

AGENDA

Board of Directors Meeting - Graduate Student Council
Thursday, April 7th, 2005, 12:00 – 1:30 pm
Winnett Club Room (Above the Red Door)

I. PRELIMINARY BUSINESS

A. Call to Order

The meeting was called to order

B. Introduction of Guests

Everyone (new and old board members and guests) introduced themselves to the group.

C. Modifications to the Agenda

There were no modifications to the agenda at this time

D. Approval of the March Meeting Minutes (See Attached)

The minutes were approved with one abstention.

II. ACTION ITEMS

A. Steering Committee (Amir Sadjadpour)

1. Election of 2005-2006 GSC and GRB officers

Elections of the Chair, Vice-Chair, Executive Director, Secretary and Treasurer of the GSC as well as the Chair and Secretary of GRB.

The chair, vice chair, and executive director form the triumvirate of the GSC. These three officers get together at the beginning of the year and decide how to divide up duties for high-level GSC strategic planning. According to the bylaws, the chair is the official voice of the GSC. Having this triumvirate is almost like having three co-chairs.

The secretary takes meeting minutes and arranges meeting times and locations. The treasurer is in charge of the money, writes checks, does taxes, fundraises for money, and checks the GSC mailbox. The treasurer is also the chair of the budget committee and therefore has a large role in deciding how money is dispersed across the campus.

GRB chair and GRB secretary are the other two positions that we elect today. The position is more like a co-chair position and involves scheduling meetings. The GSC bylaws do not specify the duties of this position. The GRB chair and secretary are not voting members of the GRB. In a case, the chair and secretary perform the investigation and present the case to the GRB. They do a lot of the administration but do not participate in the final decision. Given the bylaws, if there is no GRB secretary, the GRB does not exist, and there is no mechanism for student governance of the Honor Code. The annual case load is probably more than zero but less than five. Each case can consume 10-30 hours.

ACTION: It was determined that we should wait until the next meeting to elect officers. Scott has expressed interest in the GSC chair position. All those interested in working with Scott as officers should be in contact with him.

2. GSC Committees

Members from each committee briefly described what their committees do. It was explained that each BoD member is expected to join two committees – except for the officers of the GSC and GRB, who are asked to only join one committee (other than the Steering Committee, to which GSC officers automatically belong). At the first meeting of every committee, the Chair and Secretary of the committee will be elected. Time and place of the meeting needs to be advertised to all BoD members (gscbod@its), in case some wish to “check out” several committees before deciding which two to join.

ACTION: New GSC BoD members sign up for committees

The committees are: Quality of Life, Budget, Publications, Social, Housing, Academic, Bylaws, Underrepresented students committee, GRB

3. Lunch With VP Margo Marshak

This month’s GSC lunch with Vice President of Student Affairs Margo Marshak will be held on Monday April 25th at noon in Parsons-Gate 112.

ACTION: The meeting was announced

4. Confirm Alex Brown to be a MHF representative

ACTION: A vote was taken with all approving Alex to this position.

5. Three volunteers needed for new Ombudsperson search committee

Sharon Borbon, Chair of the Search Committee for the Ombudsperson position at Caltech, would like to invite three graduate students to participate in the interview process for the two finalists for the position. The interviews are scheduled to take place on: April 18 or 19 for one of the candidates and April 21 and 22 for the other candidate. Laurence Yip-Lun Yeung, Sidharth Jaggi and Arthur Fitzmaurice have volunteered.

ACTION: A vote was taken and all three were approved as our representatives to this committee

B. Budget Committee (Alex Brown)

1. Caltech CPA Proposals

The Caltech CPA would like to invite Jean Luc Dumont to speak at Caltech on topics related to both graduate and postdoc interest. They have laid out a general proposal to have him speak in May, and would like the GSC to contribute \$500-\$1000. The budget committee recommends allocating \$1000 to this event.

It was noted that this would be a replacement for an event that the social committee discussed at a previous meeting. Andrea asked how much of the budget we have left. Alex explained that we have plenty of money.

