

IRA Committee Meeting Agenda Tuesday, September 27, 2016 8:00 - 9:00AM

Meeting Objective: To set the procedural groundwork for a productive academic career, to increase awareness of IRA funds, and to discuss the possibility of extending the proposal submission period.

Attendees: Paul Murphy, Natasha Pillai, Elizabeth Heim, Leticia Cazares

Staff Present: Kate Harrington; Dave Daniels

I. Introductions

A. Meeting called to order at 8:10am; committee members went around the room to introduce themselves; N. Pillai is a math major, third year student, happy to serve as IRA committee chair; L. Cazares is the Foster Student Counselor on campus and the coordinator for the Promoting Achievement Through Hope (PATH) program, now in its second year of operation; E. Heim is a PoliSci major; D. Daniels is the coordinator for the IRA committee, also has other coordinator roles such as the academic senate and academic appeals committee; P. Murphy is an associate professor in Music, loves this committee, has always said let's do the best we can with student monies for the creative proposals that we receive; K. Harrington is the Budget Officer for the Division of Academic Affairs, manages budget for the entire division, including IRA and also MSFT, Lottery funds and many others; happy to be joining the committee in offering administrative support.

II. Discussion: Committee Norms

A. Historical Committee Norms (Dave Daniels, Dr. Paul Murphy)

- D. Daniels reviewed that in order to reach quorum that we need at least four student members, including the chair; we are lacking this at this moment and do not currently have quorum;
- D. Daniels elaborated that one new student committee member recently dropped out of service due to class scheduling conflicts, but Student Affairs is actively seeking a replacement; N. Pillai informed committee that she just heard from K. Carrico that he will also be unable to attend the IRA meetings; P. Murphy suggested to collect cell phone numbers from students; committee agreed, E. Heim offered that she had sent text messages to E. Salgado and K. Sailor's roommate, will keep us posted with any updates.

B. Parliamentary Procedure

- N. Pillai noted that in her Student Fee Advisory Committee (SFAC) meeting that they had a crash course in ParliPro, which SFAC members seemed receptive to; she wanted to gauge interest in this for our committee; P. Murphy asked for clarification; N. Pillai answered that it

would not be designed to necessarily instill formalities to our IRA meetings, but to help boost knowledge of parliamentary procedure and to help educate those that may need to use these procedures outside of our meetings; committee agreed to think about this and to revisit this discussion after reaching full quorum.

III. Presentation of 2016-2017 Budget File (Dave Daniels)

- D. Daniels reviewed preliminary budget file and that it tends to set the tone of the committee meetings for the semester, i.e. do we have enough to fund all requests, or will we be short, or will we leave with a surplus, etc.;
- P. Murphy noted that most semesters we are short, but in the last couple semesters we have had a surplus;
- D. Daniels estimated a budget of \$550K for Spring 2017 IRA activities, representing the remaining budget for the 2016-17 academic year; we'll have a more accurate picture of where we stand after all of the proposals are in next week.

IV. Discussion: Extending the Proposal Deadline

- N. Pillai based on the fact that we have had a surplus in the last couple semesters, recalled that there was some discussion about possibly extending the proposal deadline; P. Murphy added that in the future we should avoid a deadline that falls on a weekend day; further asked if we would wait until next week to determine whether or not to extend the deadline – answer was yes from committee;
- N. Pillai suggested that if perhaps we do end up having a surplus, that one way to approach it would be to send out a notification to proposers, asking them if they'd like to amend their proposals once being made aware of our surplus; E. Heim agreed with this idea, not necessarily to publish the exact figure of our surplus; N. Pillai added that this might be a better way to reduce our surplus;
- K. Harrington suggested that a communication be sent out from D. Daniels to the committee on Monday that would indicate where we stand after determining the total requests for IRA funds vs. available budget; D. Daniels and committee agreed.

V. Other Discussion

- P. Murphy asked if we recalled where we were at in our discussions of what to do with surplus funds; recalled that a discussion took place about purchasing a campus van, given the high costs of Roadrunner rentals that repeat every semester; D. Daniels recalled that the committee decided last semester to let the full surplus carry-over to another semester (i.e. this one in Fall 2016), in that the committee felt that one or two UNIV 392 courses with high IRA fund request amounts could easily alleviate this surplus; however, the current AY1617 committee is able to revisit this conversation and make other recommendations as well;
- K. Harrington noted that I. Trinidad has to be involved in the purchase of any new vehicles on campus;
- N. Pillai asked if there was a food pantry on campus, and if it were somehow tied to a class that required a course fee, could IRA funds be used to support it – D. Daniels was not sure, offered to follow up with Dan Wakelee;
- Committee recalled other feedback on fund surplus planning in regards

to allocating surplus funds at the program and or Dean level;

- P. Murphy suggested that if we do end up with a budget surplus, that programs could be asked to write proposals; further discussion from committee; committee summarized that asking each program to write a proposal seems to be a better way than allocating funds at the Dean level.

VI. Meeting Adjournment

- L. Cazares moved, E. Heim seconded, meeting adjourned at 8:53am.