

IRA Committee Meeting Minutes Tuesday, November 22th 2016 — 8:00-9:00 AM

Meeting Objective: To continue reviewing Category I Proposals

Attendees: Paul Murphy, Sean Kelly, Natasha Pillai, Kiera Sailor, Debora Ehrich, Leticia Cazares;
Staff Present: David Daniels, Anna Tovar.

I. Follow-Up: Faculty Pay

- Meeting called to order at 8:01am; faculty pay topic tabled until later date;

II. Amending agenda:

- N. Pillai suggested first item should be to amend our agenda in light of emergency requests received, although quorum is not present; added as agenda item IV;

III. Revisit Category II Proposals

A. Proposal #827

- No further concerns from committee;

B. Proposal #835

- D. Daniels introduced response received from Tiina Itkonen, seemed like the amount requested from IRA didn't add up, his math showed \$8210 instead of the \$9050 shown, when subtracting the \$5,000 in catering and \$1,702 in salaries from the total expenses of \$14,912; P. Murphy observed that the requested amount for catering still seems high, referenced a recent IRA event that was about \$1000, which provided not full meals but snacks to a large audience; S. Kelly inquired about the use of the word "salaries," didn't seem like these were really salaries but are fees associated with making sure that support personnel can be present (i.e. custodial work is done, etc.); A. Tovar noted that these should be listed as "chargebacks," since for campus events we regularly use chargebacks to pay Conferences & Events or Facilities; P. Murphy asked how many students are they expecting – S. Kelly added that if you have 160 people and you spend \$5000, that's \$30 per person, which would get you a substantial meal even in Camarillo; P. Murphy noted that here on campus we have to pay U-Glen; suggested that we could inform T. Itkonen that we've divided up your amount, and to please observe a given cap that translates to a given amount per person, say \$20; A. Tovar recalled an EDCP

event in the past that was catered by U-Glen, a buffet at \$15 per person and was a nice spread; P. Murphy added that spending a total of \$10K on catering, regardless of the funding source, is not the best use of funds; N. Pillai suggested that the committee could ask her if she's considered using Tortillas instead? Committee suggested language of being "in favor of them having food, but the price requested is not an efficient use of IRA funds"; S. Kelly noted that for CFA-related events we've pretty much stopped going to the U-Glen and get it from Tortillas instead; P. Murphy asked about what kind of cost savings this might be – S. Kelly replied that it could be half or a quarter of the price; cited example where a group breakfast was purchased at Tortillas for \$500 when a previous quote from U-Glen catering was \$3,000; L. Cazares recalled working with U-Glen when she was requesting food swipe cards for students in the Towne Center, but they pushed back due to costs, not receptive to donating unused swipe balances; S. Kelly cited that his daughter goes to SDSU and they donate the unused swipe money; P. Murphy we should add the large expenditures to Roadrunner bus to that, and also the OPC, noting that the OPC chargeback to help them set up 50 chairs charged them \$250; further discussion of noting a general meal cap on the IRA website; S. Kelly recalled that in past training sessions had received a list of acceptable businesses in the U-Glen that could be used for food services, and since this is the case we could make it known on our website what these acceptable meal service options are (i.e. Tortillas, Pizza Pi, Sitar, the Deli); S. Kelly further observed on this IRA#835 the line "promotional items with logo" – suggested that they be encouraged to contact the Communication program for this, who has lots of pens and notepads, etc.; N. Pillai this could also include a larger banner, which the Communication program wouldn't have stocked; S. Kelly and P. Murphy offered to extend an in-person meeting with T. Itkonen, given that they see each other frequently and share other committee duties together; D. Daniels agreed to put this in the response from the committee;

- Response from #833 and #838: discussion of the value of print advertising; N. Pillai thought it to be a good idea to use social media advertising, but we may not be there yet as a campus and may still be reliant on print posters; the feedback from RJ Maher seemed reasonable; further discussion on the impact of newspaper ads; S. Kelly agreed that it's not a lot of money, but may be wise to be pennywise; suggested that we could add "how did you hear about our event" in a survey request; P. Murphy agreed that this is a good idea, we could say "we approve your proposal, but we would like a survey to be taken to learn how people heard about your event," and this would help to determine the effectiveness of the advertising type(s) used;