ACTION: The board voted to allocate \$1000 to this event. The motion was approved with one opposing vote.

2. Caltech Wine Club Wine Tasting

The Caltech Wine Club is holding a wine tasting April 9. They have requested \$600 for this event. The GSC budget committee suggests we fund them at \$600.

The total cost of this event is \$4800. It was noted that they are very well advertised.

ACTION: The board voted to fund the wine tasting at \$600. The motion was approved with one opposed and one abstention.

C. Social Committee (Graeme Smith)

1. Family Guy Marathon and Season Premier Party

Social Committee member Arthur Fitzmaurice has offered to organize a Family Guy marathon in celebration of the season premier on May 4th. This would involve watching a bunch of episodes and culminate with the new episode/season live on FOX at 8pm, so food, drink, and publicity would be the main necessities.

ACTION: The board voted to allocate \$300 to this event. The motion was approved with one opposed.

D. Quality of Life Committee (Jon Galownia)

1. Volunteer needed to sit on new psychologist search committee for the Health Center

The Health Center is hiring a new full time psychologist. Kevin Austin, of the health center has requested a graduate student presence on the committee that will select this person. He would like someone who has an interest in mental health issues and has time to make all the meetings. (See attached description of the position as well as the schedule of meetings).

ACTION: Graeme volunteered to sit on this committee. He will be in touch with Quality of Life as to the progress of this committee.

E. Bylaws (Chip Sumner)

1. Amendment to address inconsistencies between different versions of bylaws

In November 2003 and June 2004, the Board approved different amendments to Section 3.03 of our Bylaws. However, the online version of the Bylaws was never modified to reflect the original changes made in November 2003. Since the changes made in 2004 used the online version as a starting point, we inadvertently overturned some of the previous changes. The proposed amendment would make the two versions of 3.03 consistent with each other.

The most important change is to restore the ability to elect Directors by electronic ballot. Thus, the first paragraph of Section 3.03 should read (changes shown in red):

Section 3.03. Election and Term of Office. Directors shall be elected by written or electronic ballot of the members at the Institute during the second week of the spring term of the academic year in accordance with Section 2.08 and this Section 3.03.

We also made some changes in 3.03(c) (differences shown in red below). The November 2003 amendments stated,

Any disputes regarding affiliation of Underenrolled Options shall be resolved by the Graduate Review Board (GRB) pursuant to its authority to administer and supervise elections under Section 3.03 (f) below.

While the June 2004 amendments stated,

Any disputes regarding affiliation of Underenrolled Options shall be resolved by the GRB Chair pursuant to Section 3.03 (f) below.

The primary effect of either sentence is to remind readers that 3.03(f) describes how disputes should be resolved; thus, the difference does not seem significant. Unless the Board prefers the November 2003 version, we recommend sticking with the June 2004 amendment (which is currently incorporated into the Bylaws).

ACTION:

- Add “or electronic” to the opening paragraph of GSC Bylaws Section 3.03, as shown above.
- Decide whether the Board wants to revert to the November 2003 description of handling disputes regarding Underenrolled Options.

The board voted on these two changes to the bylaws. They were both approved with one person opposed.

F. Housing Committee (Steve Pracko)

1. Cost of Living

The Housing Committee believes that data related to graduate student income and major living expenses should be compiled annually as part of a long-term approach to addressing the affordability of graduate study at Caltech. We envision accurate dollar amounts of such items as housing, transportation, food, and childcare (among others) receiving consideration in the setting of graduate student stipend levels, which vary between academic options. Every graduate student should be able to afford the basic essentials without incurring financial hardship, and we believe that reliable data is necessary to ensure this. An example of such cost of living data is available at web.mit.edu/gsc/www/studentlife/costofliving.

As this will likely be a large undertaking, and one that goes beyond just housing considerations, the Housing Committee is looking for additional students who would like to work on this project.

