



GRADUATE STUDENT ASSOCIATION

gsa@ucmerced.edu

gsa.ucmerced.edu

UNIVERSITY OF CALIFORNIA, MERCED

5200 NORTH LAKE ROAD

MERCED, CA 95343

August 29, 2013

Graduate Student Association Meeting Minutes

Date: August 29th, 2013

Call to Order: 9:00AM

Location: KL362

In Attendance:

Henry Pai, *President*

Eddie Gibb, *Academic Affairs Officer*

Jason Davis, *External Vice President*

~~Janelle Szary, *Internal Vice President*~~

Aaron Cowles, *Public Relations-Community Outreach Officer*

Brandon Stark, *Secretary*

Alyse Pittman, *Treasurer*

Kristynn Sullivan, *Ex Officio*

Rachael Martin, *Staff Liaison*

Previous Meeting Minutes Not Approved

Old Business:

1. Final Updates:

- a. Student Fee Announcement Sent Out
- b. TAPS
 - i. All north parking lot passes sold out
 - ii. Emily posted parking for graduate student information on GSA website
- c. Castle Space Meeting
 - i. Castle will remain as part of UC Merced till at least 2020
 - ii. Provost Tom Peterson expressed interest in regular communication with GSA
- d. GSA Website – gsa.ucmerced.edu
 - i. Website finally active
 - ii. Visit and look for things to add

2. Ongoing Action Items (Discussed in Meeting)

a. Committee Rally Planning

i. Old Discussion

1. Include tie-in with Ice Cream Social
2. Suggested Date: Sept 5th, 2013
3. Overview of committees gathered so far
 - a. See last year's committee assignments
 - b. Need to complete list by August 22nd
 - c. Email to the various committee contacts
4. Reiterate need for flyers and advertisement
5. Does the Committee form need updating? – *Eddie*
6. Discussion with Rachael
7. Suggested Time: 11-1:30
8. Will coordinate with specific people to ensure they are there to discuss their experiences

ii. New Discussion

1. September 3rd, 11:00 AM to 2:00 PM, Garden View Dining Room
2. Logistics under control
 - a. Garden View Dining Room has been reserved for September 3rd
 - b. Rachael will arrange for Ice Cream
 - c. Eddie will print off committee list and application
 - d. Email language approved – see appendix
 - i. Approved – *Henry*, Seconded – *Aaron*
 - e. Distribution plan agreed upon
3. Post Committee Rally Plan
 - a. Solicit applications via email at the same time of the committee rally
 - b. Review appointments
 - i. Eddie to call for help
 - c. Select appointments and email selected individuals with committee chair
 - d. Email unselected individuals for other openings
 - e. If some threshold of appointments are filled, then call for the Committee Orientation

iii. Action Item:

1. Distribution Plan
 - a. Send out blurb with Lyceum
 - b. Email out to Graduate Students late Friday afternoon
 - c. Email out reminder the day of

2. Eddie to send Application for final edit
 3. Post application and list on website
- b. Action Item: National Day of Service
- i. Old Discussion:
 1. Working with Vernetta Doty to set up a service project on Sept 11th
 2. Aim to develop community with incoming graduate students
 3. Looking to have 25-50 volunteers
 4. Helping to clean Lake Yosemite
 5. Working with undergraduate students, but on separate assignments
 6. No food provided
 7. Need to know by Sept 6th
 8. Advertisement plan: email announcement, word-of-mouth
 9. Will make an announcement at GROW
 10. Point of Contact: Aaron
 - ii. New Discussion
 1. Community Service confirmed
 2. September 11th, from 3pm to 5pm at Yosemite Lake
 3. Email approved
 - a. *Eddie, Seconded, Jason*
 4. Distribution planned set
 - iii. Action Item:
 1. Distribution Plan
 - a. Send out blurb with Lyceum
 - i. To be sent out late Thursday, Friday Morning
 - b. Email out to Graduate Students late Friday afternoon
 - c. Email out reminder the night before deadline
- c. Split GRC Assignment
- i. Old Discussion
 1. Expected separation between graduate academic program management and research management
 2. Graduate Council Seat Discussion
 - a. Maintain as President's committee assignment
 3. Research Council Seat Discussion
 - a. Very important seat
 - b. Suggestion: Needs to be a reliable member – *Kristynn*
 - c. Suggestion: Assign a GSA member
 - d. Resolution:
 - i. GSA Secretary has no mandatory Committee Assignment
 - ii. Brandon volunteers

