

# Minutes

Board of Directors Meeting - Graduate Student Council  
Thursday, July 1<sup>st</sup>, 2004, 12:00 – 1:45 pm  
Winnett Club Room

**Directors Present:** John Bender, Jonathan Galownia, Niki Galownia, Alexei Dvoretzkii, Laurence Loumes, Andrea Martin, Amir Sadjadpour, Emily Schaller, Graeme Smith, Min Tao Catherine Ward, Jennifer Witman

**Directors Absent:** Deniz Armani, Alex Brown, Sidharth Jaggi, Eugene Mahmoud, Karen Smith, Matthew (Chip) Sumner, Tosin Otitoju

**Guests:** Sarah Miller (CHCC and grad student, Steve Pracko (CHCC and grad student), Tom Mannion (Senior Director of Campus Life.)

## I. PRELIMINARY BUSINESS

### A. Call to Order 12:05

There was a quorum of directors present to start the meeting.

### B. Introduction of Guests

Laurence Loumes, who is a new option representative, introduced herself. She is a 2<sup>nd</sup> year student in Aeronautical Engineering. She is French and she is the president of the German club. Min Tao, who was elected Director at Large later in the meeting, also introduced herself. She is a 3<sup>rd</sup> year student in Applied Mechanics. She asked us to vote for her since she had gotten all twelve signatures. Amir asked us to find more members to add to the Board. He pointed out that this would help us with more thoughts and added hands. We all introduced ourselves to the new directors. Sarah Miller (a current CHCC) and Tom Mannion also introduced themselves.

### C. Modifications to the Agenda

There were no modifications to the agenda.

### D. Approval of the June meeting minutes

The minutes were approved with one abstention.

## II. ACTION ITEMS

### A. Steering Committee (Amir Sadjadpour)

#### 1. Update on Assistant Director of Campus Life Position

Tom Mannion told us that the position of Assistant Director of Campus Life was created. The job description for this position has been influenced by a survey of the GSC. The position had been advertised nationally in the Chronicle of Higher Education for a week and a half. They had approximately 100 web applications and would close the application process after two weeks of advertising.

There will be a search committee whose members are yet to be determined but would likely include Barbara Green, Ericka Neal, and Cathy Jurka. Tom would like to have three graduate students sitting on the committee. Jon Galownia asked what

that would entail and how long the process would take. Tom said that the job needs to be filled by the fall so the commitment was for July and August. Tom will be out of town on the last week of July and the first week in August so those weeks would be off. The committee members would be involved in all stages of the interview process.

Tom then described some of the activities of the Assistant Director; although he pointed out that there wasn't time to describe all the details of the position. The applicant would work with students RA's and start an RA program for students living off campus among many other activities.

Andrea asked for clarification of the work of the committee. Tom replied that the committee members would read the applications and conduct phone interviews as well as being involved in the final interviews. This will be an active committee. The applicant pool was very diverse. Alexei then asked what credentials and past experiences the applicant should have. At this point Steve Pracko, who is applying for the position, left the room.

Tom said that the applicant should have a background in student affairs. They will be living on campus so they need to be able to work a variety of hours. Tom then asked us how the committee would be chosen. Amir said he would like to have Board members involved, but if there weren't enough then we would solicit help via an e-mail to the graduate students. We then vote to approve the committee. Jenny pointed out that there won't be time for a Board vote because our next meeting is in August.

Graeme asked when the committee would start and Tom replied next week. Catherine asked who was interested. John Bender said he was interested. Alexei said that he will be present all summer. Andrea was also interested. Jon Galownia said that we have three members already and Tom took down their names and asked about their schedules.

Tom asked who was on the executive committee. He would like to invite them to dinner at his house. Amir told him who the officers were. Jenny asked if he would rather work with the housing committee directly. Tom responded that he wanted to do broader range planning than just the housing concerns. When Amir asked how many people Tom would like to invite Tom said he could accommodate 8-10. Andrea suggested that the committee chairs be invited as they represent all the different sides of student life. Tom agreed. He said that the topics he would like to cover at the dinner included programs, master planning, purchasing of properties i.e. larger student life issues.

**ACTION:** Send e-mail to committee chairs to find a time for the dinner

Steve Pracko returned. Tom read the job description posted on the web site:  
**“Summary**

Reporting to the Senior Director of Campus Life, this full-time position is responsible for assisting in the development and implementation of programs and services to effectively meet the graduate student population. This position also assists with undergraduate student life issues that affect the quality of all student campus life.

