



Graduate Student Council Meeting
May 2, 2018 **7:00-8:30 p.m.**
HUB 355 **UC Riverside**

AGENDA

01. Roll Call (7:00pm)

02. Announcements

**Upcoming conferences or events that Reps would like to share with the General Council. Items requiring discussion should be submitted to the President at least one week in advance of the meeting to be included as an agenda item.*

- a. DIAL Announcements
- b. Rep Announcements

03. Approve minutes from last meeting

Online: gsa.ucr.edu

Vote

04. Approve General Council Agenda

Vote

05. GSA Elections Results

- a. Voter turnout: 888 graduate students; 30% turnout
- b. Officers for 2018-2019
 - President: Shawn Ragan (returning)
 - Executive Vice President: Stephanie King (COD)
 - Vice President, Academic Affairs: Siddharth Agarwal (BCOE AAO)
 - Finance Officer: Michael Bentel (returning)
 - Public Relations Officer: Tommaso Menara, (ISAO)
- c. Referenda
 - EAM Fee: Passed
 - CTG Expansion Fee: Passed

06. Conference Travel Grant Expansion Priorities

- a. Electronic Submissions
- b. Per conference caps

07. GSA Conference Travel Grant Coordinator

Position is open and the new CTGC will start July 1 and train for one month with the current CTGC. Interested applicants should discuss the position and its requirements with Jose Medrano.

08. Spring BBQ & Re-Registration Meeting

09. Events and Allocations Co-Sponsorship/Community Outreach Recommendations

- a. CEE Mini-GSA, Recommendation: \$425 **Vote**
- b. Botany Min-GSA, Recommendation: \$100 **Vote**
- c. Anthropology Mini-GSA, Recommendation, \$223 **Vote**

10. Pre-Approvals for Proposed Bylaw Changes

- a. Name Change: Legislative Liaison to Legislative Advocacy Officer **Vote**
- b. Name and Job Description Change: Campus Organizing Director to UC Advocacy Officer **Vote**
- c. New Position: Chief of Staff **Vote**
- d. Tentative Job Descriptions Attached (attachments B-D)

11. Budget Discussion – Round 1

See Attachment E

Please submit any comments on the budget to the GSA President, gsaucr@ucr.edu, by May 16, 2018.

Vote (this is not the final vote, just approval for this round)

12. President's Highlights

- a. Update: Fall Fee Deferment
- b. Update: Scotmail
- c. Q&A

13. Priorities for Next Year

We need to hear from you about the graduate student/professional development needs that you see.

14. Appointed Officers for 2018-2019 – APPLY

See Attachment F for a list of positions

15. GSC Schedule, Location, and Time for 2018-2019

See Attachment A

Vote

16. Officer reports are online

gsa.ucr.edu

17. Adjourn (8:30pm)

Next Meeting: June 6, 2018

For the Next Meeting: Bylaw Changes and Final Vote on Budget

Attachment A:

Proposed Graduate Student Council Meetings 2018-2019

Location: HUB 302 North

Time: 7:00-8:30pm (*7:00-9:00pm)

October 10, 2018*

November 7, 2018

December 5, 2018

January 9, 2019

February 6, 2019

March 6, 2019

April 3, 2019

May 1, 2019*

June 5, 2019*

Proposed Executive Board Meetings

Location: HUB 383 GS Lounge

Time: 7:00-8:30pm

October 3, 2018

October 31, 2018 (Halloween?)

