

IRA Committee Meeting Minutes Tuesday, October 23, 2018 — 8:15-9:05 AM

Provost’s Conference Room BTW#2185

Meeting Objective: To continue to review Category-III proposals in preparation for voting discussion.

 **Attendees:** Bryan Ruiz, Vigneshawri Kumar, Sean Kelly, Andrea Skinner, JuanPaulo Quiatchon

 **Staff Present:** David Daniels, Thomas Hunt, Jaqueline Connell, Alexxa Esparza

1. Approval of meeting agenda and prior meeting’s minutes
	1. Meeting called to order at 8:15am
	2. Brief introductions of attendees and staff
	3. J. Quiatchon motioned to approve meeting minutes and agenda. A. Skinner seconded. All approved.
2. Presentation of budget reforecast (D. Daniels)
	1. D. Daniels informs the IRA committee that IRA budget needs to keep 20% of the fund balance, reviewed revised budget file for committee; IRA will see a $100,000 contribution to budget, which will appear in the mid-November report once PeopleSoft has closed the month of October.
3. Review of Cat-III Proposals
	1. Discussion of answers received from proposal sponsors
		1. IRA # 1098: Arts Under the Stars 2019
			1. A. Skinner mentions classes have not been set and are not yet official. D. Daniels clarifies that the class is usually set up for a Wednesday, Friday schedule but is not yet official. A. Skinner commented regarding having this event on the same day as the SAGE Research Conference, the events being on the same day can possibly bring more students to attend the presentations.
			2. D. Daniels suggested more clarification on the class schedule and event date. S. Kelly suggested composing a list of questions and have Heather Castillo (proposal submitter) come in and answer questions. D. Daniels suggested sending questions via email to compile for a Q and A with Heather Castillo. A. Skinner states that in future events there should be a more accurate way on tracking the amount of students who attend the event.
		2. IRA # 1077: UNIV 392 Germany Experience
			1. D. Daniels recalled that committee did not see student meals included; proposer clarified that these are included in the larger registration fee;
		3. IRA # 1083: UNIV 392 Health and Culture in Taiwan
			1. L. Landry stated via email that there was a typo in the proposal. Proposal shows event as 2 weeks but dates listed are for four days; proposer clarified that the travel dates are for 2 weeks;
			2. S. Kelly questions how this event will impact the budget. D. Daniels clarified that this trip is accounting against funds from this year. D. Daniels comments that the IRA funds fund 2/3 of UNIV 392 courses. J. Connell asked if the IRA committee has any restrictions on how many UNIV courses can be funded? Discussion on allocating funds for UNIV courses. S. Kelly suggests IRA committee strategically plan how IRA funds UNIV courses and how many students are benefitted through these courses moving forward. S. Kelly suggested that UNIV courses possibly seek funding from the general fund moving forward. J. Quiatchon asked for clarification and direction in asking for general fund to fund UNIV courses in the future. S. Kelly states proposal must go to the Provost office and their financial team. Then it will be sent to the Vice Presidents office for decision making.
			3. S. Skinner suggests that each proposal category should have a specific budget. A. Skinner stated that if the IRA committee funds all proposals proposed, the IRA budget would be in the red area (negative).
		4. IRA # 1086: WMC Studio Hours and Professional Tutor Consultations
			1. Proposer clarified that she is only seeking a $1000 for the current Fall 2018 semester’s activities;
		5. IRA # 1111: UNIV 392 Art in Paris
			1. Committee reviews Professor Liz King’s (proposal submitter) reply regarding student lodging. J. Connell had previously suggested clarification regarding students sharing rooms, will students who share rooms still pay $3000 each? A. Skinner suggested that the cost might be a firm price such as dorming on our campus (CSUCI). A. Skinner suggests this fee might include boarding and food. A. Skinner states that this proposal will have the students conduct projects. V. Kumar clarifies that this proposal is specifically requesting funds for materials and travel expenses referring back to the Travel Activity Budget.
			2. Discussion on student meals. J. Connell suggests students can possibly be reimbursed for their food expenses once they return back from the trip. Students do not need receipts in order to get their reimbursement. J. Connell also clarifies that the university as well as the CSU system are fair to students when reimbursing them. J. Connell clarifies why receipts are not needed. The University does not want receipts because it takes longer to review them and interpret them as opposed to using the system. J. Connell stated the cost fee for each student would be roughly $1785 in addition to their tuition fee. The professor is requesting $83 per day for their selves. D. Daniels suggest that the proposers increase their student meals budget. S. Kelly states that the committee should keep in mind the per student cost. J. Quiatchon comments that this trip has many pros but this trip might be too expensive for students. D. Daniels agreed to ask proposer to submit a revised budget that captures all anticipated meal costs as well as any out-of-pocket costs that students might incur from purchasing their own supplies (i.e. “basic supplies” were noted as being covered, but are there other necessary items that have not been captured).
	2. Further discussion and/or voting on remaining Cat-III proposals
4. Other business and meeting adjournment
	1. B. Ruiz motioned to adjourn meeting. A. Skinner seconded. All approved. Meeting adjourned at 9:05am.