

University of Southern California
Graduate and Professional Student Senate 2008 – 2009
Full Senate Meeting

Minutes

September 8th, 2008

LAW 1

I. Call to Order: 6:15pm

II. Approval of Minutes : unanimously approved.

III. Introduction of GPSS Executive Board & HSC Governing Council : Mathias introduced the GPSS Exec board and HSC Gov council

IV. Finance Requests - None

V. Officer Reports

a. President – Mathias Knape (gpsspres@usc.edu)

1) GPSS General & Senate Listserv: All senators should sign up for the senate-listserve and to the general listserve from the gpss website.

2) GPSS Full Senate Meeting Dates: Given on the website, and also part of these minutes at the end.

3) Executive Board Buddies: All senators should sign up for executive board buddies lunches. This will help in developing a personal relationship between senators and exec board.

4) Sustainability Ad Hoc Committee: Committee will make suggestions to university administration about how to make USC more sustainable. Meeting is next week, Tuesday, the 16th at 2pm. Interested people should email Mathias. It is a good opportunity to make your voices heard and participate in improving the university.

5) Status of GPSS Budget

i. Description: Mathias explained the ‘fee change proposal’. i.e. if you are signed up for less than six units, then you will also pay the activities fee. The proposal was sent to USC administration, and the budget was projected with the enhanced fee. However, the administration did not approve the proposal, without informing GPSS about it. This has adverse ramifications for the proposed budget, as \$125,000 deficit has occurred.

ii. Dr. Michael L. Jackson, Vice President for Student Affairs: Dr Jackson is going to have a couple of meetings with the Provost office that we need to charge a certain amount of fee dollars
Secondly, the issue of expanding the base of the fee-giving students will be revisited with the Provost.

“Have you surveyed the non-paying students to know if they are okay with this increased fee?”. We need to find the answer to that question. In the last couple of years GPSS has surplus of about \$100,000 which was put in bank for a future rainy day. It is tough to explain the

surplus and the budget proposed increase.

Since last two years, the administration is more inquisitive about any proposals etc. about change to the budget. The question that is asked in general is that “what do the constituents say?”.

MATHIAS: How can we ensure that the process is made more transparent to the GPSS, and that each time we reach an agreement (after a vote by GPSS) that questions are not re-asked.

Dr. Jackson: A meeting will be arranged between USC administration and GPSS representatives.

b. Vice President – Anna Stubblefield (gpssvp@usc.edu)

1) Bylaw Change: HSC PR position: As given below, Irina explained the proposed changes to the bylaws and the reason why HSC PR position is required at the health sciences campus.

VOTE YES [36], VOTE NO[0], Abstain [0]

2) Join a GPSS Committee:

3) Office Hours: Monday, 3 pm – 5 pm, Wednesday 2:35 pm - 3:35 pm

c. Finance Chair – Kirk Domke (gpssfund@usc.edu)

1) Vote on revised Budget : Kirk explained the budget.

Option A[8], **Option B[22]**, Option C[6]

2) Get your GPSS Umbrella Organization recognized (and also you sub-groups)

i. <http://sait.usc.edu/stuorgs/recognized.shtml>

3) Attend a GPSS Finance Orientation

i. Remaining meetings listed at: <http://www.usc.edu/gpss>

4) Senate Funding Procedures

i. Reading a Finance Committee Recommendation

ii. Slating and Pulling Proposals

5) Finance Committee looking for Members : No more than one member from an organization.

d. Social Chair – Amelia Jackerson (gpsssoc@usc.edu)

1) GPSS GradBar @ Bouevard 3 – September 26th 9:30-2:00 am with Cal-Tech, USC, and UCLA.

e. Community Service and Special Events Chair – N. Chloe Robinson (gpsscs@usc.edu)

1) Trojan Neighbors- Volunteers needed Thursday, 5:30-7:30pm

2) Children Uniting Nations Day of the Child (Nov 9th)

3) AIDS Walk (Oct. 19) - GPSS Can Join USC team or create their own : www.aidswalk.net/losangeles.

