

UNDERGRADUATE STUDENTS ASSOCIATION  
COUNCIL

Tuesday May 24, 2005  
417 Kerckhoff Hall  
7:00 p.m.

PRESENT: Biniek, Corella, Doan, Hawkins, Kaisey, Kaminsky, Malik, McLaren, Neesby, Nelson, Pham, Sassounian, Sargent, Smeets, Tuttle, Vardner, Williams, Wood, Zai

ABSENT: Biniek

GUESTS: Andy Botrus, Maegan Clark, Melinda Dudley, Ross Harold, Saba Riazati, Carl Wakamoto

I. A. Call to Order

- Wood called the meeting to order at 7:07 p.m.

B. Signing of the Attendance Sheet

*Corella passed around the Attendance Sheet*

II. Approval of the Agenda

- Sargent asked to be added to the Officer and Member Reports.
- Smeets asked to be added to the Officer and Member Reports.
- Zai asked to be added to the Officer and Member Reports.
- Neesby asked to be added to the Officer and Member Reports.
- Kaisey asked to be added to the Officer and Member Reports.
- Vardner asked to be added to the Officer and Member Reports.
- McLaren said that Sassounian had not been sworn in last week, so the Chief Justice of Judicial Board was here to administer the Oath of Office to her so that she would be officially entitled to vote tonight.
- Board Election asked for an update under Old Business.
- Neesby moved and Kaminsky seconded to approve the Agenda as amended.
- Kaisey called for Acclamation. Wood asked if there were any objections to approval by Acclamation. There being none, the Agenda was approved, as amended, by Acclamation.

III. Approval of the Minutes

*There were no Minutes this week.*

IV. Special Presentations

**World AIDS Day 1.5**

- Ross Harold said that he was here from the *Make Art Stop AIDS Class* at the WAC center. He said that people had been working on separate projects outside of the class, and one of these was World AIDS Day 1.5. Harold said that this would include some of the same things that World AIDS Day had, including a march and several other events. He asked if council could come out to support the cause. Harold said that he saw UCLA as one of the frontrunners amongst colleges in supporting the AIDS effort. He said that Brazil was being focused on because they had recently denied funding. Harold said that there would be a rally from 12:00 to 1:00 p.m. in Bruin Plaza,

followed by a discussion group about AIDS and Sex Workers, featuring UCLA Sex Worker Outreach Project. He said that he would pass around a sign-up sheet.

- Wood said that council respected the work being done by Harold’s class. She said that World AIDS Day on December 1<sup>st</sup> had been a huge success, and she hoped that this follow-up would be just as big. Wood said that there would be another AIDS Day this December, but it was nice to have a middle-of-the-road celebration.
- Michelle Sassounian was sworn in as the Academic Affairs Commissioner.*

V. Appointments

*There were no Appointments this week.*

VI. Fund Allocations

- Corella said that 2 of the 11 recommendations were via her discretionary authorization.
- Vardner asked if it would be possible to have all the funding applications included in his Agenda packet.
- McLaren said that the reason each packet contains only the cover sheet of the amounts requested and the recommended allocations by the Finance Committee is because, several years ago, Council took the recommendation of one of the Chancellor’s Representatives to USAC to say money and stop “killing so many trees” by making photocopies of all the backup documents. Council decided at that time to have two complete agenda packets posted in public locations for public review, and for the Finance Committee Chair to have two complete sets of backup documents at the table for anyone on Council who wanted to see them. She added that, since that decision was made, the volume of documents with each application had increased considerably because of heightened requirements by the Finance Committee.
- Neesby asked if the backup documents were available in advance of the meeting.
- McLaren replied that the public display packets, which contain all the backup documents, are available for review at the same time that the agenda materials are put into USAC’s mailboxes, specifically, two school days prior to the USAC meeting.
- Sargent asked how long the current Finance Committee would be in place.
- Wood said that they were in power until the positions were reappointed.
- Sargent asked if the fiscal year was over yet.
- McLaren said that, since Sargent had served on Council, the Finance Committee Chair and the Budget Review Director positions had become 13 month appointments so that they could oversee the transition and training of their replacements.
- Malik moved and Doan seconded to approve the Contingency Fund Allocation Recommendations.
- Council voted to approve the Contingency Funding Allocation Recommendations with a vote of 10 in favor, 0 opposed, and 0 abstentions.

**Bruin Partners**

**Requested:                 \$688.00**  
**Recommended:           \$688.00**

The Finance Committee recommended the allocation of \$688.00 for the cost of Transportation for Site Transportation for Spring Quarter to be used from May 23<sup>rd</sup> to May 26<sup>th</sup>.

**Project BRITE**

**Requested:                 \$1,000.00**  
**Recommended:           \$ 600.00**

The Finance Committee recommended the allocation of \$600.00 for the partial cost of Transportation for Site Visits to be held from May 19<sup>th</sup> to June 2<sup>nd</sup>.

**Samahang Pilipino Advancing Community Empowerment**

**Requested: \$1,112.21**  
**Recommended: \$ 635.00**

The Finance Committee recommended the allocation of \$635.00 for the cost of Food for the SPACE Family Day Event to be held on May 28<sup>th</sup>.

**MEChA de UCLA**

**Requested: \$655.34**  
**Recommended: \$548.00**

The Finance Committee recommended the allocation of \$548.00 for the partial cost of Transportation for Northern California College Tours to be held from May 27<sup>th</sup> to May 30<sup>th</sup>.

**Vietnamese Language and Culture (VNLC)**

**Requested: \$3,029.27**  
**Recommended: \$ 500.00**

The Finance Committee recommended the allocation of \$500.00 for the partial cost of Graphics for the VNLC Banquet to be held May 29<sup>th</sup>.

**Cultural Affairs Commission / Jazz Reggae Festival**

**Requested: \$25,000.00**  
**Recommended: \$ 8,500.00**

The Finance Committee recommended the allocation of \$8,500.00 for the partial cost of Facilities for UCLA Jazz Reggae Festival to be held May 29<sup>th</sup> and 30<sup>th</sup>.

**Armenian Student Association**

**Requested: \$470.00**  
**Recommended: \$250.00**

The Finance Committee recommended the allocation of \$250.00 for the partial cost of Supplies for the African American Art Exhibit to be held on June 2<sup>nd</sup>.

**Project Literacy**

**Requested: \$1,056.00**  
**Recommended: \$ 768.00**

The Finance Committee recommended the allocation of \$768.00 for the partial cost of Transportation for Site Visits from May 31<sup>st</sup> to June 4<sup>th</sup>.

