. Went over IRA application process and deadlines.

D. Wei said that Student Affairs could do training for IRA if needed, once manual is reviewed.

### **IV. Committee Expectations- Kristina Cervi**

#### **A. Ethics**

i. If student or faculty is benefiting from a proposal, it is expected that they abstain from proposal voting

ii. Attire: business casual

iii. Meeting preparation & participation. Be vocal.

iv. Be on time, so meetings will end on time.

v. Quorum- four students are needed for quorum.

vi. Absences- let chair know in advance.

vii. Chair would like all phone numbers for contact list.

viii. Etiquette. Respecting each other. Chair will try to be neutral.

ix. Overview of Parliamentary Procedures

x. Benefits of being on IRA Committee. benefit to campus; enrich student lives

a. Dan mentioned Poster session for international trips

xi. Proposal Procedure

a. May organize by department-wise in future.

b. Hoping for diversity in supporting proposals.



#### **V. Campus Reading Celebration**

Discussed the differences between budget as listed as proposal and actual budget presented by Events Coordinator. V. Bahena pointed out that organizers are within budget and within guidelines. Proposal team is requesting \$2500 for needed stage rentals. S. Aloisio made motion to approve request. Motion seconded by V. Bahena.

Discussion that proposal is currently under budget. P. Murphy made comment about the sometimes difficult task of projecting costs. Vote passed by consensus. Request approved.

#### **VI. Committee Chair Delegation**

The question of raised of under what circumstances Committee would like to delegate business to the chair. S. Aloisio suggested creating a percentage such as if request is under 10% of total proposal, then chair can handle requests on committee's behalf.

Item was tabled until next meeting.

#### **VII. Adjourn**

--8:58am