4) Friends and Neighbors Service Day- Nov. 22nd

5) Teach for America- Applications : Information session is Wednesday Sept/10 7pm

6) Sept. 26th Presidential Debate Viewing 8pm- Speakers, Refreshments Location; TBA

f. Academic Affairs Chair – Johannes V. Schmitt (gpssacad@usc.edu)

- 1) Short job description of the Academic Affairs Chair (for new senators) & description of the Committee 1st Book Salon – October – “World is Flat” By Thomas Friedman
- 2) First 08/09 Academic Affairs Committee lunch meeting next Monday
- 3) First 08/09 Book Salon (Oct. 24th)

g. Public Relations Chair – Sujata K. Dhole (gpsspr@usc.edu)

- 1) Committee meeting with Yoko and Senators before the senate meeting.
- 2) Departmental townhall meetings
- 3) Working on promotional materials to make them as attractive as they can be to promote GPSS.
- 4) Tabling.

h. HSC Chair – Sahar Bedrood (gpsshsc@usc.edu)

- 1) HSC PR Position
- 2) Community Service event: California Coastal Clean-up – September 20th, 2008 (Saturday, 9am to noon), will provide lunch. Santa Monica beach.
- 3) Academic Events: ‘Tree People’ Full Moon Hike – October 14th, 2008 :630pm, \$5 per person. In Cold-water Canyon park.
- 4) Yoga & Pilates at HSC start September 15, 2008
- 5) HSC Concerns Committee: First and Third Thursday of the month. Food is provided.

i. Elections and Recruitment Chair – Yoko Igawa (gpsser@usc.edu)

- 1) New Senator information sheets : Please send us completed forms.
- 2) Sign up Sheet : Very important, as funding to organizations depend on attendance.
- 3) Senator Attendance Policy
- 4) Departmental Town Hall Meetings

j. Communications Chair – Irfan Fazal (gpsscomm@usc.edu)

- 1) Please subscribe to the weekly ‘newsletter’.
- 2) Please send a picture to Comm Chair via email.

k. GSIR – Richard Brown (gsir@usc.edu)

- 1) Description of GSIR position
- 2) Collaboration with GPSS

l. GSIR - Jungmiwha (Jummy) Bullock (graduate.diversity@usc.edu)

- 1) Description of GSIR- Diversity Outreach position
- 2) Collaboration with GPSS

VI. Committee Reports

Academic Affairs : Monday

Alumni Relations: Establish connection with GPSS alums, and with alumni relations.

Campus Safety: Next Tuesday

Finance: Does not meet in person. Work is done via email.

Gender Equity concerns: Nathasha , Thursday (she is looking for co-chair)

Grad Programming: Amelia/Chloe

GSCN: still TBA gpssgscn@gmail.com

HSC Concerns:

International Scholars: Wei Chen

Judiciary: Anna; Will send out an email.

LGBTQA: If you want to be a part of the committee, contact the chair.

Publicity and Recruitment:

Student Life:

VII. Old Business : None

VIII. New Business : None

IX. Other announcements

X. Adjourn : 8:20pm

What is Spectrum?

(Yes, you give \$10.00 each semester to Spectrum)

USC Spectrum, a program of the Division of Student Affairs, presents an annual season of the finest in arts

and lecture programs by nationally and internationally known attractions for the education and

entertainment of the USC community and its neighbors in Los Angeles.

Lectures :: Art Performances :: Theatre Events

<http://www.usc.edu/student-affairs/spectrum/events.html>

SECTION 2

DUTIES OF THE HSC GOVERNING COUNCIL

2.1 All GPSS HSC Governing Council Officers

. Holds three office hours per week in the GPSS HSC Office *with the exception of the HSC Public*

Relations Chair. The Public Relations Chair is required to hold one office hour per week.

. Attends all scheduled GPSS HSC Governing Council and GPSS Senate meetings.

. Reports to the GPSS Executive Board and HSC Governing Council.

- .Coordinates with GPSS Finance chair to ensure the financial needs of the HSC student body are met and inter-campus correspondence is conducted efficiently.
- .Supports GPSS advocacy and social, community service and academic events.
- .Supports and participates in HSC-wide, Administrative, and other HSC committees as appropriate.
- .Represents the interests of HSC graduate and professional students.
- .Becomes familiar with Robert's Rules of Order and the GPSS Constitution and Bylaws.
- .May PRO and CON a candidate, but cannot make a SECONDING Statement during elections.
- .Serves as an ex officio member at GPSS Senate meetings.