**Vietnamese Language and Culture (VNLC)**

**Requested: \$888.12**  
**Recommended: \$677.82**

The Finance Committee recommended the allocation of \$677.82 for the cost of Supplies for the VNLC End of Year Ceremony/Picnic to be held on June 4<sup>th</sup>.

**Bruin Bridge Club**

**Requested: \$388.50**  
**Recommended: \$118.50**

In compliance with the discretionary authorization granted to her in the 2004-2005 Finance Committee Guidelines, Corella recommended the allocation of \$118.50 for the cost of Advertising for the Bridge Tournament and Education Program held June 1<sup>st</sup>.

**Campus Events Commission – Darfur Action Committee**

**Requested: \$500.00**  
**Recommended: \$500.00**

In compliance with the discretionary authorization granted to her in the 2004-2005 Finance Committee Guidelines, Corella recommended the allocation of \$175.00 for the

cost of Advertising, \$25.00 for the cost of Graphics, and \$300.00 for the cost of Supplies for "Not on Our Watch" held May 25<sup>th</sup>.

**Cultural Affairs Commission**

**Requested: \$216.49**

**Recommended: \$216.49**

The Finance Committee recommended the allocation of \$216.49 for a Fax Machine.

- Vardner asked if he could add a discussion item under New Business.
- Wood asked what about.
- Vardner said that he wanted to talk about office space allocation.
- Wood asked him if he could do that during his Officer Report.

VII. Officer and Member Reports

**Facilities Commissioner – Joseph Vardner**

- Vardner said that staff recruitment had begun, and said that two of the big issues this year would be programming space and also wireless Internet on campus. He said that this week he was also starting meetings with the campus administration to talk about issues on campus. Vardner said that he would be speaking with the fire marshal about some policies on the Hill, including such policies as requiring fire-proof paper on the bulletin boards. Vardner said that he also wanted to talk to Parking Services about parking permits for council. He said that there were 26 permits to be given out. Vardner said that the last item to talk about was office space allocation. He said that he had gotten about a dozen requests from groups for office space, and said that he wanted to bring back up his belief that council should resurrect the Office Space Allocation Committee (OSAC). Vardner said that there were some offices that had been allocated to groups that have not done any programming for a long time, and he felt that this space should be reallocated. He closed by saying that he thought a process for review and action should be discussed.
- Zai said that she would like to be on OSAC.
- Malik said that she would also like to be on that committee.
- Sargent said that his suggestion was to think about the process and procedures that should be followed in this endeavor. He said he felt that some time should be put into the format of the committee before actually creating it, or they would not know what to do. Sargent said that he thought that Vardner should put something down on paper for council's review.
- Vardner said that, constitutionally, the committee determined how it would operate, and then council would approve the process that the committee members had agreed upon. He said that his concern was time and, since so much programming was done in Fall Quarter, any groups that were allocated space in December might no longer need, or be able to use, that space.
- Wood said that her reason for not wanting to create the committee yet was because she wanted to wait for the ASUCLA Entities Committee to meet because there might be more space available to allocate at that time.
- Kaminsky asked what the Board of Directors Entities Committee was.
- Williams explained that the Entities Committee was made up of representatives from all four branches of ASUCLA, which includes the Graduate Students Association, the Undergraduate Students Association, the Communications Board, and the ASUCLA Board of Directors. He said that there were currently several relevant space issues to be considered, and that one them concerned the apportionment of available space to each of the student governing bodies, GSA and USA. Williams elaborated on his statement by explaining that, at the present time, USAC has more than the 2/3 allotment than they are entitled to under the 2/3 USA - 1/3 GSA guideline. Williams said that, if this issue was opened up prematurely, USAC might have to relinquish some of its space to GSA. Williams said that he was considering various options for

- opening up space for the student offices, and that the ASUCLA Board wants the Entities Committee to discuss the space issue before any decisions are made.
- Neesby said that he thought it would be good to get the space allocation committee together to decide upon procedures instead of having to wait for the Entities Committee.
  - Nelson said that the thing about space was that, despite hard economic times, it's easier to get money than space on this campus. Nelson said that, since student groups do not register until October, he recommended that Council give this a lot of thought, but he said he wasn't necessarily recommending that they wait until October. He said that nobody would want to give up space because space is more precious than gold.
  - Tuttle said that he had the constitution in the car and had brought it to this meeting. He asked Vardner if there was currently a set of guidelines for space allocation and, if there were, was that what he was talking about changing. Tuttle said that if there were guidelines in place, it would probably require a 2/3 vote to change them.
  - Vardner said that he had not seen any official guidelines.
  - McLaren said that at least two predecessors of Vardner's had talked about reactivating the Space Allocation Committee and that she had given them photocopies of any relevant information she had on prior years' when OSAC met. She said that, if those documents weren't in the files in the Facilities Commission office, she would be happy to have Vardner look through the files in her office, and could make copies of any that seem of value to him.
  - Tuttle asked if Vardner agreed on the 2/3-vote requirement.
  - Vardner said that he did.
  - Tuttle said that there was an implication in the Bylaws that there were space allocation guidelines.
  - McLaren remarked that the Office Space Allocation Committee is one of USAC's Standing Committees, and that its responsibilities are fairly well spelled out. McLaren then read from the Bylaws some of the pertinent information on OSAC, including the fact that the committee is chaired by the Facilities Commissioner, and that three to five other members of council were designated to serve on the committee.
  - Vardner said that he would look through the OSAC files in McLaren's office, and said further that he would begin talking with Council members about their own space needs and about any overall ideas they have on this matter.
  - Ohara said that she had been speaking with a lot of representatives from the groups with offices who had not done programming in two years, and said that they may not do any large scale programming, but they all provide a specific resource to the campus community. She said that this should be included in the application process and considered.

#### **Academic Affairs Commissioner – Michelle Sassounian**

- Michelle Sassounian introduced herself to council. She said that the Academic Affairs Commission (AAC) had a lot of ideas for next year. Sassounian said that the Undergraduate Initiated Education was one thing that she would be working on, which would allow students to lead their own one-unit classes. She said that she was looking for a really big staff to help see that project become a reality through all the necessary stages.
- Sargent asked how soon Sassounian would be making her appointments to the Academic Senate Committees that have student appointees.
- Sassounian said that she would be working on that very soon.
- Sargent recommended that she get on that as quickly as possible because she was constitutionally required to do so.
- Nelson said that he was unclear about the student initiated teaching program that Sassounian spoke of in her report.
- Sassounian said that Undergraduates would be able to initiate their own courses. She said that these were small discussions, and were basically unassigned units. Sassounian said that she has been working on bringing this to UCLA in a way that also

benefits the community. Sassounian then outlined all steps in the process by which a course would come to fruition.

