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**IRA Committee Meeting
Tuesday, March 18th 2014 @ 8:00am
Minutes**

Members present: Simone Aloisio, Vanessa Bahena, Kristina Cervi, Chanda Cunningham-Spence, Andrew Medrano, Paul Murphy, Nicole Perez, Sara Sanders, John Slagboom.

Members absent: None

Others present: Lisa Ayre-Smith, Dan Wakelee, Dianne Wei.

I) Welcome

Meeting called to order at 8:01am.

II) Approval of the Minutes of March 11th, 2014

Motion by V. Bahena, seconded by S. Sanders.

III) Budget

D. Wakelee gave an overview of the current IRA budget situation. There will be \$622,050 for whole year based on a projected headcount of 5655. This number from finance is a conservative approach based on Chancellor's office recommendations and will be the same for other committees on campus such as MSFT. Dan also clarified that a conservative approach means there will be no mid-year adjustments.

IV) Action Items

1) Proposal 647: Discussion of Cook Islands. This program is taking place in Summer 2015. No purchases need to be made in Fall 2015. Proposer submitted early in order to secure spot for class in spring 2015. J. Slagboom mentioned that there is 3 faculty and 12 students. Chair decided to discuss this proposal later.

2) 593 South Africa- Committee will stick with allocated amount for this proposal, even though course fee per student will be higher than on original budget.

V) Discuss proposals

3) 625 Model United Nations. Discussion of Registration fees for Santa Barbara. Discussion for \$400 per diem for faculty. K. Cervi clarified in general that this is a class now for both semesters, this proposal is now yearlong, and that food for students is a new item for MUN this year. Ask about registration fees for spring trips (Santa Barbara and San Francisco)? Are they early registration costs,



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or are they just proposing them early? When do they need to be paid? Discussion of Seattle flights as only item needing to be paid early. Discussion of splitting up proposal. Discussion of prioritizing. D. Wakelee asked about any other funding? C. Cunningham-Spence said there's no current AVP funds committed. Discussion of 8 rooms for 17 students (approximately two students per room); in the past, there has been 4 students per room. Can make changes if needed.

4) 626 Biotechnology in India- Discussion of frequency of recurring trips, including this trip in particular. Chair pointed out this trip just happened last semester; however, instructor did an excellent job of tying course learning to trip. Mention of travel insurance for the professor- \$65 for faculty and that University typically pays travel insurance. Discussion of visa fees. Discussion of Center for International Affairs budget versus IRA budget. V. Bahena suggested reviewing other Category III budgets before concluding discussion.

5) 627- Hawaii's Humpback Whales- It was noted that the previous trip happened in Spring 2013; prior Committee did not approve trip for Spring 2014. Discussion of meals, as well as student-faculty ratio on trip- two faculty for 10 students. Both faculty (Rachel Cartwright and Cindy Wyels) are from different disciplines; it was also noted that there are two different boats and it is an intensive research-based class. Course revenue is relatively small; perhaps it could be recalculated for future. Domestic trips can vary with their course fees. Discussion of meals- Coordinator will ask if they will be groceries?

6) 628 - Sustainability at CI. Discussion of participating class enrollments- 100 total in all the courses split between ESRM, CHEM 101, and Marketing. Discussion of \$24,000 being an arbitrary number, based on previous years. Students propose projects as part of class work. Instructors plus Dan plus OPC vet projects. V. Bahena asked what projects have been funded in past? Projects included water stations, bike lockers, a green roof, and rain chains/ rain barrels. This year, so far, possible projects include: a "grow-up facility" (propagation house, low flow toilets, delamping project, Brita pitchers in housing.

J. Slagboom may be reached for questions about delamping and propagations house . V. Bahena are we replacing all toilets? Discussion of low-flow toilets on campus. Housing is already low-flow and has its own budget. Housing bought their own water stations through RHA and the Student Union bought their own water station. Chair noted that she may recommend funding of this proposal at \$20,000. It was noted that campus has been asked to reduce 20% of water and energy use and that current operation budget of sustainability is very sparse. Chair also mentioned that ASI is working on LEED certification; multiple efforts ongoing. D. Wakelee noted that we have no LEED buildings.



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Discussion of prohibitive cost of LEED certification and how that impacts campus sustainability ratings.

7) 631- Campus Reading Celebration. D. Wakelee noted that there is a Presidential expectation to continue funding this project. Foundation has contributed in the past. It was noted that “swag” was not funded for most recent proposal, and is not in budget this year. Discussion of so-called “freshman books”. V. Bahena asked about freshman books.

J. Slagboom can't find attendance for previous events on report. Chair confirmed approximately 500 in attendance at past event. Discussion of amount of students reached per dollar. Discussion of standard price of floral piece, as well as rentals and stage lighting. D. Wakelee and C. Cunningham-Spence noted no A/V system in Grand Salon, thus precipitating need to bring in supplemental rental lighting for events. Discussion of previous cap on printing.

L. Ayre-Smith will ask sponsor:

- a) Are there other sources of funding?
- b) What is “swag”? and is it going to be funded by IRA?
- c) What is printing for?
- d) What are “freshman books” and how are they distributed and paid for?
- e) Any ideas for possible speakers yet?
- f) Please resubmit budget. What is this year's budget? \$25,190 on budget page does not match \$25,000 request.

8) 634- UNIV 392- Australia

It was noted that travel insurance listed can be cut, as it is covered by University. Shaves off \$1100. Also, proposal is asking for \$6600 for food including faculty meals. Removing these two items already would remove \$7700.. Coordinator will inquire when class is going to be offered, and how are proposers coming up with number for Travel meals? S. Aloisio clarified that trip is taking place over Spring Break 2015.

VI) Chair wrap-up

Chair asked that everyone please read IRA proposals over Spring Break. Committee will resume discussion on April 1st.

VII) Adjourn

8:54am