

**IRA COMMITTEE  
MINUTES  
December 7, 2018**

**CALL TO ORDER**

Vickie Chew, Committee Chair, called the meeting to order at 9:14 a.m.

**ROLL CALL**

Members Present: Bono<sup>1</sup>, Bourget, Brown, Bruschke, Chacko, Lee<sup>2</sup>, Liu, Meyer, Primbs<sup>3</sup>, Schinowsky, Soria, Su<sup>4</sup>, Waneis<sup>5</sup>

Members Absent: Martinez

**Non-Voting Members**

Present: Chew, Lawrence, Ohtomo, Rahmatian<sup>6</sup>, Ward

Absent: Masoud

1. Bono left the meeting at 11:55am.
2. Lee left the meeting at 11:58am.
3. Primbs left the meeting at 12:04pm.
4. Su left the meeting at 12:08pm.
5. Waneis left the meeting at 12:07pm.
6. Rahmatian left the meeting at 11:10am.

**APPROVAL OF AGENDA**

Chew stated that there was a proposed change to the agenda. New Business item G (Discussion: IRA Training) needed to be moved before item F (Presentation: Budget Submissions).

Chew asked if there were any other changes.

Bruschke stated that he wanted to add an action item after item H (Discussion: Pending Issues) to Recommended Suspending the Travel Policy for 50% Contribution of Total Cost.

With no objections, the agenda was approved as amended. (Meyer-m/Chacko-s)

**UNFINISHED BUSINESS**

None.

**REPORTS**

**Welcome**

Chew reported the following:

- 1) Chew thanked the members for their attendance.
- 2) Earlier in the semester, there were 4 sessions held of the mandatory proposal orientations.
- 3) The deadline for budget proposals was November 30.

**Motions**

There was nothing to report.

**NEW BUSINESS**

**Presentation: IRA Overview**

Chew stated that a resource binder was made for each member.

Lawrence gave a brief overview of IRA.

**Line Item Transfer Request –  
3256**

Chew went over the items in the binder.

**IRA 001 18/19** (Chacko-m/Bruschke-s) A motion was made and seconded to approve a line item request for the Frankenstein Meme Art Show (3256) to transfer \$1,800 from Contracts/Fees/Rentals (8074) to Personnel Services, PT (8069) to hire a student assistant graphic designer.

Meyer stated that he would prefer that the programs hire student assistants instead of contracting professionals.

**IRA 001 18/19** 13-0-0 The motion passed.

**Line Item Transfer Request –  
3305**

**IRA 002 18/19** (Bruschke-m/Chacko-s) A motion was made and seconded to approve a request from Forensics (3305) to transfer \$13,000 from Travel (8077) to Supplies (8050) for \$2,000; Contracts/Fees/Rentals (8074) for \$9,500; and Dues & Subscriptions (8079) for \$1,500.

Ohtomo stated that last year's Committee awarded minimum funding to this program. The request is to better align the line items with the actual expenditures.

Bruschke stated that approval of this line item request would help the students.

**IRA 002 18/19** 13-0-0 The motion passed.

**Program Change Request – 3263**

**IRA 003 18/19** (Bono-m/Soria-s) A motion was made and seconded to approve a program change for Production Line Simulation (3263) to change the semester that the program is offered from Fall 2018 to Summer 2019.

Bono stated that the program needs to be notified that the funds must be used by June 30, 2019.

**IRA 003 18/19** 13-0-0 The motion passed.

**Program Change Request – 3571**

**IRA 004 18/19** (Brown-m/Chacko-s) A motion was made and seconded to approve a program change for Exploring Poetry (3571) to change the course that will utilize the award (ENGL404 to ENGL495).

Ohtomo stated that the faculty in charge of the program has been asked to change the course she will teach in the spring from ENGL404 to ENGL495. The new course will only be open to senior students and is the same course as ENGL404 will additional requirements.

Meyer stated that he understood that 495 courses were for internship courses.

Ohtomo stated that the new course was not identified as an internship.

Chew stated that there is ENGL495T is a senior seminar.

Brown made a friendly amendment to change the course number to ENGL495T. Chacko accepted the amendment.

**IRA 004 18/19** 13-0-0 The amended motion passed.

**Discussion: IRA Training**

Chew called a recess at 10:27am.

Chew recalled the meeting at 10:44am.

Chew went over the IRA general criteria.

Chew stated that the exercise was to evaluate mock budget proposals as a group.

The Committee went through the exercise and discussed.

[Rahmatian left the meeting at 11:10am.]

**Presentation: Budget Submissions**

Chew stated that over 90 budget submissions were received. The grading assignments will be sent out to the members on December 21<sup>st</sup>. The members will have over a month to grade.

Chew stated that there would be 4 members assigned to each proposal (2 students, 2 faculty).

Meyer stated that the expectation is that the faculty who are not being paid and the students who are not in school have to review and grade these applications.

Bono stated that last year's Committee discussed making the applications available in December but giving everyone a couple of weeks into the semester to complete their rubrics.

Lawrence stated that there is not an expectation for faculty and students to work during the break. The ratings are due at the end of the second week of the spring semester.

