

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

MAY 10, 2013 1:00-3:00 PM BMU 303

MINUTES

Members Present: Michael Barrett, Chair, Jaypinderpal Virdee, Hunter Warkentien, Daniel Schindler, Marc Langston, Steffen Mehl

Members Absent: Marlene Romero, Hyunjung Kim

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. May 3, 2013
 - i. A motion was made to approve the minutes: 5-0-0 MSC
- III. New Business
 - a. Action Items
 - b. Discussion Items
 - i. Technology Funding Issues
 1. Presently in the IRA Expenditure Guidelines, it states that IRA student fees may not be used for: Equipment. It also states that IRA Discretionary Funds (not from student fees, i.e. gate sales, competition awards, fundraising) may be used for: Equipment purchases, laptops or computers for competition only, not for classroom use.
 2. Technology and equipment is an integral part of everything we do these days. This would include items that are in addition to PC's. Issues brought up were the portable nature of some equipment (off-campus use form and policing of this), software, purchasing \$ limits, base vs. one-time funding, no classroom use, reporting thru 3 year review, required buy of laptops in some colleges being pursued, cloud software, and the nature of computing changing over the years on campus.
 3. What is technology and/or equipment? Currently the definition is vague. We need a comparison list of what's allowable and what isn't. The campus defines

the IRA Expenditure Guidelines; however there isn't anything in the EO that states that it should be unallowable.

4. Staff to poll programs on what they would buy.
5. Staff to look into IRA guidelines on other campuses
6. Staff to add to top of agenda for fall to update expenditure guidelines with list of allowable technology equipment purchases.

ii. Analysis of Reserves

1. Budget Office provided a 5-year history of balances at the college level. Some variables exist as to why they have rollover (facilities fees in HFA IRA fund, new folks in positions, need to save \$\$ for every-other-year competition, early fall competitions/activities, etc.), and why we have rollover at the university level (revenue predictions vary from actuals).
2. 20-30% fund rollover would be better – not 90%
3. Staff to consider meeting with deans/chairs over the summer to educate, ask for carryover explanations, cost center ideas, and ask about technology.

IV. Old Business

- a. Discussion Items
- b. Action Items

V. Announcements

- a. Next IRA Meeting will be in the Fall semester TBD
- b. Thank you to everyone serving on the IRA Board this year – and especially to Michael, the chair, who did a fantastic job!

VI. Adjournment

- a. The Chair, Michael Barrett, adjourned the meeting at 1:46 pm