

## IRA Committee Meeting Agenda Tuesday, October 4th 2016 — 8:00-9:00 AM

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Meeting Objective: To set the procedural groundwork for a productive academic career, and to review the Fall 2016 IRA budget.

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Attendees: Paul Murphy; Natasha Pillai; Kiera Sailor; Leticia Cazares.  
Staff present: David Daniels; Kate Harrington.

### I. Review Meeting Documents (Committee)

#### A. Review Current Agenda

- Meeting called to order at 8:12AM; quorum not present;
- D. Daniels moved to amend agenda to discuss optimal meeting times for the committee, can be the last item after we discuss today's business; N. Pillai and committee agreed;

#### B. Review Previous Meeting Documents

- L. Cazares provided feedback on previous meeting minutes, noting that she is the coordinator for the Promoting Achievement Through Hope (PATH) program; D. Daniels agreed to correct the 9-27-16 minutes to reflect this;
- P. Murphy observed that in the prior minutes that he is listed as an associate professor and not an assistant professor; D. Daniels agreed to make this correction to show assistant professor in the 9-27-16 minutes;
- P. Murphy further observed that if the minutes could show his comments suggesting that if we do in fact end up with a budget surplus, that we could ask programs to write proposals to help alleviate the balance; D. Daniels agreed to correct the 9-27-16 minutes to reflect this;
- L. Cazares moved, P. Murphy seconded; no further objections to approving meeting minutes.

### II. Revisit Discussion of Committee Norms

#### A. Parliamentary Procedure

- N. Pillai recalled that we talked about adding a little more parliamentary procedure in our meetings, might be helpful to introduce these concepts; K. Sailor agreed, especially if we have members of the public or from other universities; N. Pillai noted that she can email Michelle Noyes (President, Student Government) to see if there are any helpful materials for "ParliPro";

### III. Budget Overview (Dave Daniels)

- D. Daniels reviewed the budget, noting that 15 separate emails were received containing the Word-doc version of the IRA application, rather than coming through the normal online

portal, which unexpectedly closed early; P. Murphy recommended to not have a due date on a weekend, even though Oct. 1<sup>st</sup> is an easy date to remember, let's not cause undue stress on faculty proposers by having this on a weekend day in the future;

- Committee discussed extending the application deadline to ensure that anyone experiencing technical difficulties with the portal could be afforded the opportunity to resubmit their application online; further discussion from the committee on how long to keep the application portal open; K. Harrington suggested language on what an announcement to faculty might look like; L. Cazares recalled that we were already thinking about extending the deadline, so we could communicate this to all faculty; P. Murphy agreed with the intuitive extension to this Friday, but then let's cap it here as the last extension; committee agreed; K. Harrington suggested that an email could go out to our committee that briefs everyone, N. Pillai added that we could then ask for an electronic vote to make the deadline extension official; committee agreed, D. Daniels will circulate email to committee;

#### IV. Roll-Over Request From Dr. Bieszczad, Proposal #810 (Dave Daniels, Natasha Pillai)

- D. Daniels introduced this request from Dr. Bieszczad, recalling that he is asking the IRA committee to consider a delay in his project from Fall 2016 to Spring 2017, citing some delays and noting that he would be better prepared in the Spring; P. Murphy observed that perhaps not all of our committee members knows what our fiscal year is, and that we should discuss whether or not we allow funds to cross over between fiscal years; K. Harrington described to committee what our fiscal year is (July 1<sup>st</sup> through June 30<sup>th</sup>), along with general recommendations and considerations of the workload involved with tracking expenditures; further noted that we should be aware of cases that cross fiscal year lines that these items may also have to go to the President for approval; asked D. Daniels if this \$3,600 was marked appropriately in the budget and if it would not disrupt our anticipated AY1617 or Fall 2017 carry-forward – D. Daniels replied that is correct, this will not disrupt those figures as it has been recorded as committed funds within the fiscal year; as such, the committee agreed to be favorable of Dr. Bieszczad's request;

#### V. Meeting times for the committee

- D. Daniels introduced consideration that a later meeting time may be helpful in light of efforts to make quorum, referencing off line conversations with P. Murphy and K. Harrington; K. Sailor informed committee that she has student government until 11AM, but is held in the Student Union Building so would be close by; N. Pillai noted that our committee would be understanding of that; L. Cazares added that she would miss two meetings on Wed. 11am due to conferences, but would be in the rest of the times; N. Pillai and K. Sailor have a conference starting next week, but would be available for Wed. at 11am after that;

#### VI. Adjournment – K. Sailor moved, L. Cazares second, meeting adjourned at 8:55am.