ACTION: Call for volunteers for the working group. Likely duties include determining which expenses should be included in the cost-of-living data, working with Caltech administrative offices that would perform the actual data collection, and meeting with key faculty to advocate for appropriate stipend adjustments.

III. UPDATES AND REPORTS

Updates and Reports

A. Publications Committee (John Bender)

1. New Chair

Beginning this month, Marco Latini will take over as Publications Committee chair. Many thanks to him for his dedication and vision.

2. GSC Email Aliases

ITS wants us to change over our existing email aliases to their web-interfaced Mailman system. Jon and John, and now Will, have been involved in discussing ways to maintain their functionality during and after this changeover. The new system will allow new capabilities such as “no-copy” and sender filtering to the GSC announcements list.

3. Display Case

We hope to see the GSC display case installed in the Winnett north staircase (facing north) within the month. Attached is the display case posting policy.

Posting Policy for GSC Display Case

One person, the GSC Publications Committee chair or his/her designee, hereafter called the “Display Case Czar”, shall be responsible for keeping the key to the display case. This person is also therefore responsible for maintaining the contents of the case.

The contents of the case must be approved by the Publications Committee by whatever method they choose (possibly allowing the Display Case Czar to assume full authority). This policy is intended to allow its own evolution, beginning with the following suggestions and guidelines:

- no ads, for-sale signs, etc.
- flyers for GSC-sponsored events and other events that are in the interest of graduate students, each with dates
- show off copy of the Technique, leaned on backslash with URL
- same for handbook

- GSC events calendar, and some information on how to “add your events to this calendar”
- seasonal section
- mission statement for GSC
- contact info for GSC and committees
- section for committees’ current projects (perhaps a rotating “focus on...”)
- random photos? publicity and attractiveness

Note that relevancy can be a constant struggle, so a high priority should be placed on removing and updating materials that are out of date. All postings, including those without expiration dates, should be changed regularly to maintain visual saliency. This could include things as simple as changing fonts. Emphasis should also be placed on attractiveness and legibility.

The case was designed to make room for an LED sign, installation of which will require further thought on this policy.

B. Quality of Life Committee (Jon Galownia)

1. The Health Center is looking to hire two new staff psychologists – one full time and one half time. Below is the description of the two positions and the timeline for the interview schedule for the search committee for the full time position. The person interested in serving on this committee will need to be available for these dates.

Position 1. Full-time Staff Psychologist position

We are looking for an experienced staff psychologist who is committed to working with a diverse graduate and undergraduate student population. Experience providing time limited and open-ended therapy, crisis intervention, campus consultation, group work, supervision of pre-doctoral psychology interns and a commitment to multicultural issues and outreach is essential. While the primary responsibilities of this staff member are those of generalist and clinical in nature, this staff member will coordinate the center's outreach efforts. The Counseling Center has strong support from the Institute and this position represents an increase in staffing to accommodate the growing numbers of students utilizing the center. Ph.D. in psychology or related field. California psychology license required or California license eligible at the time of application. License eligible applicants must become licensed in California within 2 years of hire date.

Application Deadline: April 8, 2005

Position 2. Half-time Staff psychologist position (benefits included)

We are looking for a staff psychologist who is experienced and committed to working with diverse graduate and undergraduate student population. Experience providing time-limited and open-ended therapy, crisis intervention, campus consultation, group work, supervision of pre-doctoral psychology interns and a commitment to multicultural issues and outreach is essential. Ph.D. in psychology or related field. California psychology licensure required or California license eligible at the time of application. Licensed eligible applicants must become licensed in California within 2 years of hire date.

Application Deadline: April 22, 2005

Counseling Center Full-Time Psychologist (FTP) Search Time Line, 2005

Friday, April 8th,

Deadline for applications, FTP search.

Week of April 11th,

- Kevin and Counseling Center staff member Maria Oh review applications, screen out unqualified applicants, pass remaining applications on to entire FTP search committee for their review.