### **Job Duties**

- \* Assists in the development and implementation of graduate student programs and services to meet the unique needs of the graduate student population.
- \* Assists in the planning and organization of a comprehensive support infrastructure with resources capable of delivering effective and timely services and support to graduate students and their family members.
- \* Continuously identifies and services that address and improve graduate student life on and off campus.
- \* Works collaboratively with the Student Health and Counseling Centers to support resources to all students that can respond to and their specific mental and physical health needs.
- \* Assists in the development, organization and training of select Graduate House Managers, Residence Associates (RA), Upper-Class Counselors (UCC) and Health Advocates (HA) to deliver key graduate student support programs.
- \* Coordinates the programs and events associated with new student orientation for undergraduate students.
- \* Leads the promotion and growth of the Student Activity Center.
- \* Develops a liaison relationship between Campus Life and other Institute entities to foster and expand campus awareness, understanding and communications relating to issues, policies and programs affecting graduate students and graduate student life.
- \* Develops strategic goals and objectives for implementing new programming efforts; develops both long and short range plans for providing quality graduate student services.
- \* Plans and implements student programs and events that enhance campus life and raise cultural awareness; plans and coordinates student excursions and arranges logistics.
- \* Coordinates the implementation of the Caltech new graduate student orientation programs.

### **Minimum Requirements**

A Bachelors Degree or equivalent with 4-6 years related experience in developing and implementing student life programs”

Tom said that the position was very broad and would be better defined as the new Assistant Director started work.

Emily asked what the difference between Student Affairs and Campus Life was. Tom responded that Campus life is one of the three units in Student Affairs. They also handle all the businesses so they have a considerable budget.

Amir asked who plans NSO (new student orientation). John Bender said that the graduate office normally planned this event. Amir said that when he met with the Ombuds office they had expressed their desire to be involved this year. They were not invited to participate last year. Tom said that he would look into it. Tom mentioned that there were normally students on the committee. John Bender said that we had not been invited to participate yet this year.

**ACTION:** The Board voted to approve John Bender, Alexei and Andrea as representatives to the search committee with three abstentions

Alexei asked if Campus Life handled the alcohol policy because it didn't appear that the on-line form went anywhere. Tom said that was a good point and that revisions should be made to the form. Security should be notified of the parties. Tom will send us a copy of the notification he receives. When what the alcohol policy for graduate students was, Tom responded that it was under the umbrella of the general policy. Caltech may be getting a liquor license for the campus which should make things easier and cheaper.

## 2. Approval of New Directors

Min Tao has been the acting chair of the Underrepresented Students committee. She will be confirmed as a Director at Large. Laurence Loumes will be confirmed as an Option Representative. John Bender said that the option representatives did not need to be approved by the board. There was a general discussion of whether this was the case (Alexei looked into the bylaws and later stated that John Bender was correct.

**ACTION:** Min Tao was unanimously approved as Director at Large.

## 3. Approval of Members for OoF (Officers of the Faculty) committee representatives

Amir updated us on the progress of choosing representatives for the OoF committees. He said that he and Deniz were sending e-mails to the current representatives but they had not all gotten back to him. Amir said we will vote on this as a block at the Board meeting in August.

## 4. Update on the BoD banquet

Niki Galownia has been coordinating this event. She would like us to select a day for the banquet. She needs a date so that the caterer will write a detailed estimate. Niki also asked us if we would mind paying \$5 and paying for our own alcohol. We took a quick vote and agreed to these things. We decided that a week day might be cheaper and that it was more likely people would be free. Thursday was suggested but Graeme has group meeting Thursday evenings. Amir has a commitment on Wednesday evenings. Tuesday sounded good to everyone. Jon suggested we coordinate a date by e-mail. Niki asked for a vote. Jenny asked Niki if it was \$5 of paid by the GSC or the Board members. Niki said that it was the board members. Emily asked that it not be next week. Niki agreed.

**ACTION:** We approved having Board members pay \$5.

## 5. Search for Executive Director

It would be very helpful to have an Executive Director to help Amir and Deniz with their responsibilities as Chair and Vice-Chair. What are some ways we can solicit help for this position. Amir explained that it was especially important because Deniz had a family issue that limited the time he could spend working on GSC business. Alexei clarified that the Executive Director would need to be a board member. Emily asked us to describe the position.

