

**Graduate Students Association  
Cabinet Meeting Minutes  
October 11, 2006 6:00 PM**

**Members Present: Monica Sanchez (President), Mac Marston (Vice President Internal), Cindy Mosqueda (Vice President External), Janet Cummings Link (Vice President Academic), Arpi Siyahian (Director of Discretionary Funding), Nurit Dragitza Katz (Director of Environmental Coalition), Amy Adrion (Director of Melnitz Movies), Amanda Parham (Director of Communications), John Paul Slifko (Director of Elections), Erica Saenz (Director of Community Service), Justin Wolske (Director of Graduate Student Events), Oiyana Anita Poon (Legislative Liaison and Researcher), Na'Shaun Neal (Director of Campus Organizing), Nanthia Suthana (Director of Publications), Christine Wilson (Coord. Of Graduate Student Resource Center), Jerry Mann (ASUCLA Representative), KC Souza (Staff), Shazrae Mian (Staff), Gabriela Birhane (Staff)**

**I. Call To Order 6:21 PM**

**II. Introductions**

- A.** Monica passed around an agenda, and introduced Christine Wilson from the Graduate Student Resource Center. Christine gave a brief background on herself and what the GSRC does, and she distributed a handout outlining this as well. If anyone is interested in working with the GSRC you can talk to her. She hopes to get to know a lot of new people this year, and the GSRC is located in the basement of the Student Activities Center if anyone needs to find it.
- B.** Mac introduced the new staff members. He explained that they are here to have the office open and to help with projects. If anyone has a project for them, feel free to ask them. All three of them can be emailed at the staff email, and their hours and contact information are posted in the office.
- C.** Monica introduced Jerry Mann, whose primary function is to direct the staff that supports GSA's logistical and spiritual functionality. He oversees the accounting department and serves as a historical perspective for GSA. Any questions can be directed towards him because he probably has the answer. He will try to come to all our meetings.

**III. Officer Report, Monica Sanchez, GSA President**

- A.** Monica started by talking about how cabinet meetings will be run this year. They will not be very formal; they will start with administrative updates from Jerry or Christine, and then give the officer updates as listed on the agenda. After that, the cabinet will report in alphabetical order (communications, community service, etc). Tonight we will be discussing everyone's budget proposals.
- B.** In her report, Monica announced that she would like everyone to hold two office hours a week, which need to be emailed to Mac and the staff as soon as possible. Office hours are posted outside the door for students to contact us. If you cannot attend your office hours one day, notify the staff, Mac, and Monica.
- C.** She is working on stipended and non-stipended appointments right now. All stipended appointments were filled in the spring, but one person has resigned, so they are filling the position now. All non-stipended positions are filled. She will send out an email to all to notify of positions filled and vacant, who the appointees are, etc.
- D.** For those that went to the UCSA Congress, there was an item about graduate students. One of her goals is to work with Mac who works with the student interest boards; she wants to coordinate internal and external efforts and UCSA action agenda items.
- E.** She also announced that we will be having cabinet and officer self-evaluations this year. She will sit down with each person one-on-one to evaluate the cabinet members, and cabinet members will evaluate the officers too. She wants to do this to keep track of new positions as they evolve, and gauge how each person is performing. Janet asked who is going to review who, and Monica replied that they have not decided yet, but they will finalize that in the next officer meeting along with the format for the self-evaluations.

