

## **Graduate Student Commons Governance Board**

Minutes from meeting on October 22nd, 2001

Graduate Student Commons

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### **In attendance**

Brandon Allgood (GSCGB Chair), Ruth Schmitz (GSCGB Vice Chair), Diane Brookes (GSC Facilities Manager), Katy Flint (grad rep, astronomy), Heather DeShon (grad rep, earth sciences), Nathan Sanders (grad rep, linguistics), Lee Ritscher (GSA President)

### **Absent**

Robert Hartmann (grad rep, mathematics), Nathan Sanders (grad rep, linguistics), Tara Crowley (Student Centers director), Blake Riggs (grad rep, biology), Kathryn Tobisch (Alumni Association rep), 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 2:05pm**

#### **1. Approval of minutes**

Minutes of August 29th and September 12th meetings were both approved with minor comments, 5:0:0

#### **2. Grand Opening Review**

Morning: There was a debriefing meeting with Trink, Bob etc. Conclusion was that the ceremony worked, the Open house didn't (people had been using space for a while already).

Afternoon/Evening: great planning, good staff, HUGE thanks to Heather.

We can fit 50-70 chairs in the lounge comfortably.

What didn't work so well was the following (to be kept in mind for future events):

Moving of furniture: it would be so much easier with a trolley (Diane will look into it)

Spills and Cleanup: we need procedures for cleanup, in case beverages are spilled onto wood floor / carpet. We need to schedule regular shampooing of the carpets and put the procedures onto the event-request form.

Overstaffing: 4 staff were too many for a party that size, since we had a lot of grad help.

Indoor/outdoor beer: the back patio was used for mingling - with beer, too.

Band placement: downstairs is not optimal (serenading effect) - maybe back patio is an alternative if we can serve alcohol together with the WE

### **3. Mug Contest**

(there wasn't one really) We only got 5 entries! (plus "The top 10 reasons grad school is worse than hell") There were no drop boxes for entries at the party.

We will still make them. Brandon will give presentation on the entries so far at the next meeting, late submissions will still be accepted until then.

The mugs could be sold \$1 over cost, that dollar will go towards grants (TBA)...

### **4. Plaque Placement**

3 plaques need placement: the dedication plaque, the board plaque and Katy's plaque.

After a walk-through of the possible places (outside at various places for the dedication plaque, inside in various locations in different rooms for the board's and Katy's plaque) the following decisions were made by vote:

Dedication plaque will go outside between the main GSC door and the WE entrance, flush with the concrete and about on eye level. Approved 5:0:0.

Both the board's and Katy's plaque will go on the newly decided Donor's Wall in the entrance staircase between the two windows across from the elevator, at a height that is easily viewable from the lounge landing. Approved 4:0:1.

### **5. Manager's Report**

The punchlist for the building is being worked on by GL.

There is work being done on one faulty waterpump.

The furniture is here (delivered today)

The art molding is confirmed.

Campus Housing Office has partial overseeing responsibility for the WE restaurant as laid out in the contract - we can bring them in if there are conflicts.

Omnilock - there are 2 new contact people for us instead of Rick. Release of the retrofitted model is estimated for Nov/Dec.

Women's bathroom: lock is problematic.

There will be a drop box for comments installed outside Diane's office.

There was a leak at the plumbing for the heater in the lounge - we'll have to watch for damage to the floor.

### **6. Future plans**

(Diane) We need to decide on what to put on the cork board on the 1st floor - time sensitive things/grad only things/opers messages. Ride and message board, too? We would like to have sections: grad news (GSA and GSCGB minutes), housing, messages, dates for the quarter... Email suggestions to Diane.

Grant from Dean Talamantes/ Chancellor Greenwood. We need to find out about the purpose/ where exactly it's coming from (Dean/Chancellor/EVC - campus general allocation or money for events (including food/staffing)) / how it should be managed/ whether the money stays at the Grad Division. It was presented as "to enhance the use and visibility of this building in it's early stages" (Brandon will find out more)

We will need a programming subcommittee or maybe even a programming staff. The committee should have members from the board/GSA/GradDiv ... Who should it report to? Should we give a stipend/ honorarium of  $\geq$  \$100? Or should we stipend the GSCGB chair? Solicit programming ideas from grads in all boards.

## **7. Student Center Update**

They will move! The move is planned in phases, the building needs a back staircase into the loading dock.

The 2nd floor of the old WE will be taken by student development and community services (SDCS), the 1st floor by student orgs.

They will move the lounge furniture (pool table, large TV), the lobby desk and Tara's office first.

## **8. Officers' Report**

Brandon: NTR

Ruth: GradDiv fellowship announcements will be sent to GSC in future, as will the Dissertation Writing Guidelines.

## **Adjourn 12:00pm**

Next meeting Nov 5th, 2pm.