**Cultural Affairs Commissioner – Todd Hawkins**

- Hawkins said that Jazz Reggae Festival was coming up this weekend, and said that things were fast-paced in the CAC. He told council to be sure to go this weekend, and also said that they still needed lots of volunteers. Hawkins said that there would be a volunteer meeting on Friday night at 7:00 p.m., which would include a walkthrough of the IM Field. Hawkins also told council that ticket sales were doing incredibly. He said that there had only been 50 tickets pre-sold last year on Ticketmaster, whereas this year there had been 600 to date.
- Nelson asked if people were buying the package deal or if they were buying just for one day and, if so, which day was doing better on pre-sales.
- Hawkins said that it was a pretty evenly split between Jazz Day and Reggae Day.
- Wood asked about how students could get tickets.
- Hawkins said that tickets were available at the Central Ticket Office, and could be obtained by showing their student ID. Hawkins pointed out that they would also need to show their ticket and their I.D. at the gate.
- Neesby asked how much the tickets cost.
- Hawkins said that they were free for students.
- Sargent mentioned that the Alumni Association had included information on Jazz/Reggae in its May Regional Newsletter.

**General Representative #3 – Marwa Kaisey**

- Kaisey said that she had been working on campus spirit things. She said that she had met with the Student Alumni Association, and was working to foster a better relationship between USAC and SAA. Kaisey also said that she was looking for a staff, and said that she was looking forward to moving into her office.
- McLaren interjected, with regard to office and mailbox keys, that they could pick up key application forms in her office and that, after the forms are completed and signed by the appropriate signatories, they would be able to pick up their keys from Student Union Operations on A-Level Ackerman.

**General Representative #1 - Zai**

- Zai said that she was also looking for staff. She said that she had a lot of goals, but to mention just one, she had been speaking with people at the LGBT Center and said that the Resident Assistants would be taking part in a new LGBT-sponsored Mental Health workshop as part of R.A. training.

**General Representative #2 – Brian Neesby**

*Neesby distributed a written report to everyone, a copy of which is included with the accompanying documents for this meeting.*

- Neesby introduced Jesse Melgares as his Chief of Staff, and said that he had worked on many things with council in the past. He also introduced Andy Botrus, who had worked with council at UC Santa Cruz. Neesby said that Botrus would be his constitutional review director. He said that there was already had webmaster. Neesby said that he was also working on some proposed Bylaw changes that were still very preliminary. Neesby said that he also wanted to talk about some changes to the Election Board, and that he wanted to take another look at the Senate Proposal.
- Tuttle asked if the Senate Proposal had been given to this council.
- Neesby said that it had not.

**Financial Supports Commissioner – Ryan Smeets**

- Smeets said that he would be having a meeting on Thursday afternoon with people interested in joining his staff. He said that there were 35 people who had expressed

interest, and said that they could not all fit into his office, so perhaps they could help staff some of the other USAC offices that were recruiting.

### **Alumni Representative – Todd Sargent**

*From Todd Sargent's Monthly Report to Council:*

- Next USAC meeting, May 31 – Special Presentation from UCLA Alumni Association Executive Director Keith Brant and Association Vice President Yolanda Nunn. Topic: “Strategic Plan of the UCLA Alumni Association”
- Young Alumni Reunion (Classes of 2000 to 2005) was Saturday, May 21 @ Pauley Pavilion. About 1,250 attendees!
  
- South Bay Bruins Evening with Coaches Karl Dorrell and Ben Howland.
  - Date: May 25, 2005
  - Location: Manhattan Beach Marriott
  - The Master of Ceremonies will be Chris Roberts, Voice of the UCLA Bruins
  - Join us for a very special evening featuring a unique opportunity to hear both head coaches discuss their teams, their recruits, their upcoming seasons and help support scholarship efforts. The event benefits the South Bay Bruins Community College Transfers Scholarship Program. Tickets = \$50 each.
  - Contact Information: Don Myers at 310-374-5305 or Demyers@UCLAlumni.net.
- Senior Sendoff 2005: Seniorpalooza – Thursday, June 2, 5:30 – 8:30 PM, James West Alumni Center. Come for live entertainment, food, drinks, friends, and more! This event is for Seniors only – bring your Bruin Card. No cover charge, no RSVP.
- Community College Transfer Scholarships - May/June 2005
  - Fifteen committees of 5-10 volunteers each meet throughout the state to select the most accomplished transfer students from California community colleges.
  - Program volunteers typically attend two meetings, the first to screen applications and the second to participate in interviews. The time commitment is approximately 8-12 hours. Committee chairs contact local volunteers for committee service and conduct local screening and interview meetings.
  - Scholarships vary in amount, but are generally about \$4,000/year.
- USAC can cross-promote key events with the UCLA Alumni Association with significant lead time notice (3 months?), via the regular communication tools of the Association and regional clubs. Think about your events that are campus traditions and/or would logically be appealing to alumni. USAC should develop a collaborated calendar of events for outreach and wide distribution to the University community.
- If any office would like assistance in creating a Strategic Plan for your office goals, please let me know. I have worked with several clients (including Microsoft, Expedia, U.S. Department of Defense, U.S. Department of Education, Sony Pictures Entertainment, MGM) to create an integrated workplan on how to execute projects. Contact me at: tsargent@UCLAlumni.net or (310) 903-1443.
- Alumni Association Fact of the Week: The Alumni Association coordinates over 70 affiliated chapters and clubs. If you have any interest in hearing more from a chapter or club leader at a USAC meeting, please let me know.

*Questions and comments followed Sargent's Report.*

- Kaisey asked if Sargent had thought about creating a USAC Alumni Association.
- Sargent said that there was some interest, but there was unfortunately a lot of contention between old councils. He said that hopefully that would change this year. He ended by responding to Kaisey's question that it certainly could be done.
- Nelson said that last year's council had gotten to meet with former USAC members at a dinner that had been set up by Vice Chancellor Janina Montero, and said he thought there would probably be a similar opportunity this year.

