



IRA Committee Meeting
Meeting Minutes
Tuesday, October 8th, 2013, 8:00am

Attendance: Simone Aloisio, Kristina Cervi, Chanda Cunningham-Spence, Mar-Kell Law, Nicole Perez, Andrew Medrano, Paul Murphy.

Members absent: Vanessa Bahena, Brent Nessel

Staff present: Lisa Ayre-Smith, Dan Wakelee, Dianne Wei

I) Meeting called to order at 8:07am. Chair took Roll.

II) Approval of minutes of September 17th, 2013 and October 1st, 2013

S. Aloisio motioned to approve; seconded by C. Cunningham-Spence. Approved by consensus vote.

III) Tardiness Policy- Asked members to not be tardy. Gave first warning.

IV) Action Item- Chair

Chair proposed percentage allotment for small requests; if modify requests equal 15% or less of their proposed budget- the question will go to K. Cervi. If she has questions, she will take it to committee. Over 15% change automatically comes to committee. Motion to approve, seconded by P. Murphy. Floor was opened for discussion. No discussion. Motion passed by consensus.

V) Chair comments. Chair Cervi gave overall comments on amount of proposals received. Most programs have submitted about the same volume of proposals.

VI) Discussion of IRA Policies and Procedures.

a) Funding Guidelines & Operating Policies & Procedures. Brought up the use of equipment and Proposal #581. Discussion of whether this proposal

is more appropriate for IRA or MSFT Committee. Discussion with D. Wakelee of timeline and process for MSFT Committee. S. Aloisio made comment on priorities, funding limits.

b) Discussion of reserve policy.

VII) Discussion of various Category I proposals.

a) Proposal 0596- Mock Consulting Firm

Discussion of proposal including the purchase of food. S. Aloisio pointed out that many of the items are items that IRA cannot fund: food, gifts, prizes. A. Medrano noted that those items are not instructionally related. C. Cunningham-Spence encouraged to look at other sources of funding to pay for food. Chair marked initial funding amount at zero.

b) 597- Mock Organization Consulting Website- discussion of whether campus IT could design. By the same token, why is web hosting needed?

c) 589- So Cal Writing Centers Conference. Are they attending conference or presenting? Are all ten of them presenting?

d) 576, Conference on Social Justice for Education. P. Murphy asked what is process by which they receive other sources of funding. Chair emphasized that we can specify what IRA funds cannot be used for, such as food. Why do student and faculty need that much set aside for parking, if they already have parking permits? Who are community members that they expecting? how are they planning to spend those funds from outside sources-?

e) 586- Noche de Fiesta. Discussion of whether food is requested from IRA. It was determined that food was not being requested from IRA.



**INSTRUCTIONALLY
RELATED
ACTIVITIES**

**C H A N N E L
I S L A N D S**

f) 613 -Traditional Irish Ethnomusicology. Is proposer requesting \$1000 or \$1600.

g) 614- An Evening With Sara Gran. C. Cunningham-Spence asked why need posters for speakers if performance is in class. M. Law voiced that he attended last year's event, and said many other students showed up last year in a larger venue.

Coordinator will follow up on all items with questions.

VIII) Adjourn

8:56am. Chair reminded everyone to look through Category One Proposals in preparation for next week and upcoming meetings.