

Instructionally Related Activities Committee  
MEETING MINUTES  
March 15, 2015; 8:00 – 9:00 a.m.  
Bell Tower West Conference Room 1188

Attendees: Paul Murphy, Leticia Cazares, Natasha Pillai, Rayheem Eskridge, Keegan Carrico, Elizabeth Heim, James Forrester

Staff present: Dan Wakelee, David Daniels

Meeting called to order at 8:02am

Approval of Agenda

- Agenda was approved with no objections

Approval of Minutes from last meeting

- Meeting minutes from 3/8/16 were approved with no objections

Introductions for new committee members; existing members gave brief introductions, new member Natasha Pillai is a sophomore and also works in the Center for Integrative Studies; Rayheem Eskridge is a senior and is also the President of Spectrum.

Old Business

D. Wakelee provided an update on the IRA proposal to cover mandatory music licensing fees – proposal is written, waiting for the final money figures from Procurement, hopefully in the meeting following Spring Break we will have this figure; P. Murphy asked if there was a way the committee could see this ahead of time, J. Forrester suggested that an electronic vote request could be sent via email; D. Wakelee and committee agreed with this strategy; D. Wakelee reviewed the issue for the new committee members; N. Pillai asked to clarify amount; D. Wakelee estimated \$3500;

D. Wakelee further updated that out of the four international proposals that went through CIA, only two of them were approved; this raises a broader question for IRA funding amid the

increasing difficulty with getting short-term study abroad courses approved; IRA fund carried a balance from last term to this term, will carry one into the next term; questions may be if the committee wants to establish its own recurring events, such as a speaker series, or potentially reducing IRA fees, or other considerations; it's ok to carry a balance for a couple semesters, but if we're carrying a balance for multiple semesters then it may raise some flags with Finance; P. Murphy expressed doubts that this will be a long-term issue, given how many previous semesters that IRA did not have enough funds to cover all proposals and multiple cuts had to be made;

J. Forrester asked which trips were denied; P. Murphy recalled that Cuba trip was denied because according to CIA, a lecturer may not take a group of students internationally, which was news to him; also if that person hasn't been to the country, that is an issue; P. Murphy is meeting with CIA director today, to relay that he has been to Cuba and is tenure-track faculty; D. Daniels summarized that trips to Cuba and Germany were denied, but Taiwan (N. Chen / K. Rose) and India (N. Parmar) were approved;

D. Wakelee recalled that a previous trip to Costa Rica (D. Rodriguez) had been approved by IRA but had to be postponed, and CIA has communicated that this can be reactivated and be resubmitted to IRA for further consideration.

N. Pillai asked how much money is being carried forward; D. Daniels reviewed general figures and structure of reviewing / approving IRA proposals for the following semester; recalled a large carry-forward into Fall 2015 due to several international trips not being able to go, as D. Wakelee had previously mentioned; D. Daniels further reviewed current spreadsheet and explained general Category structure and that current spreadsheet now reflects the three category groups;

J. Forrester asked to display the Sustainability at CI report from last year (from S. Aloisio); report details total allocations and the breakdown of specific project allocations within this amount; noted that the Spring 2016 Sustainability at CI request is for \$36,000; N. Pillai asked if an IRA proposal might be able to pay for parking; J. Forrester recalled that IRA doesn't normally

cover parking; P. Murphy asked D. Daniels if Chief Reid could be emailed and asked about a parking subsidy from IRA funds; R. Eskridge asked about the solar powered street lighting project and how much are we really saving given that we are a commuter campus and most cars are gone by 6pm; J. Forrester recommended to move away from specific discussions on this given that these were projects already approved last year;

## New Business

### Proposal Review

IRA#774 (Model United Nations):

P. Murphy recommends that we ask A. Grove for a budget breakdown of faculty meals; D. Daniels will send email inquiry;

IRA#780 (Campus Reading Celebration):

J. Forrester noted that there are requests for printing well above what we normally grant (\$1250); also \$500 requested for flowers; committee asked what the \$250 for “in-state travel” is for; P. Murphy observed that the \$10,000 request for copies of books for students may be too much, given that the President has asked campus to look at ways of reducing costs of books to students; R. Eskridge saw the value of the books purchased, as any student who wants a copy can just grab one; P. Murphy recommended that we ask how much each book is for; J. Forrester noted that in the proposal it mentioned that 1500 books were distributed to the university population; R. Eskridge wondered how many books were left over; N. Pillai observed that many students have Kindles and e-reader devices, asked if it would potentially save money if codes were given out for e-books;

P. Murphy asked how the committee felt about the request for flowers; J. Forrester isn't sure that student fees should be spent on flowers, something that only lasts a few days; P. Murphy voiced opinion that we shouldn't be spending money on flowers; R. Eskridge countered by noting that this is one of CI's largest events on campus, and while the dollar figure may seem like a lot on paper, that it is justified by bringing a professional decoration to the display; E.

Heim recommended that we ask what their plan is in terms of where these flowers are coming from; P. Murphy asked if there is a specific vendor where these would need to come from; N. Pillai wondered if since real flowers are very temporary, could fake flowers be purchased instead; J. Forrester added that these could be kept in the Broome Library storage for use in future events; E. Heim asked if the \$2000 catering charge was customary – committee answered Yes, P. Murphy added that we're required to get it through University Glen Catering; Other question was about the \$200 parking chargeback, what is this for? D. Daniels will ask about this; Committee also wants a description of the printing costs, what is being printed, is it a banner and if so where is it being displayed, etc.

IRA#816 (ESRM service learning trip to New Orleans):

J. Forrester recalled that this has previously been funded; D. Daniels noted that the current group will be travelling to New Orleans later this week;

R. Eskridge asked about the t-shirt request and if they need to wear these every day, or to get more info on when are they wearing the t-shirts;

J. Forrester noted the \$4800 in meal costs, let's get a breakdown of what these planned meal costs are for; also, not sure what is meant by the "out-of-pocket" meal expenses, please ask for clarification; this is in addition to the other meal costs they're asking for; N. Pillai is confused on how this math is breaking down; J. Forrester agreed with recommendation to clarify;

J. Forrester recommended that we make this the last proposal we review today; suggested that committee familiarize themselves with remaining Category-III proposals, not sure if we'll get through them all next time, but if so maybe also review the next couple Category-II proposals; D. Daniels will send out questions to proposal sponsors and will send meeting materials via email to committee; also be on the lookout for an electronic vote request when proposal becomes available to fund mandatory music license;

Meeting is adjourned at 8:51am.