

Instructionally Related Activities (IRA) Committee
Meeting Minutes: November 18, 2014
8:00 – 9:00 a.m.
Student Union, Second Floor, Meeting Room B

Members Present: Nicole Perez, Simone Aloisio, James Forrester, Dan Wakelee, Sara Sanders, Vanessa Mendoza, Paul Murphy, Elizabeth Salgado, Michael Ullerick, Chris Zaki

Staff Present: David Daniels

8:01AM: Meeting Called to Order

1.) Public Forum

- a. Introductions for David Daniels, new IRA Coordinator
- b. Introductions for Michael Ullerick, new IRA committee member – Unanimous decision to allow for voting privileges today for M. Ullerick
- c. Review of travel policy: two-thirds funding cap for international trips vs. full funding for domestic trips; D. Wakelee recommended the use of separate tabs within the budget document to clarify this distinction; S. Aloisio did not recall this distinction, but rather considered it as a course fee vs. no course fee; D. Wakelee clarified historical use of course fees for international courses

2.) Actions on Category I Proposals

- a. S. Sanders asked if committee wants to fund all Category-I proposals; She referred to her current math figures, noting that if all Cat-I and Cat-II proposals are funded, along with Cat-III proposals 1 – 6, that budget would be within \$1000 of target; S. Aloisio responded with suggestion to go through each proposal to approve / disapprove
- b. IRA Cat-I #663: no concerns
- c. IRA Cat-I #657: no concerns
- d. IRA Cat-I #663: no concerns
- e. IRA Cat-I #662: no concerns – P. Murphy verified that meals were out of pocket, had no further concerns
- f. IRA Cat-I #681: no concerns – D. Wakelee noted parking, but S. Sanders clarified parking not requested from IRA funds
- g. IRA Cat-I #667: no concerns
- h. IRA Cat-I #680: no concerns
- i. IRA Cat-I #659: no concerns
- j. IRA Cat-I #679: no concerns
- k. IRA Cat-I #685: no concerns
- l. IRA Cat-I #658: D. Wakelee referred to parking request, noting that if proposal is class-related then the parking should be able to be requested through the class / program; S. Sanders asked if there is a motion to remove parking funds from #658:
 - I. **Motion:** S. Aloisio motion to deny parking funds for #658
 - II. **Second:** P. Murphy
 - III. **Vote In Favor: ALL – motion is approved**
- m. IRA Cat-I #666: P. Murphy asked if there may be anticipation of concern among proposal sponsors if IRA pays for some meals but not others; D. Wakelee clarified that the challenge of remote locations (i.e. SRI) is that students can't bring their own food; S. Sanders posed a potential small course fee for meals; P. Murphy and D. Wakelee discussed that a full description of meal funding could be included within the policy, and may be useful in providing feedback; D. Wakelee clarified that there is a year lag time to institute new course fees
- n. IRA Cat-I #660: C. Zaki asked if anyone finds it odd that there is no lodging – D. Wakelee said that Island Packers in peak season runs Mon-Wed-Fri, so 3day/2night trips are common; S. Aloisio asked how this is generated, adding that we may want to consider how the recovery of this fee is being structured

- o. IRA Cat-I #688: S. Aloisio recommended that we should ask for further breakdown of expenses
- p. IRA Cat-I #689: S. Sanders asked if there is a motion to remove parking funds from #689:
 - I. **Motion:** N. Perez motion to deny parking funds for #689
 - II. **Second:** P. Murphy
 - III. **Vote In Favor: ALL – motion is approved**
- q. IRA Cat-I #691: N. Perez noted that non-tenure track faculty are being paid \$150; P. Murphy asks if it's only CI faculty – S. Aloisio said he's seen past reports and most are from outside CI; D. Wakelee clarified that occasional CI lecturer is included; P. Murphy said they're getting a bargain at only \$150
- r. IRA Cat-I #654: no concerns
- s. IRA Cat-I #669: S. Sanders asked if there's always been this many speaker series – S. Aloisio noted that this is a good trend to see
- t. IRA Cat-I #665: no concerns
- u. IRA Cat-I #678: no concerns
- v. S. Aloisio moves to approve all Category I's except for #688 (per pending Committee question):
 - I. **Motion:** S. Aloisio motion to approve all Cat-I's except #688
 - II. **Second:** P. Murphy
 - III. **Vote In Favor: ALL – motion is approved**

3.) Actions on Category II Proposals

- a. IRA Cat-II #673: S. Aloisio recalls a past vote to remove meals, gifts and printing; S. Aloisio also asked if this is a 2/3rds one – P. Murphy said Yes
- b. IRA Cat-II #692: S. Aloisio asked how many students? S. Aloisio also asks why they're bringing 5 faculty as well? P. Murphy recommends we ask for clarification – not clear how many students are participating, is it 15 or 20? D. Wakelee recommends / encourages that transportation is communicated per student; S. Aloisio makes a motion that we drop \$1500 to \$600 (i.e. 40 x 15 students):
 - I. **Motion:** S. Aloisio motion to drop \$1500 transportation down to \$600 for #692
 - II. **Second:** P. Murphy
 - III. **Vote In Favor: ALL – motion is approved**
- c. IRA Cat-II #652: D. Wakelee notes the \$500 for parking, further clarifying that if you have a guest performer, the program can ask for parking; S. Aloisio makes a motion to cut \$500 due to outside visitors:
 - I. **Motion:** S. Aloisio motion to deny \$500 in parking for #652
 - II. **Second:** P. Murphy
 - III. **Vote In Favor: ALL – motion is approved**
- d. IRA Cat-II #684: D. Wakelee notes the parking request, commenting that off-campus consultants are used for technical support; P. Murphy clarified that programs do not have this kind of support; D. Wakelee recommends that if the consultants are coming on an ongoing basis that the program should be paying them enough to cover their parking; S. Aloisio makes a motion to remove parking:
 - I. **Motion:** S. Aloisio motion to deny \$540 in parking for #684
 - II. **Second:** E. Salgado
 - III. **Vote In Favor: ALL – motion is approved**
- e. S. Sanders asked if we have the time to finish review of remaining Cat-II's; Committee members suggest and agree to finish review at next meeting

8:51AM: Meeting Adjourned