

IRA Committee Meeting Minutes Tuesday, November 27, 2018 — 8:20-9:10 AM

Provost’s Conference Room BTW#2185

Meeting Objective: To vote on Category-III proposals and to discuss and/or vote on Category-II proposals.

 Attendees: Sean Kelly, Bryan Ruiz, Andrea Skinner, Vigneshwari Kumar, Lynette Landry, Ross Cloney

 Staff: David Daniels, Alexxa Esparza, Jaqueline Connell

1. Approval of meeting agenda and prior meeting’s minutes
	1. Meeting called to order at 8:20 AM.
	2. B. Ruiz motioned to approve prior meeting agenda and minutes. V. Kumar Seconded. All approved.
2. Revised budget summary (D. Daniels)
	1. Two proposals have been rescinded:
		1. IRA #1078: CI Student Songwriting Competition and CI Student Recording
			1. Due to the unexpected passing of Mr. Jeff Emerick, Professor Murphy has decided to cancel this project. About $30,000 will go back into the IRA fund balance.
		2. IRA #1124: Exploring Swarm Robotics To Mars and Beyond (COMP470)
			1. This event was a great experience for students last year but will not take place at NASA this year but instead will take place at the University of Mexico. Students will not be able to attend. So $30,000 will go back into the IRA fund balance.
	2. D. Daniels summarized that due to the return to the IRA fund balance, that the IRA budget is no longer in the negative range. A. Skinner requested clarification if the budget reflects the UNIV 392 Arts in Paris trip, D. Daniels confirmed that it does include the full/revised Paris trip, as well as all proposals except the UNIV course to Costa Rica. L. Landry commented on J. Isaacs alternate plan to take students to JPL instead (at a fraction of the cost, currently estimated at $1500), stated her concern that this might not be enough funds, asked if any food would be needed; L. Landry suggested retrieving more detail from the proposal sponsor.
3. Concluding discussion and voting on Cat-III Proposals
	1. Final vote on whether to grant additional IRA support to cover tutoring costs in the WMC during Finals Week ($1,000)
		1. B. Ruiz motioned to approve $1000 for additional tutoring cost during finals week. R. Cloney seconded. All approved.
	2. Voting on all Cat-III proposals
		1. IRA #1091: Internships at the European Organization for Nuclear Research (CERN)
			1. Discussion on proposal: J. Connell mentioned computer science students attend instead of physics students. J. Connell commented that CSUCI joins Fresno State and attend together, so CSUCI will take students based on how many Fresno students attend. In the past 3 years about 1 student has been able to attend. This proposal states it will take 3 students. S. Kelly suggested grouping this with SRAC; J. Connell commented that this internship is the entire summer about 10-12 weeks. S. Kelly commented that the money of $6000 per student would come from SRAC as supported by the IRA budget.
		2. B. Ruiz motioned for the approval of the suggested motion proposed by S. Kelly. A. Skinner seconded. All approved.
		3. L. Landry motioned to approve category III proposals (including the Costa Rica trip). V. Kumar seconded. All Approved.
4. Discussion and review of Cat-II Proposals
	1. D. Daniels comments that with all the food from Cat-II proposals the total comes to roughly $7000; $4000 of this comes from a single proposal (IRA#1081), but this subtotal was generated at a time when the IRA budget was more constrained, and typically where the committee begins to cut meal budgets.
	2. IRA #1076: Noche De Fiesta 2019
		1. Discussion on this proposal: L. Landry requested for clarification on what was funded last year. S. Kelly clarified that this event was requesting less last year due to receiving a discount on the performers who performed at the event.
	3. IRA #1081: 11th Annual Conference for Social Justice in Education
		1. Discussion on this proposal: D. Daniels brings to the attention of the IRA committee that the line item requests total $8745. L. Landry expresses her concern that this budget sought $1000 for floral arrangements. L. Landry asked for clarification on line items: Awards, Registration- Conferences & Meetings, etc. L. Landry states that these are left blank. L. Landry requested clarification on the budget for this proposal. A. Skinner questioned how this proposal got $3 per parking spot when it is typically $6 per parking spot. S. Kelly clarified that they can get a group rate from Parking Services.
5. Other business and/or meeting adjournment
	1. L. Landry asked for clarification that if the committee has $69,000 (not including the $39k reduction from the Costa Rica proposal), how much does the committee want to roll over or does the committee want to spend all of the funds? D. Daniels refers to the guidelines which state the committee should save 5% of the funds. D. Daniels commented that this figure keeps the IRA fund reserve of 20%. S. Kelly and L. Landry suggested a future agenda item would be to discuss the percentage the committee would want to keep as a reserve. Referencing the guidelines.
	2. L. Landry suggests attending meeting Thursday to discuss Dean Notes. IRA meeting will take place on Thursday, November 29th, 2018.
	3. Discussion of answer received regarding criteria for establishing a UNIV 391 versus a field trip (M. Francois)
		1. D. Daniels summarizes M. Francois response to differentiating the two. D. Daniels stated that a UNIV 391 course will go onto a student’s transcript and or records. A field trip does not go on any record of the student.
	4. B. Ruiz adjourned meeting at 9:10 AM.
6. Supplemental notes from discussion of Cat-II proposals on 11/29
	1. L. Landry prompted discussion, observed that the trips to SRI vary in terms of the cost estimates for boat and food transportation; discussion of how much the SRI lodging fee actually is, as J. Luna’s (IRA#1118) and D. Reineman’s (IRA#1119) proposals seem to differ; confirmed that lodging is $5 per person per night, will confirm with proposers to ensure accuracy;
	2. Discussion of IRA guidelines that we have a $20 per day per person meal funding cap; Observation that M. Furmanski’s (IRA#1082) proposal may not have enough food budgeted; Conversely, the Yosemite Field Experience trip (IRA#1074) has $75 per person per night; committee discussed reducing this to the state per diem rate of $55; All approved.
	3. Further discussion on the Mendez Congress Speaker Series (IRA#1092), noting the $600 meal funding request; L. Landry observed that 100+ students are participating, and so $600 does not appear to be enough; let’s reach out to the proposer on this, agreed.
	4. Discussion of IRA#1106 “Elementary Education in Music Recording,” and L. Landry’s observation that it is unclear on whether or not the IRA budget will be asked to support this activity in subsequent semesters; i.e., this proposal asks for funds to record a cd that is used as a teaching aid, will a similar request come to us in Fall 2019 for a different cd? Let’s reach out to the proposer on this, agreed.
	5. Discussion of IRA#1125 “Pachuca Boogie Symposium,” what are the “tap boxes” referenced? Likely a musical instrument of some kind, would these be distributed to students who attend the event? In reference to the $1,120 meal funding request, if 180 students are attending then there may not be enough food; suggestion to organize this in a buffet style, which would go further, rather than separate breakfast/lunch/dinner box lunch style; let’s ask the proposer to clarify these items, agreed.
	6. Discussion of IRA#1094 “Art Program Exhibition,” and what our committee’s stance has been when honorarium request come in for CI faculty; D. Daniels recalled guidelines that state that these are reviewed on a case-by-case basis; if the workload is outside of the faculty member’s normal teaching duties, the committee is able to approve these to maintain compliance with the CBA, and often there is a cost savings to the university (i.e. cheaper than honorarium for outside consultants). L. Landry asked how long this exhibit is and what is the work involved, appreciated the summary of our guidelines, but $6000 seems like a lot of money to sustain this activity, please ask proposer to clarify.