



CALIFORNIA STATE UNIVERSITY
FULLERTON

Minutes

Instructionally Related Activity (IRA) Meeting

📅 Fri October 28th, 2022

🕒 1:30pm - 3:00pm PDT

📍 ASI Boardroom - Titan Student Union

👥 In Attendance

1. **Call to Order (Fox)**

Cooper Fox, IRA Committee Chair, called the meeting to order at 1:33pm.

Student Members Present: Dolivo, Escudero, Fox, Kenyatta, Miranda, Romo

Absent: Tuala (E)

Faculty Members Present: McAlexander, Sharma, Nobari, Tucker

Absent: Vasquez, Leekeenan(E), Kurwadkar, Soto (E), Perez (E)

Liaisons Present: Edwards, Fink, Juanico, Macy, Tran

Absent: None

Decision: (McAlexander-m/Tucker-s) A motion was made and seconded to excuse the absences of Leekeenan and Perez due to university business and Soto and Tuala due to illness.

2. **Approval of Agenda**

Decision: (Nobari-m/Tucker-s) A motion was made and seconded to approve the agenda by unanimous consent.

3. Approval of Minutes

Decision: (Escudero-m/Kenyatta-s) A motion was made and seconded to approve the October 14, 2022 IRA Committee Meeting Minutes by unanimous consent.

a. October 14, 2022 IRA Committee Minutes

4. Public Speakers

None.

5. Reports

a. Chair (Fox)

Cooper Fox, Chair, had no report to provide.

b. ASI Executive Director (Dr. Edwards)

Dr. Dave Edwards, ASI Executive Director, set the meeting expectations and offered himself as a resource to members.

6. Time Certain:

a. NONE

7. Unfinished Business

a. NONE

8. New Business

a. Action: Line Item Transfer and Program Change Requests (Fox)

The Committee will consider approving the Line Item Transfer and Program Change requests.

(Miranda-m/Kenyatta-s) A motion was made and seconded to approve the line-item transfers and program change requests.

Fox yielded the floor to Susan Collins to provide information on the line-item transfers and program changes that were requested.

Collins shared highlights from her report and provide information on the programs requesting line-item transfers and program changes.

Fox opened the floor to questions.

McAlexander asked for clarification about what they are approving. Collins provided additional details about what is being approved for each program and what has previously been approved.

Fox asked if there were any points of discussion. There were no points of discussion.

Fox asked if there were any objections to moving to a roll call vote. There were no objections.

Decision: IRA003 (Miranda-m/Kenyatta-s) Roll Call Vote: 10-0-0 The motion to approve the line-item transfers and program change requests has been adopted.

b. Discussion: IRA Reserves (Fox)

The Committee will discuss potential options to utilize IRA reserves.

Fox yielded the floor to Dr. Edwards.

Dr. Edwards shared information on the IRA Reserves.

Dr. Edwards shared that the reserves grew to over \$4 Million and explained how.

Dr. Edwards shared that his team has been working to find ways to successfully use these funds within the stipulations currently in place.

Dr. Edwards shared several options for the Committee to consider:

- Increasing the limits surrounding travel for in-state, out-of-state, and international trips.
- Mid-year adjustments for programs that need additional funds.
- Existing programs submit requests throughout the year to petition for additional funding.

Dr. Edwards shared that the decisions they make during this term will not be enacted until Fall 2023 at the earliest.

Dr. Edwards shared that his team is open to hearing different ideas from the Committee.

Fox opened the floor to questions and discussion.

Nobari reiterated that the IRA reserves are not a stable funding source and asked if they can keep a minimum amount in the account to keep funds available if university enrollment decreases. Dr. Edwards shared we will work with the university to establish a minimum reserve level.

McAlexander asked if the reserve is interest-bearing. Dr. Edwards shared that the interest is not at a very high level.

McAlexander asked if there is a time by which the reserves must be expensed. Dr. Edwards shared the funds continue rolling over and are not lost if not used within a certain fiscal year.

Juanico asked what percentage of funds received must be contributed to the reserves currently. Dr. Edwards said that he can get the exact amount, but is under the impression it is a third of the prior year's unused funds. He further clarified there is no minimum amount required to be contributed to reserves for the IRA fund. However, funds are moved to reserves when programs do not exhaust their allocated funds, and for programs that do not complete their planned proposed activities for the year (cancelations).

