

## INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

MAY 3, 2013 1:00-3:00 PM BMU 303

# MINUTES

**Members:** Michael Barrett, Chair, Jaypinderpal Virdee, Marlene Romero, Hunter Warkentien, Marc Langston, Hyunjung Kim, Steffen Mehl

**Members Absent:** Daniel Schindler

**Staff Present:** Arno Rethans, Stacie Corona, Kimberly Scott, Sandy Miskella, Jennifer Mays

**Staff Absent:** None

**Others Present:** Jeni Kitchell

- I. Call to Order
  - a. The Chair, Michael Barrett, called the meeting to order at 1:02 pm
- II. Approval of Minutes
  - a. April 22, 2013
    - i. A motion was made to approve the minutes: 7-0-0 MSC
- III. Old Business
  - a. Discussion Items
  - b. Action Items
    - i. The Orion – removal of “on hold” status
      1. Orion Budget Review Form.
        - a. Members reviewed Mark Plenke’s cover letter, budget review form, Foundation spreadsheet, and email from the Interim Dean of CME which discusses her decision to allocate \$7,500 of their college IRA base allocation to the Orion.
      2. Vote
        - a. A motion was made to approve: 7-0-0 MSC
    - ii. Budget Review Form Update: Vote
      1. Vote to implement the summarized version of the new Budget Review Form.
        - a. A motion was made to approve: 7-0-0 MSC
    - iii. IRA Work Study Policy Change: Vote
      1. Vote to change item #2 last sentence to: Each spring, 80% of the remaining 20% could be awarded for the following year.
        - a. A motion was made to approve: 7-0-0 MSC

IV. New Business

a. Action Items

i. 2013-2014 IRA Work Study Budget

1. A motion was made to approve Scenario B: 7-0-0 MSC

ii. 2013-2014 IRA Budget

1. Estimate of \$1,145,428 available for baseline allocations. Reduced Unallocated Reserves as there are plenty of reserves. Reduced Exemplary Performance as there are plenty of EP reserves. Allocate additional \$4550 to ECC for Formula SAE new program. Allocate \$18,101 to CME for Orion (a portion of their request).
2. Some units have large carryovers. Board directed staff to do an analysis of the reserves. Also suggested to do IRA outreach to deans, chairs and clerical staff.
3. A motion was made to amend Scenario C, include a reserves analysis, and allocate \$4,550 to ECC for new Formula SAE program: 7-0-0 MSC
4. A motion was made to amend CME allocation by \$18,101 for the Orion, and inform the dean of the board's intentions of the program-specific allocation: 7-0-0 MSC
5. A motion was made to approve 2013-2014 IRA Budget as amended: 7-0-0 MSC

b. Discussion Items

i. Technology Funding Issues

1. A motion was made to postpone until the May 10 meeting: 7-0-0 MSC

V. Announcements

- a. Next IRA Meeting is May 10, BMU 303, 1:00-3:00 (last scheduled meeting of the Academic Year)
- b. Taylor Herren is new AS President for 13-14

VI. Adjournment

- a. The Chair, Michael Barrett, adjourned the meeting at 2:37 pm