- ii. New Discussion
 - 1. No official appointment of graduate student on Committee of Research (CoR)
 - 2. Eddie emailed Fatima, who discussed with Simrin Takhar, CoR Analyst, and was able to get approval for Brandon to join COR
 - 3. Brandon met with Simrin, will join COR as a permanent guest
- d. Versatile Ph.D. Site
 - i. Old Discussion
 - 1. Development for students with nonacademic job training
 - 2. Ann will be leaving career services
 - 3. May experience some further delay in information
 - 4. Waiting on more information
 - 5. Hope to receive feedback from other universities
 - ii. New Discussion
 - 1. Versatile Ph.D. Site subscription already purchased
 - 2. Integration with MyMerced is being developed
 - 3. Further information to be released soon
- e. Welcoming Committee Idea
 - i. Old Discussion
 - 1. Proposal to help incoming graduate students acclimate with Merced
 - 2. Include helping move-in
 - 3. Friendly Committee
 - 4. Proposal: Make volunteers announcement on GSA facebook page
 - 5. Proposal: Include the Delegate Assembly for assistance
 - ii. New Decision
 - 1. Aaron will bring up with GROW committee and will work on it there
- f. GSA Facebook/Social Media Campaign
 - i. Old Discussion
 - 1. Brandon to start
 - 2. General Purpose Announcements
 - 3. Fees, Activities
 - 4. Publishing and Presentation Announcements
 - ii. New Discussion
 - 1. Webpage done, will now focus on GSA facebook
 - 2. Call for Images
 - 3. Language for posting announcements (news feed items) to be same as email announcements and webpage news items

3. Inactive Old News

- a. Last Year's Budget
 - i. Update: Still awaiting further information
 - ii. Contact Point: Connie McBride (OSL) cmcbride3@ucmerced.edu
- b. Committee Orientation
 - i. Old Discussion:
 - 1. Possible date (Sept 12th or 19th)
 - 2. Last year had light snacks
 - 3. Suggestion: Bring Jane Lawrence to speak
 - 4. Contact Rachael and Jen for assistance
 - 5. Suggestion: Bring a panel of previous committee members to discuss their experience.
 - ii. Action Item: Continue planning event
- c. Action Item: GSA Leadership Program
 - i. New Discussion
 - 1. GSA Leadership Programs (Orientation, officer training, election, etc.)
 - 2. Under consideration: GSA Leadership event?
 - 3. GSA Leadership program was designed to help improve the leadership of the GSA officers
 - 4. Was an every other month series with keynote speakers to target specific areas
 - 5. Has devolved over time
 - 6. Proposed: Rebrand as a 'Lunch with Special Guests'?
 - 7. Proposed: Hot Chocolate Social for Winter Break?
- d. Delegate Assembly
 - i. Discussion
 - 1. Suggestion: Define member's roles - *Henry*
 - 2. Suggestion: Bring small meetings with the various Deans - *Henry*
- e. Grad Pad Funding/Beer Garden
 - i. Update: Charles Nies mentioned something about furniture - *Kristynn*
 - ii. Action Item: Kristynn to investigate
- f. Café Scientific
 - i. Discussion:
 - 1. Contact person: Erin Stacy
 - 2. GSA asked to provide monetary support
 - 3. Still looking for a suitable location
 - 4. Still looking for additional speakers
- g. Grad School Fair
 - i. No Update: Suggestion to utilize Delegate Assembly

New Business:

1. Introduced by: Henry

- a. Action Item: GSA Meeting Time
 - i. Discussion
 1. Need to finalize fall meeting schedule
 2. Discuss/Share availability
 - ii. Resolution
 1. Email out some options
 2. Friday at 10am?
- b. Action Item: Principles of Community
 - i. Discussion:
 1. In Dropbox emailed from Jane Lawrence on Aug. 10th (representing Committee on Campus Climate and the Chancellor)
 2. Good as is?
 3. Little light on research *shrugs*, heavy on teaching
 4. Due to Chancellor (Jane CC'd) October 1st
 - ii. Decision
 1. No strong feelings
- c. Feedback from GROW:
 - i. Discussion
 1. Student at Q&A wanted Company Info-sessions
 - ii. Decision
 1. Not a priority for GSA, may bring up with Career Services
- d. Meeting Report: Chris Kello and Callale
 - i. Discussion:
 1. Improved Communication
 - a. Maybe one designated meeting per semester (Fall, Spring, and Summer)
 - b. Callale suggested contacting other UC's for GSA-Grad Div relations
 - i. Has this been done before?
 - ii. List some pro's/con's?
 - iii. Cons
 1. different campuses' GSA structures
 - iv. Pros
 1. better defined relationship?
 - v. Email other GSA's, aggregate info
 2. Personal suggestion(s):
 - a. What do we want Graduate Division to be?
 - i. Our and DA opinions probably good here

