

IRA Committee Meeting Minutes Tuesday, March 26, 2019 — 8:00-9:00AM

Provost’s Conference Room BTW#2185

Meeting Objective: Planning and budgeting for proposal review for Fall 2019 and FY19-20 activities.

Attendees: Sean Kelly, Bryan Ruiz, Madison Staufenbeil, Andrea Skinner

Staff present: David Daniels, Alexxa Esparza, Dianne Wei, Kirk England

1. Welcome and introductions
   1. Meeting called to order at 8:02 am
   2. Brief introductions of attendees and staff
2. Budget overview and outlook with proposals received (D. Daniels)
   1. D. Daniels stated 66 proposals were received; recommended keeping the school’s mission and IRA guidelines in mind when reviewing proposals, as we will need to make some decisions to cut or reduce funding due to our current revenue levels – e.g. if all proposals are approved the revenue for Spring 2020 would drop to about half of what it normally is. K. England requested clarification regarding the cash balance; D. Daniels clarified that this revenue figure still maintains 20% of fund balance; K. England added that this could be used for contingencies; D. Daniels agreed, cited international trips that may have to manage currency rate fluctuations. K. England requested clarification on other groups involved. D. Daniels broke down each group. PA: performing arts. SRI: Santa Rosa Research. FT: Field Trips; GS: Guest Speakers. O: other.
3. Introductory discussion on new proposals received for Fall 2019 and FY19-20 activities
   1. K. England requested B. Ruiz explain how he planned on using the budget for the following year.
      1. B. Ruiz stated wanting to get the Center for International affairs (CIA) to give the IRA committee a ranking and coming in to speak with the IRA committee.
      2. A. Skinner mentioned a portion should be assigned to each category.
   2. K. England expressed his concern regarding the amount of work load coming in. The committee continues to see a constant increase in proposals each year.
   3. B. Ruiz mentioned having the top proposals to come in and present
      1. D. Daniels will speak with Andrea Grove about coming in to present.
   4. K. England commented on line 6 and mentioned the concern for sustainability of line item 6.
   5. S. Kelly expressed his confusion on line 19. The faculty chair should be proposing the proposals not staff.
   6. S. Kelly emphasized the need for a strategic plan when approving the proposals.
      1. K. England suggested rethinking the strategy.
      2. S. Kelly mentioned having Andrea Grove give a report on what trips should be funded and what should not be funded.
   7. D. Wei sought clarification on groups who can decide the importance of proposals. A. Skinner expressed her concern on who decides what proposal is more important.
      1. S. Kelly commented that A. Grove would be able to give the IRA committee an important insight about the trips.
   8. M. Staufenbeil stated her opinion regarding moving forward with awarding proposals.
      1. Percentages should be issued based on groups. Groups can be broken down by previously funded vs not previously funded.
   9. S. Kelly suggested handing CIA an amount of funding then CIA can decide what proposal is best to fund. CIA would then become more vibrant and effective because they have funding that everyone wants.
      1. S. Kelly suggested sending proposals to relating centers. For example, multicultural events can be sent to the multicultural center, etc.
      2. S. Kelly suggested on an annual basis having the centers come in and report on what accomplishments have been met.
4. Other business and meeting adjournment
   1. B. Ruiz adjourned meeting at 8:58am.