GA Exec Board Minutes  
August 3, 2015

In Attendance: Aaron Smyth (Phone), Lyndsey Ogle (Phone), Iman Sylvain (Phone), Arturo Fernandez (Phone), Jonathan Morris (Phone), Daniel Wooten (Phone), Sara Wichner (Phone), Sara Abarbanel (Phone), Shirley Giraldo (Phone), Jenna Kingkade (Phone), Scarlette Li (Phone)

I. Fall Meetings
   a. Jenna will send out a Doodle poll to decide a meeting time for the rest of the semester.

II. Approve Meeting Minutes
   a. The minutes from last week’s meeting were approved by the E-Board with no objections.

III. Updates
   a. IVP Aaron Smyth
      i. Aaron started the process of recruiting the delegate body.
         1. He sent out an email to the current delegate listserv, directing them to the new Delegate Certification Form.

   b. CAVP Lyndsey Ogle
      i. Lyndsey sent out an all student email to the graduate students about the job openings at the GA.
         1. She received a decent amount of applications.
         2. Members of the Exec Board will be receiving emails from her if they are on a hiring committee.
         3. She did not receive many applications for WOCI. She asked the Exec Board for network suggestions.
         4. She is looking for people to sit on the Minority Student Panel at the NGSO that is taking place from 11:10 to 12:30.
            a. The panel will be a casual Q&A with students talking about their experiences and how they navigate through being graduate students at Cal.
            b. Lyndsey is looking for four people to sit on the Minority Student Panel.
            c. The goal is for the panel to have a diverse group of people and not just all administrators.
            d. The New Minority Graduate Student Orientation is pushed back a month. It will be taking place around mid-September.
e. Arturo volunteered to be one of the panelists on the Minority Student Panel.

c. EAVP Iman Sylvain
   i. The job cards for the updated positions are sent out. Iman asked the Exec Board to please help circulate them.
   ii. Iman went to Sacramento with the UCSA, Galen, and a UCI Graduate Student.
      1. The group went for a policy briefing, a Graduate Student Wellness Report, and a panel.
         a. They talked about mental health and wellness, representation and diversity, jobs and professional development, the healthcare situation and the importance of union and labor rights.

d. VP of Finance Arturo
   i. Arturo is working on getting business for business and finances.
      1. 3% earnings last year for investments.
      2. He attended a meeting to go over outcomes from last year. The university has to do an audit in October.
      3. The Berkeley Foundation manages the UC investments portfolio.

e. Rules Officer Jonathan has no updates.

f. Environmental Sustainability Officer Daniel has no updates.

g. Funding Chair Sara W.
   i. Sara is working on streamlining the online funding application process.

h. Executive Assistant Scarlette
   i. Scarlette is working on compiling a list of all the department orientations.

i. Chief-of-Staff Sara A.
   i. Sara is working on making a one-pager for Lyndsey.

j. Shirley
   i. Shirley emphasizes that she would like to have more graduate student representation for the North Hall planning meeting for student spaces.

k. Joan Iva
   i. There is an Executive Officer orientation on August 22. She sent out a BCal invitation regarding it.

l. President Jenna
   i. Jenna sent out all student emails for the job opening at the GA.
   ii. She is having a meeting with the Chancellor on September 3rd.
1. She would like to go over a tentative meeting agenda with the e-board before meeting with the chancellor.
   
   iii. The Council of Presidents will be having a retreat, and there is a lot of interest in housing, so there is a potential for collaboration.
   
   iv. Jenna will be sending out an email to all the graduate students on behalf of the GA Exec Board.

IV. Contingency Application Approval
   a. Sara W. received one application since last week, and it is from The International Graduate Student Ministry.
      i. The Exec Board approved to fund this organization in full.
      ii. The funding for the American Optometric Student Association is still on hold because Sara W is waiting to receive more information from them.

V. Department Orientations
   a. Scarlette is compiling a list of all the departmental orientation dates.
   b. She will also organize a list of underrepresented delegate departments.