Sharma asked if any departments have reached out to restart programs that stopped during COVID. Dr. Edwards shared that most programs have been reinstated.

Sharma asked if they are currently operating in a hybrid format. Collins said we have a few programs operating in a virtual modality, but most programs are still trying to execute their travel as they have requested. Collins said at this time, programs are only modifying travel when it is unsafe. Sharma recommended getting better virtual systems for any IRA programs that hold online virtual meetings.

Fox asked if a reason they have a reserve of this size is that the IRA Fee was still being collected while students were virtual and IRA Programs were not running. Dr. Edwards affirmed.

McAlexander asked if they can use the software if they have to purchase it year after year. Dr. Edwards shared they do not have any rules in place to make this happen. McAlexander shared he would like to discuss with his college management to see options of having software is something they can run within their college.

Nobari asked if IRA Committee had set the travel limits and if they can change them. Dr. Edwards shared the limits were set by a previous IRA Committee and shared what to expect when they decide to change travel limits.

Nobari asked if funds can be used for grad students as well as undergrads. Dr. Edwards confirmed. Nobari asked if they can use funds to support grad students going to present as a part of programs; Nobari specified this is not for a class. Dr. Edwards shared that the classes receive funding for their activities and the activities themselves do not receive funding.

Sharma asked for additional details surrounding a mid-year change request. Dr. Edwards shared information on what to expect if they were to provide programs the opportunity to make mid-year requests.

Fox asked if there were any further points of discussion. There were no further points of discussion.

c. Discussion: Reviewing IRA Applications (Fox)

The Committee will discuss the IRA application review process.

Fox yielded the floor to Susan Collins to share information on IRA Application Reviews.

Collins shared information on the process to review the IRA Applications and urged members to give themselves ample time to complete their reviews.

Fox opened the floor to questions and discussion.

Tucker asked for clarification about the way to complete their review through InfoReady. Collins shared details on how to complete a review through InfoReady.

Fox asked if there were any additional points of discussion.

Dr. Edwards asked if some members who completed reviews as a part of the last Committee can share information regarding the time constraints.

Nobari shared information on the time requirements to review each application, based on last year's review process. She shared it took her about 40 minutes per application during her review.

Tucker shared that it will take a few hours to review all the applications, but reviewing applications will get easier as you go along.

Collins shared that they have changed the application to make the questions more closely related to the criteria rubric. Collins shared this was done to make the review process easier.

Fox asked if there were any additional points of discussion. There were no further points of discussion.

9. Announcements and Members Privilege

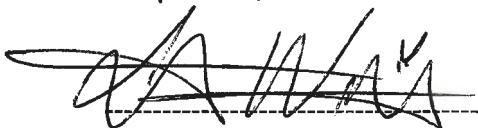
None.

10. Adjournment (Fox)

Fox, Chair, Adjourned the meeting at 2:16 pm.



Cooper Fox, IRA Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2022-2023

10/28/2022 IRA Committee Meeting

Attendance		Board Members		
Voting Members:			Present	Absent
ARTS ~ FACULTY	TUCKER	JAMIE	1	
ARTS ~ STUDENT	MIRANDA	KASANDRA	1	
CBE ~ FACULTY	VASQUEZ	AJA		1
CBE ~ STUDENT	SHARMA	AKSHITA	1	
COM ~ FACULTY	MCALEXANDER	MICHEAL	1	
COM ~ STUDENT	DOLIVO	VIVIEN	1	
EDU ~ FACULTY	LEEKEENAN	KIRA		1
EDU ~ STUDENT	ESCUDERO	SEDONA	1	
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN		1
ECS ~ STUDENT	KENYATTA	JA'REN	1	
HHD ~ FACULTY	NOBARI	TABASHIR	1	
HHD ~ STUDENT	TUALA	ADRIAN		1
HSS ~ FACULTY	PEREZ	MIKE		1
HSS ~ STUDENT	ROMO	XIMENA	1	
NSM ~ FACULTY	SOTO	ROBERTO		1
NSM ~ STUDENT	VACANT			
CHAIR	FOX	COOPER	1	
			Present	Absent
			10	6

Attendance		Liaisons		
			Present	Absent
ED	EDWARDS	DAVE	1	
VPA&F REP	JUANICO	RAYMOND	1	
UPR	TRAN	LINH	1	
VPAA REP	FINK	EDWARD	1	
VPSA REP	MACY	DAWN	1	
			Present	Absent
			5	0