**Internal Vice President – Kristina Doan***From Kristina Doan's Weekly Report to Council:*Administrative

- Agenda: All items for the agenda need to be submitted via email (USACIVP@gmail.com) or IVP mailbox by Thursdays at 5 pm. Agendas will be distributed on Fridays.
  - Please submit the attached form or include in your email the following information:
    - Name of Councilmember or Presenter
    - Section: Special Presentations, Appointments, Old Business, New Business, Announcements, Resolution
    - Action: Action Item, Consent Item, Executive Session Item
    - Item Title
    - Documents Attached or in hard copy (if applicable)
  - If you have any questions specifically to the agenda at this point in time, contact IVP Chief of Staff Liz Vega at evega@ucla.edu.
  - Contact Information: Rosters will be available next week.
  - T-shirts: If you have any design ideas, please let me know.
  - Graduate Student Association & OCHC joint meetings
  - Office Staff & Appointed Positions Recruitment: If you are available to make signboards for recruitment, please stop by the IVP office at noon on Thursday. Let me know if your office is still recruiting staff and if you would like to make presentations to resident associations on Monday night. Finally, it would be great for any officers to post their applications online so that can be on the flier as well.
- Programs
- Unofficial Guide: New Editor in Chief, Stacy Ishigaki. Stacy and I will be meeting with Student Media Director Arvli Ward hopefully next week. If you know anyone from your offices who is interested in working on the review portion of this project, please email uclaguide@yahoo.com
  - Student Leadership Summit: Meeting with Terri Saunders from the Center for Student Programming about the projected date of the summit. We are leaning towards October, right after groups are registered. It would also be great to have council members hold a workshop. If you are interested in the steering committee for the summit, please let me know. Summer availability is preferred.
  - National Depression and Mental Health Month
  - Williams said that he might have ASUCLA's Licensing Director, Cindy Holmes, come to talk with council and explain how they can make sure that the T-Shirts they buy are made by a source that is licensed to use the UCLA name. Williams added that Cindy was "pretty cool" and, with a smile, mentioned that he had married her some time ago.
  - Kaminsky asked if this information applied to all UCLA groups, or if it was just for USAC.
  - Williams said that the primary reason for requiring a licensed vendor was to prevent using a vendor that paid sweatshop wages. He said another responsibility of the ASUCLA Licensing Department is to make sure that the UCLA name is not used in an inappropriate way that would be embarrassing to the university.
  - Doan, moving to another subject, asked council who was still looking for office staff. *Nearly everyone on council indicated that they were looking for staff.*
  - Doan told council that if they wanted their website addresses to be included on the USAC website to send their staff applications to her. She also said that the National Depression and Mental Health Month referenced on the handout would be held in October. Doan closed by saying that, at the end of the quarter, a lot of the stipended appointees were supposed to give presentations to Council on what their committees have been working on and/or have accomplished. She said she wasn't sure if such reports had been made in the past, but pointed out that it was outlined in the Bylaws.
  - Wood said that there was some contention surrounding that issue. She agreed that it was important, but said it had not been done. She said that if the appointees could not come to a council meeting to make a presentation, they should at least submit some



- sort of written report council. Wood said that one of the problems was that this requirement had not been made clear to appointees at the time they were appointed, so it might be unfair to demand a presentation of them at this late date.
- Neesby said that the Judicial Board case that had been on this issue concerned the more politically based entities, such as the Judicial Board. He said that he didn't think it would be a big issue to have committee members give reports and said if they did not make a presentation to Council, that actually might be grounds for removal from their appointed position.
  - Tuttle said that from his general memory of the case, it had been an Ex-Post-Facto issue. He said that this was a good opportunity to correct that error though. Tuttle also said that one thing the president might want to look at is the business of reaching out. He said that there is a cohort of people who will be coming to UCLA, and wondered if there was a way to reach out to them before they actually got here. Tuttle said that the opportunity to be involved should be expressed to the students who were not here yet, and a protocol should be created to make the greater USAC opportunity available. He said that if this was not being done, council needed to decide if this was a good idea, and if it was, then it needed to be done with a great sense of balance and fairness. He elaborated that it needed to be handled in a way that was completely governmental, and completely non-partisan. Tuttle said that the other thing he wanted to observe is that there is an opportunity here to create a USAC Alumni group. He said that anyone that could pull this off would have his or her name remembered for years to come. Tuttle said that there is no great cost factor here, but pointed out that it did need to be initiated by Council.
  - Wood said, with regard to reaching out to incoming students, she thought that council's efforts at Orientation were a great stride in that direction.
  - McLaren said that the 75<sup>th</sup> anniversary of Kerckhoff Hall was coming up early next year, and that a committee had been set up on how to celebrate this milestone. She said this might provide an opportunity to bring together people who would be interested in the establishment of a USAC Alumni Association.
  - Sargent said that every summer the Alumni Association has an aggressive calling campaign to incoming freshmen. He said that, contingent upon USAC's willingness to volunteer in this outreach effort, the Alumni Association might be able to incorporate into its message a comment about USAC.
  - Zai asked Tuttle if he was talking about incoming freshmen getting involved in USAC.
  - Tuttle said that what he had in mind was to use all of the possible communication avenues wherein USAC could let incoming undergrads know about opportunities available to them within the undergraduate student government structure. Tuttle said that there was an awful lot of talent coming out of the pre-college schools, and that USAC might want to set up some system of early outreach which could take place prior to the time of the orientation.
  - Zai said that letters had already been sent out, and asked Tuttle if this was for next year.
  - Tuttle said that high schools would not be out for another month, and there had to be some organized fashion in which incoming freshmen who already knew that they were coming to UCLA could sign up to work with USAC. He said that this had to be done very scrupulously so that nobody in the political world got an advantage.
  - Wood said that it might be overstepping the bounds of USAC to send a mass email to incoming freshmen. She said that there is a vast array of student organizations, and it might be best to encourage people to be generally involved.
  - Vardner said that he completely agreed with Wood, and felt that it might be an abuse of privilege for USAC to get the first stab at incoming freshmen.
  - Kaminsky changed the subject by asking when USAC's Agenda Packets were available.
  - McLaren replied that USAC's Bylaws require that the Agenda materials are to be distributed two school days before the meeting. As an example, she said that, with Council currently meeting at 7:00p.m. on Tuesday evenings, the Agenda materials are to be distributed no later than 7:00p.m. on the prior Friday.