IV. Emergency requests received:

- P. Murphy recalled that in the past it's been the question of "whose emergency is it?" i.e. is it really our emergency or an urgency expressed by the proposer or simply not getting the application in

on time; D. Daniels agreed, that the committee is able to review emergency requests on a case-by-case basis, but doesn't spend a lot of time on requests that are due to a late submission; P. Murphy noted that in regards to Bryan Swig's request there is a timing issue that exists, in that the IRA deadline is oftentimes before faculty (and particularly) lecturers are assigned classes; recognized that it's not uncommon that faculty do not know what their teaching load looks like ahead of this; but, this being said, typically if you've had IRA funding in the past and aware of this need, this proposal could have been submitted regardless of who the instructor may be; N. Pillai asked if this section had been taught by him before; K. Sailor recalled having him for this class just last Spring 2016; P. Murphy added that there are a lot of people who worked really hard on their IRA proposal and got it in on time, opinion is that this could have been requested ahead of the deadline; open to S. Kelly's thoughts on this as well; S. Kelly added that it's tricky, could see a long delay before a decision was made, and if there is capacity on SRIRS I'd rather see our CI students go ahead of other projects that may be pending; P. Murphy suggested that we could put in the letter that regardless of who is teaching the class, due to the IRA deadline coming before teaching assignments we could entertain this request upon being provided additional info; S. Kelly asked K. Sailor if there was a course fee – answer was no; N. Pillai observed that it appears that he may have heard through the grapevine that IRA funds were available; noted that since space is an issue on SRI, priority should be given to the six we've received; P. Murphy and committee agreed; S. Kelly looked up information to determine that there is a lab fee of \$40 for this course; P. Murphy asked K. Sailor about how many people she recalled being in this class – answer from K. Sailor was about 30 or 35; D. Ehrich agreed that we should give priority to the other SRI-related trips ahead of this one; P. Murphy we could add language that we're in the process of going through the proposals that made on time, and to please submit a complete proposal and budget file for this request, which ideally could have come before classes were assigned to faculty;

- Request from Heather Castillo re students going to American in Paris show: N. Pillai asked in connection to what class; P. Murphy agreed that was his question as well; D. Ehrich did not see this specified either; L. Cazares observed that there's the transportation portion to this request as well; further discussion by committee of what is better, having individual students drive themselves or paying for expensive bus / shuttle transportation; N. Pillai added that she also wouldn't want to pay for parking at Pantages Theatre; committee agreed, P. Murphy recalled that this could easily be \$20 per vehicle; N. Pillai summarized that she would like to see a proposal submitted to us; P. Murphy recalled a similar recent event that he organized at CSUN, was able to get discounted rates just by contacting CSUN directly (tickets for \$15) – added that this isn't the right way of doing business, i.e. by moving ahead with a deposit on one's credit card, then asking for IRA funding to help support it;

if we Ok this, we would need to put in writing that this is not the preferred way of doing business; D. Daniels agreed, could also request a budget file in the same letter; committee agreed;

IV. Questions on Remaining Category I (858, 837, 868, 882, 854, 865, 857, 877, 845, 850, 826, 825, 879, 824, 852, 856, 866, 864, 844, 831, 855)

- N. Pillai had a question about the event proposed by J. Luna (IRA#882), which looks like a great event and would like to see it go forward, but noticed that there is no budget file; D. Daniels recalled that this was one that experienced the technical glitch with the online portal, Word-doc version received on time but no budget file; has followed up several times since and still no budget file received; similar to the follow ups with F. Barajas, also nothing received from him yet; N. Pillai noted that she will see both of these instructors later today, will mention this to them and encourage them to send all related files;
- N. Pillai asked about IRA#868 from J. Matera, seems like the meal allotment for this is high, can we ask him about this; D. Daniels agreed that we could ask, recalled that this is a repeat trip to Carrizo National Monument, which itself is a remote destination and may be the reasoning behind the requested meal allotment; committee noted photos of this destination appeared to be quite remote, we can still ask about this breakdown;
- L. Cazares had a question about the math on #845, didn't seem to add up, they had included the \$10 for AMEX, might be a typo; N. Pillai also spotted this and agreed was a typo; N. Pillai requested that we ask B. Thoms about this discrepancy, D. Daniels agreed to do so;

IV. Meeting adjournment: meeting adjourned at 9:02AM.