*Recording Secretary: Crystaal Washington

Roll Call Votes	003		003 - LIT/Program Change Requests		
			Yes	No	Abstain
ARTS ~ FACULTY	TUCKER	JAMIE	1		
ARTS ~ STUDENT	MIRANDA	KASANDRA	1		
CBE ~ FACULTY	VASQUEZ	AJA			
CBE ~ STUDENT	SHARMA	AKSHITA	1		
COM ~ FACULTY	MCALEXANDER	MICHEAL	1		
COM ~ STUDENT	DOLIVO	VIVIEN	1		
EDU ~ FACULTY	LEEKEENAN	KIRA			
EDU ~ STUDENT	ESCUDERO	SEDONA	1		
ECS ~ FACULTY	KURWADKAR	SUNDERSHAN			
ECS ~ STUDENT	KENYATTA	JA'REN	1		
HHD ~ FACULTY	NOBARI	TABASHIR	1		
HHD ~ STUDENT	TUALA	ADRIAN			
HSS ~ FACULTY	PEREZ	MIKE			
HSS ~ STUDENT	ROMO	XIMENA	1		
NSM ~ FACULTY	SOTO	ROBERTO			
NSM ~ STUDENT	VACANT		VACANT		
CHAIR	FOX	COOPER	1		
			Yes	No	Abstain
			10	0	0

IRA Committee Approval:

Action: Line-Item Transfers and Program Change Requests

Item	Program	Total Amount	From	To	Reason
8.a.1	Diversifying the Profession	\$3,500	8069 - Wages	8050 - Supplies; 8051 - Printing; 8052 - Communications; 8074 – Contracts; 8077 - Travel	Due to new COVID specific regulations, a new project has been added to this program. As a result, less student wages will be expensed, and more funds will be needed for supplies, travel, contracts, printing and communication.
8.a.2	Biology Study Abroad	\$6,000	8077 - Travel	8050 - Supplies	Reimagined the Study Abroad Aspect of the program as students will interact with scientists and clinicians from Buenos Aires via Zoom. Program would like to move \$6,000 of their travel funds into supplies to purchase personal protective equipment to use in lab and additional supplies required for the assays. This will increase the enrollment number from 10 to 24. The remaining funds from item 8077 (\$10,500) will be return to IRA.

Action: Line-Item Transfers and Program Change Requests

Item	Program and Faculty	Current Program Operation	Proposed Program Operation
8.a.3	3568 – Geology Field Investigations Prof. Darren Sanquist	<ul style="list-style-type: none"> • Activity taking place in the winter • Dates Jan. 6-14 • 9 Days in Mojave Desert 	<ul style="list-style-type: none"> • Activity taking place in summer 2023 • June 5-16 • Areas from Crystal Cove to Big Bear <p>Reason: The course he is teaching is no longer being offered in the winter, so the program will have to operate during the summer. The Desert location is too hot to visit and work in during the summer so the location is changed. The total costs to fund the trip will not change.</p>
8.a.4	3559 – Rock-On! Hands on Geology! Prof. Valbone Memeti	<ul style="list-style-type: none"> • Teaching multiple classes including GEOL 408 	<ul style="list-style-type: none"> • Replacing GEOL 408 with GEOL 500 • Funds planned for field trip with GEOL 408 to be used for GEOL 500 field trip <p>Reason: Instructor was told last minute of the changes to the classes she will be teaching as a result of this change one of the trips they received funding for will no longer need to be funded but the new trip associated with the new class still needs funding. The course syllabi are virtually the same, all courses call for field trip study.</p>

Object Codes for Reference

Object Codes	Description
8050	Supplies- office supplies and other expendable supplies
8051	Printing and Advertising- photocopying costs, costs for designing and printing brochures, posters, forms, flyers and other materials related to the specific activity
8052	Communications- postage, mailing and freight costs
8069	Personnel Services- part-time student wages
8074	Contracts/Fees/ Rentals- speakers, performers, services fees, license copyright fees, equipment rentals, facilities rentals, etc.
8077	Travel- all costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, camping rentals, third party contracted travel services and personal vehicle mileage reimbursement
8079	Dues and Subscription- membership dues required for the operation of the program
8084	Insurance- cost of insurance related to specific activities/programs