GSC Governing Board Mtg.

16 March 2020 / 5 - 6 PM / Graduate Student Commons via Zoom

Attendees
Brynna, A'Lester, Dan, Daniel, Fiona, Harrison, Quentin Williams, Rachel, Sona, RJ, Giselle, Thomas, Ishani, Jim Moore, Alexandra, Sara

Zoom Considerations
1. Please mute your mic when not speaking.
   - Press and hold the spacebar to temporarily unmute.
2. Voting mechanism
   - RJ proposes using the Zoom feature to raise hands. Harrison proposes that voting members write “yay,” “nay,” or “abstain” in the Zoom chat. RJ will write the motion into the chat as well.
3. RJ motions to approve the agenda for today’s meeting.
   - Motion passes (8 yays).

Agenda
4. Review and approve E-board minutes
   - RJ motions to approve the e-board meeting minutes.
   - Harrison seconds this motion.
   - Motion passes (7 yays).
5. Vote in new voting members: Must attend (2) GSCGB meetings + meet stipulations of a committee of interest (programming, outreach, finance) to receive $100
   - Sara Nasab (Baskin)
6. President:
   - GSC stipends
     - Proposal to make Spring quarter stipend $200 due to lack of volunteer opportunities in Winter.
       - This would be $100 for winter and $100 for spring (not an increase in the spring stipend).
     - Should requirements be adjusted downwards for the Spring? Perhaps 2 out of 3 Governing Board meetings and 2 additional events (committee meetings or volunteering)?
       - Harrison: This would be just a one-time thing (not extending to fall)? Yes.
Alexandra: We should determine if it’s feasible during spring, given COVID.

Quentin: The constitution does not allow us to make any changes to stipends. The constitution states that we must determine the stipend amount by the end of the prior academic year (referenced Constitution bylaw 2.6).

Brynna: Will we even have spring events given the COVID situation?

Sara: Based on last year’s GSCGB, GSCGB get stipends from:
- attending two GSCGB meetings this quarter
- Serving on a committee
- being present (in a volunteer capacity) at a minimum of 3 events per quarter. This includes GSCGB meetings, volunteering at FFs or other events, and attending committee meetings.

To change stipends, GSCGB has to vote on it prior to the end of the academic year and have approval from the EVC

- What would committees work on this upcoming quarter/summer?
  - **Programming:** Might want to explore options to build community given the potential isolation (book club online, summer events, playing games online; stream Devs; virtual writing together); can still come together as a community and share experiences
  - **Finance:** Still several budget issues, at least $10k permanent budget deficit (likely to be a lot larger this year, because Iveta’s revenue has been down due to strikes... and may be even less because of COVID).
  - **Outreach:** GradLab and GradCommons websites need to be moved and updated. How do we want to change them? How do we make them more informative? What functionalities would we like to see?

- Change to bylaw 2.2 which forbids absentee or proxy votes. Note: changing a bylaw is classified as a “major question”, which must be decided by a two-thirds majority vote and announced 2 weeks before vote can commence, but it does not require approval from administration. See article 4.2 and bylaw 2.4.
  - This is timely considering the amount of remote work that has happened and will come this upcoming quarter.
  - RJ motions to move this as a question to change the bylaw.
    - Harrison 2nds.
- Quentin: Proxy voting is a major step and does impact the level of engagement from committees and impact of discussion of committees. This can render meetings obsolete.
- Dan: Constitution may be about people coming to in-person meetings and making proxy or absentee votes for people that are not at a meeting. Discussion we want to have is more about voting by email. Is this language from the constitution being applied to voting by email? Dan is personally against absentee/proxy votes for in-person meetings, but is supportive of email votes.
- Harrison: We can change the language of the motion to clarify.
- Quentin: Suggests that we be careful with language “voting by remote access, via email” or something so that it’s very clear.

**New potential wording:**
- Voting members must be present (in-person, via Zoom, or other live GSCGB meeting medium) in order to cast a vote; no absentee or proxy votes are allowed. Voting by electronic means (e.g., email, Zoom) is permissible in the event that the governing board does not meet in-person.
- Table this discussion, send out to get comments/feedback, and revisit at the next g-board meeting.