November 28, 2018

December 12, 2018

January 30, 2019

February 27, 2019

March 20, 2019

April 24, 2019

May 29, 2019

Attachment B: TENTATIVE

JOB DESCRIPTION CHIEF OF STAFF (COS) UCR GSA

The Chief of Staff is primarily responsible for working with the President to oversee the GSA Officers...daily running of the GSA...President's schedule and meeting preparation

Reports to: GSA President

Monthly Responsibilities

- Attend GSA Executive Board meetings every month. These meetings are typically the last Wednesday of the month at 7pm, but a schedule will be provided in advance..
- Attend GSA General Council meetings every month. These meetings are typically held the first Wednesday of the month at 7pm, but a schedule will be provided in advance.
- Attend the Presidential Cabinet meetings every month. These meetings are held the second or third week of each month and are approximately three hours long. The COS will take minutes during this meeting.
- Work with the President to generate the agenda for the Presidential, Executive, and General Council meetings.
- Complete and submit an officer report detailing work performed each month.
- Follow up with GSA Officers to ensure that monthly officer reports are completed on time and posted to the website. Create an Executive Summary of the reports.
- Keep at least two office hours in the GSA office per week.
- Track the sign-in sheets for the office hours for GSA Officers.
- Sit as a proxy for the President on university committees when the President is unable to attend.

General Responsibilities

- Serve as an assistant and advisor to the President.
- Assist the President in appointing officers to university and GSA committees.
- Coordinate the actions of GSA elected officer, under the authority and at the discretion of the President.
- Oversee the actions of GSA appointed officers, in coordination with their direct supervisor.
- Manage the President's schedule and appointments.
- Manage the flow of information between the President and the Executive Board.
- Respond on behalf of the President to emails, phone calls, texts, or any other forms of correspondence, when requested.
- Perform administrative duties as assigned by the President, including but not limited to filing reimbursements, making travel arrangements, etc.

Other Responsibilities

- Any responsibilities stated in the Constitution and Bylaws.
- Any responsibilities delegated to the COS by the General Council or the President.

Attachment C: TENTATIVE

JOB DESCRIPTION UC ADVOCACY OFFICER (UCAO) UCR GSA

The UC Advocacy Officer is an assistant to the Executive Vice President (EVP) and is primarily responsible for tracking issues that affect graduate students on the system level and making recommendations to the EVP; advocating for UCR graduate students to UCOP through UCGPC (or its equivalent); and sitting on UCGPC committees as appointed by the EVP.

Reports to: GSA Executive Vice President (EVP)

Monthly Responsibilities

- Attend GSA Executive Board meetings every month. These meetings are typically the last Wednesday of the month at 7pm, but a schedule will be provided in advance. If the UCAO will not be able to attend, they must notify the GSA President and Executive Vice President at least two hours in advance with an acceptable reason.
- Attend GSA General Council meetings every month. These meetings are typically held the first Wednesday of the month at 7pm, but a schedule will be provided in advance. If the UCAO will not be able to attend, they must notify the GSA President and Executive Vice President at least two hours in advance with an acceptable reason. The LL participates in these meetings but does not have a vote.
- Attend UCGPC meetings every month. In the event that the EVP is unable to attend, act as a proxy to UCGPC.
- Meet on a monthly basis with the Executive Vice President to discuss system-wide issues that affect UCR Graduate Students
- Complete and submit an officer report detailing work performed over the course of the reporting period.

Weekly Responsibilities

- Keep at least one office hours in the GSA office per week.
- Track UCGPC positions on issues and provide updates.
- Make recommendations to the EVP on system-wide matters.

Other Responsibilities

- Sit on at least one UCGPC committee, at the discretion of the EVP.
- Coordinate with UCGPC on behalf of the EVP.
- Administrative duties as assigned by the EVP.
- Any responsibilities stated in the Constitution and Bylaws.
- Any other responsibilities delegated to the LL by the General Council, President, or EVP.

Attachment D: TENTATIVE

JOB DESCRIPTION LEGISLATIVE ADVOCACY OFFICER (LL) UCR GSA

The Legislative Advocacy Officer is an assistant to the Executive Vice President (EVP) and is primarily responsible for tracking legislative matters on the local, state, and federal level and making recommendations to the EVP; coordinating with UCR Government and Community Relations and UCGPC on behalf of the EVP; and organizing lobbying efforts.