- ii. I'd like it to be one-stop shop for all administrative questions. Implementation options:
 - iii. One grad admin member in all relevant departments (probably not sustainable long-term)
 - iv. Grad div interconnect with each relevant dept so each grad div staff member can acquire specialized knowledge (more than 1 per relevant department so no bottleneck).
 - v. Any employee training for current Grad Div staffers?
 - 3. What relationship do we/GSA want with Grad Div?
 - a. Provide feedback & suggestions for administrative processes
 - b. "Leadership" training "may" be good here to address any performance metrics for ourselves & Grad Div
 - ii. Decision
 - 1. Keep thinking
 - 2. Probe UCSA for networks
 - e. Requests for Schedule Sharing
 - i. Discussion
 - 1. Members of community have expressed interest in joining a meeting or two
 - a. Eric/UAW
 - b. Chris Kello
 - ii. Resolution
 - 1. Utilize GSA website for meeting announcements
 - f. Action Item: Merced County Association of Governments Citizen Advisory Committee Position
 - i. Discussion
 - 1. Erin Stacy, previous committee member, has graduated and is looking for a replacement
 - 2. Important position for representing student interests, especially with coordinating efforts between The Bus and CatTracks.
 - 3. Time commitment is minimal
 - ii. Resolution
 - 1. Add MCAG Citizen Advisory Committee to the committee list
 - 2. If no one is appointed, Aaron to sit on the committee.

2. Introduced by Eddie

- a. Action Item: Add Peer Mentoring Program to GSA committee appointment
 - i. Discussion

1. PMP has 42 people signed up so far – Rachael
 2. Good to have GSA involved with PMP
 3. Kristynn will sit in
 4. Aaron will join as well
- ii. Resolution
 1. No further action needed

3. Introduced by Jason

- a. Update: UCSA
 - i. Went to Oakland for UCSA interview.
 - ii. Hiring new staff member specifically for grad/professional students.
 - iii. Upcoming meeting in Berkeley.
 - iv. Lots of uninteresting politics going on.
- b. Action Item: Psychological Services Issue?
 - i. Discussion:
 1. Jason heard that students were having difficulty with Counseling and Psychological Services
 2. In particular, there is only one psychologist able to prescribe medication and the hours are not consistent or predictable.
 3. Heard of a student who was unable to schedule a followup appointment after starting new medication.
 4. Student may not have been aware of other options, including seeing external doctors.
 - ii. Resolution
 1. Email Fuji Collins, Assistant Vice Chancellor for Student Health & Wellness
 2. Alert him of the issue and ask for the best course of action
 - a. Options include GSA mass email or GSS announcement

4. Introduced by Alyse

- a. Action Item: Alyse to take a Deferred Leave this Semester
 - i. Discussion:
 1. Alyse to take time off this semester.
 2. School bars her from contributing
 3. Treasurer Position Open
 4. According to bylaws, GSA can temporarily appoint a substitute to carry out those duties.
 - ii. Resolution:
 1. Will add Treasurer Application to Committee Rally
- b. Action Item: Addressing Treasurer Immediate Responsibilities
 - i. Discussion
 1. Can project budget based on the 350 registered graduate students

- a. Less than the announced 385 students
 - ii. Resolution:
 - 1. Budget not an immediate need until Travel Grants
 - 2. Process to use GSA funds also not an immediate need
- c. Action Item: Travel Grant
 - i. Discussion
 - 1. Next call for Travel Grant will go out in October
 - 2. Propose adjusting the rules
 - 3. Unable to change rules for the next round of Travel Grant (sent in October). Can change rules for the round of Travel Grants sent in January – *Katie via Kristynn*
 - ii. Resolution
 - 1. Look into what rules to adjust later in the semester
 - 2. Start prepping for October Travel Grant Announcement

