

Instructionally Related Activities Committee
MEETING MINUTES
November 2, 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, Keegan Carrico, Dan Wakelee, David Daniels

Introductions for committee members as a welcome to new committee member, Keegan Carrico; Keegan is a senior and is president of the Surf Rider Association, looking forward to being involved with the IRA committee;

Approval of Agenda

Agenda is approved with no objections;

Approval of Minutes

Meeting minutes from 10-27-15 are approved with no objections;

Public Forum

- i. D. Wakelee noted an overlap between IRA fund requests and Lottery fund requests, in that there are three proposals that requested IRA funds and Lottery funds; ready to make decisions on the Lottery fund allocation, wanted to give a heads-up on two of these and to ask the committee where we are with the third one; noted that Lottery received requests that were double the amount of the funds available to allocate;
- ii. Computer Science had requested Lottery money for SRI, but Lottery monies can't fund this due to large dollar amount; Also that the NZ trip (IRA#752) requested Lottery funds, which were denied due to Lottery funds not applying to individual travel; there is an allocation going to the Student Research Steering Counsel (SRSC) for the Southern California Undergraduate Research (SCUR) conference; we're directing people such as New Zealand to IRA or SRSC to help with travel funds for individual students;

- iii. S. Aloisio asked for clarification, we haven't discussed COMP-SCI trip to SRI via IRA#731, but you're saying that this one is not funded through Lottery – D. Wakelee answered correct;
- iv. D. Wakelee noted final overlap is IRA#739, has Lottery funding request with initial discussion to wait until IRA decision, as this would free up Lottery funds should the IRA committee choose to allocate IRA funds; J. Forrester noted that we had been waiting to see if this proposal had applied for MSFT funds – D. Wakelee answered no, there is no MSFT proposal for this, as MSFT runs a year ahead of time (proposals accepted once a year); had a discussion with the chair that he'll receive funding, but need to clarify if it will come from IRA or Lottery funds, as his goal is to advance the logistics for this sometime during this semester;

Old Business:

- 1) Review and/or Updates from Proposal Spreadsheet
 - a. D. Daniels noted that he added the \$850 from the emergency request from B. Monsma that the committee previously approved, which is now reflected in the spreadsheet (assigned IRA proposal number as IRA#770); also a heads-up about the two emails forwarded to committee from A. White and A. Jimenez;
- 2) Review the eight (8) Category III proposals
 - a. J. Forrester opened up IRA #739 for final discussion in anticipation of a vote for all Category-III's together;
 - b. J. Forrester asked to clarify the New Zealand trip on what we reduced the amount by, D. Wakelee also clarified that they will not receive Lottery funding; J. Forrester recalled that we asked if A. White was aware of other funding sources, short answer is yes but allocated it for other functions; S. Aloisio moved to reduce the amount to be just for the student expenses of \$7,290, which is the conference registration, lodging and airfare; seconded by P. Murphy; VOTE = All in Favor;
 - c. IRA#738 trip to Spain is asking \$4,128 in additional IRA funds for inclusive trip to Morocco due to new CIA policy of requiring faculty presence with students at all times; P. Murphy asked to clarify what we were offering additional monies for in terms of bring this experience back to campus; S. Aloisio this would also include the approximate increase of \$1,400 to ensure a larger event coming back to campus, such as one that includes music and food; total trip cost would rise to \$44,128; VOTE = All in Favor;
 - d. D. Wakelee asked to clarify net effect of cutting CERN's per person meals to \$750; committee clarified total cut of \$3000, bringing overall

- e. J. Forrester seeking a motion to vote in favor of approving all Category-III proposals as modified by the committee; E. Heim moved, second by S. Aloisio; VOTE = All in Favor;

New Business:

1) Review Category II Proposals

- a. IRA #756 – no questions;
- b. IRA #760 – S. Aloisio observed that \$700 in printing costs seems high, usually a \$150 limit; also parking at \$100 for community members is not something we normally fund; D. Wakelee noted that we'll pay the parking for the speaker, but not community members; J. Forrester asked committee if we want to cut the parking; E. Salgado or we could ask them what the intended parking costs are to be used for; D. Wakelee observed that in the proposal didn't see where they were holding the event, and didn't see OPC chargebacks, such as for things like custodial worker time; J. Forrester suggested to shift the \$100 in parking to OPC chargebacks; S. Aloisio agreed; P. Murphy suggested to remove either the \$700 or the \$500; K.Carrico suggested to cut the \$500 and to leave the \$700; committee agreed;
- c. IRA 735 – E. De La Cruz asked to clarify the line item meals request for faculty meals, and for further explanation for \$160 for registration fee; J. Forrester agreed that we could ask A. Grove about this, and we can also ask if additional resources were approved to bring experience back to campus, what would your event entail?
- d. J. Forrester suggested that remaining three Category-IIs (742,729,761) be discussed at next meeting; meeting adjourned at 8:51am