Reports to: GSA Executive Vice President (EVP)

Monthly Responsibilities

- Attend GSA Executive Board meetings every month. These meetings are typically the last Wednesday of the month at 7pm, but a schedule will be provided in advance. If the LL will not be able to attend, they must notify the GSA President and Executive Vice President at least two hours in advance with an acceptable reason.
- Attend GSA General Council meetings every month. These meetings are typically held the first Wednesday of the month at 7pm, but a schedule will be provided in advance. If the LL will not be able to attend, they must notify the GSA President and Executive Vice President at least two hours in advance with an acceptable reason. The LL participates in these meetings but does not have a vote.
- Meet on a monthly basis with the Executive Vice President to discuss legislation and lobbying efforts
- Complete and submit an officer report detailing work performed over the course of the reporting period.

Weekly Responsibilities

- Keep at least one office hours in the GSA office per week.
- Track legislation:
 - Riverside City Council Agenda.
 - State Legislature (e.g. Assembly Standing Committee on Higher Education).
 - U.S. Congress and Executive Branch departments (e.g. Dept. of Ed).
- Track UCR GCR and UCGPC positions on legislation.
- Make recommendations to the EVP on legislative and lobbying matters.

Other Responsibilities

- Sit on at least one university committee as a graduate student representative, as appointed by the President.
- Coordinate with UCR GCR and UCGPC on behalf of the EVP.
- Assist EVP with Grad Student Lobby Corps.
- Assist EVP with and attend UCGPC Lobby Day; assist President with and attend UCRAA Lobby Day.
- Administrative duties as assigned by the EVP.
- Any responsibilities stated in the Constitution and Bylaws.
- Any other responsibilities delegated to the LL by the General Council, President, or EVP.

Attachment E: Proposed Budget - Initial

Graduate Student Association Budget 2018-2019

WORKING DRAFT - MAY 2018 GSC

5/2/18

NOTES:

