

## INSTRUCTIONALLY RELATED ACTIVITIES (IRA) ADVISORY COMMITTEE MEETING

April 14, 2021 4:00 PM VIA ZOOM

# MINUTES

**Members Present:** Duncan Young (Chair), Breanna Holbert, Austin Lopic, Jennifer Mendoza, Hope Munro, Dennis O'Connor, and Christine Witt

**Members Absent:** Gary Braun

**Staff Present:** Annabel Grimm, Jennifer Mays, Kendall Ross, and Kim Williams

**Staff Absent:** Stephen Cummins

**Guests:** None

- I. Call to Order – D. Young called the meeting to order at 4:01 pm.
- II. Approval of Minutes -
  - a. 4.7.21 Minutes – Chair called attention to the new version that had been corrected to show absences. Moved by Lopic; seconded by Mendoza. Approved 6-0-0.
- III. New Business
  - a. Action Items – Discussion and vote on Work Study allocations (recommendation to the Provost)
    - i. Members discussed a couple of different work study allocation scenarios. The number of students on each request for funds was divided into the amount each group requested. There was a great deal of variance in cost per student from one request to another. Then, the total number of students from the requests was divided into the total estimated available funds. In a couple of instances, this resulted in larger amounts than what was requested. A Scenario 1 was formed when the two larger requests were provided at a per-student rate but the remaining smaller requests were listed by their requested amount. Scenario 1 exceeded estimated available funds by just under \$7,000.

The second scenario proposed that smaller group requests were met, but the larger groups' requests were measured against what they had requested in the past, along with their possible access to other funding. A third scenario was an across-the-board reduction in requested amounts of roughly 10%.

After a thorough discussion, Chair Young motioned and Lopic seconded for Scenario 2. Members voted 8-0-0 to recommend Scenario 2 to the Provost for 2021-22 IRA Work Study allocations. (Witt was proxy for Braun).

b. Discussion Items –

- i. The group began discussing baseline allocations for 2021-22. Staff presented a worksheet that had been previously emailed to the group. The worksheet provides space to propose allocation scenarios that will assist in decision making. The worksheet also provides prior year and current year baseline amounts, expenditure totals, and ending balances. Members discussed rollover caps. On the Annual Reports, there is a recommendation for a 10% limit but also allows groups to justify why they have a need to rollover. Members can look at Annual Program Reviews for information on how the groups report their rollover and expenses. For additional information for the committee, staff has requested that groups report how much of their 2019-20 allocation (if it was used to determine 2021-22 allocations) would they use in 2021-22. Groups are still reporting out but that information will be available to the committee at some point. Some rollover balances will appear to be higher this year due to the inability for activities to operate due to COVID restrictions. Members briefly talked about a need to give thought about revising the allocation process to ensure more flexibility. Due to time, the baseline allocation discussion will be continued at the next meeting.

IV. Old Business – None

V. Announcements – None

IV. Adjournment –D. Young adjourned the meeting at 4:59pm.