

**IRA COMMITTEE
MINUTES
October 16, 2020**

CALL TO ORDER

Marcus Reveles, Committee Chair, called the meeting to order at 9:04 a.m.

ROLL CALL

Student Members

Present: Costello, Finley, Garcia, Herrera, Hussain, Mendoza, Thomas

Absent: None

Faculty Members

Present: Abnet, Brusckke, Mickey, Ngo, Nobari, Passante, Xie

Absent: None

Non-Voting Members

Present: Edwards, Masoud, Mollenauer, Ohtomo, Reveles, Stang,
Ward

Absent: None

Guests: Robbie Abraham, Dr. Tonantzin Oseguera, Provost Carolyn
Thomas

TIME CERTAIN

- Committee Charge 9:05am

Reveles yielded to Dr. Oseguera and Provost Thomas.

Dr. Oseguera spoke about the history of the IRA fee and how it is essential for instructionally related activities.

Provost Thomas spoke about the CSUF mission and how the IRA funds are related to further the mission.

Provost Thomas stated that they have reviewed the Governance Document. There are some edits and feedback for the Committee.

Dr. Oseguera stated that the email would be send to Reveles and Edwards to forward to the Committee members.

APPROVAL OF AGENDA

Reveles asked if there were any changes to the agenda.

Brusckke suggested moving the Governance Document discussion after the action items.

(Brusckke-m/Mickey-s) An amendment was made and seconded to move New Business item C (Discussion: Governance Document) after the Line Item Transfer Requests (Items D-I) by unanimous consent.

Reveles asked if there were any more changes.

Edwards stated after the agenda was sent the amount of the line item transfer for Tusk Magazine was incorrect. The correct amount is \$3,428.

APPROVAL OF MINUTES

(Thomas-m/Mickey-s) An amendment was made and seconded to change the amount for the line item transfer for New Business Item K (Line Item Transfer – Tusk Magazine) to \$3,428 by unanimous consent.

(Garcia-m/Passante-s) The amended agenda was approved by unanimous consent.

(Costello-m/Hussain-s) The minutes from the April 10, 2020 was approved as presented by unanimous consent.

PUBLIC SPEAKERS

There were no public speakers.

REPORTS

- **Chair**

Reveles welcomed everyone to the Committee and stated that he was looking forward to a great year.

- **ASI Executive Director**

Edwards stated that today's agenda includes an overview of the IRA program, the impact that COVID-19 and virtual instruction to IRA and a discussion about the Governance Document. The goal is to prepare the Committee to decide how to determine next year's awards.

Edwards stated that the IRA fee is one of the mandatory Category II fees. IRA is a program of the University. Associated Students, Inc. is contracted with the University to administer the fund through Accounting and to support the IRA Committee.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- a. **Information: IRA Orientation/Overview**

Reveles made a presentation about the IRA program, including information about the Committee, 2020-21 CSU IRA fee rates, 2020-21 funding, funding requirements and COVID-19 impact.

- b. **Information: Travel Affected by COVID-19**

Reveles yielded to Edwards.

Edwards stated that many of the programs have been affected by COVID-19. There are several student abroad and study away programs. There are other programs, like Forensics, take multiple trips as part of the activities. Last year, the IRA Committee empowered Edwards to review the impact on travel to allow programs to make modifications.

Edwards stated that a form was created for the programs to complete to request a change to their program and to transfer funds. The overall idea of the form is to facilitate the use of funds by the programs if they are able to come up with a virtual approach. Not all of the programs are completing this form. There have been programs that have returned their awards. The form has led to some of the line item transfers on today's agenda.

Nobari stated that IRA funds could not be used to fund the purchase of equipment. Nobari asked if some of the funds could be used to purchase equipment due to COVID-19.

Edwards stated that they are trying to give the benefit the students who are paying the IRA fees this year but also steer away from equipment purchases.

**c. Line Item Transfer
Request – Symphonic
Bands (3501)**

IRA 001 20/21 (Mickey-m/Thomas-s) A motion was made and seconded to approve transferring \$8,890 from 8077 Travel to 8050 Supplies (\$3,000); 8069 Student Wages (\$1,890); and 8074 Contracts/Fees/Rentals (\$4,000).

Reveles yielded to Robbie Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program would like to use the transfer to cover the costs of creative virtual instruction.

IRA 001 20/21 (Mickey-m/Thomas-s) Roll Call Vote: 15-0-0. The motion was adopted.

**d. Line Item Transfer
Request – Choral
Programs (3504)**

IRA 002 20/21 (Garcia-m/Costello-s) A motion was made and seconded to approve transferring \$24,665 from 8077 Travel to 8050 Supplies (\$3,269); 8051 Printing (\$2,000); 8069 Student Wages (\$6,264); and 8074 Contracts/Fees/Rentals (\$3,290).

