

# **Graduate Student Commons Governance Board**

Minutes from meeting on March 4th, 2002

Graduate Student Commons

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## **In attendance**

Brandon Allgood (GSCGB Chair), Ruth Schmitz (GSCGB Vice Chair), Diane Brookes (GSC Facilities Manager), Nathan Sanders (grad rep, linguistics), Tara Crowley (Student Centers director) Kathryn Tobisch (Alumni Association rep),

## **Absent**

Heather DeShon (grad rep, earth sciences), Robert Hartmann (grad rep, mathematics), Blake Riggs (grad rep, biology), Lee Ritscher (GSA President), Christopher Sugarman (Staff Advisory Board), John Holloway (Vice-Chancellor of Student Affairs), Betty Rush (Associate Vice-Chancellor of Planning and Budget), Frank Talamantes (Dean of Graduate Studies)

## **Call to order 2:09 pm**

### **1. Approval of Agenda**

Approved as is.

### **2. Approval of Minutes**

Distributed minutes from meetings on Jan 14th and Feb 11th, 2002. Approved both with minor changes by white ballot.

### **3. Mug Update**

Brandon: The sample mugs arrived - large ceramics and plastic traveler. Brandon will start the process of communicating with Crestline. He'll bring the picture into the required format and present it to us before sending off the order for final approval. Motion to approve ceramic mug with yellow on dark blue colors (matching the University colors if possible) in an order of 250 mugs. Approved by white ballot.

## **4. Policy Update**

Diane: would like to add something about “rooms are not available for faculty or staff meetings”. Require at least 24hr advance notice for meeting reservations (bounce requests that are less than that from the web page) and bold face “primarily for grad students”.

First go at implementing charges into the event policies: need to decide on staffing rules for the building and do we charge per staff hour or per hour regardless of staffing? The policies should reflect that Diane has the power to decide how many staff are appropriate for each event. Then charge \$10 per hour per staff. Charge a usage fee flat rate for usage after hours (before staffing) for the whole 2nd floor. Free if primarily targeting grads, \$50 flat rate if not primarily grad oriented. Limit usage to 5 hours per event. “We reserve the right to retroactively charge the non-grad fee, if a grad event didn’t turn out to be that.” to be added. Sponsorship by GSA does not make something a grad event.

## **5. End of the Quarter Plans**

Staffing is an issue. There are no classes on Friday, finals start on Saturday. We want to be open Saturday, Sunday, Monday 9am -5pm. Anoushka can work Sat and Sun morning. Brandon, Blake and Ruth will split the afternoons. Tuesday 19th - Monday 25th will be open during Diane’s hours only (9am-2pm). Start regular hours again on the 26th. Diane will get snacks and coffee. Will offer free coffee and snacks from March 12-19th.

## **6. Diane’s Vacation Coverage**

Diane will be on vacation April 1st-5th. She might have staff coverage but the students’ schedules aren’t out yet. Anoushka will not be here next quarter. So we might have to rehire someone, might be crosshire between here and the Student Union.

## **7. Ideas for Next Quarter**

Photography contest - Heather was going to look into this. Art moulding is up by now! Photography of the campus by students staff and faculty. Ruth will look into Dissertation Writing Workshop. Brandon will start looking into end of the year party. Nathan want to look into academic trivia - if his time permits.

## **8. Student Union Update**

Bike coop should be moving into the old WE kitchen during spring quarter. There’s a new deck there. Still waiting for pool table.

Space wars continue.

Chair of the board convened a planning committee for a grand opening of the Student Union.

They still desperately need a grad rep.

Job recruitment will be out for student workers in both facilities. Student workers will monitor the building while Tara is gone to a conference.

## **9. Manager's Report**

The Latino/Chicano Film Festival reception is upcoming, expect about 100 people, planned for 7-10:30pm, GSA sponsored event. We have two students to work that night, need one more person over 21 to staff.

Still waiting for the WE liquor license.

Back doors are off of the construction master key, but one was keyed incorrectly.

Photos were done last Monday. We should get them in about 2-3 weeks. We would like them to go out with the packets going out to incoming grads - check with Grad Div. about when those go out. (Ruth)

Chinese New Years Party exposed some more problems with this building. It is unclear whether we need to require childcare for events with small children. There were issues with starting to decorate before the reservation time. (Specify in policies that reservation time includes set-up and take-down). Clarify that parents are responsible for childcare themselves. Clarify that staffing is only for crowd control, opening and closing, not for clean-up.

## **10. Officers' Report**

Ruth: NTR

Brandon: The students' Mac went down, Brandon had to get some software to fix it, there's a request for getting a zip drive for the Mac. Student Union has one to take out from the front desk. Brandon will get a quote.

## **Adjourn 4:00pm**

Next meeting next week! March, 11th, 2pm.