**President – Jenny Wood***From Jenny Wood's Weekly Report to Council:*

- 1) Gen Rep's Office Presents the 2004-05 USAC Banquet
  - a. 7pm on June 1<sup>st</sup> in Kerckhoff Grand Salon
  - b. This will be a celebration of this year's USAC victories and a time to recognize staff
  - c. Please mark your calendars!
- 2) Summer Alternate Admissions Program
  - a. Met with representatives from Board of Undergraduate Admissions and Relations with Schools (BOUARS) yesterday to discuss admissions by exception and increasing its use
  - b. Please check out the article in today's Daily Bruin to get more information about the program
  - c. In the coming weeks I will be meeting with additional BOUARS and COUARS representatives who have been supportive of the proposals in the past
  - d. Work will continue throughout the summer with EAOP, SIOC, and COUARS
- 3) Summer in the Union
  - a. Student Organization Tabling Fair and BBQ
    - i. USAC will be highlighted along with UCLA Media and other ASUCLA entities at special table
    - ii. We will also be making short presentations about USAC throughout BBQ and giving out free drawing prizes (free t-shirts, coupons, Macintosh discounts, etc)
    - iii. There will be a computer in order for students to sign up if they are interested in getting involved in USAC
    - iv. Who can come to Orientation fairs to represent USAC? Schedule of Orientation Fairs:
      1. July 11 at 4pm
      2. July 15 at 12
      3. July 18 at 4pm
      4. July 21 at 12
      5. July 24 at 4pm
      6. July 24 at 4pm
      7. Aug 1 at 12p m
      8. Aug 2 at 4pm
      9. Aug 5 at 4pm
      10. Aug 8 at 12pm
      11. Aug 9 at 4pm
      12. Aug 12 at 12pm
      13. Aug 15 at 4pm
      14. Aug 28 at 12pm
      15. Aug 21 at 4pm
      16. Aug 24 at 4pm
      17. Aug 29 at 4pm
    - v. Reminder: Applications for the fair are due this Friday to the Orientation office
- 4) Meeting with SAA President this weekend
  - a. Will discuss welcome week and overall USAC, SAA involvement
- 5) Presidential Appointments
  - a. Please encourage folks to apply! If anyone has any feedback about specific appointments, please feel free to send me suggestions or set up a meeting with me.
  - b. Applications are due June 1<sup>st</sup> at 5pm

- c. First round of appointments will occur at the June 7<sup>th</sup> meeting – hopefully the ARC can review the applications by this time.
- 6) Setting up One-on-Ones
  - a. I would love to meet with each council member to discuss our visions for offices and USAC overall
  - b. Please sign up for a time at your convenience ☺
- Wood also said that she had recently attended the Darfur Action Committee's presentation the other night. She said that USAC had been mentioned in the presentation, with specific reference to USAC's ability to program on campus.

### VIII. Old Business

#### **A. Review of Schedule for USAC Installation Ceremony**

- Wood said that the USAC Installation Ceremony would be on June 4<sup>th</sup> at 10:00 a.m., with semi-formal attire. She said that there would be speeches by the outgoing council members, and also some fun aspects to the event.
- McLaren said that invitations would be printed and given out to USAC Members so they could invite their family and friends. She stressed the importance of arriving on time because guests usually arrive promptly, and some Council Members need to leave by 1:00 p.m. McLaren said that there would be a full buffet luncheon afterward on the adjoining patio, and said that she hoped everyone could be there.

#### **B. Updates on USAC Welcome Week**

- Kaminsky said that meetings were being held about Welcome Week, and many campus groups were being incorporated. He said that he and Hawkins were forming various committees to spearhead the different aspects of the event, and said that they were still looking for good titles for the day.
- Hawkins said that they were also still looking for contacts for talent that could be scheduled for the event. He said that they were looking for great artists, who usually didn't come, who would perform cheaply.
- Nelson asked how much Hawkins was willing to spend.
- Hawkins said that they did not want to spend over \$50,000 on the acts, and they wanted to have 2 acts.
- Neesby asked if this was where the tables for offices could be, and when they needed to be requested.
- Kaminsky said that it was, but that requesting those tables was still far off.
- Vardner said that the name being kicked around right now was "Blue Sunday", in keeping with the school colors of Blue and Gold, and contrasting "Black Sunday". He said that USAC might also be approached for extra funding for this event.
- Wood said that there are some areas that might be worked on, namely the USAC area. She said that they still needed to figure out who wanted to work on the carnival and also the intramural day. Wood said that maybe council could have someone from council coordinate the USAC teams or recruit others to play. Wood said that USAC would hold its Open House, and volunteers were also needed to help coordinate this event. She said that these were all preliminary ideas, and assumed that IFC was still planning on the dance for Sunday night.

#### **C. Report on Judicial Board**

- Nelson said that he wanted to share with council some of his concerns about Judicial Board and the role that council needed to play. He said that we were right on the heels of what could have been disastrous, since there had just been a runoff election. Nelson said that Mark Belgen, a former Chief Justice, had wanted to do things a certain way which nearly led to a disaster. He said that his major concern was to make certain that council take some time to look at the documentation of what Judicial Board was operating on, so that it could make a decision about whether or not to change the guidelines Judicial Board was operating under. Nelson said that the protective area

that should have been present was actually not required in Judicial Board's documents. He said that his concern about the Judicial Board's documents not requiring an Administrative Advisor was not based on a concern the J-Board would get out of control, but rather that the sanctity of the Judicial Board be protected. Nelson said that he wanted council to be attentive to the documents so that they would have a deep understanding of the rules that currently exist so that, if they felt changes needed to be made, that they would be better prepared to make them. He said that he did not want to get into next year before fixing this problem, because it would have serious implications for future undergraduate elections.

- Maegen Clark, Chief Justice of the Judicial Board, said that if Nelson and council looked at the USAC Minutes of May 23, 2003, they would see the changes that had been made at that time to the Judicial Board rules. She said that the rules were also available on the USAC website, and said that she could be contacted by email to field any questions. Clark also said that she had copies of the old rules in case anyone wanted to contrast them with the new ones. She said that she had been on the Judicial Board when the changes were made, so was pretty well versed in why the changes were made, and could explain to anyone in more detail if they were interested. Clark said that she would also be meeting with the remaining Justices to pass the torch, and said that she would be happy to meet with potential appointees, as well.
- Neesby asked if Nelson was suggesting that council rule as to whether or not the changes that were made in 2003 were legitimate.
- Nelson said that was not his point, rather he just wanted council to review this situation. He said he was concerned that, at the time these changes were made, Council Members were not really focused on what was happening. Nelson said that he wanted council to be aware of the changes and their far-reaching implications. He recommended that council follow Clark's advice to research the subject and then make informed decisions for themselves.
- Clark said that in that presentation in 2003, it had been made clear that previous changes to the rules of the Judicial Board had not been reviewed or voted on by USAC.
- Nelson said that might be questionable.
- Neesby asked, since the Judicial Board is the "Court", and USAC is the Legislative body, he wondered if USAC really had power to force change in the Judicial Board rules.
- Tuttle said he understood that Judicial Board deliberations are conducted in private, but asked whether J-Board findings were presented in a public forum.
- Clark replied that they were. She elaborated that petitions to hold a case were held in private, but the presentations of findings had been public.
- Tuttle asked if the relevant parties to a petition were allowed to present their case at the public hearing.
- Clark said that they were. She reiterated that the only things done in private were the decision about whether or not to hear a petition and the deliberations amongst the justices.
- Tuttle said that he strongly agreed with Nelson that it is in everyone's best interest for the Judicial Board to have an Advisor. He said that everyone makes mistakes, but everyone's commitment should be to the process itself. Tuttle said that he was pleased to hear that there would be a meeting soon to decide upon this.
- Wood said that this was an important issue, and she would be meeting with Nelson and Tuttle soon to discuss the matter.

