

IRA Committee Meeting Minutes Tuesday, October 30, 2018 — 8:00-9:00 AM

Provost’s Conference Room BTW#2185

Meeting Objective: To conclude review of Category-III proposals in preparation for voting procedure; discuss upcoming Cat-II proposals.

 Attendees: Sean Kelly, Bryan Ruiz, Ross Cloney, Vigneshawri Kumar, JuanPablo Quiatchon

 Staff: David Daniels, Alexxa Esparza, Jaqueline Connell, Andrea Skinner

1. Approval of meeting agenda and prior meeting’s minutes
	1. Meeting called to order at 8:15am
	2. B. Ruiz motioned to approve meeting minutes and agenda. R. Cloney seconded. All approved.

1. Review of Cat-III Proposals
	1. Discussion of answers received from proposal sponsors (Liz King)
		1. D. Daniels presented L. King’s response to budget and in detail review. Students will be housed by apartments. The apartments include kitchens where students can create their own meals. Budget was revised to include $65 in meals per day per student. Since supplies will also be purchased by students. Budget includes update and no student will not have to suffer from a financial factor. Original budget was $59,000 but was increased to $72,000. Students are aware that there is a $500 upfront course fee in addition to other fees.
		2. A. Skinner asked for clarification on housing and if housing would provide students the supplies needed. Referring back to proposers (Liz King) response, lodging states that classroom, studio facilities, equipment and supplies for three weeks would be included in the lodging fee.
		3. Discussion on the cost of the trip. J. Quiatchon states his concern about this experience and how it might be too pricey. J. Connell states that it is best to put all expenses on the budget because students can then use their financial aid towards this trip. V. Kumar suggests that the daily per dieum would be $65. V. Kumar also mentioned that if students group up and make meals together the per dieum would be enough. A. Skinner stated that paper work would need to be turned in within 30 days for students to receive their reimbursement.
		4. D. Daniels discusses the future on UNIV 392 courses. D. Daniels suggested to the IRA committee to start a conversation on how to approach budget for UNIV courses. S. Kelly did a quick tally and observed that the 4 UNIV 392 courses currently under review have an impact of $200k on the IRA budget; D. Daniels also states to start a strategic plan on deciding merits for UNIV 392 proposals. S. Kelly states we could fund the entire trip or cut the budget but that leads students to paying more out of pocket. J. Quiatchon discusses the trips high cost and is only benefiting a few students as opposed to Art under the stars which benefits more than 100 students. V. Kumar asked if this trip isn’t funded 100% can the budget of student meals be decreased? Discussion on different options of funding for this trip. D. Daniels suggest scenarios regarding different funding amounts and how it will play out with the students. J. Quiatchon discusses the affordability of this trip. V. Kumar clarifies that this trip, students understand the tuition and fees expected to pay.
		5. More discussion on regarding the benefits of this trip. R. Cloney suggest that trips like these bring in many students to our campus because of these opportunities. J. Quiatchon expresses his concern that this trip will be beneficial for only a few students and isn’t justified. J. Connell added that if this trip is funded no other trips can be funded. D. Daniels states that the committee will be receiving an influx of $100,000. D. Daniels suggests that we can accept trips based on their merit. D. Daniels suggested to put Art Under the Stars and UNIV 392 Art in Paris on hold and look at category II proposals. J. Connell added that these fees are for students who would like to attend the trip.
	2. Presentation by Heather Castillo, faculty sponsor of Arts Under the Stars 2019
		1. Why can’t the schedule be changed if it has not been scheduled yet?
			1. H. Castillo clarified that if the course is moved to a Tuesday/ Thursday schedule then building for this event would take place on Thursday morning. This would also cause many students to miss classes and work to rehearse and set up for this event. H. Castillo also mentioned that this course gets about 40-60 students to enroll. Rehearsals take place in Malibu hall and with the amount of student’s safety is priority.

H. Castillo states that moving the schedule around would impact faculty salary and accessibility.

* H. Castillo mentions that by getting a generator they can decrease their expenses by $3000. Also the shirt expense can be dropped to decrease their budget. Not having an artistic director would allow students to have a second night. $500 for editing can be adjusted or dropped from the budget. H. Castillo clarifies that this event is not just for donors to attend.
	+ - 1. How do you plan on getting an accurate head count of students who attend?

H. Castillo states one way to see how many students attend is how many programs are given out.

H. Castillo commented that the great thing about Arts Under the Stars is that students say they get to apply what they have learned into a world that is very real. This event reaches all majors. The Math department as well as the Business department have reached out to getting involved in this event.

S. Kelly clarified that the Sage presentations are funded by Sage publishing. S. Kelly states t- shirts and tents can be useful for this event. S. Kelly states that these cuts H. Castillo stated can be worked with and still get funding for these cost and not have to eliminate them from the budget.

J. Quiatchon asked for clarification of the amount of people attended. The 1000 people who attended included students, faculty, friends and family. A. Skinner suggested H. Castillo to ask the computer science program to see if they can create a creative way to have a greater and better head count.

J. Quiatchon comments that this experience benefits the students. V. Kumar commented that with no artistic director this cuts their budget down by $9000.

* 1. Concluding discussion and voting on Cat-III proposals
		1. D. Daniel suggests that voting for Cat-III will be conducted next meeting. Cat-II discussion will be discussed next week as well.
		2. V. Kumar suggests getting Liz King to come in to speak more in detail on the Paris trip. All approved.
1. Other business and meeting adjournment
	1. B. Ruiz motioned to adjourn meeting. J. Quiatchon seconded. All approved. Meeting adjourned at 9:13am.