				Ledger #A01438	Ledger #A01970	Fund #20000
				General	CTG	SSFAC
Revenues						
Student Fees (including 2007/2018 Referenda)	3210	\$	292,174	\$ 123,649	\$ 168,525	
Summer Fees	448	\$	4,807	\$ 3,360	\$ 1,447	
Vending Machine Income		\$	3,000	\$ 3,000		
Chancellors CTG Contribution	69997	\$	168,525		\$ 168,525	
Interest STIP	BC49	\$	1,900		\$ 1,900	
GSA Reserves	BC75	\$	-			
SSFAC - Regular Funding	20000	\$	44,297			\$ 44,297
SSFAC - Carry Forward from 2017	20000	\$	-			\$ -
SSFAC - Temporary Funding	20000	\$	10,000			\$ 10,000
SSFAC - Permanent	20000	\$	87,641		\$ 20,000	\$ 67,641
Total		\$	612,344	\$ 130,009	\$ 360,397	\$ 121,938
Expenses - General						
A01438-20035-68						
President (12 mos)	EO1	BC25	\$ 7,712	\$ 7,712		
Executive Vice President (12 mos)	EO2	BC25	\$ 6,186	\$ 6,186		
Vice President of Academic Affairs (10 mos)	EO3	BC25	\$ 5,155	\$ 5,155		
GSHIP Health Insurance Chair (12 mos)	EO4	BC25	\$ 2,832	\$ 2,832		
Public Relations Officer (10 mos)	EO5	BC25	\$ 2,832	\$ 2,832		
Finance Officer & Grant Writer (12 mos)	EO6	BC25	\$ 2,832	\$ 2,832		
Chief of Staff (10 mos)	AA1	BC25	\$ 2,400	\$ 2,400		
Secretary/Webmaster (10 mos)	AA2	BC25	\$ 2,400	\$ 2,400		
International Student Affairs Officer (10 mos)	AA3	BC25	\$ 1,200	\$ 1,200		
UC Advocacy Officer (aka COD) (10 mos)	AA4	BC25	\$ 1,200	\$ 1,200		
Legislative Advocacy Officer (10 mos)	AA5	BC25	\$ 1,200	\$ 1,200		
Academic Affairs Officer-CHASS (9 mos)	AA6	BC25	\$ 1,200	\$ 1,200		
Academic Affairs Officer-CHAS (9 mos)	AA7	BC25	\$ 1,200	\$ 1,200		
Academic Affairs Officer-AGSM (9 mos)	AA8	BC25	\$ 600	\$ 600		
Academic Affairs Officer-Medicine (9 mos)	AA9	BC25	\$ 600	\$ 600		
Academic Affairs Officer-BCOE (9 mos)	AA10	BC25	\$ 600	\$ 600		
Academic Affairs Officer-GSOE (9 mos)	AA11	BC25	\$ 600	\$ 600		
Academic Affairs Officer- Public Policy (9 mos)	AA12	BC25	\$ 600	\$ 600		
President's Budget	PR1	BC40	\$ 1,500	\$ 1,500		
President's Travel Budget	PR2	BC40	\$ 2,000	\$ 2,000		
Presidential Cabinet Meetings	PR3	BC40	\$ 900	\$ 900		
GSA Fall Officer's Workshop & Orientation	PR4	BC40	\$ 500	\$ 500		
COS Meetings and Budget	PR5	BC40	\$ 200	\$ 200		
ISAO Meetings	PR6	BC40	\$ 300	\$ 300		
Executive VP Budget	EV1	BC40	\$ 500	\$ 500		
EVP (EAM) Travel	EV2	BC40	\$ 9,000	\$ 9,000		
VPAA Budget	VP1	BC40	\$ 1,000	\$ 1,000		
AAO CHASS Meetings	VP2	BC40	\$ 300	\$ 300		
AAO CHAS Meetings	VP3	BC40	\$ 300	\$ 300		
AAO AGSM Meetings	VP4	BC40	\$ 200	\$ 200		
AAO Med Meetings	VP5	BC40	\$ 200	\$ 200		
AAO Bourns Meetings	VP6	BC40	\$ 200	\$ 200		
AAO GSOE Meetings	VP7	BC40	\$ 200	\$ 200		
AAO Public Policy Meetings	VP8	BC40	\$ 200	\$ 200		
End of the Year Registration Meeting	VP9	BC40	\$ 1,500	\$ 1,500		
Graduate Club Funding (Mini-GSA)	VP10	BC40	\$ 11,600	\$ 11,600		
Department Co-Sponsorship	VP11	BC40	\$ 20,000	\$ 10,000		\$ 10,000
Community Outreach Fund	VP12	BC41	\$ 1,500	\$ 1,500		
Council & E-board Meetings	PR1	BC40	\$ 4,500	\$ 4,500		
Public Relations Budget (e.g. Grad Bash)	PR2	BC40	\$ 10,000	\$ 10,000		
GSHIP Travel Budget	GS1	BC40	\$ 1,000	\$ 1,000		
GSHIP Meetings	GS2	BC40	\$ 200	\$ 200		
DIAL Meetings/Events, per MOU	LS1	BC40	\$ 650	\$ 650		
Sustainability Liaison Meetings/Events, per MOU	LS2	BC40	\$ 225	\$ 225		
WELL Liaison Meetings/Events, per MOU	LS3	BC40	\$ 225	\$ 225		
Carreer Center Liaison Meetings/Events, per MOU	LS4	BC40	\$ 225	\$ 225		
Administrative Fees (paid to ASUCR)	OF1	BC42	\$ 3,600	\$ 3,600		
Office Staff Meetings	OF2		\$ 500	\$ 500		
Office Supplies	OF3	BC41	\$ 3,875	\$ 1,000		\$ 2,875
Office Capital Needs (e.g. computers)	OF4		\$ 1,500	\$ 1,500		
Copier Lease	OF5		\$ 2,750	\$ 2,750		
Printing	OF6	BC44	\$ 500	\$ 500		
External Advocacy Membership Fee (2018)	AD1	BC47	\$ 4,481	\$ 4,481		
HUB Charge	AD2	BC70	\$ 12,000	\$ 12,000		
Payroll expense-GL, MC, UI, WC	AD3	BC30/47	\$ 700	\$ 700		
Total			\$ 140,380	\$ 127,505	\$ -	\$ 12,875
Expenses - Conference Travel Grant						
Activity #A01970						
Conference Travel Grant Stipend	M1	BC25	\$ 5,650	\$ 5,650		
Staff Salary & Benefits	M2	BC25/30	\$ -	\$ -		
Conference Travel Grants	M3	BC40	\$ 349,268	\$ 349,268		
CTG Meetings	M4	BC40	\$ 150	\$ 150		
CTG Grant Software	M5	??	\$ 3,000	\$ 3,000		
UCOP Assessment	M6	BC47	\$ 2,329	\$ 2,329		
Total			\$ 360,397	\$ -	\$ 360,397	\$ -
Expenses - SSFAC						
A01438 20000 68						
Staff Salary	I11	BC25	\$ 56,440			\$ 56,440
Staff Salary - New Perm	I12	BC25	\$ -			\$ -
Student Assistant - New Perm	I13	BC25	\$ 19,313			\$ 19,313
Staff Benefits	I14	BC30	\$ 11,725			\$ 11,725
Staff Benefits - New Perm	I15	BC30	\$ 19,528			\$ 19,528
Student Assistant Benefits-New Perm	I16	BC30	\$ 579			\$ 579
Office Supplies	I17/L3	BC41	\$ -			\$ -
Mail Services	I18	BC43	\$ 900			\$ 900
Communications (Phone/Internet)	I19	BC45	\$ 578			\$ 578
Carry Forward	I10	BC75	\$ -			\$ -
Total			\$ 109,063	\$ -	\$ -	\$ 109,063
CURRENT GRAND TOTAL			\$ 2,504	\$ 2,504	\$ -	\$ -