#### **D. Discussion of Student Advisory Council**

- Wood said that she had sent out an email about the Student Advisory Council (SAC), and that she had tried to address some of the concerns expressed at the last meeting. Wood said that in response to the concern that organizations would not attend, she thought that the success of last year's Student Advocacy Collective was indicative of the success that a Student Advisory Council would have. Wood said that with regard to the concern about the overlapping of the IVP's responsibilities, it is important to

have the IVP involved, and by having a vice-chair within the group would be just another way for the IVP to meet this constitutional requirement. Wood said that with regard to the concern over quorum, she thought that recommendations could come out of SAC that did not have to be official, so quorum really wasn't anything worth worrying about.

- Neesby asked if the creation of a Student Advisory Council would be incorporated into the Bylaws.
- Wood said that it would be a Bylaw change, and that it would fall under Presidential Responsibilities.
- Kaminsky said that one suggestion of his is that groups should be able to withdraw from responsibility to this forum, so that they do not affect any issues of quorum or lackluster attendance. He also asked if this would be question and answer or an open discussion.
- Wood explained that there would be breakout sessions, in which organizations can discuss particular topics of their choice. She said that this would allow groups to speak on issues that they cared mostly about. Wood said that council would facilitate the breakout sessions.
- Kaminsky asked if the only people speaking in the breakout sessions would be the facilitators.
- Wood said that was the case, and that those facilitators would then present to the larger group.
- Tuttle said that there could be disagreement in the breakout groups, and there was no reason why the chair could not recognize an individual. He asked if the facilitator would be the only one to speak.
- Wood said that the facilitator would present the majority opinion, but could also present concerns that had been brought up in the breakout sessions.
- Tuttle said that when the report goes before the body, the chair should have the ability to recognize an individual.
- Wood said that by no means was this something that she would dictate. Rather, she said that the powers to decide the progression of events would be figured out as the body began to meet. Wood said that her main goal was to engage the student organizations more and to get some of their input on policy on campus.
- Kaisey said that if the president was dictating the meetings, would it not make more sense to have official representatives to the groups and representatives from the groups to this council. She said that this was effectively the charge of the General Representatives.
- Pham asked what would happen with the groups that wanted representation but could not send a liaison to the meetings.
- Wood said that she thought there were plenty of organizations that would be happy to either present the opinions of the smaller organizations. She said further that, if an organization wanted to present its ideas badly enough, they would find a way to send a representative to the meetings.
- Pham said that this would be catering more toward the bigger groups.
- Wood said that the SAC would be open to all the student organizations, and that the smaller organizations had just as much opportunity to attend.
- Nelson said that it takes three people to found or run an organization. He said that it was similar to how the United States was founded, with the small states versus the large states. Nelson said that he was not necessarily proposing a House and a Senate, but said that for right now this was a great idea. He said that if someone wants to be heard badly enough then they would find a way. Nelson said that there might need to be some fine-tuning on the idea, but he personally saw a lot of good things coming from this.
- Zai said that she was part of a student group that wanted to be apolitical. She said she felt that the groups that were political would be more likely to participate, which might result in giving them more representation on the committee.

- Neesby said that one of his concerns was the placement in the Bylaws. He said that he saw this better suited to be a Standing Committee than as a responsibility specifically under the President's office. He said he thought that the IVP office should be helping on this issue. Neesby said that his second concern was that he was not sure what the document was saying, as there was incongruence between some of the proposed changes. Neesby said that his recommendation would be to send this to the Constitutional Review Committee (CRC).
- Wood said that she agreed that there was a way to involve more offices, and dialogue would be continued on this issue as the body got underway.
- Ohara said that this could actually be a place for small groups to empower themselves. She said that if the smaller groups were passionate enough about their views, then they would attend these meetings.
- Smeets said that his concern was overlap between this group and things such as the Student Leadership Summit (SLS). He said he thought it might be in the best interest of council to improve on things that exist rather than to create new responsibilities through changes to the Bylaws.
- Wood said that SLS served more specifically as a leadership training session, while the SAC would be an outlet to make voices heard and bring more feedback from student organizations to USAC. She said that the SAC would allow student groups to participate in the day-to-day issues of campus life rather than leadership development.
- Smeets said that his point was to perhaps expand the programs of the SLS to incorporate this into it.
- Wood said that there could be more dialogue on Smeets' idea about SLS, but said she saw a real need for institutionalizing a process that allows student organizations to be represented to council.
- Tuttle said that, if this had to be a Bylaw change, there was a section in USAC's Constitution which requires that the Constitutional Review Committee (CRC) review any proposed changes. He said what he saw in the bylaws was that, in absence of this, council had to defer to Robert's Rules of Order, which required a 2/3 vote by the body. Tuttle said further that the Chair has the right to make a ruling but that, if a member of the body objects to the ruling of the chair, then the body has the power to overturn the ruling of the chair. Tuttle said that he believed that to be the parliamentary environment that council was in, though he acknowledged that he could be wrong.
- Neesby said that there had been a Judicial Board case on how to change a Bylaw. He said that the Bylaws required a 7-day notice, in addition to a 2/3 vote.
- Tuttle said that Robert's suggested that a contention was not a vote. He said that the chair has the right to make the ruling. Tuttle said that the first ruling of the year could set precedent on the matter. He said that, if the body overturned the Chair's ruling, then this would set the new standard. Tuttle said that another phrase that kept resurfacing was "voting members", and this reference went back to the period when the Administrative, Faculty and Alumni representatives had voting power. Tuttle ended by saying that he, and possibly everyone else on Council, would like to see the Judicial Board case to which Neesby was referring.
- Sargent asked what Wood's plan of action was on this item.
- Wood said that her recommendation would be to take this to a vote, but acknowledged that there was a lot more discussion that needed to take place on the issue. She said that she would be delaying that vote and speaking with organizations to see how best to serve the students. Wood recommended that everyone try to speak with organizations, and also to create a forum in which this could be discussed. She also said that perhaps a goal could be to set on the number of organizations that needed to be contacted for input before finalizing the structure of the Student Advisory Council.
- Vardner said he thought that the idea behind the SAC was great, but said he thought it might be better to start this as a program and then institutionalize it later if it proves successful. He said he thought it would be a shame to require something in the Bylaws that would later not be carried out.

