

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

FEBRUARY 22, 2018 10:00 AM BMU205

M I N U T E S

Members Present: Alisha Sharma, Harmony Ordaz, Michael Chao, Marc Langston, David Scholz, Daisuke Aoyagi

Staff Present: Stephen Cummins, Jeni Kitchell, Kimberly Scott, Kathleen Gentry, Kathy Tafalla, Jennifer Mays

Members Absent: Alejandra Gonzalez

Staff Absent: None

I. Call to Order

- a. Meeting called to order at 10:02 am

II. Approval of Minutes – 12.5.17

- a. Minutes approved 6-0-0

III. New Business

- a. Annual Program Review – Kathleen presented the compiled spreadsheet for the activity/program annual reviews. Committee reviewed the spreadsheet. Jeni noticed that the baseline and carryover for ECC numbers do not match the overall summary from the 2017-2018 Baseline Budget IRA Budget spreadsheet. Kathleen will get clarification from Melody.
- b. While reviewing the IRA Annual Activity/Program Overview report, Daisuke said that in the “Estimated # of Student Participation in Activity/Program” column, the number of students participating aren’t comparable because some teams report the active number of students in competitions, while others report all the members on a team even if they don’t participate in competition. Jen advised the committee that if we have additional baseline dollars in the future, this information will be helpful to make future allocation decisions. Also, knowing that activities/program are no longer in operation gives the board the opportunity to pull the money back and re-allocate.
- c. Stephen asked Jennifer to explain how new programs receive allocations. Jen explained that Jeni will give us an estimate revenue for the next fiscal year, we are keeping track of new programs and based on that information IRA could allocate any additional funds to the new programs based on their estimated budget, although sometimes we are unable to do so. Stephen pointed out that adding a program doesn’t guarantee funding unless the committee decides to take money back from one college and reallocate it to another college who is adding programs without baseline to fund them. Daisuke pointed out that ECC has some inactive clubs that are not receiving funding, so if we took away funding from the college, some of their active programs could lose funding. Dave added

- that any funded program that becomes defunct would provide the opportunity to take back baseline and reallocate it. He asked how we would know what that would look like – it would require a historical analysis.
- d. Dave asked for a list of programs that were added in the last few years that were not funded and what their funding requests were so we know what numbers we are looking at. Jeni added that there are other funding sources that some activities/programs use to offset expenses not fully covered by IRA. For example, AGR went from 1 to 2 teams so the costs doubled, the Wind Competition, we still need to figure out the Orion, and any others looking for additional funding. UBO is anticipating increased costs as well. Jeni added that the inflationary increase for IRA is about 2% so we're looking at approximately \$20,000 more next year to allocate, even with flat enrollment. Dave asked about the proposed fee adjustment – this does include the Athletics portion of the IRA fee but not the general baseline portion.
 - e. Do we want to ask for different information in relation to estimated student participation numbers? We can consider this for next year's request for annual review information. The varying nature of the activities/programs makes it difficult to compare student participation numbers.
 - f. Dave asked about the ATHL review. Kimberly added that they are formatting their information to align with the NCAA reporting that they are required to do. Jeni mentioned that it's easy to possibly break-out revenue, but their expenses are extremely difficult to break-out. Same goes for UBO. Could funding be pulled from ATHL if their fee adjustment is approved? No, because they are in deficit spending, so the adjustment will just allow them to maintain. If we pulled funding they would have to request another fee adjustment in about 8 years.
 - g. Kathleen reminded everyone that we are getting into the exemplary performance round II requests. She will be calling for the work study requests soon and will be gathering data through April and mid-May we will be working on these numbers to determine next year's allocations. Kathleen can invite people to attend future meetings if we have additional questions on the annual reviews.

IV. Old Business

- a. No old business

V. Adjournment

- a. Adjourned 10:42 am

Upcoming Dates:

- 3.8.18 – EP Round II presentations BMU205 10:00 am
- 3.16.18 – Work Study Requests are due
- 4.1.18 – Call for Exemplary Performance Round III requests will be sent