UNDERGRADUATE STUDENTS ASSOCIATION COUNCIL

Tuesday May 25, 2004
417 Kerckhoff Hall
9:00pm

MINUTES

PRESENT:  Avila, Bhuiyan, Chan, Chen, Gaulton, Gruenberg, Lee, Martinez, Mann, McLaren, Nelson, Palma/Saracho, Tripathi, Tseng, Tuttle, Villarin, Vu, Williams, Wood

ABSENT:  Kurita

GUESTS:  Roy Samaan, Sara Taylor, Anica McKesey, Justin Schreiber, Matt Kaczmarek, Linda Lam, Janet Chiang, Art Ambrosio, Kelly Wynn

Administering of the Oath of Office
-The Oath of Office was administered to the 2004-2005 Undergraduate Students Association Council Members by USAC Judicial Board Chief Justice Mark Belgen.

I. A. Call to Order
- Palma/Saracho called the meeting to order at 9:54pm.

B. Signing of the Attendance Sheet
- In Chen’s absence, Palma/Saracho passed the Attendance Sheet around.

II. Approval of the Agenda
- Lee moved and Martinez seconded to approve the Agenda.
- Palma/Saracho asked if there was any discussion. There being none, Council voted to approve the Agenda with 12 votes in favor, 0 against and 0 abstentions.

III. Approval of the Minutes
- There were no Minutes this week.

IV. Special Presentations
- There were no Special Presentations this week.

V. Appointments

Appointments Review Committee (ARC)
- Palma/Saracho said that Council would have to make several appointments soon. He said that he spoke with several members of Council about their interest in serving on the Appointments Review Committee. He said that Chan would serve as the chair of the committee due to his position as the Internal Vice President. He said that Chen would also serve as an Ex-Officio member of the ARC due to her position as Finance Committee Chairperson. He said that, when a new Finance Committee Chairperson is appointed, that person would take Chen’s place on the ARC. He said his recommendation for the remaining two members of the ARC were Vu and Wood because they both have experience in hiring people and with the interviewing process. He said that they also have indicated their availability to be present at all ARC meetings.
- Tseng moved and Villarin seconded to appoint John Vu and Jenny Wood to the Appointments Review Committee (ARC).
-Palma/Saracho asked if there was any discussion. There being none, Council voted to approve the motion with 12 votes in favor, 0 against and 0 abstentions.

-Palma/Saracho said that the deadline for applications for presidential appointments has been extended until Friday at 5:00pm. He said that he would like to have the Finance Committee Chairperson and the Budget Review Director appointed by next Tuesday.

VI. Fund Allocations

- **Summer Contingency**

- Palma/Saracho said that, because Chen was not present, this item would be considered at the next meeting.

- Wood moved and Martinez seconded to table the item on Summer Contingency until the next meeting.

- Palma/Saracho asked if there was any discussion. There being none, Council voted to approve the motion to table with 12 votes in favor, 0 against and 0 abstentions.

VII. Officer and Member Reports

- **President**

- Palma/Saracho said that he has a roster for Council Members to put their contact information on. He said that he would also like each Council member to put down their availability for a one-on-one meeting with him. He said that he would also like to meet with the Administrative Representatives.

- McLaren announced that Bobby Grace had completed his two-year term as USAC’s Alumni Representative, and is being replaced by Shintaro Kurita. She said that she would contact Mr. Kurita as soon as possible to notify him of the Installation Ceremony on June 5 and of Council’s schedule of meetings.

- **Internal Vice President**

- Chan said that there is a lot of work ahead for the ARC. He said that they need to find a time to meet, and said he would need to know the availability of each ARC members by next week.

- **External Vice President**

- Vu said that this weekend the United States Students Association would be meeting in Boulder, Colorado. He said that next week he would be attending the National Conference On Race and Ethnicity in American Higher Education (NCORE) in Miami Beach, Florida. He said that the USSA Congress for next year is being planned and will take place in Pittsburgh, Pennsylvania.

- **ASUCLA Representative – Pat McLaren**

- McLaren said she was passing around a memo for each Council member to sign so that their signatures will be on record with Student Government Accounting, Student Union Operations and the Center for Student Programming for such things as Key Request Forms, Requisitions, and other important documents.

VIII. Old Business

- There was no Old Business this week.

IX. New Business

- **Discussion of Plans for the June 5 Installation Ceremony**

- McLaren said that she was handing out an overview of the installation ceremony, and encouraged everyone to read through it so they would be familiar with the process when they arrived at the Grand Salon on June 5. She noted that the event is scheduled to begin at Noon, but asked Council Members to arrive early so that the ceremony could begin on time as a courtesy to their guests. She pointed out that family and friends of Council Members tend to arrive promptly at noon, if not earlier.
- Vu said that he and Kaczmarek would be at a conference that week and were not due back at the L. A. airport until 11:15am the morning of June 5. He asked if the event could start at 1:00pm.
- McLaren said that, when the time of the event had been discussed at last week’s meeting, there were two major reasons why the program had to begin at Noon. The first reason was that the Community Service Commission was holding their annual banquet that evening. She said that, in the past, when any of the USAC offices or commissions were holding a banquet on the night of the Installation Ceremony, Council always set the Installation program to begin at Noon. She said the second reason was that the outgoing President, Anica McKesey, was hosting a Birthday party for her Mother on June 5, and had to leave campus no later than 3:30 that afternoon.
- Palma/Saracho asked if it would be possible to shift the agenda so that the reception could be held first, and then have the Installation Ceremony afterwards.
- McLaren asked if Council would want to have the food first and then start the program at 1:00 pm. She said that the program works from the bottom of the Council members list up, which means that the outgoing President would be the last officer to introduce her successor.
- McKesey said that, because she would have to leave by 3:30pm, flipping the schedule would not work for her.
- Vu then said that he thought Noon would be fine. He said he thought that he and Kaczmarek would be able to make it on time.
- Tuttle said that this all cries out for a 12:15 pm compromise.
- Palma/Saracho suggested that they set the program to start at noon and then play it by ear from there.

Discussion of Date and Place for USAC Retreat
- Palma/Saracho asked the Council members to write down their summer plans and to note when they will be available for a retreat. He said that last year, the retreat was held in late July, but it can be held earlier if Council members are available.
- Tripathi asked if it would be over a weekend.
- Palma/Saracho said that it is usually from Friday to Sunday.

X. Announcements
- Gaulton said that he and Bhuiyan would be working on the Welcome Week plans. He said that the plans have expanded from last year. He said that they are planning to make it a fair-type of atmosphere with a lot of activities and a concert.

XI. Signing of the Attendance Sheet
- In Chen’s absence Palma/Saracho passed around the Attendance Sheet.

XII. Adjournment
- Tseng moved and Tripathi seconded to adjourn the meeting. There being no objection, the motion was approved and the meeting was adjourned at 10:17 pm.

XIII. Good and Welfare

Respectfully Submitted,

Stephen Araiza
USAC Minutes Taker