

IRA Committee Meeting Agenda Tuesday, November 29th 2016 — 8:00-9:00 AM

Meeting Objective: To finish reviewing Category I proposals

Attendees: Paul Murphy, Sean Kelly, Debora Ehrich, Elizabeth Heim, Maricela Morales, Kiera Sailor, Natasha Pillai;
Staff Present: David Daniels, Kate Harrington, Anna Tovar

I. Follow up: Faculty Pay

- Meeting called to order at 8:05AM; E. Heim moved, D. Ehrich seconded, meeting agenda and prior meeting minutes from 11/22/17 approved with no objections;
- P. Murphy suggested that we could have D. Wakelee or other appropriate administrator to attend our early meeting(s) in the Spring; N. Pillai agreed that it would be good to hold meetings in advance of receiving IRA applications; S. Kelly noted we definitely need to finish our meeting today due to policy preventing us from meeting with students after Dec. 5th;
- Regarding our efforts to control Roadrunner expenditures, S. Kelly and P. Murphy offered to concurrently raise questions in Senate, that way our IRA committee and Senate could work together on a solution;

II. Answers on Previous Proposals

- IRA#821: N. Pillai recalled that we had asked for the cost of the books requested by the Mariachi group; P. Murphy recalled that they had a fantastic performance the Thursday before Thanksgiving, they have a strong need for support on campus and the cost of the books and materials seems to be justified; added that we could increase CI student participation and make this group stronger if supported by the committee;
- IRA#883: N. Pillai observed that the proposal looked good, called for committee voice to see if we wanted to approve it or not; discussion of whether any trips to SRI can be moved to the Fall 2017 semester if they are unable to go this semester, D. Daniels and K. Harrington confirmed that this would be possible and is able to be tracked in our budget; S. Kelly observed that they may have underspent on food, \$460 would just barely cover it, in his experience he's spent in the \$650 range; P. Murphy noted that the proposal came in late, and that we should proceed with caution if

we are recommending that they double their food allocation; suggested to put language in the letter that indicates that emergency requests are rarely granted and to please check their budget figures to make sure they add up; committee agreed;

III. Questions on Remaining Category I Proposals (859, 876, 881, 848, 851, 832, 870, 841, 822) and Santa Rosa Trips (873, 869, 865, 877, 824)

- IRA#856: P. Murphy observed that \$300 for printing seemed a bit much; K. Sailor observed that it says on the proposal for guest speaker traveling from Florida; N. Pillai summarized it would be for one speaker for our (large) Biology program; K. Harrington observed that in the proposal it notes that the Biology program will contribute \$200 in printing; S. Kelly noted that we could then easily zero out the printing request; committee thanked K. Harrington for the good observation;
- IRA#866: P. Murphy observed that there was no Excel budget spreadsheet included, noting that it's part of the proposal process to fill out one and that we should communicate this; P. Murphy it's part of the process to fill out the Excel format; S. Kelly suggested that we could also consider using stronger language on the website, may be helpful; P. Murphy agreed that we could move on these improvements and discuss in later meetings;
- IRA#870: committee observed similar to above IRA#866, no Excel format for budget; further observed that this one is only for honorarium;
- IRA#848: discussion of Mt. Wilson trip; N. Pillai observed that it seemed like he meant to put in the cost of the sack lunch, bringing the total up to \$1350 range;
- IRA#822: N. Pillai asked if we can clarify that they'll have people doubling up rooms – D. Daniels offered to ask A. Bieszczad about this;
- IRA#869: N. Pillai suggested that we reduce the meal funding to \$880 dollars; P. Murphy pointed out that this is this professor's first trip to SRI, so we could help by putting a note in the letter about food reduction;
- IRA#882: S. Kelly commented that it would have been nice for a full breakdown for the \$3500, but was in support of it being funded; added that there may be other unexpected costs other than the fees set by the film maker;
- VOTE: N. Pillai called for a motion to approve the remaining Cat-I proposals, D. Ehrich moved, M. Morales second, All In Favor of approval;
- VOTE: N. Pillai called for a motion to approve all remaining proposals; D. Ehrich moved, K. Sailor second, All In Favor of approval;
- S. Kelly and committee thanked D. Daniels for his assistance on behalf of the committee; added that we give him the job to determine exact Roadrunner costs from last year so that we can

go into discussions prepared with this data;

- Further discussion on catering options other than U-Glen; S. Kelly suggested that we can publish the list of authorized vendors on the IRA website to give other options;

IV. Meeting adjournment

- Meeting adjourned at 8:56AM.

V. Documentation of post-meeting electronic communications

- IRA#874: Committee observed that the language used on the proposal to describe the intended audience was not consistent with IRA policy stating that sponsored activities and student application processes must be open to all CI students; contacted proposal sponsor to suggest rewrite with feedback addressed; further discussion on revisions; final revision was presented to committee with more inclusive language – VOTE (electronically) by committee: All in Favor of approving proposal as amended.