Reveles yielded to Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program would like to use the transfer to cover the costs of a series of performances during virtual instruction.

IRA 002 20/21 (Garcia-m/Costello-s) Roll Call Vote: 15-0-0. The motion was adopted.

**e. Line Item Transfer
Request – Diversifying the
Profession (3275)**

IRA 003 20/21 (Garcia-m/Finley-s) A motion was made and seconded to approve transferring \$2,760 from 8077 Travel and \$1,000 from 8050 Supplies to 8074 Contracts/Fees/Rentals.

Reveles yielded to Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program would like to use the transfer to cover the costs to create a website to be used for community outreach activities.

IRA 003 20/21 (Garcia-m/Finley-s) Roll Call Vote: 15-0-0. The motion was adopted.

**f. Line Item Transfer
Request – Biology Study
Abroad (3271)**

IRA 004 20/21 (Costello-m/Shand-s) A motion was made and seconded to approve transferring \$2,325 from 8077 Travel to 8050 Supplies.

Reveles yielded to Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program would like to use the transfer to cover the costs of supplies to be used in an on-campus lab class.

IRA 004 20/21 (Costello-m/Shand-s) Roll Call Vote: 15-0-0. The motion was adopted.

**g. Line Item Transfer
Request – Forensics (3305)**

IRA 005 20/21 (Bruschke-m/Hussain-s) A motion was made and seconded to approve transferring \$31,000 from 8077 Travel to 8050 Supplies (\$2,000); 8052 Communications (\$4,000); and 8074 Contracts/Fees/Rentals (\$25,000).

h. Line Item Transfer Request – Jazz Ensembles and Combos (3507)

Reveles yielded to Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program would like to use the transfer to cover the costs of virtual tournaments.

IRA 005 20/21 (Bruschke-m/Hussain-s) Roll Call Vote: 15-0-0. The motion was adopted.

IRA 006 20/21 (Thomas-m/Mickey-s) A motion was made and seconded to approve transferring \$6,000 from 8077 Travel to 8069 Student Wages (\$3,000) and 8074 Contracts/Fees/Rentals (\$3,000).

Reveles yielded to Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program would like to use the transfer to cover the costs of guest artist appearances during virtual instruction.

IRA 006 20/21 (Thomas-m/Mickey-s) Roll Call Vote: 15-0-0. The motion was adopted.

i. Line Item Transfer Request – Advanced Integrated Circuit Design (3268)

IRA 007 20/21 (Ngo-m/Herrera-s) A motion was made and seconded to approve transferring \$4,000 from 8069 Student Wages and \$5,600 from 8079 Dues & Subscriptions to 8050 Supplies.

Reveles yielded to Abraham.

Abraham stated that the request was due to the transition from in-person classes to virtual instruction. The program will use the funds to purchase supplies for students to do at-home circuit experiments.

IRA 007 20/21 (Ngo-m/Herrera-s) Roll Call Vote: 15-0-0. The motion was adopted.

j. Line Item Transfer Request – Tusk Magazine (3314)

IRA 008 20/21 (Abnet-m/Finley-s) A motion was made and seconded to approve transferring \$3,428 from 8077 Travel to 8050 Supplies (\$2,427) and 8052 Communications (\$1,001).

Reveles yielded to Abraham.

Abraham stated that the request was due to COVID-19 and the travel suspension. The program will use the transfer to cover other costs to produce the Tusk Magazine.

IRA 008 20/21 (Abnet-m/Finley-s) Roll Call Vote: 15-0-0. The motion was adopted.

k. Line Item Transfer Request – Service Learning Maywood (3527)

IRA 009 20/21 (Herrera-m/Costello-s) A motion was made and seconded to approve transferring \$2,750 from 8074 Contracts/Fees/Rentals to 8050 Supplies (\$1,000); 8051 Printing (\$1,000); and 8052 Communication (\$750).

Reveles yielded to Abraham.

Abraham stated that the request was due to the in-person event changing to a virtual event due to COVID-19. The program will use the transfer to cover the costs of the virtual event.

IRA 009 20/21 (Herrera-m/Costello-s) Roll Call Vote: 15-0-0. The motion was adopted.

I. Discussion: Governance Document

Reveles yielded to Edwards.

Edwards stated that last year’s Committee was able to agree on the Governance Document, except for one section. The document includes information from other sources and the history of the IRA program on campus.

Edwards gave the background and overview of the document. This discussion item will be on the agenda for the next few meetings for the Committee to finalize. They also have the feedback from the University that Dr. Oseguera and Provost Thomas referenced.

Bruschke spoke about the Governance Document.

[Bruschke left the meeting at 10:29am due to technical difficulties and rejoined the meeting at 10:31am.]

Edwards encourage all of the members to read the document for the next meeting.

m. Information: IRA Timeline

Reveles yielded to Edwards.