Amir asked John Bender, who was the Executive Director last year, to describe the position. He said that the position of Executive Director was added when the duties of the chair and vice-chair got to be too much. The position is pretty much the same as Chair and Vice-Chair. The Executive Director has pretty much the same duties as the Chair and Vice-Chair. They attend the Faculty Board and Graduate Studies Committee meetings. They also meet with Margo twice a month. There are not many specified duties. The Executive Director works closely with the Chair and the Vice-Chair. The Executive Director also gets all the e-mail from the various committees so they know what's going on across the GSC.

Alexei said that was a vague description. John Bender, Jon Galownia and Amir agreed but also pointed out that the vagueness can be an asset. Steve Pracko said that perhaps there should be a description. Originally it was intended that there would be specific duties for each chair. John Bender said in reality everyone did every thing. One duty that the Executive Director normally handled was writing the annual report. Min asked if the Secretary should handle this. John Bender said that it wasn't a matter of just typing it up. Steve pointed out that because of our corporation status it was a requirement by California law. John Bender finished by saying that it was a time commitment but that he really enjoyed the position.

Andrea asked if any of the new members were interested. Amir then asked John Bender how many hours he spent on the position. John Bender said he didn't ever calculate it.

Amir asked Laurence to think about the executive director position. John Bender mentioned that since you don't chair any of the committees it wasn't that much more time. Andrea concurred and said Deniz only spends 4-5 hours a week at the position of Vice-Chair.

Jenny asked Emily if she was interested but she declined.

**ACTION:** We should all consider who we might know that would be interested in being executive director.

## 6. Lunches with VP Margo Marshak

The BoD (Board of Directors) has lunch with the Vice-President of Student Affairs Margo Marshak once a month. This month's lunch was announced. It will be Friday, July 16<sup>th</sup>. They are usually on the 4<sup>th</sup> Monday of the month

**ACTION:** Jenny asked for a show of hands of who would be attending the lunch. There were three people who couldn't make it.

## 7. ASCIT DVD Library Renewal

Amir announced that our contract with ASCIT to use their DVD Library has expired. We need to decide if we should renew it. John Bender said that ASCIT had received

funds from the Moore-Hofstedler Fund. Those funds were contingent on allowing Grad Students to use the library. Steve said that the graduate students were using the library quite a bit. John was that because of the hours the library was open that it would be good to have a drop box for the movies. ASCIT might want us to pay for this. Graeme said he thought we paid last year. Amir asked how the library worked. Steve said that it was run by student volunteers. The inclusion of graduate students was an experiment or a year. It was meant to be reevaluated at the end of the year.

Alexei asked how we found out about the contract and Amir responded that he learned about it during a lunch with Galen (ASCIT president). Jon Galownia said that Amir should ask Galen for a contract. Amir said perhaps it should stay as an informal agreement. Graeme asked how much we had paid the previous year. Jon Galownia said that we didn't pay anything. Alexei suggested we should rename the library the ASCIT/GSC library, but Amir felt that this was not an important change. Steve said that there was never actually a paper contract.

**ACTION** Amir will talk to Galen and e-mail the BoD

#### 8. Vote to approve publication of 'Conflict of Interest Handbook'

Amir announced that Ombuds officer Helen Hasenfeld and Marissa Mock have prepared a 'Conflict of Interest Handbook'. He said that Helen would like to re-title the document 'The Handbook of Academic Policies and Procedures'. This handbook is very similar to the handbook for postdocs. Amir asked Jon to publish the handbook on the GSC website. Jon Galownia said that it might be more appropriate for the Ombuds office to post it on their site. Amir said that they didn't know how. Jon Galownia pointed out that they probably have ITS support. Alexei was surprised that this handbook was part of the responsibility of the Ombuds office. Andrea said that it was precisely the reason the Ombuds office existed. Steve gave the example of a student asked by their advisor to do work for an outside company. Amir said that he had contacted David Goodstein about having this included in the catalog.

**ACTION:** The board approved the publishing of the introduction in the Technique.

### **B. Academics Committee (Andrea Martin)**

#### 1. Follow up to the discussion with Registrar Mary Morely

During the discussion with Mary Morely several questions were brought up that Andrea would like to answer. John Bender asked if the lab review survey could tell difference between students leaving with different degrees and it can. It also asked how many advisors each student had and instructed the student to fill out a form for each advisor. Catherine asked if the survey could tell if you were asked to leave vs. chose to leave. Andrea said that it does not.

Andrea said that she had followed up with Mary Morely about committee the REGIS committee but she hasn't heard back. Catherine volunteered to be on REGIS committee.