- Pham asked if this would be pursued as a Bylaw change or if there would be a trial period first.
- Wood said that it would begin with discussions among organizations so that a Bylaw change could be developed and proposed to Council if the organizations supported it.

## IX. New Business

### **A. Discussion of Proposed Amendments to the USAC Bylaws**

- Neesby said that most of his changes were pretty self-explanatory, but drew council's attention to the fourth change that he wanted to make. He told council that he would like to see an open meeting policy for all of USAC's funding bodies and other committees, with the exception of the Judicial Board. He said that these were just some ideas of changes that he wanted to see. Neesby said that these were not official recommendations, but just some things that he wanted to talk about and potentially referred to the Constitutional Review Committee (CRC.)
- Sargent asked how soon the CRC would be appointed.
- Wood said that as soon as the Finance Chairperson was appointed, she would be working on the CRC.
- Neesby said, addressing his first point, that USAC has the power to appoint representatives to certain entities which seemed wrong to him. He said that he would be interested in removing this power from USAC.
- Wood said, addressing Neesby's first point, that there were Student Advocacy Groups, and it was important to recognize the work of these groups on this campus. She also said that, just like any department on campus, USAC was entitled to sponsor organizations. Wood said, with regard to the second point on apolitical committees, she believed Judicial Board and Communications Board should have as much interaction with council as possible to create positive change on this campus.
- Nelson said, with regard to student government sponsoring groups, this is an issue that has been debated for some time. He said, however, that there have been groups on this campus who would not be sponsored by any department except for USAC. Nelson said he thought that a group should be able to do its thing just by registering, but he knows that a group that cannot be sponsored will be silenced.
- Neesby said that he was not against sponsorship; he just felt that it should be looked into. He said that his concern, on the other hand, was that USAC had the power to appoint the officers of those groups, or to remove them from power. Neesby said that his concern over the Communications Board appointments was not the relationship, but the degree of power USAC had over Comm Board, as granted in the Bylaws. He said that USAC could remove members of the Communications Board, and he thought that was a lot of power to be granted to USAC. He said he saw a need to balance these powers.
- Williams said that he was equally concerned about the provision in the Bylaws that empowered USAC direct the undergraduate appointees to the ASUCLA Board of Directors on how to vote, and that USAC could remove from power any undergrad appointee who did not vote as directed. He said that there were a lot of conflicting messages here that needed to be looked into. Williams ended by saying that he shared Neesby's concern about USAC's power over the Communications Board, as well.
- Wood said that her concern on the proposed Open Meetings Policy was that council had already been operating under the spirit of the Brown Act. She said that the only reason council would go into closed session was under discussion for litigation. Wood said, with regard to funding hearings, there were a number of valid reasons why the BRC operated the way it did. She said that every single positive or negative aspect of proposals was transparently presented to all student organizations that applied for funding. Wood said, in terms of the actual deliberations, the decisions that come out of the BRC were unified decisions, and she thought that allowing student organizations to see an individual's personal critique of a proposal goes against the need of the BRC to present a concrete list of pros and cons. Wood said that, right now, the BRC is able to

act without singling out an individual member of council that typically scores applications lower. She said that all organizations should be able to see their collective score, but not to see information which might impeach a particular individual member of the BRC.

- Doan said that the changes were not being proposed now, but rather just passed on to the Constitutional Review Committee so CRC study the proposed changes before any, or all, of them were presented to council. Doan said that it might be a good idea to set up a committee now that could just start reading through all the documents. She suggested that Council Members should begin thinking about whether they wanted to sit on the CRC. Doan said that she thought it would be helpful for people to know what they will be responsible for in the future.
- Neesby said that usually council has acted in spirit of the Brown Act. He said that there were stipulations in the Brown Act that allowed for closed session, and all he was asking was that this be incorporated into the Bylaws. Neesby said that he understood the concerns about the funding bodies, but said he believed that the actions of elected officials should be open to scrutiny. He said that anyone who makes policy open themselves to being lobbied. He closed by saying that the spirit of the Brown Act would be to have these hearings in the open.
- Vardner agreed with Doan that the Standing Committees were established for a reason, and that many decisions should not be made in haste. He said that over the summer would be the optimum time to look at changes to the Bylaws. Vardner said he thought that getting the Standing Committees appointed before summer should be a key priority of council.
- Ohara said that most of the appointments were coming forward in a couple weeks, and said she did not understand why the CRC appointments couldn't wait until after the appointments to the funding bodies were made. She said she thought that those positions should be filled before the CRC members are selected.
- McLaren, commenting on a statement that had been made about the CRC, clarified that USAC's IVP definitely has a seat on the CRC, and could be selected as the Chairperson, but the Bylaws do not specify that the IVP is designated as the Chairperson of the CRC.
- Vardner said that his plea was simply to make sure that the slots on all Standing Committees are made before the summer begins.
- Corella said, in agreement with Ohara, that everyone on council should be familiar with the Bylaws. She said if the concern is that more time is needed for everyone to read the Bylaws, and become familiar with them, she thinks that everyone should read the Bylaws over the summer.
- Neesby said that he thought the CRC could meet and address the issues about the funding bodies after the appointments to those bodies has been made.
- Sargent said that he noticed that the most current set of USAC's Bylaws were not on the USAC Web Site, and asked if they could be put there.
- McLaren said she would see that that was done immediately, and thanked Sargent for pointing this out. She also said, for clarification, that the committee consisted of 3 to 5 members of council. McLaren said that the Finance Committee Chairperson could be on the CRC, but the Budget Review Director could not.
- Ohara said that her concerns were not about having the Finance Committee Chairperson or the Budget Review Director sit on the Constitutional Review Committee. She said that, because there have been a lot of changes recently, she thought the FiCom Chair and the Budget Review Director should both be available to provide information on all the changes and why they had been made.