**IV. Officer Report, Mac Marston, Vice President Internal**

- A. Mac passed out the updated calendar for this year. Each cabinet member is required to attend cabinet meetings; if you miss more than one your stipend is withheld and you have to petition to get it back. If you know you cannot make it, email Monica beforehand. For forum, you are expected to attend one forum meeting a quarter; you really only need to come if you have something to present. You are also expected to come if forum asks you to be there, and at the last meeting of the year to give a year-end report.
  - B. Mac's goals for the year are to work with the GSRC on the writing center, working with the student interest boards, and get more outreach and awareness for GSA. For the writing center, they have to make sure Christine and the student staffs are paid. He is also the chair of the Student Activities Center board; he is working to make it more usable for grad students. He is going to work with Amanda and various others to try and get GSA out there publicly; he would like graphic identities, a logo and flyers, and to make it look like the professional organization it is. He is also trying to work with the Alumni Association, but the only time they can host an event is on November 30<sup>th</sup> from 10:00 pm – 12:00 am.
  - C. Mac is also preparing for the forum meeting next week. If you have something to submit to forum, it needs to be posted on the website by the Friday before forum; therefore, he needs all attachments by midnight on Thursday before forum. All you need to do is email them to him. He reminded everyone that forum is a good time to hand our flyers for events or make announcements; forum representatives will give the information to their councils.
  - D. Lastly, he announced that he has the signatory sheet, which authorizes the cabinet to sign for checks. He named who needs to sign the form tonight to authorize that.
- V. **Officer Report, Cindy Mosqueda, Vice President External**
- A. Cindy started by giving a background on what UCSA has done. She has voter guides to distribute and will pass more out later. Her goals are to involve graduate students in making decisions that will affect them, work with the UC Regents, and to develop administrative matters. She also wants to know more about what student issues are going on across campus.
  - B. Her main objective is to work with UCSA action agenda items, which is mainly getting out the vote to graduate and undergraduate students. If anyone is interested in going to the UCSA board meeting, she will forward you the agenda for the weekend.
  - C. Along with Oiyen, she talked about the Student of Color conference. The information is on the UCSA website, and she needs to know by October 18 if you would like to attend in Berkeley.
  - D. Na'Shaun is working on heading the Get out the Vote campaign. The UC Regents will be having a meeting at UCLA on November 15 and 16. At this meeting they will work to push the issues on their agenda; more information will follow. Her main goal is to have a clear conscience of what students want, and she is working to lower tuition fees for out of state students.
- VI. **Officer Report, Janet Cummings Link, Vice President Academic Affairs**
- A. Janet announced that she has 19 Academic Senate positions that she needed to fill. She filled 18 of the 19 spots. The undergraduate council is the only one unfilled; two people have declined the position, and she is working to fill the spot. She has already held an orientation.
  - B. She also announced that she will chair the program committee for GSRC, and is meeting with Christine to discuss goals. She really wants to make it a place where graduate students can do graduate student initiated programs.
  - C. Her main goals include contacting council representatives to do a PR campaign to get the survey response rate up. The ideal rate is 50% for each council, and last year only one council was over 50%. She will publicize that a lot. Her second goal is to work with Amanda and the Daily Bruin about raising Academic Senate issues that are important to graduate students. Her third goal is to develop the GSRC programming committee.
- VII. **Cabinet Report, Amanda Parham, Director of Communications**

- A. Amanda announced that she is looking to create a professional identity for GSA, including a logo, lots of signage, flyers, and newsletters. She wants to advertise in the Daily Bruin; anything that the cabinet needs announced, she will try and put in the paper. She wants to be well represented in the Daily Bruin, including running event advertisements, and wants to be a mouthpiece for all of cabinet. Let her know of any events you are having.
  - B. Mac added to this report that everyone should look at the interactive calendar on the website. Everyone can post events on there, and they are color coded. Each event must be entered manually, so let the staff know if you want something entered for you.
  - C. Amanda added that she wants feedback on the logo design in terms of who we have create it. She knows someone who can do it for a low price, and she was thinking of maybe having competition. Graduate students could offer logo designs in contest. Finally, she announced that in her budget, she can afford a small ad in the Daily Bruin once a week to advertise events.
- VIII. Cabinet Report, Erica Saenz, Director of Community Service**
- A. Mac asked for the committee budget from Erica.
  - B. Erica informed the cabinet of the main goals for the committee.
    - a. The Community Service Commission has been put together so that presidents of each council can be contacted to coordinate at least one large event with each quarter. Following events are planned: holiday gift drive, thanksgiving food drive, event with Habitat for Humanity, mentor program with the Department of Social Work for foster kids who have outgrown foster homes.
    - b. Erica announced that an efficient program for discretionary funding for off-campus events is being worked on.
    - c. Another goal for the committee is to publicize council/interest group events more effectively.
    - d. Students Activities Board has been setup to maximize success of programs connecting undergraduate student body with graduate student body.
  - C. Someone from the cabinet informed Erica of Retention Projects and the Student Retention Center where graduate students are needed as mentors for undergraduates.
- IX. Officer Report, Arpi Siyahian, Director of Discretionary Funding**
- A. Arpi informed the cabinet of her goals and plans for the year which include: re-writing guidelines, outreaching, working with groups established at orientation, digital records/paperwork, event evaluations.
  - B. CSP deadline is October 27<sup>th</sup>, 2006. Also, the Funding Orientation, where different types of funding will be introduced, will take place sometime during November, 2006.
  - C. Arpi asked the cabinet to keep an eye out for Graduate Students Association sponsored events and for events sponsored by groups which came to orientation. Arpi also would like to work with Student Fee Advisory Committee (SFAC) for increased funding as funding has been decreasing for the past few years.
  - D. Jerry Mann Someone from cabinet added that the digital device has been setup; therefore, paper documents can now be digitalized. However, we still lack digital connection between applications for discretionary funding and CSP approval.
  - E. Jerry Mann added: the computer lab next door is now accessible because funding for it is now being provided by both the undergraduate and graduate student body.
  - F. Arpi informed the cabinet of the protocol in place now for student groups asking for funding. The group first needs to register as a student group at Kerckhoff Room 105. They then must go to the GSA website from where on the process is self-explanatory.
- X. Cabinet Report, John Paul Slifko, Director of Elections**
- A. John mentioned his initial role regarding elections. Since voter rate has been less than 20%, GSA almost lost significant funding. Strategies to increase vote rate include:

- a. Contested elections: move in amongst groups like student interest groups and directors. Also would like early identification of possible candidates and issues.
- b. Keeping contact with Communications, which includes Bruin Letter and Daily Bruin.
- c. Maintaining close contact with the law, medical, and MBA students because elections are scheduled during their final times.

**XI. Cabinet Report, Justin Wolske, Director of Graduate Student Events.**

- A. Justin announced that the budget got set to zero. Justin plans on coordinating one huge event each quarter. Justin will be checking with the Hammer Museum for an event November 17<sup>th</sup>, 2006.
- B. On October 26<sup>th</sup>, there will be GradBar to build awareness of other events.
- C. Justin's goal for this year includes combining a few clubs and interest groups per event so that the diversity of the student body can be accommodated.
- D. Justin plans on holding "After-UCLA" / career minded events. For example, gathering students to get E3 in Staples Center. He hopes that having a presence at such events will bring together students with common interests. Therefore, Justin is looking for events off campus to gather students at such as the Ashe Conference in Irvine, CA.

**XII. Cabinet Report, Amy Adrion, Director of Melnitz Movies**

- A. The budget for this committee has been set to approximately \$30,000.
- B. Amy's goals include increasing attendance of the film series. She plans on holding at least four question and answer sections with directors, writers, and cinematographers.
- C. On October 12, 2006 – Jones Town will be showing. Two people from the group will be at the question and answer section.
- D. Another goal of Amy's is to hold three receptions per quarter to increase meeting of different groups. Hopefully, this will further establish relations so that films and funding for them can be co-sponsored.
- E. Amy also plans on listing events on the GSA calendar, Bruin walk happenings, Daily Bruin, and media coverage.
- F. Also the thematic programming of the films this year needs to be promoted. The committee will try to get alumni to return and show their 1<sup>st</sup> film produced. Question and answer sections will follow these screening events. One filmmaker will be focused upon each month and the movie will be shown on the 3<sup>rd</sup> Thursday of each month. Amy is also looking into catering options available through ASUCLA.

**XIII. Cabinet Report, Nanthia Suthana, Director of Publications**

- A. Nanthia announced that a digital archive is being created which will carry documents starting from the year 2002. Following are some of Nanthia's goals for this year: organize publications lab, create a journal/publications library, take accurate inventory of hardware and software available, update website with journals given funding last year, administer workshops with editors to create online opportunities. She would also like to contact editors and make them aware of their huge budgets.
- B. Someone from the cabinet suggested having the proceedings of conferences published.

**XIV. Cabinet Report, Nurit Katz, Director of Sustainable Resource Center**

- A. One of the goals this year is to continue programming and campus sustainability goals from last year. The overall mission is to provide educational resources surrounding sustainability for undergraduates.
- B. Nurit updated the cabinet about the success of the open house and the large co-sponsored sustainability conference.
- C. Los Angeles Sustainable Business in Action will be continued from last year starting November, 2006 till January, 2007.
- D. Nurit also plans on expanding student participation from last year.

**XV. Adjournment 8:58 PM**