Andrea also said that the course review system will roll out for the core curriculum this fall. Andrea interviewed the best mentor and best TA and plans to interview the best teacher. She wasn't certain where they should be published. Jon Galownia suggested sending it to the tech or the newsletter. Graeme said that it

should go in the newsletter. Andrea was hoping to take a picture of all three but couldn't get them in the same place at the same time. She recommended that next year they should take a picture when the awards were presented.

**ACTION:** Andrea will follow up with Mary Morely about the 'REGIS' committee.

### **C. Social Committee (Graeme Smith)**

#### 1. Gradiators

Graeme announced that due to the construction of the parking lot on the North Field, the event will have to be on the South Field, which will not be available until late August. As a result, we have set a date of Saturday August 21, subject to confirmation with Athletics. It was brought up that August 21<sup>st</sup> might be Dodger Day. Graeme asked if this was a problem and the Board agreed that it was. The alternate date of Saturday August 28<sup>th</sup> was suggested and Graeme will check into it. He will ask for volunteers once a date is chosen.

Graeme said that apparently SURFSAC wanted to be involved. Emily suggested that if they wanted to be involved we ask them to volunteer as well. Min said Amir had suggested that the international clubs participate in the event by suggesting a local game from their area. Min said that she had sent an e-mail to the international clubs on campus and asked if Graeme had received any responses. Graeme had not. Andrea thought that the international theme was a cool idea. Amir pointed out that it was an indirect way of soliciting volunteers since the person with the international game would need to host it. Andrea said that we should definitely do dodge ball. Graeme said he didn't care what games we had as long as one of them involved a greased watermelon. Steve said that dodge ball with water balloons was fun, but afterward there were a million little pieces to pick up. It was decided no vote was needed.

**ACTION:** Graeme will schedule a date for gradiators.

#### 2. Wine Trip

Stephanie and Graeme will organize a Wine Trip for Mid-July. They were wondering if tickets should be sold in advance. Graeme said that by selling the tickets in advance there wouldn't be any empty seats on the bus with students who wanted to attend left behind. Laurence said that the bus was full last year. She said that selling tickets in person was more organized than selling them based on a first reply system. Steve suggested that students would need to cancel several days before to receive a refund.

#### 3. NSO (New Student Orientation)

Discussion Delayed until next meeting.

### **D. Quality of Life (Jonathan Galownia)**

#### 1. Car Sharing

Jon Galownia updated us on the status of the car sharing program. Negotiations for a car sharing program at Caltech are nearing completion. The contract will be

discussed with Margo again and concerns from the Office of General Council will be addressed. Look for an update towards the end of July. George Maltezos, who has spearheaded the implementation of this program, would like advice on how to advertise to graduate students. George is already working on an article for the Technique and plans to put up fliers in the Catalinas. An email to the incoming students would be helpful, as will an all-student email, once the plan is finalized.

Graeme was surprised that it hadn't already been approved since George thought he had clearance. Jon Galownia said that it was almost certainly going to be approved. He then said that we will have a few cars by the fall quarter. Catherine asked if the van would be a moving van and Jon Galownia replied that it would not.

The Discussion of ways to advertise was brought up. Alexei thought that it should be advertised at NSO. Jenny suggested taking the car and parking it at the Red Door. Graeme said that we should give George money from the advertising budget. Jon Galownia said that they wanted to focus on advertising to graduate students so that the undergraduates don't dominate the usage of the car, so posting signs or parking the car at the Red Door would not be ideal. Alexei and Amir felt that if the cars were used more that would only help the program and might make the program expand.

Alexei suggested that we vote for \$100 for George to spend at his discretion. Perhaps he would offer free rides. Amir asked how much it cost to the price to rent a car. Graeme said the price was \$5 an hour. He then compared that price to one of a rental car. Laurence asked how the price was decided and felt that many times a taxi would be cheaper. Andrea had seen a program on TV about Flexcar and said that it had been successful in other locations at higher prices. Min asked who runs the program. Jon replied that the company does. Min asked why they didn't pay for advertising. Jon said that the program was designed to break even so even though the company benefited it was appropriate for us to advertise.

**ACTION:** We voted to approve a budget of \$100 for George to us on advertising at his discretion. There was one vote against.

## **E. Publications (John Bender)**

### 1. Newsletter Bonus

Amir asked for a vote for the Newsletter Editor bonus to be approved. The Newsletter Editor (John Bender) is paid \$50 per month for preparing the GSC Newsletter. The BoD has voted to authorize a performance-based bonus of \$50 for the Newsletter Editor. Each month, the BoD must vote to decide whether the Editor deserves this bonus for the most recent edition of the Newsletter.

