

Instructionally Related Activities Committee  
MEETING MINUTES  
April 26, 2015; 8:00 – 9:00 a.m.  
Bell Tower West Conference Room 1188

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

Staff present: David Daniels

Approval of Agenda

- Agenda was approved with no objections

Approval of Minutes from last meeting

- Meeting minutes from April 19, 2016 were approved with no objections

Old Business:

- 1) Review and/or Updates from Proposal Spreadsheet
  - a. D. Daniels noted that since we've received the updated budget file from Dr. Matera, the budget now shows the slight increase in this request due to the inclusion of the lodging fee at SRIRS;
- 2) Review of questions answered from proposal sponsors
  - a. D. Daniels noted that we've received the correct budget file from Dr. Clarke's Santa Rosa Island trip (IRA#771) as requested by the committee;
- 3) Finish Category I proposals
  - a. IRA#771 – committee observed \$15 per person per day in meal costs; no further concerns
  - b. IRA#810 – committee observed \$25 per person per day in meal costs; no further concerns
  - c. IRA#807 – S. Aloisio observed that one of the honoraria candidates is a tenure-track professor here who is scheduled to receive \$200 to speak to students, which shouldn't be funded via IRA funds; further discussion of what an honorarium is as compared to a professional speaker; N. Pillai asked if in general

these prices are calculated by distance or by prestige; S. Aloisio recalled that usually the person coming the furthest away will get the larger amount, i.e. travel expenses included in honorarium amount; R. Eskridge asked what the status is of R. Buschmann, S. Aloisio clarified that he is a full-time tenure-track professor here at CI; E. Salgado agreed that we shouldn't use IRA funds to pay an existing full-time CI campus faculty member; general agreement from committee to not fund this \$200 request; S. Aloisio would also consider not funding light snacks; L. Cazares recalled that ProCards can now be used at Smart & Final for similar snack purchases; E. Salgado suggested to go ahead and fund them the \$250 and let them figure out the logistical source of the snacks;

- d. IRA#777 – J. Forrester summarized that they are requesting 4 Roadrunner buses, one for each service learning activity;
- e. IRA#801 – committee voiced no concerns
- f. IRA#787 – S. Aloisio observed a few points on this proposal leading to several questions for the sponsor: 1) is this related to a class (J. Forrester observed description of “students on interdisciplinary teams”); 2) how are students going to be recruited for this; and 3) who is the funding for... proposal says there's three groups of people (e.g. CNDP professionals), which group(s) receive funding?
- g. IRA#783 – committee clarified that there's only one speaker for this, Mr. Alcatraz;
- h. IRA#772 – J. Forrester observed that it's just the honoraria cost for this one; N. Pillai asked how many speakers in total, committee counted nine;
- i. IRA#806 – J. Forrester observed the requested meal cost of \$300 is for one meal, breakfast, working out to be \$20 per person for one meal; committee further discussed, then suggested to please ask proposer about this meal breakdown;
- j. IRA#803 – committee noted the \$5.40 per day per person meal costs for this SRI trip;
- k. IRA#812 – J. Forrester observed that it's just the honoraria cost for this one;

- l. IRA#791 – S. Aloisio observed that the proposal notes that he hadn't found an ESRM collaborator yet, let's please ask him "has he found the other ESRM collaborator yet?" P. Murphy let's please also ask how is this tied to a class? S. Aloisio further observed that the SRI boat cost is \$104 and they only budgeted \$100, also there is no lodging fees indicated; also ask what the \$500 earmarked for gear is to be used for;
- m. IRA#814 – J. Forrester observed that the budget should reflect \$1950 versus \$1900; S. Aloisio added that this extra \$50 could be for the professor's conference registration fee; D. Daniels agreed to reflect this update in our budget file;

Meeting adjourned at 8:49am.

New Business for Next Meeting:

- 1) What are we going to do with IRA extra funds?
- 2) Future talks: IRA always starts with Copyright proposal?
- 3) Roadrunner is charging us a lot of money...
- 4) SRI food cost cap = \$20 per a day, \$15 per a day