

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

DECEMBER 15TH, 2017 1:00 PM BMU205

MINUTES

Members Present: Dylan Gray (chair designee), Alejandra Gonzalez-Zuniga, Harmony Ordaz, Michael Chao, David Scholz, Daisuke Aoyagi

Staff Present: Kimberly Scott, Stephen Cummins, Jennifer Mays, Kathleen Gentry

Members Absent: Alisha Sharma (Chair), Marc Langston

Staff Absent: Jeni Kitchell, Kathy Tafalla

I. Call to Order by Dylan

- a. 1:01 pm

II. Approval of Minutes 12.7.17

- a. Approved 5-0-0

III. New Business

- a. Kathleen distributed the 2017-2018 IRA Baseline Budget spreadsheet. Jennifer explained that the Starting Baseline (orange column) excludes the 4% business service fee that we are charged by Business and Finance for processing transactions. In prior years the process was to allocate the gross baseline, then take back the 4%. This year the process was streamlined to allow for allocating the net amount, thus reducing the number of steps and budget transfers that have to be made.
- b. Daisuke asked for the financial information in a plot graph comparing dollars vs time. This may help to help visualize the numbers.
- c. Dave would like to see the amount of the baseline allocation for the year that the college is spending by eliminating the carryover balance from the previous year. His concern is that baselines are being spent. Jennifer modified the spreadsheet to reflect this information. Kathleen will modify the spreadsheet by adding an expenditure column. Dave said if there are funds that are not being used, we can make a recommendation that those funds go to a place that will be used. Stephen suggested that the committee consider thinking about whether or not we want to dictate how the colleges use their rollover balances, such as requiring colleges keep a certain percentage in reserves. Jennifer asked if the spreadsheet needs to show actual expenditures by college or by activity/program. Dave requested be both by college and by activity/program, which will help in making recommendations.
- d. The workstudy spreadsheet was briefly reviewed, but was not updated in preparation for this meeting. Kathleen will update.
- e. Kathleen will post the college/activity/program review documents on the IRA website.

IV. Old Business

- a. No Old Business

V. Announcements

- a. Dave invited the committee see the Handel's Messiah this weekend by Chico Performances.
- b. Dylan reminded the committee that the spring 2018 meetings will begin on Thursday January 25, 2018 at 10:00 am in BMU205, and will be held every other Thursday. Kathleen asked the committee to check their calendar and if they do not have the meeting invites she will re-send.
- c. The Wind Competition Team Faculty Advisors will be attending the January 25th, 2018 meeting regarding their request for a certification. Please come prepared with your questions.

VI. Adjournment

- a. Adjourned 1:33 pm by Dylan

Upcoming Dates:

- Spring meetings begin Thursday, January 25, 2018 at 10:00 am in BMU205 and are recurring every-other week through May 17, 2018
- Thursday, January 25th, 2018 – Presentation from the Wind Competition Team Faculty Advisors regarding their request for certification