7. Programming (Ishani)
   - We have not spent any money in programming since February first week. What should we do with that budget?
     - It looks like we won’t have any events for spring, and we didn’t really have anything during winter quarter, so what do we do with the budget?
     - Can we spend it on electronic entertainment things?
     - Alexandra: We don’t necessarily need to use the whole budget, we can potentially use it in the carry-forward. We don’t need to spend money to just spend money. Maybe we can hold an in-person event in June or something. We should be considerate of the situation.
     - Brynna: If we don’t use all of our money, anything leftover would go into the plant reserve and less money taken out of our savings account. Anything that we don’t spend in the winter quarter can very easily be used towards electronic events. We have a fluid budget (things don’t have to be spent by a certain date).
     - Ishani: If we want to spend money on electronic programs, what is the timeline to ask for that money?
Brynna: Programming has its own budget. What kind of events?
Ishani: Maybe gaming, movies.
Alexandra: Maybe it’s not a great use of money, because people may have a lot of access already. There’s a game called Jackbox (but limited to 8-10 people). These options can be limiting in terms of who has access to these things.
Ishani: We can discuss this in a programming Zoom meeting, since that is allowed now. When does Ishani need to ask money if she wants to do something online?
Rachel: As a programming coordinator, you already have a budget so you don’t necessarily need to ask for funds. You have about $7k (SSF) and $3k (M7) but cannot go to plant reserves, but could go towards carry forward.
Brynna: SSF and M7 funds are not for programming. They’ll likely have to go to staff salaries.
Ishani: How much money do I have at my disposal and do I have to ask for permission (is it about 2 weeks to get the funding)?
Brynna: Rachel will need to sign off on anything that we want to spend money on any way. To be cognizant of her time, at least 1 week (but check in with Rachel). Maybe brainstorm some activities of what you’d like to do and we can figure out budget later.
Rachel: That’s available in Treasurer subfolder (on the Google drive). In the GSC event programming spreadsheet, there is a cell that will help you figure out the remaining budget (at the end of the page).
Alexandra, Harrison, Brynna: Don’t believe we should be spending money just to spend money.
Brynna: We will hear back from Iveta about their rental budget in a few weeks, so its unclear how much money is left in the budget. Most likely there will be at least $1k available for programming.
Rachel: Mid-year you can make budget adjustments.
Ishani: can you clarify
Brynna: We voted on a budget last year, but this year, we can make adjustments based on events and different circumstances during the year. But this would need to be voted on during a finance meeting and a g-board meeting.
Ishani: Yes, but she’d like a bottom line on the budget, because she’s heard a pretty wide range ($1k to $7k).
Harrison: says we will have to wait to get some more info first.
8. Treasurer:
   - Should outside programming requests go through programming?
     - Context: There was an event in the fall quarter where AAPIRC came to the finance committee for a request for an outside event (desert terrarium workshop). This decision was made in finance committee meeting and g-board. In winter, AAPIRC came back and went to Sona to get funding support for another event. Is there a better, more efficient, streamlined route? We should think about the best way to go about this.
     - They filled out a funding request form for Brynna, but not for Sona. But it was voted upon during a programming meeting.
     - Alexandra: We have been working on trying to build collabs with resource centers on campus, so this was a relatively easy event to collaborate with since they had already planned everything and just needed a bit of extra funding. Maybe if they want it to be a GSC-collab, then going thru programming would be okay. If they want it to be their own event, but hosted at the GSC, maybe they go thru finance committee meeting?
     - Brynna: Spectrum of collaboration informs who to talk to for funding. It should be clear which situations go through which route.
     - Alexandra: Maybe we can work on these clear pathways for next year this next quarter.
     - RJ: Programming and finance should meet about this offline.

   - What do people want the treasurer/FC to do? We can always make constitutional amendments.

9. Vice President & Outreach:
   - Newsletter
     - Delay in sending due to changes in event decisions minutes before.
     - Has been delayed 2 times now (later on Monday), feels unfair for people who have events hosted on Monday or early Tuesday
     - Is the newsletter the decider as to whether an event will occur? Or should that decision be made well in advanced?
       - It feels better to have decided this well in advanced rather than changing it the day of the newsletter sending.
       - When does the decision need to be made for it to appear in the newsletter? RJ will work with Sona, programming/committee meeting to develop this.
- Giselle: Can we add time for language about cancellations and at least 2 weeks approval to create promotional materials, etc.
- Ishani: What is the timeline for events? I’m confused on this 2-week deadline for programming + 2-week Outreach notice. Do we really need a 1-month heads up for events?
  - Great questions, Prog + OR should meet to move forward.
- Brynna: Funding form needs to be filled out a few weeks in advance since the approval of funding does go through many people: finance, programming, and a final GSCGB vote. Not until then, does it go to the Outreach committee to put in the newsletter.

- Websites
  - ITS converted gradcommons site to WordPress, just waiting on results.
  - Gradlab site is small, they’ve asked us to copy/paste ourselves.
    - Outreach committee will work on this in spring quarter

10. Building Updates:
- GSC Closed due to COVID-19
  - Rachel: Still accessible via 24-hr access. Should we lock it down because of sanitizing concerns? There won't be sanitation between hours.
  - Ishani: What is the schedule of cleaning trash in the building?
  - Rachel: It should be nightly, Monday-Friday.
  - Ishani: Saw a bottle in the trash on Monday that was there last Thursday.
  - RJ: Motion to close down the building (shutting off 24 hour access) starting Tuesday morning till the end of spring quarter (though we could reassess).
  - Motion to close down the building until the shelter in place expires, and is reassessed.
  - Alexandra: Will we have undergrad staffing in the spring?
  - Rachel: May consider furloughing undergrad responsibilities for during the spring quarter.
  - Alexandra: We should talk to undergrads and have a longer discussion, since many undergrads use this extra income to supplement the high cost of tuition. But Alexandra trusts eboard to make the decision.
  - Rachel: It might be worth their benefit to get a furlough so they could file for unemployment. Harrison agrees.
Fiona: She’s talking to her undergrad assistants and will decide based on their conversations (taking it on a case-by-case basis). But if you close the building, how could they be working? Maybe have to furlough them or let them go.

