

IRA Committee Meeting Minutes
Tuesday, October 30th, 2012
8:00am

Members present: Simone Aloisio, Sean Anderson, Kristina Cervi, Steven Jordan, Callie Juarez, Jana Plat, Ashley Walters, Christine Wamba, Brennan Wood.

Administrators/Staff Present: Mary Laurence, Lisa Ayre-Smith, Dan Wakelee

Guest present: Tobin Streamland

I. Meeting called to order

8:03am

II. Icebreaker Activity.

Those present participated in an Icebreaker Activity.

III. Approval of the Minutes of October 23rd, 2012

Minutes from the IRA Committee meeting of 10/23 were approved by the committee.

IV. Reserve Policy Update

Advisor offered to write up a draft of policy.

V. Examples of IRA Proposals

Two common examples of IRA proposals were presented.

VI. Funding Priorities

Member gave a general overview of previous IRA funding priority categories. He noted that these priorities are determined by the IRA Committee. Advisor noted that the committee will get a list of all proposals after the proposal due date and can decide at the next IRA meeting as to priority category cut-offs.

VII. Discussion of Proposal Submission Process

Staff & Committee members presented an overview of IRA application review process and common issues encountered. Discussion about late proposals and why they arise. Chair asked why assessments are done for IRA-funded activities. Presenters said it is to give report on students served. Advisor mentioned types of purchases of which the committee generally scrutinizes very carefully. Discussion of examples of appropriate and non-appropriate proposals, and the specific intentions of IRA funded activities they benefit the entire campus and involve experiences rather than equipment purchase.

Discussion about international trips. Advisor explained that international trips have to go through the Center for International Affairs. Member commented that the CIA does not evaluate or make any funding decisions other than whether a proposal meets their criteria to an acceptable degree.

Member asked how committee members can ask for more information on any given proposal. Discussion on different methods by which additional information can be obtained from proposal

sponsors. Discussion as to what happens if a committee member is involved in a field trip. Advisor commented that anyone who is attending a field trip should abstain from voting on that proposal.

Member asked if it is possible to get CIA criteria. Discussion of types of IRA-funded trips- International, domestic, and field trips. Noted that possible to ask Lisa Ayre-Smith or Mary Laurence for questions. Committee member encouraged everyone to speak up with their opinions.

VIII. Discussion on Reserve Policy.

Staff commented that not all IRA-allocated money is always spent by the program(s). Member said that a reserve policy could be minimal due to the fact IRA doesn't have personnel spending . Advisor remarked that IRA needs to have documented guidelines that makes it clear during summertime budget closing that funds need to be kept available for programs that span the end of the fiscal year.

IX. IRA Guidelines & Policy

Advisor gave basis on Executive Order 429, IRA Guidelines & Policy on IRA Funding AA.02.002. Chair asked everyone to review the guidelines at home.

Member added that event organizers/sponsors need to put notation on IRA event publicity that they are IRA-funded events. C. Juarez suggested CI "extension" logo on event posters.

Committee discussed that IRA policy AA.02.002 is currently up for review (which happens every 3 years) and needs to be corrected on certain items such as the numbers of students and faculty on the committee. Member suggested using the time between beginning of the Spring 2013 semester and the next IRA deadline to review.

X. Adjourn

8:56AM