

Instructionally Related Activities Committee
MEETING MINUTES
November 24, 2015; 8:00 – 9:00 a.m.
Bell Tower West Conference Room 1188

Attendees: Simone Aloisio, Leticia Cazares, Emerald De La Cruz, James Forrester, Elizabeth Heim, Paul Murphy, Keira Sailor, Elizabeth Salgado, Dan Wakelee, David Daniels

Meeting called to order at 8:01am

Approval of Agenda

Motion to approve by E. Salgado, second by E. Heim, agenda is approved with no objections.

Approval of Minutes from last meeting

Motion to approve by E. Heim, second by E. Salgado, meeting minutes are approved with no objections.

Old Business:

- 1) Review and/or Updates from Proposal Spreadsheet
 - a. D. Daniels revised the amount requested from IRA funds from IRA#747 per Dr. Steele's response; D. Wakelee asked about the Aztec dancers question if we've been in touch, D. Daniels will need to follow-up;
- 2) Review the Category I proposals
 - a. J. Forrester is looking to push to vote on remaining proposals today, as next two weeks will focus on finals.

New Business:

- 1) Vote on Category I Proposals
 - a. IRA#747: no further concerns;
 - b. IRA#758: general discussion about transportation costs; D. Wakelee observed that it may be easier if the campus had its own vans; S. Aloisio asked why we didn't have them, D. Wakelee recalled some push back about the purchase of vans, but it's almost easier to buy them in terms of who manages it, i.e. who

drives it and who covers the insurance; S. Aloisio agreed that this would be worth exploring in the future;

- c. IRA#766: J. Forrester asked what an EXO2 Sonde is, D. Wakelee answered that it may be something that goes into the water to collect data; P. Murphy asked why the month long rental; D. Wakelee answered that it could be that they leave it in the water over a period of time to capture adequate data;
- d. IRA763: D. Wakelee recalled that this course proposal sat on the Chancellor's Office desk for a long time, and after the deadline to submit IRA proposals; P. Murphy asked for clarification if the advertising cost is to promote the major; J. Forrester answered it may be that the advertising is for the event itself and the on-campus speaker, which in turn promotes the major; P. Murphy asked to clarify if the amount indicated in advertising cost is reasonable for promotion in the VC Star; S. Aloisio answered yes, recalling a previous faculty group when we were thinking about advertising in the VC star it was about this price; J. Forrester observed that the \$300 for parking at 100 guests are for the community members, also that this may be closer to \$600 at \$6 per parking pass; committee clarified that sometimes price breaks are given if a large quantity of parking passes requested; E. De La Cruz asked if there was a request for food, committee answered yes but is not requested from the IRA fund; J. Forrester recommended to cut the \$300 in parking, committee agreed;
- e. IRA#743: J. Forrester recalled this amount (\$4,000) as being the same as in past proposals from the Island Fox Journal, seems to be the same amount now;
- f. IRA#731: D. Wakelee observed that since we don't use the CI Travel Store for Island Packers, there's no need for the \$10 cost for the AMEX fee (indicated in both student and faculty line items); P. Murphy recalled that typically in the past we haven't done much swag, such as log books and pens; J. Forrester called for committee thoughts on this; L. Cazares commented that since it's books and pens they're requesting, felt these to be necessary items, K. Sailor agreed; D. Wakelee observed the meal costs, seemed high at \$25 per meal, P. Murphy and

- S. Aloisio agreed; further discussion on what a reasonable meal cost would be; D. Wakelee confirmed that the amount is correct, just confusing as written; further noted that the lodging is wrong, it should be for 15 students and not 20 students; P. Murphy suggested to put wording in this award letter to sure up the numbers in the #Requested column of the budget; P. Murphy recommended a closer look at our budget form to see if we can help clarify this next term; J. Forrester agreed to cut the AMEX charges (\$20) since no Travel Store is needed;
- g. IRA#740: J. Forrester noted same thing with AMEX charges as IRA#731, needing to cut out (\$20);
 - h. IRA#769: J. Forrester observed that basically this money goes for honoraria for the musicians coming to campus, then a little extra for promotion;
 - i. J. Forrester summarized that this concludes our Category-I proposal review; other than needing clarification from IRA#754 Aztec Dance and Culture if the program has received a lottery allocation for the equipment requested in the IRA proposal, we may proceed with a vote for the remaining Cat-I's;
 - j. P. Murphy reminded about the question asked from S. Marsh about the extra section of Jazz Performance class he's been asked to teach, and as a result is asking for an additional \$2,000 in IRA funds to also bring musicians to campus for this section; committee agreed to increase the amount requested by \$2,000;
 - k. J. Forrester called for a motion to approve all Category I's at their adjusted price, save IRA#754; motion by E. Heim, second by P. Murphy; VOTE: ALL IN FAVOR;
 - l. J. Forrester will call for an email vote once response received from IRA#754; P. Murphy recommended that we include a "respond by" date, then we have options on making a determination whether to fully fund or partially fund (or not fund); J. Forrester suggested that we receive response by no later than Dec. 1st at 8:00am, committee agreed; J. Forrester recommended that committee members please use "Reply All" function when sending your votes via email;
 - m. J. Forrester called to adjourn the meeting at 8:42am.