Ishani: Maybe we can plan to talk about this at our March 30 GSCGB meeting.

Sara: Can we take the first step and talk to them (asking them what their situations are)?

Ishani: If 1 undergrad is just in the GSC building and there aren’t a lot of events or people coming in, there’s a low probability of getting infected. It’s not absolutely necessary to close the building and have them out of a job.

Harrison: If there is a shelter in place directive, I don’t feel comfortable making them come in to work.

Alexandra: Can we say that we will close the building until the shelter in place expires at which point, the GSCGB can reassess?

RJ motions to close down the building, starting March 17, 2020, until the shelter in place expires and is reassessed.

- Giselle verbally 2nds.
- Motion passes (5 yays, 1 nay)

Iveta Business hours of operations reduced due impacts associated with COVID-19

- Had significant decrease in rental income this month (14% decreased from last year) and asked for waiver of rental income, fees, and other things because of the campus’s decision to vote remotely
- Iveta wants to renew their lease (renewal comes up in June).
- Their utilities will have to be paid, but we can do some things to reduce these costs (e.g., shut off ventilation). We could agree to pay their maintenance/utility fees on their behalf. We make 9% of their fees, if they make below $1695 (?)...
- Brynna: Question.
- Rachel: Iveta hasn’t asked GSC, but the university; as tenant, we are the university; propose this to the EVC if the university can cover this so it doesn’t come out of the GSC budget
- Brynna: If it won’t come out of our budget and if the university can cover it, great..unsure if GSC should be covering
- Rachel will work with campus leadership to see if they are considering waiving fees. But the question for this board is whether we want to waive their rent.
- Rachel: one question real estate has is if Iveta will even operate with shelter-in-place, they won’t be making any money. Rachel can work with __ to put a hold on maintenance; question remains how will they cover utility, maintenance costs
- Sara: may need a finance meeting to discuss $$$ to waive $1650 rent
  - Rachel: I think it shows good favor, the board can make that decision now. Maybe it could be contingent on shelter in place OR other conditions in place
- Brynna: this will also be contingent on our other expenses (e.g., paying undergrad staff); maybe we can talk about it during a finance committee meeting next week
- Rachel: Can the eboard make this decision on their own, or should we decide as a gboard?
- Alexandra: a sign of good faith given current situation, but unsure if we should do this indefinitely, will need to re-assess once the budget is examined again and once decisions regard undergrad staff are made
- Harrison: can we just not charge rent from now until the end of month (2 weeks)?
- Rachel: if there’s a shelter in place and they are not operating and making income, we can waive; if they are making income, we can charge based on that income
- Ishani: Can they do online orders and operate with pick up orders?
- Rachel: Suggestion, if they are not operating, we won’t waive their rental fees in case they are making more than the base minimum ($1650)
- Ishani: Can we check with Iveta about how much they are making?
- Brynna:
  - If during the shelter in place Cafe Iveta is not operating, we will waive everything (utilities and maintenance to be determined) and we will continually reassess as the situation unfolds.
- Quentin: Shelter-in-place will expire on April 7, but will be re-evaluated (so this date may change).
- Rachel: On behalf of the tenant, their specific task is concerning the end of spring quarter, rather than shelter in place; they are thinking there is no staff, no students until the end of June 18th... are we willing to waive that? Should they be open during this time?
- Harrison: Were they good to go regarding the contract renewal?
Rachel: They are interested in renewing, have some suggested changes (e.g., should they be expected to make payments in situations out of their control?)

Harrison: If we don’t waive, and for spring they don’t have any business, Iveta may not want to renew with us and we won’t have a tenant anymore

Brynna: They should pay rent to keep the space for when they are up and running again

Sara: We need to look at the budget and get the numbers, need to see if Iveta even has staff to work there

RJ: Table this discussion until finance committee meets.

Harrison: Next gboard meeting is March 30, rent is not due till April 15, why don’t we have finance committee meet before next gboard meeting and look at numbers. Brynna is sending out a when2meet during spring break

11. GradLab Updates:
   ○ Hasn’t met at all this quarter because of the strike

12. Other announcements:
   ○ RJ motions to vote Sara Nasab as a GSCGB member
      ■ Giselle 2nds
      ■ Motion passes (6 yays)
   ○ RJ motions to vote Alexandra Race as a GSCGB member
      ■ Giselle 2nds
      ■ Motion passes (7 yays)

Next Meeting
Governing Board: March 30, 2020 (5-6 pm) via Zoom