#### **B. \*Approval of Amendments to USAC Financial Guidelines**

- Ohara said that in her handout, she had indicated the changes she was proposing to USAC's Financial Guidelines by ~~strike through~~ for deletions, and **bold typeface** for additions. She said all of the proposed changes appeared in the section entitled, "Stipend Guidelines", and that they specifically concerned stipend amounts; period of



- time for which a stipend is paid; the addition of information regarding the new position of Budget Review Committee Vice Chairperson; and the updating of the terminology "Student Advocacy Group" to "Officially Registered Student Organization."
- Neesby asked if USAC offices were registered through Center for Student Programming.
  - Nelson said that they were not.
  - Sargent asked what the budget impact would be if these proposed stipend increases were approved.
  - Ohara did not have that number available.
  - Kaminsky moved and Malik seconded to approve the proposed Amendments to the USAC Financial Guidelines.
  - Doan asked if the Budget Review Director Vice Chair would sit on the Budget Review Committee.
  - Ohara said that, if the Budget Review Director was unable to attend, then the Budget Review Committee Vice Chairperson person would be able to step in. She said, however, that the Vice Chairperson would not be able to vote.
  - Neesby asked for an updated copy of the Bylaws after these changes are made. regarding these changes.
  - Council voted to approve the proposed Amendments to the USAC Financial Guidelines with 9 votes in favor, 0 opposed, and 2 abstentions.
  - Vardner told Council that he was not opposed to the changes, but that he abstained because he would have preferred to have this done under last year's Council because he was morally opposed to raising his own paycheck.

### **C. Discussion of Summer Meeting Schedule**

- Wood said that, looking at everyone's schedule, it appeared that 5 members of council would be gone for most of June and July. She said that this made meetings during those months to be a bit problematic, not only because they might not meet quorum, but also because it would be nice to hold the meetings when more people could participate. Wood said that, in the past, a precedent had been set to have meetings every other week during Summer. She said that, due to so many Council Members being unavailable to meet during Summer, she thought it would be better to not begin meeting until early August, and that they then meet *every* week from then until the beginning of Fall Quarter. Wood said that, unfortunately, there were two Council Members who would probably not be able to attend many of the weekly meetings, but said she was recommending this schedule anyway because it appeared to be the best possible option.
- Sargent asked what the potential was for Council having periodic conference calls during the months they would not be meeting.
- Wood said that she was actually planning on doing something like that.
- Neesby asked what date the weekly meetings would actually begin to occur.
- Wood said Tuesday, August 9, would be the first of the weekly meetings on the schedule she is proposing.
- Tuttle said it was his sense that USAC's Constitution is silent on the number of summer meetings that should be held, but he was concerned that he might have missed some reference in USAC's Bylaws which specified the minimum number of summer meetings that needed to take place. Tuttle said that he thought Wood's recommendation would be okay, but his one concern was that there were some deadlines that had to be met by the end of the fiscal year. He said that this might already have been taken care of, but that was something that he wanted to bring up.
- Corella said that, last year, there had been only 17 Contingency Applications that were submitted during the period that council would not be meeting this year if they approve Wood's recommended schedule. She said that all of those requests had been for amounts that were less than the Discretionary Funding cap.

- Ohara said that the Student Organizations Operational Fund applications would not be due until the beginning of September, so she didn't think there was any problem there.
- Vardner said it appeared that this might be the best possible option. He also said that this might be another good reason to get all the appointments made before Summer.
- Sargent said that he thought there was a stipulation that allowed for an allocation of 20% of the past year's funding for any offices that had no remaining funds from last year.
- Tuttle reiterated his concern that there might be Bylaw issues with regard to deadlines, and he urged everyone to look into that.
- Williams said that those members who aren't able to participate in meetings would be negatively impacted by not gaining the overall Council experience, so he thought it was a good idea to setting up the schedule when the most people could be present.
- Sargent asked when the USAC Retreat would be held.
- Wood said that, based on everyone's schedules, the best time would probably be in August.

#### X. Announcements

- Kaminsky said that applications to join the CEC were due on Friday. Kaminsky also said that there would be a Sudan awareness event this week, with artwork during the day and speakers at night. He said that there would also be a sneak for "Lords of Dogtown" and, on Thursday, there would be a Student Film Festival with cookies for everyone.
- Doan said that the Bruin Democrats would be having a celebration soon, and everyone was invited. She said that tickets would be \$10 for students and \$30 for adults. Doan said that it would be a great place to meet and greet.
- Malik said that there would be a general meeting for the CSC projects tomorrow. She also said that next Friday would be CSC's banquet at the Harbor House.
- Vardner said, for those who might not have made it to the Orientation Fair Information Sessions, there would be another one tomorrow at 4:00 p.m. in Covell Commons.
- Pham thanked everyone from council who showed up to UCLA Run/Walk which is sponsored by SWC. She said that they would be determining very soon how much money they had raised to benefit the UCLA Mattel Hospital for Children.
- Ohara said that she and Student Government Accounting would be holding informational workshops about the two new Operational Funds next Tuesday from 4:00 to 5:00 p.m., Wednesday from 1:00 to 2:00 p.m., and Thursday from 11:00 a.m. to 12:00 Noon in the Kerckhoff Hall State Rooms, 131, 133, and 135.
- Neesby asked if someone could come to the workshops on behalf of two organizations.
- Ohara said that as long as the representative who attended would pass along to the members of the other organization the information they received about the budget process. She said that they were doing their best to ensure that no organization would feel that they had not been given all the information they would need regarding the funding process.
- McLaren passed around a form and asked everyone put down the email address that they would like the USAC "generic" emails to be forwarded to.
- Wood reminded everyone that they needed to pick up an office key and a mailbox key, and said that she would be in her office all this week to sign the forms all their key request forms.
- Kaminsky asked how to get a signatory for their offices.
- Wood said he should talk with someone in the Center for Student Programming.
- McLaren, reminding Council that they all had signed a signatory sheet last week after they had taken the Oath of Office, and said that she had given copies of that signatory list to the Center for Student Programming, Student Union Operations in Ackerman Union, and Student Government Accounting.
- Kaminsky asked if he had signatory powers now.

- McLaren said that, if it's not yet set up, it should be very soon. She said it might be a good idea for the newly-installed officers to send a letter or an email notifying students of the transfer of signatory power.

XI. Signing of the Attendance Sheet

*Corella passed around the attendance sheet.*

XII. Adjournment

- Neesby moved and Hawkins seconded to adjourn.
- Doan called for Acclamation. Wood asked if there were any objections to approval by Acclamation. There being none, the meeting was adjourned at 10:38 p.m. by Acclamation.

Respectfully Submitted,  
Michael Keesler  
USAC Minutes Taker