Alexei felt that this 'performance-based bonus' was vague. He asked what that meant. Steve Pracko responded that it was designed to be a salary increase which is why it was awarded every month. Catherine suggested just raising the salary. Alexei thought that an automatic bonus was absurd. Steve said that the publications committee should discuss this and make a recommendation to the board.

**ACTION:** The board approved the bonus for this month

**ACTION:** It was sent to the publications committee to consider making it part of the salary.

## **F. Underrepresented Students Committee (Min Tao)**

### **1. Inviting international student club leaders to GSC BoD lunch meeting**

Min gave credit to Amir for this idea. We propose to invite one to two leaders of one international club to each monthly BoD lunch meeting. This is to boost the dialogue between GSC BoD members and other student clubs, and meanwhile help the ethnic groups to understand the functioning of GSC and get more involved. They can audit and be in the discussion, without having the right of voting.

Another option of this proposal is that we can ask the club leader(s) to bring their culturally featured food. So that BoD members can also have one type of international food each meeting as lunch instead of pizza. GSC will refund the club afterwards. The budget will still be controlled within the same level as pizza cost.

Amir felt it would be good to have more students involved in the Board meetings. Catherine was in favor of not having pizza. Amir said that the food would be a fun flare however pizza was the easiest option. He mentioned that it was hard to serve the Persian food the previous month. He said that we could try it for a couple of months. Alexei thought that it would be good to have international students at the meetings, but that they should be invited for a meeting with topics that would be directed towards international students.

Alexei also thought that it wouldn't be a good idea to have the students bring their own food because it provides a barrier for them to come and it might be hard for a student to say no. He felt that international students were asked to bring food too often already. Andrea replied that they didn't need to make it, just to bring it. Laurence asked what the budget for lunch was. Andrea said \$100. Alexei felt that we could diversify the menu with out asking international students to the meetings. Amir felt that it was important for the international clubs to be involved with the GSC. He thought that perhaps the invited students could suggest a restaurant for the food to be ordered from. Laurence was concerned that the budget might be too low, but Andrea pointed out that usually you get a discount when ordering a larger quantity.

Laurence suggested that when there was a topic concerning international students we put that at the top of the meeting. Amir said that we should invite students when specific topics were on the agenda. Alexei pointed out Gradiators would be a good topic for this meeting. Jon suggested that we just leave the food part out. Andrea and Jenny asked who were vegetarian so that the appropriate amount of food would be ordered.

**ACTION:** Min will follow up with international student invitations.

The meeting adjourned at 1:56 with a reminder from Amir to be searching for an executive director.

## **III. UPDATES AND REPORTS**

### **A. Quality of Life (Jonathan Galownia)**

#### **1. Safety**

Paul Carroad, the Division Administrator for Chemistry and Chemical Engineering would like to speak with QoL about our safety presentations. We will be meeting with Paul when he returns from vacation.

## 2. Parking

The Parking Committee met, but the meeting was short. No representative was able to attend to meeting. According to John Sienfeld, the chair of the committee, the meeting was brief. A report on the progress of the parking structure was given, and there was some discussion about assigning spaces to people who use the current lots mainly for storage of vehicles. It is unclear what the assigned spaces might be, and what storage means. We have asked for clarification and are waiting for a response.

## **B. Underrepresented Students Committee (Min Tao)**

### 1. New chair and secretary being elected

Min Tao (G3 in Applied Mechanics) and Tosin Otitoju (G3 in CDS) were elected as new chair and secretary, respectively, of Underrepresented Students Committee in the committee meeting of June 24<sup>th</sup>.

### 2. US helping with Gradiator by calling for international clubs' involvement

We sent letters to international clubs to ask for their contribution in this year's Gradiators. They were suggested to come up with new games with international flavor, to help organizing the event, and to form more teams to participate. Further contact will be followed.

## **C. Quickfunding (Alexei Dvoretzkii)**

<b>Event</b>	<b>Date</b>	<b>Amount Funded</b>
Lloyd House Party	06/03/2004	\$225.00
Russian Club/Hellenic Society Party	06/03/2004	\$250.00
Caltech C Party	06/09/2004	\$250.00
Total Funded		\$725.00
<b>Remaining Funds</b>	<b>07/01/2004</b>	<b>\$597.60</b>