VI. Archiving periodicals and furniture salvage
   a. All mailboxes, filing cabinets and desks in Anthony Hall have to go.
      i. We do not have to send them to salvage, we can give them to student groups or move them somewhere else. A decision about what to do with the furniture must be made by the end of August.
   b. What to do with the old Pelican magazines have to be taken care of.
      i. The Pelican magazine is one of the nation’s first satirical student magazines.
      ii. Shirley is contacting the Bancroft Library. We can archive the magazines at the Bancroft Library.
         1. We can box them and send them to the new building.
         2. We can archive them.
      iii. The Exec Board needs to reach a decision about what to do with the periodicals.
      iv. An Exec Board member suggests that the magazines be archived at the Bancroft Library, the majority agrees.
         1. Aaron will look into the ownership rights of the Pelican magazines and how to transfer to ownership.

VII. Communications Agreement
   a. The agreement outlines the guiding principles of how the Exec board members should interact with one another.
   b. The document is open to discussions to shape up the agreement.
   c. The “Make Space, Take Space” point can be further explained as not to single members out, by having those who speak out with great frequency sometimes step back and let those who do not usually speak up step up and voice their opinions. This way all voices are heard. This can also be referred to as “move forward, move back”.

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d. One Exec Board member suggests that this document be distributed among the PDs too. This can set the tone for the environment in which we work in.

e. Joan Iva proposes to add, “trusting the process” and “valuing the wisdom of the group”. These two points suggest that there is value to discussing things through.

f. The item “be comfortable with differences and to embrace nuances” is discussed.
   i. Iman said that sometimes we do not acknowledge different identities and ideologies. The point is not to make everything homogeneous and have every one agree on everything, but to respect the differences and come to an acceptable conclusion.
   ii. The goal is to accept, embrace, and reflect on the differences.
   iii. No one’s opinion is better or superior than anyone else’s.

g. One Exec Board member suggests adding, “discourage jargon” under the “Check for Understanding” point.
   i. The guideline is to discourage the use of acronyms. The meetings are open to the public so we should speak in terms that the guests can understand.

VIII. GA funding info session discussion

a. Sara W. wants to have info sessions about the funding applications long before the application deadline approaches.

b. At the info sessions, Sara W. will first talk about the GA: where the money comes from, the different types of funding, emphasizes the pitfalls of the applications (what we don’t fund), ways to publicize the group and events via Facebook and social media, and lastly she will talk about reimbursements.

c. An exec board member suggests adding providing information about local vendors, updating the sustainable purchasing guide, and possibly raising the funding caps for groups that use sustainable vendors (which was not approved by the delegates).

IX. Expectations Document

a. One exec board member says the delegate meeting time on the document needs to be changed to from 5:30pm-9:30pm.

b. Officers should have a certain number of Office Hours per week, 2 hours is fine. Whether the Office Hours are set at a certain time or are set by appointments depend on the officer.
   i. Jenna suggests having office hours in Eshleman Hall or Anthony Hall.
   ii. The document needs to clarify that the PDs have to report to the Exec Board and they have to represent at the Delegate Meetings.
      1. PDs send their reports to the CAVP and the IVP.
      2. Speakers have to submit meeting materials to the Exec Board two days before the Delegate meetings.
      3. The PDs can be “assigned” to someone to report to: to have some form of check-in process or to report to that assigned person when there are time commitment concerns.
4. When people have time commitment issues, Jenna is the go-to person.
   a. The PDs go to CAVP Lyndsey.
   b. Staff members go to their immediate supervisor to report.
5. Iman suggests instituting a “buddy-system”. If a “buddy” has a problem, he/she can reach out to their corresponding “buddy” to help them alleviate the situation.
6. The Exec Board plans on discussing and creating some kind of protocol at the next Exec Meeting.
7. The wording of #12 needs to be changed so as not to sound too harsh.

X. NGSO workshops
   a. Jenna is working on the presentation.
   b. There will be an excel sheet for the members to volunteer for the sessions.

XI. MIDS Tuition Increase
   a. MIDS is an online education program at the School of Education.
   b. The decision to increasing the tuition of the online education program was made with no student outreach.
   c. Someone reached out to Jenna hoping that she could do something.
   d. This issue needs more investigation.
   e. The GA could write a letter of support stating that this possibly violates UC Policy because there was no student outreach before raising the tuition.
   f. If the GA were to write a letter against the tuition increase, we have to figure out if the people taking these classes are Cal Students or they are just students taking online classes at UC Berkeley.

XII. Meeting Facilitation
   a. Jenna proposes to rotate the facilitator of the Exec board meetings each week.

XIII. Meeting Adjourned