

IRA Committee Meeting Minutes Tuesday, April 30, 2019 — 8:00 AM-9:00AM

Provost’s Conference Room BTW#2185

Meeting Objective: Discussion and review of remaining IRA proposals.

Attendees: Bryan Ruiz, Alexxa Esparza, Sean Kelly, Madison Staufenbeil, Andrea Skinner, Vigneshwari Kumar, Lynette Landry

Staff: David Daniels

Guests: Jeannette Edwards, Sunghee Nam

1. Meeting called to order at 8:05 AM
2. Brief introductions of attendees and staff
3. Clarifying allocation to SRIRS
	1. Corrected amount is $61,640 for total requested by group
		1. D. Daniels mentioned that this is the updated total request. S. Kelly mentioned raising the amount to what remained in the balance. S. Kelly motioned to update the block funding allocation to SRIRS at $54,460 across all related proposals; committee voted all in favor.
4. Discussion of block grants to the mission center’s
	1. D. Daniels summarized partnerships between the IRA and CIA. S. Kelly mentioned bringing more relevance to other mission centers. D. Daniels commented regarding the prior proposal review process, no longer being sustainable for the IRA committee.
	2. Sunghee Nam:
		1. S. Nam requested clarification on what details would be discussed in the meeting. How much IRA funding will be sustainable for CIA. S. Nam mentioned if the funding would be reliable. S. Kelly stated the funding was reliable due to funding coming from student fees. S. Kelly mentioned as long as the student population is maintained the amount of funds should be relatively constant. S. Kelly mentioned the transition would be a learning experience for all centers. A. Skinner stated the work load would be extremely difficult for a coordinator and student assistant. A. Skinner mentioned an addition in staff members in the program would be beneficial. S. Nam questioned J. Edwards on how much assistance is needed in order to assist with the work load of this transition. D. Daniels commented CIA being the natural home for international trips and their expertise on international trips. D. Daniels mentioned his student assistant is trained on purchase orders. A. Skinner and D. Daniels agreed on advocating for an additional administrator for CIA. J. Edwards stated the more funding granted the more work load comes along with it. J. Edwards mentioned IRA has many small awards and each award has many small duties and back work. J. Edwards mentioned their center has awarded the most 10 awards in one time. Adding an addition of hundreds more projects will bring in more workload. J. Edwards mentioned if the center grows the more administration is needed. S. Nam sought for clarification on what the process is like to obtain more administrative staff. S. Nam mentioned what should be done in the year coming. M. Staufenbeil mentioned IRA committee should still be looking for any red flags before sending them to CIA. S. Nam commented having a process that will administer the navigation of proposal submissions. S. Nam mentioned ultimately there should be a goal and should be a well defined process. S. Kelly mentioned there is additional capacity at the analyst level that still needs to be utilized. A. Skinner mentioned some centers are smaller and do not have much workload. A. Skinner mentioned the organization should be arranged. A. Skinner stated piloting with CIA. S. Kelly mentioned piloting every center.
5. Other business and meeting adjournment
	1. D. Daniels mentioned one final meeting of the semester. Committee has precedent to use electronic voting if necessary. L. Landry agreed with S. Kelly regarding just moving on to the next center and not having to pilot every center.
	2. IRA #1184: Annual SACNAS National
		1. Committee lowered allocation to $28k, in keeping with discussions on piloting first-time IRA supported activities amid our budget limitations;
	3. IRA# 1172: Noche de Familia
		1. Committee observed that approximately $6000 will go towards food alone;
		2. L. Landry recalled last year’s committee having to cut food funding in some cases, used a $10 per person cap, thought that this should be implemented this year as well given budget limitations. Committee agreed to reduce food line item to $10 per 100 students listed on proposal ($1k).
	4. Meeting Adjourned at 9:12 AM