

**Graduate Student Commons Governance Board**  
Minutes from meeting on September 28th, 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), 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 11:05am**

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

Minutes for meetings on Aug 29th and Sep 12th were distributed, everybody is to send comments to Ruth by email, final approval at next meeting

### **2. Event requests**

None, except for GSA meeting, Oct 4th, 2001. We don't need to staff, they will clean-up

### **3. Student Center Gov Board meeting**

GSA needs to appoint rep to Student Center Gov Board. It'd be good to have that person also be GSCGB member (first meeting Monday, Oct 1st). Brandon will approach Blake and Yancey.

### **4. Review Meeting time**

Two people will never be able to make meetings on Fridays. We will try to set up a time Mon or Wed afternoons, Diane will stay late that day and get off earlier on Fridays

## **5. Grand opening Update**

### **Plaza Grand Opening**

Posters are done by publications office. Katy made programs, speakers list final.

Walking tours: everyone gets a map, there's talking points and food points. We need people to explain the building at front door and upstairs.

We need name tags (official looking). Tara has the plastic tags, Diane will make the name inserts.

Wear solid color shirts, black slacks.

### **Dedication Ceremony**

(Heather) Most invites went out already, (they were only \$20), the rest will go out today.

Speakers list: Katy (eMCee), Chancellor Greenwood, Dean Talamantes, Lee, Brandon

(Katy:) Invite Chancellor Sinsheimer? Chancellor says yes, although he probably won't speak or come; also invite Carl Piester. Also send him a thank you letter.

Nathan is writing the program.

Diane will arrange Phys. Plant things. She will also get plants for decoration. Plant service is about \$60/month. We can also get plants for the day.

Dedication: Presentation of the plaque and a Dedication Toast! Need extra staff for that day.

Decided by acclamation.

### **GSA party**

Does the GSCGB want to co-sponsor the party and make it not only the GSA Beginning-of-the-Year party but the Beg.-of-Year/Grand Opening?

Heather moves to do so by sponsoring the band, Ruth seconds, approved 4:0

John will hire a band "Sneaky Creekans" for \$500, very good recommendations about them.

Need to talk to WE if they already have a band for that day.

Should WE be closed during the event? Can we have them close and use their space? Diane will investigate with Legal/Elise if our contract permits us to use his space.

Blake will be organizing food for GSA (Marriot, Pizza, Subway... )

### **Whole Earth suggestions**

Tara suggests to urge WE to make serving line move quicker, better organized.

Brandon: Lines move quickly (a lot quicker than before) and food comes quick except for grilled food. They still come around and take orders early.

Recommend to them to have more menus in- and outside, get a consultant.

## **PR update**

Sent a letter to Dean Talamantes with funding request, he will forward it to the Chancellor. Chancellor supports idea of having a Donors' Wall.

PR idea: make mugs for gradcommons! Solicit sayings about grad school as a contest and put it on mug (e.g. "Top 10 reasons why grad school is worse than hell"). Announce contest with deadline Oct 12 or enter at Grand Opening (we will post top entries on web page).

Photographer: haven't heard back (Brandon will find out).

Logo: done.

Need another global email to grads. One went to Dean Talamantes but didn't go out from there.

Nathan and Ruth's flyer should go out to all the boards with grads. (half letter size) - approach Yancey for that.

Advertising for GSC Grand Opening still open. Need to post flyers (through career services) one week in advance. Nathan/Brandon will design, Diane will arrange for printing and sending it out. (Email Lynda Denevan for numbers of grads per department.)

## **New student hires**

3 work study, 1 non work study students were hired (from the best applicant pool Tara has ever seen)

We need to get them name tags with our logo.

Diane sent mail to non-hires about appreciation of their applications.

Staffed hours will be from Monday on 9am - 7pm, Mon-Fri.

## **Review Event Policies and Procedures**

We learned a lot from the events last week about event management.

If we approve Alcohol events, we need a written proposal how alcohol will be controlled and who will do that (names). Get equivalent Student Center forms from Tara.

Give examples from our events (Heather).

Users must order next day custodial and extra recycling for events.

## **9. Officers report**

(Brandon) Area Council report: Oct/18 is Student volunteer connection, Volunteer Fair, ask Rhonda about advertimsement of this event to grads.

Need more "No Smoking" signs in the Quarry Plaza, more Trash and Recycling cans in the quarry. There will be "No Skateboarding" signs...

Painting of the building signs will happen soon.

Conference Rooms in Bookstore are very successful.

Preview Day Oct/20 - Students from HS's come to campus with families - expect area to be busy.

We need to get amplified sound permit from Area Council for Grand Opening (Exception for Amplified Sound) -> Tara

Discussion about other things for the building:

Katy: Get new sign, like Bob's, take banner down sometime.

Make available material from Resource Fair in the building. Post more info sheets in general.

We should have a Guest Policy.

## **Manager's report**

We want extra student workers for the Grand Opening Day: some from noon to 3pm to help with setting up, toast; 4-6 people for the evening. Diane will contact our workers and maybe some extra.

## **Adjourn 12:00pm**

Next meeting will be announced