There were other faculty members that expressed concern about the limited time available to grade the applications.

Lawrence stated that they could review the timeline and possibly change the dates of the deliberation meeting.

Chew stated that the timeline will be reviewed and the members will be updated later.

**Discussion: Pending Issues**

Chew stated that the following are pending issues from last year.

- Increase in capstone classes that request funding.
- Possible increase to IRA fee
- Existing versus new programs
- Defining IRA
- Electronic process for submissions
- IRA website
- Ineligible budget proposals; do not meet general criteria

**Request to Suspend Travel Policy for 50% Contribution**

**IRA 005 18/19** (Bruschke-m/Bono-s) A motion was made and seconded to make a recommendation to suspend the travel policy for 50% contribution of total costs as of December 7, 2018, for programs that take multiple trips in a fiscal year and reconsider the rule in the spring.

Bruschke stated that the Forensics program has always been a vehicle for social advancement of students. It is difficult to ask their students to pay for half of the travel costs, to about 30 competitions, at a cost of \$8,000.

Bruschke stated that it is also difficult to account for the 50% of travel for the travel advances that they receive.

Bruschke stated that suspending the rule would mean using the award without asking the students who cannot afford the expense to pay for 50% of travel costs. They also would not have to account for the other 50% on the travel advances.

Bono stated that the accounting piece is very problematic. It is difficult for the students to provide receipts for all of their expenses. There is nothing to penalize the student, but the department is liable for the costs. Athletics do not have to provide receipts, why should students traveling have to provide receipts and provide 50% contribution.

Meyer stated that the tax deduction on these expenses are no longer available for faculty. In addition, it is difficult when the required travel is to a state that is on the banned list, like Kentucky and Texas, and state funds cannot be used. There are questions if IRA funds are state resources or not.

[Bono left the meeting at 11:55am.]

Lawrence stated that the California Attorney General has restrictions on states that cannot be traveled to with state funds. There are currently 9 states on that list.

Lawrence stated that the 50% rule was a recommendation from the 2016 IRA Task Force and approved by the University President, VP for Academic Affairs/Provost and VP for Student Affairs.

Lawrence stated that IRA fees are mandatory category 2 fees, state fees, and cannot be used to travel to the banned states.

Lawrence stated that GAAP principles require that receipts are provided with travel expenditures. These expenditures are subject to audits.

[Lee left the meeting at 11:58am.]

Lawrence stated that the travel policy does affect several programs. The intention was to have these programs come to the Committee to speak. The Committee would develop a recommendation to forward to the University for their approval. Unfortunately, the Committee membership was not completed earlier.

Bourget asked if the policy could not be suspended, could another percentage be used.

Lawrence stated that the IRA Task Force's recommendation to the 50% rule was approved by the University President for IRA to follow moving forward. The Committee can make recommendations to the University President, but this item may be viewed as a hasty decision.

Lawrence stated that it seems that there is a program that has concerns with providing receipts for the 50% travel rule, but no everyone’s voice is being heard on the matter.

Bruschke stated that there was no enough information provided in the IRA task force’s report on the travel guideline.

Primbs asked for more background on the rule. It must have been implemented for some reason.

[Primbs left the meeting at 12:04pm.]

Lawrence stated that there is a reason why the travel rule was put into effect. There is a concern that there is one program that receives cash advances for travel and how to account for the 50% rule. However, they are not hearing from all stakeholders on their concerns with this topic.

[Waneis left the meeting at 12:07pm.]

Bourget stated that she feels that this rule is not the best decision for students.

[Su left the meeting at 12:08pm.]

Lawrence asked if it would be appropriate to table the motion at this time.

Bruschke answered no.

Ward asked if the 50% rule was suspended would it have an impact on the budget or any impacts on other programs.

Lawrence stated that they would have to notify the programs about the change.

IRA 005 18/19 6-2-0 The motion passed.

**ROLL CALL VOTES**

	001	002	003	004	005
Bono	Y	Y	Y	Y	Absent
Bourget	Y	Y	Y	Y	Y
Brown	Y	Y	Y	Y	Y
Bruschke	Y	Y	Y	Y	Y
Chacko	Y	Y	Y	Y	N
Lee	Y	Y	Y	Y	Absent
Liu	Y	Y	Y	Y	Y
Martinez	Absent				
Meyer	Y	Y	Y	Y	Y
Primbs	Y	Y	Y	Y	Absent
Schinowsky	Y	Y	Y	Y	N
Soria	Y	Y	Y	Y	Y
Su	Y	Y	Y	Y	Absent
Waneis	Y	Y	Y	Y	Absent
<b>Results</b>	<b>13-0-0</b>	<b>13-0-0</b>	<b>13-0-0</b>	<b>13-0-0</b>	<b>6-2-0</b>

**ANNOUNCEMENTS/MEMBERS'  
PRIVILEGES**

None.

**ADJOURNMENT**

The meeting adjourned at 12:13 p.m.



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Deserita Ohtomo, Recording Secretary



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Vickie Chew, IRA Committee Chair