Proposed 3% cost of living
Proposed 3% cost of living
Proposed 3% cost of living
Proposed 3% cost of living
Proposed 3% cost of living
Proposed 3% cost of living
possible new position

Raise \$250 - add'l resp
Raise \$250 - add'l resp

Raise \$250 - add'l resp
Raise \$250 - add'l resp
Raise \$100 - add'l resp
Raise \$100 - add'l resp
Raise \$100 - add'l resp
Raise \$100 - add'l resp
Raise \$100 - add'l resp

new, with COS position

check recent numbers
raised \$1,000 - need

raised \$500 - need
raised \$1000 - need
New travel requirements
New

raise \$75 - consistency
new

Lowered by \$1000
estimate

2018 referendum
expected decrease

Proposed 3% cost of living
plus \$30K from Grad Div

CTG Software

Attachment F – Appointed Officer and Liaison List

General Appointed Officers

Chief of Staff (if passed)

Secretary/Webmaster

International Student Affairs Officer

Conference Travel Grant Coordinator (currently accepting applicants)

External Office Appointed Officers

Legislative Advocacy Officer

UC Advocacy Officer

Internal Office Appointed Officers

Academic Affairs Officer – CHASS

Academic Affairs Officer – CNAS

Academic Affairs Officer – AGSM

Academic Affairs Officer – BCOE

Academic Affairs Officer – BMS/MED

Academic Affairs Officer – GSOE

Academic Affairs Officer – SPP

Liaisons

Diversity & Inclusion Academic Liaison (interviews in process) - 50% appointment

The WELL Liaison - 15% appointment

Sustainability Liaison (position may not be filled until September 2018) - 15% appointment

Career Center Liaison - 15% appointment