2.1a The HSC Governing Council

The GPSS HSC Governing Council is the representative student organization of the HSC graduate and professional student body. The council shall consist of the HSC Chair, HSC Operations Chair, HSC Programming Chair, *HSC Public Relations Chair and HSC Concerns Committee Co-Chair, and GPSS HSC Office Graduate Assistant*. They advocate for HSC students' rights and concerns. The GPSS HSC Governing Council serves as a channel of communication via the HSC Chair regarding student concerns for HSC students. The GPSS HSC Governing Council will attend all Senate meetings, but only the HSC Chair will make reports to the Senate. Only the HSC Chair will serve on the GPSS Executive Board.

2.2 HSC Operations Chair

2.2.1 GPSS Duties

- .Acts as a liaison with the GPSS Finance, Public Relations, Communications, and Elections and Recruitment Chairs to help promote GPSS activity, funding, and leadership opportunities on HSC.
- .Manages and updates the HSC section of the GPSS web page in conjunction with GPSS Communications Chair.
- .Manages the HSC-specific advertisement of programs in collaboration with the GPSS Communications Chair and HSC-based Senators.
- .Oversees the efficient conduct of inter-campus correspondence.
- .*Coordinates and distributes all promotional activities and products for HSC student body with GPSS Public Relations Chair.*
- .Coordinates with the GPSS Elections and Recruitment Chair to maintain current listing of HSC Senators on the GPSS website.

- .Coordinates GPSS HSC Governing Council publicity efforts for HSC student body.
- .Promotes GPSS HSC Governing Council advocacy, social, community service, academic, and all other events to the HSC student body.
- .Distributes GPSS recruitment material in HSC graduate and professional student orientation packets and attends HSC school/ department orientations on behalf of the Elections and Recruitment Chair.*
- .Solicits, collects, and organizes central electronic database of information relevant to HSC students.
- .Maintains comprehensive dynamic list of HSC listserves, student affairs staff, Trojan services staff, and other contacts relevant to students and makes this information available on the HSC section of the GPSS website.
- .Ensures interested HSC students are registered with the GPSS Listserv.
- .Assists in producing GPSS HSC Governing Council publications.
- .Manages the HSC Chair fund and provides budgetary reports.*
- .Negotiates, organizes and advertises the Bally's fitness deal*

2.2.2 GPSS Committee Duties

- .Takes minutes at all Governing Board and HSC Concerns Committee meetings.
- .Assists Ad Hoc Committees as needed.

2.3 HSC Programming Chair

2.3.1 GPSS Duties

- .Acts as a liaison between the GPSS Social Programming, Academic Affairs, Community Service and Special Events Chairs and GPSS Committees, to ensure collaboration with events.
- .Coordinates, plans, and organizes all committee, social, community service and academic events for the HSC student body.
- .Works with the HSC Concerns Committee, HSC Governing Council, and any other relevant committee in developing events for HSC student body.
- .Provides regular reviews of events to HSC Governing Council.
- .Coordinates with the HSC Operations Chair to promote HSC events.
- .Manages the HSC Programming Fund and provides budgetary reports to the GPSS Finance Chair.
- .Collaborates with the Finance Chair in monitoring the use of funds designated for graduate programming purposes.
- .Facilitates joint programming with HSC departments and organizations.
- .Assists HSC individual departments and organizations with their programming needs.

2.3.2 GPSS Committee Duties

- .Assists Ad Hoc Committees as needed.

2.4 HSC Public Relations Chair

2.4.1 GPSS Duties

- .Distributes GPSS recruitment material in HSC graduate and professional student orientation packets and attends HSC school/department orientations on behalf of the Elections and Recruitment Chair.*
- .Coordinates and distributes all promotional activities and products for HSC student body with GPSS Public Relations Chair.*
- .Produces GPSS HSC governing Council publications, including the GPSS monthly newsletter.*
- .Attends, helps coordinate and assists in all GPSS HSC events.*
- .Coordinates GPSS HSC Governing Council publicity efforts for HSC student body.*
- .Assists the HSC programming chair with planning and coordinating of events.*
- .Distributes advertising material for GPSS HSC events throughout the HSC campus.*
- .Hold 1 hour /week of office hours on the HSC campus GPSS office.*
- .Responsible for office duties such as photocopying, posting fliers, etc.*
- .This position will be compensated in the Fall 08 and Spring 09 semester with \$1500 per semester.*

2.4.2 GPSS Committee Duties

- .None*