

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

Provost’s Conference Room BTW#2185

Meeting Objective: To welcome new and returning committee members, review the committee’s purpose, and prepare to review proposals for Spring 2019 activities.

Attendees: Ross Cloney, Sean Kelly, Vigneshwari Kumar, Lynette Landry, JuanPaulo Quiatchon, Bryan Ruiz;

Staff present: Jacky Connell, David Daniels, Tom Hunt, Molly Oberst.

1. Welcome and introductions
   1. Meeting called to order at 8:05am; Welcome message from D. Daniels, committee members introduced themselves;
2. Presentation of budget and procedure review (D. Daniels)
   1. D. Daniels outlined the budget forecast for the semester, noting that in the last few semesters the IRA fund has carried over a balance, but current outlook is that there are more requests this semester than there are funds to grant; we’ll enter our proposal review period showing a small percentage of our budget as over-spent, however this will balance out from the review process; noted that the committee has budget edit capabilities, even at a line-item level for each proposal (gave example of trimming meal costs); M. Oberst added that the committee will review proposals this semester for activities in the following semester; same thing occurs at the March 1st deadline, where proposals received in Spring 2019 are for activities in Fall 2019 and the 2019-2020 academic year.
3. New Business
   1. The IRA committee needs a student to serve as chair [Note that the IRA Chair is also a representative on the Student Fee Advisory Committee (SFAC)]
      1. D. Daniels noted that the committee will need a student member to serve as chair; asked that each interested student submit an email to him expressing interest via a written statement; voting will occur at the next meeting;
   2. Emergency IRA Funds Request: UNIV 392 Costa Rica
      1. D. Daniels relayed the reason for why this proposal comes late to the committee – faculty sponsor cited confusion on assuming that a proposal would come to the IRA committee automatically after receiving approval from the Center for International Affairs (CIA); L. Landry observed that if the same “confusion” happened to one of her faculty members, and they did not submit their proposal in a timely manner, that it would not be approved; did not feel that confusion was an adequate reason, and given our current budget status may not be an equitable course of action to fund; further discussion from committee, will table voting on this until next meeting; D. Daniels noted that in our first batch of proposals for review there will be other examples of UNIV 392s; L. Landry agreed that this would be helpful in terms of offering more context; committee agreed.
   3. Additional IRA support requested for a prior approved award, to cover tutoring costs in the Writing and Multi-literacy Center (WMC); $1,000 for IRA#1012 (approx. 13% increase)
      1. Committee noted that faculty sponsor cited a funding cut in her related MSFT award; S. Kelly added that his experience on the MSFT committee and recalled a budget discrepancy with multiple awards, and as a result cuts were widespread; further added that IRA funds cannot be used to pay students, either as wages or a stipend; B. Ruiz observed that it wasn’t clear if this additional $1000 would just be for this semester, or would a similar request be coming next semester; further committee discussion on what tutors may be used for; D. Daniels agreed to reach out to faculty sponsor to ask for further clarification; voting on this issue will be tabled for next meeting;
4. Other business and meeting adjournment
   1. D. Daniels will send budget information and first batch of proposals as soon as possible for the committee’s review in advance of the next meeting;
   2. Meeting adjourned at 8:46am.