

IRA Committee Meeting Minutes Tuesday, October 16th, 2018 — 8:15-9:02 AM

Provost’s Conference Room BTW#2185

Meeting Objective: To discuss continuing business and to review / vote on the first batch of IRA proposals.

Attendees: JuanPaulo Quiatchon, Bryan Ruiz, Vigneshawri Kumar, Sean Kelly, Andrea Skinner, Lynette Landry, Ross Cloney

Staff present: David Daniels, Molly Oberst, Kirk England, Jaqueline Connell, Thomas Hunt, Diane Wei, Alexxa Esparza

1. Meeting introduction by Kirk England, Assistant Vice Provost and Chief Academic Budget Officer
	1. Brief Introductions of attendees and staff
	2. Meeting called to order at 8:15am
	3. K. England recalled that 4mos ago he was asked to oversee IRA budget, explained fund balance, and further noted that the budget will receive an additional $100k in balance; important to note that in order to make funding commitments and especially those that may cross fiscal years, strongly recommended that committee keeps 20% of the fund balance in reserve;
2. Continuing Business
	1. Voting to establish new IRA Committee Chair
		1. Voting was conducted for new IRA committee chair
		2. Results concluded that B. Ruiz will be the new IRA committee chair
	2. Vote to approve meeting agenda and minutes from prior meeting
		1. B. Ruiz motioned to approve meeting agenda and minutes. J. Quiatchon seconded. All approved.
	3. Further discussion and voting on whether to grant IRA Funds for UNIV 392 Costa Rica
		1. L. Landry suggested to defer this proposal towards the end of the proposal list.
		2. B. Ruiz motioned for the deferment of UNIV 392 until the end of the IRA proposal list. S. Kelly seconded. All approved.
	4. Further discussion and voting on whether to grant additional IRA support to cover tutoring costs in the WMC during Finals Week ($1,000)
		1. L. Landry wanted to clarify that if S. Lee says that she is interested in a similar request for Spring, would that then result in a $2,000 increase overall? D. Daniels agreed to reach out to S. Lee for further clarification;
3. IRA Proposal Review
	1. Discussion and voting on Category-III (Cat-III) proposals
	2. IRA #1111: UNIV 392 Art in Paris
		1. L. Landry observed that staff lodging was not included in the proposal budget. L. Landry commented on the absence of student meals and if it was accounted for. J. Connell mentioned the $3000 requested per student, would that still be the rate if they are 2 or 3 to the same room? L. Landry suggested more clarification for the budget proposal. A. Skinner mentioned the budget for each student a day would be $450; D. Daniels agreed to reach out to L. King for further clarification
	3. IRA #1098: Arts Under the Stars 2019
		1. A. Skinner brought to the attention of the committee about this event being 2 days and the budget, posed for discussion the idea of reducing it back to a 1 day event; D. Daniels recalled that for its first five years or so it was a single day event, last year was first time it was expanded to 2 days; Discussion of committee members on this line item. D. Daniels agreed to ask H. Castillo for a revised quote from Darvik Productions for a single day event
		2. L. Landry observed that this proposal does not mention what courses it is correlated to. S. Kelly recalled that some IRA events add value and meet our mission statement without a specific course tie-in, and oftentimes are not known beforehand, as is the case with Student Research. J. Connell asked if the event programming is the same for both Friday and Saturday events. D. David clarified that the music is the same in both events, but on Saturday there is integration with the Sage Conference. R. Cloney questioned if this event will conflict with the students sage presentations; D. Daniels replied no; J. Quiatchon stated that this event would need storage for their requested tent.
	4. IRA # 1078: CI Student Songwriting Competition and CI Student Recording
		1. D. Daniels stated that this was a great event last year where students were able to record original music and have it be recorded by outstanding industry professionals, including Geoff Emerick, the recording engineer for The Beatles; sadly, Mr. Emerick passed away only a week ago, and so now the unfortunate question is whether or not this proposal can move forward; D. Daniels will ask P. Murphy for his thoughts on the matter, but with understanding if he needs more time (as he was a close friend of Mr. Emerick).
	5. IRA #1077: UNIV 392 Germany Experience
		1. L. Landry brought to the attention of the committee that this proposal does not include a student meal budget. J. Connell commented that prior proposals don’t usually add in a food budget due to not wanting the budget to be too large; however, students clearly need to eat; D. Daniels agreed to reach out to E. Pehlivan for further clarification.
	6. IRA#1130: Attend Grace Hopper Celebration of Women in Computing Conference
		1. A. Skinner noted that last year’s location was in Texas; D. Daniels added that Texas is on California’s list of prohibited destinations for publicly-funded travel, so they had to cancel (IRA monies returned); J. Connell noted that the location of this trip has still not been determined, she helped organize last year’s trip and will keep the committee posted.
4. Other business and meeting adjournment
	1. B. Ruiz motioned to adjourn meeting. J. Quiatchon seconded. All approved. Meeting adjourned at 9:02am.