

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BOARD MEETING

APRIL 22, 2013 1:00-3:00 PM BMU 303

MINUTES

Members Present: Michael Barrett, Chair, Jaypinderpal Virdee, Marlene Romero, Daniel Schindler, Marc Langston, Steffen Mehl, Hyunjung Kim

Members Absent: Hunter Watkention

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

Staff Absent: None

Others Present: Jeni Kitchell, Adrienne Scott, Mark Plenke, Brandi Aranguren

- I. Call to Order
 - a. The Chair, Michael Barrett, called the meeting to order at 1:00 pm
- II. Approval of Minutes
 - a. April 8, 2013
 - i. A motion was made to approve the minutes: 7-0-0 MSC
- III. New Business (time certain)
 - a. Discussion Items
 - i. 2013-2014 IRA Work Study Requests
 1. BSS – Anthropology Museum requesting \$6,000
 - a. Adrienne Scott presented. Support for 2-3 students depending on their availability.
 2. BSS – Outdoor Classroom requesting \$10,482
 - a. No presenter. Support for 4 students.
 3. CME – The Orion requesting \$7,600
 - a. Mark Plenke presented. Support for one student in business manager role. Most students are only awarded \$3500 in WS funds annually. Program to confirm the dean has reinstated their Certified IRA Program status and will notify board staff.
 4. NSC – Hands-On Experience requesting \$7,000
 - a. Brandi Aranguren presented. Support for 6 students depending on their availability.
- IV. Old Business
 - a. Discussion Items

- i. Budget Review Form Update
 - 1. Board members concluded they liked the summarized version of the new form as it is more succinct and will be easier for programs to complete. It also provides room for other sources of funds used to supplement a program. Vote at next meeting.
 - b. Action Items
 - i. Vote on Excess One-time Funding Request
 - 1. HFA
 - a. Wild Oak Music Group: \$696
 - i. Program confirmed they can still use the other items from their original request minus the iMac. Other items include a camcorder, external hard drive, and Roxio Toast Titanium software. \$696 is the new amount.
 - ii. Staff to add Technology Funding as a discussion item on upcoming meeting agenda.
 - iii. A motion was made to approve the request: 7-0-0 MSC
 - ii. Vote on Exemplary Performance Funding Requests Round III
 - 1. Chico State Wakeboard Club (RECS) requesting \$1,000
 - a. A motion was made to approve the request: 7-0-0 MSC
 - 2. Chico State Men's Volleyball Club (RECS) requesting \$500
 - a. A motion was made to approve the request: 7-0-0 MSC
 - 3. Chico State Men's Rugby Club (RECS) requesting \$1,000
 - a. A motion was made to approve the request: 7-0-0 MSC
 - 4. Chico State Women's Volleyball Club (RECS) requesting \$500
 - a. A motion was made to approve the request: 7-0-0 MSC
 - iii. Vote on Exemplary Performance Funding Guideline Changes
 - 1. Add to Exemplary Performance Form, Guidelines, and email call: Exemplary Performance Due Dates: Round 1 on Oct 31, Round 2 on Feb 28, Round 3 on Apr 30
 - 2. Add phrasing to Exemplary Performance Form, Guidelines, and email call: Events which qualify for exemplary performance awards and fall between deadline dates may request funds for reimbursement of expenses provided the requesting program shows proof that they were invited and participated in the event before it was possible for them to apply for exemplary performance funding.
 - 3. Add to Exemplary Performance Form: question that asks: Has this program requested additional funding from other sponsors, college, or other source? If so, from where, and what dollar amount?
 - 4. A motion was made to approve the changes: 7-0-0 MSC
- V. New Business (continued)
 - a. Discussion Items
 - i. 2013-2014 IRA Budget

1. First look at budget, which includes figures for baseline allocations and carryover from 11-12, 12-13, and estimate of 13-14. Staff to add expense columns per year.
2. Budget Office will soon provide fee revenue estimates for 13-14, and we'll have a better idea of how much we have to work with. FTES will tentatively increase by 1.2%, thereby increasing fee revenue from last year's amount.
3. Work Study – staff to add budget, actuals and balance figures for 10-11, 11-12, and 12-13. Historical funding and use will assist in decision making.
4. Update IRA Work Study Policy item #2 last sentence: Each spring, 80% of the remaining 20% could be awarded for the following year.
 - a. Policy/guideline changes require a vote at next meeting.

b. Action Items

VI. Announcements

- a. Next IRA Meeting is May 3, BMU 303, 1:00-3:00

VII. Adjournment

- a. The Chair, Michael Barrett, adjourned the meeting at 1:58 pm.