Edwards went over the IRA timeline for the 2021-22 budget process.

ROLL CALL VOTES

	001	002	003	004	005
Costello	Y	Y	Y	Y	Y
Finley	Y	Y	Y	Y	Y
Garcia	Y	Y	Y	Y	Y
Herrera	Y	Y	Y	Y	Y
Hussain	Y	Y	Y	Y	Y
Mendoza	Y	Y	Y	Y	Y
Thomas	Y	Y	Y	Y	Y
Abnet	Y	Y	Y	Y	Y
Bruschke	Y	Y	Y	Y	Y
Mickey	Y	Y	Y	Y	Y
Ngo	Y	Y	Y	Y	Y
Nobari	Y	Y	Y	Y	Y
Passante	Y	Y	Y	Y	Y
Shand	Y	Y	Y	Y	Y
Xie	Y	Y	Y	Y	Y
Results	15-0-0	15-0-0	15-0-0	15-0-0	15-0-0

ROLL CALL VOTES

	006	007	008	009
Costello	Y	Y	Y	Y
Finley	Y	Y	Y	Y
Garcia	Y	Y	Y	Y
Herrera	Y	Y	Y	Y

Hussain	Y	Y	Y	Y
Mendoza	Y	Y	Y	Y
Thomas	Y	Y	Y	Y
Abnet	Y	Y	Y	Y
Bruschke	Y	Y	Y	Y
Mickey	Y	Y	Y	Y
Ngo	Y	Y	Y	Y
Nobari	Y	Y	Y	Y
Passante	Y	Y	Y	Y
Shand	Y	Y	Y	Y
Xie	Y	Y	Y	Y
Results	15-0-0	15-0-0	15-0-0	15-0-0

ANNOUNCEMENTS/MEMBERS' PRIVILEGE

Edwards stated that he forgot to present something during his report. There were line item transfers approved after the last Committee meeting. In addition, last year's Committee authorized non-refundable travel due to COVID-19 to be reimbursed. Both the line item transfers and non-refundable travel reimbursements need to be reported to the Committee.

Line Item Transfers

- Fiscal Year 2019-20: 3305 Forensics was approved to transfer \$7,000 from 8077 Travel to 8050 Supplies to utilize unused travel funds to supplies to hold alternative competitions. Approved 3/30/20.
- Fiscal Year 2019-20: 3309 GEOL 481A Field Camp was approved to transfer \$7,085 from 8074 Contracts/Fees/Rentals to utilize unused travel funds to rent laptops for students for Google Earth activity. Approved 3/30/20
- Fiscal Year 2020-21: 3201 Daily Titan was approved to transfer \$4,432 from 8051 Printing to 8074 Contracts/Fees/Rentals and 8079 Dues & Subscriptions to pay for services included in the 2020-21 proposal. Approved 8/25/20.
- Fiscal Year 2020-21: 3341 Applied Music Vocal was approved to transfer \$1,000 from 8074 Contracts/Fees/Rentals to 8069 Student Wages to hire students to edit videos of virtual concerts. Approved 10/9/20.
- Fiscal Year 2019-20: 3701 Baseball was approved to transfer \$43,490 from 8077 Travel to 8050 Supplies to utilize unused travel funds to offset additional supply expenses. Approved 4/9/20.
- Fiscal Year 2019-20: 3717 Softball was approved to transfer \$49,881 from 8077 Travel to 8050 Supplies to utilize unused travel funds to offset additional supply expenses. Approved 4/9/20.
- Fiscal Year 2019-20: 3721 Women Track was approved to transfer \$22,229 from 8077 Travel to 8050 Supplies to utilize unused travel funds to offset additional supply expenses. Approved 4/9/20.
- Fiscal Year 2019-20: 3722 Men Track was approved to transfer \$22,886 from 8077 Travel to 8050 Supplies to utilize unused travel funds to offset additional supply expenses. Approved 4/9/20.

Non-Refundable Travel, Fiscal Year 2019-20

- 3314 Tusk Magazine: \$160 was approved to be paid for a cancelled conference registration on 4/10/20.
- 3305 Forensics: \$100 was approved to be paid for a cancelled conference registration fee on 6/22/20.
- 3354 Performers Showcase NYC: \$6,540.90 was approved to be paid for the cancelled trip and venue rentals on 6/30/20.

- 3334 CAS International Cohort 2: \$21,600 was approved to be paid for a cancelled trip to Costa Rica on 7/30/20.
- 3203 Titan Capital Management: \$1,400.40 was approved to be paid for cancelled travel to a symposium on 6/3/20.

ADJOURNMENT

The meeting was adjourned at 10:39 a.m.



Deserita Ohtomo, Recording Secretary



Marcus reveles (Nov 16, 2020 01:17 PST)

Marcus Reveles, IRA Committee Chair