April 13th, Wed. 9:a.m.-10:15 Organization meeting, Health Center conference room:

Discuss search process, what we are looking for in the candidates, etc.

During the week from April 13-20, All FTP committee members individually review applications, sort into three groupings:

Top Candidates, Possible Candidates to Consider, Not to be Considered.

Bring rankings and all resumes to next committee meeting

April 20th, 9a.m.-10:15, Health Center conference room

Committee meets to discuss rankings. Determine which candidates will be selected for phone interviews. Establish subgroups to conduct phone interviews. Establish questions to be asked in phone interviews.

Week of April 25th,

Conduct half hour phone interviews with top candidates

May 4nd, Wed. 9:00-10:15, Health center conference room

Committee meets to select candidates for on-campus interviews.

May 11, 18, 25

Candidates interviewed: committee interviews candidates on from 9a.m.-10-15 each wed.

June 1st

Committee meets, time to be determined, to select new full-time staff psychologist. Advises search committee for Half-Time psychologist of it's thoughts on qualities/experience for half time position

Interview Schedule for Full-Time Staff Psychologist Candidates (Wednesday May 11, 18, 25) 2005

8:15 a.m.- 8:45 a.m.	Breakfast with Kevin-Athenaeum
9:00 a.m.- 10:15 a.m.	Search Committee-Health Center Conference Room (HCCR)
10:15a.m. -10:30 a.m.	15 minute Break
10:30 a.m.- 11:45 a.m.	Counseling Center Staff-HCCR
12:00 p.m. - 1:15 p.m.	Student Affairs-Athenaeum
1:30 p.m.- 2:10 p.m.	Undergrad Students (HCCR) 10 minute break
2:20 p.m.- 3:00 p.m.	Grad Students (HCCR)
3:00 p.m.- 3:30 pm.	Wrap-up with Kevin (Kevin's Office)

C. Housing Committee (Steve Pracko)

1. Housing Lottery and Roommate Matching

There will be two public information sessions sponsored by the Housing Office regarding the upcoming housing lottery. One will be held on April 13, and the second will be on April 19. Students will receive the new rules and be able to ask any questions they may have.

In addition, the committee has put forward the idea of cosponsoring with the Housing Office a roommate-matching event at some point during the lottery process, so that individual students assigned to multi-bedroom units can find compatible roommates. This was done a few years ago and was reasonably successful. This event could be advantageous both for residents (who will know they have a roommate they like, or at least can tolerate) and for Housing (who will have less work to do in making assignments).

2. Family Housing

After further discussion with the Housing Office, it now appears that the family housing plan we have been advocating is feasible after all. Housing should be setting aside roughly 40 off-campus 2-BR apartments with renewable 5-year leases for students living with children. We expect final details from Housing soon.

3. Avery House Graduate Student Meal Plan

Last month the Housing Committee and the Avery Council successfully lobbied for a reduction in the cost of the mandatory meal plan for graduate student residents of Avery House. The fee was reduced from \$828 per term to \$500 per term, a savings of nearly \$1000 per student per year. We hope this will encourage more graduate students to consider Avery as a viable housing option, leading to residents remaining longer and creating a stronger sense of community. The committee is grateful to Tom Mannion and Andre Mallie for making this change possible during tough fiscal times for Dining.

4. “Green Energy” in Caltech Housing

The Housing Office is planning to participate in a “Green Power” program offered by Pasadena Water and Power. (See www.PWPweb.com for details.) For an extra monthly charge of 2.5 cents per kWh, residential customers can sponsor wind-turbine produced electricity rather than that produced by non-renewable sources. Housing will be implementing this plan in its on-campus locations and has asked for the committee’s help in polling Catalina residents regarding their interest. Housing wants the Cats to make a decision on changing as a collective group; there are four possible levels of participation (including not going green at all), and all the Cats will be placed on the same level. We have asked Housing to compile data on the average electricity use in the Cats, so that we can present concrete numbers to residents. The committee will ask the CHCCs to take the lead in soliciting the opinions of residents.