5. Introduced by Brandon

- a. Discussion Item: Newsletter
 - i. Discussion
 - 1. With updated webpage and social media campaign, does the Newsletter still have a role?
 - ii. Consensus:
 - 1. Newsletter still has a role
 - 2. Use newsletter to show the less visible efforts of the GSA, such as UCSA and administrative efforts
 - 3. Can include personal accomplishments in the newsletter.
- b. Proposal Item: GSA managed Committees
 - i. Discussion
 - 1. Several people have expressed interest in getting involved
 - 2. Not enough committees, committees not always active
 - 3. Propose setting up some GSA managed committees to develop interest
 - 4. Proposal: GSA Social Life Committee
 - a. Social Committee to report to Aaron
 - b. Small group to help plan and manage social events for the graduate population
 - 5. Proposal: Graduate Student involvement in Research Week
 - a. Committee to develop better graduate events for Research Week
 - b. Office of Research has not been supportive of graduate student efforts
 - c. Efforts to improve may not be fruitful
 - ii. Resolution:

1. Add GSA Social Life Committee
 2. Pass on Research Week Committee
 - c. Action Item: Graduate Student Appointment on Senate-Administration Library Working Group
 - i. Discussion
 1. Ruth Mostern mentioned that she does not have a graduate student representative for this committee
 2. <http://senate.ucmerced.edu/node/323>
 3. Committee to review the library practices and provide guidance
 - ii. Resolution
 1. Add Senate-Administration Library Working Group to the committee list
- 6. Introduced by Rachel**
- a. Proposal Item: Standing GSS Update on Agenda

Approved Language for National Day of Service Announcement Email

Subject: National Day of Service – Sept 11th, 3PM to 5PM – Lake Yosemite

Hello Grad Students,

GSA along with OSL will be hosting a service project on Wednesday, September 11, from 3-5pm at Lake Yosemite (the lake located just north of campus). Participants will aid in the beautification of the lake by planting trees. For your service, you will receive free admittance and parking at the lake for the day to fully enjoy the park after the trees have been planted. This is a great opportunity to mingle with other grad students and rollick in one of the best locales in Merced. If you have questions or are interested in helping and can make at least part of the time, please contact Aaron Cowles at acowles@ucmerced.edu or the GSA at gsa@ucmerced.edu by September 5th.

Your GSA Officers
gsa@ucmerced.edu
gsa.ucmerced.edu

Approved Language for Ice Cream Social/Committee Rally Email

Subject: FREE Ice Cream Social/Graduate Committee Rally - Sept 3rd, 11AM to 2PM - Garden View Dining Room

Looking to get involved on campus but not sure where to start? Have a question for GSA? Want to chill with grad students over free ice cream? This event is for you!

Many committees on campus have a graduate student representative. Filling these positions is essential to having grad student voices heard. Committees range across all kinds of topics, from dining to parking to space planning to student fees. Time commitments for committees range from attending meetings once per year to twice per month. In the process, you will be collaborating with administrators and other students to help UC Merced develop. Plus the appointment would be a great CV line!

In addition, we will be soliciting nominations for the Delegate Assembly (DA). The DA is a group of graduate students from each graduate group that will meet both with their fellow graduate group members, and with the rest of the DA. The DA serves to increase communication between GSA and grad groups, and from the grad groups back up to GSA.

If nothing else, come for the free ice cream. See you there!

Your GSA Officers
gsa@ucmerced.edu
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Approved Language for Ice Cream Social/Committee Rally Lyceum Blurb

Subject: FREE Ice Cream Social/Graduate Committee Rally - Sept 3rd, 11AM to 2PM - Garden View Dining Room

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Current GSA Member Committee Appointments

- Brandon- Research Council, Research Week Committee
- Eddie- CAPRA, Ombuds
- Henry- Graduate Council
- Jason- UCSA
- Aaron- Peer Mentor Program, GROW Committee
- Janelle – Research Week Committee (work with Delegate Assembly)

Calendar of Events

Yearly Events		
Event	Assigned Lead	Date
Committee Rally	Eddie	Sept 3 rd
Ice Cream Social (One per Sem)		~with Committee Rally
National Day of Service	Aaron	Sept 11 th , 2013
Committee Orientation	Eddie – Coordinate with Rachael	(2 weeks after Rally)
<i>Hot Chocolate Social</i>		<i>Winter Break</i>
Open Meetings		~Beginning of November ~Middle of March
Committee Thank You	Eddie	~Spring
Delegate Assembly	Janelle	
GSA Leadership		
Elections		~April
Officer Transition Meeting		~June
<i>Leadership Training</i>		~Fall

Action Items

1. Email out fall semester availability
 - a. Friday looks promising?
2. Call for Pictures from GSS/GSA events
3. Call for Bios for website

Next Meeting:

Tentatively scheduled in two weeks