Formal Minutes

USG Senate Meeting
eHub
February 7th, 2016

President’s Report
President Aleksandra Czulak discusses her transition into her presidential term. She has recently met with the Committee on Campus Recreation where she discussed summer renovations and the possibility of more frequent Skate Nights. A goal for the semester’s Senate meeting is to bring in administrators, namely LGBT Center director Judy Jarvis. President Czulak also discussed changes being made to the USG office and the process of approving members that will occur in upcoming meetings.

Senate Presentation
President Aleksandra Czulak discusses how the Senate will operate this term and overall goals for the semester. Emphasis was put on always thinking into weeks far ahead and to call each other out respectfully when we can identify areas to improve for each other. President Czulak discusses how she has seen four different administrations and how every term is different. One of her goals is to have her emails be as concise as possible and she emphasize how she learned that students genuinely care and oftentimes respond to USG emails. Overall focus areas for the beginning of the semester is working on group dynamics, efficient communication, and revamping our website and IT committee.

Committee Updates
Each of the committee chairs gave short presentations on their goals and expectations for the semester. CCA Chair Michael Cox spoke about how he learned a lot from his first semester in the role this fall and he now wants new community events to be more of a priority and to set stricter deadlines. IT Chair Ben Parks spoke about his plan to completely revamp TigerApps and to reevaluate current apps to determine which ones need to be deleted. USLC Chair Jenny Zhang spoke about how she plans on balancing policy and social events in terms of student life and named the As I Am campaign as a specific idea that she wants to continue. U-Councilor Naimah Hakim explained the purpose of CPUC and mentioned that the first CPUC meeting of the semester will be February 15th at 4:30 pm and will be open to the whole student body. Academics Chair Shannon Osaka spoke extensively about calendar reform and her recent meetings with administrators to introduce a university-wide survey in early March to gauge student opinion on different potential calendars. Finally, Communications Director Katie Cion explained the role of the Communications Committee in making USG more transparent. She explained that for future projects, always give the Communications workers enough time to complete work.

Vice President’s Presentation
Vice President Jeremy Burton presented on the logistics of Senate meetings in more detail. He emphasized the importance of the attendance policy and the stricter ways it would be enforced this year. He explained the role of Executive Secretary Daniel Qian and stressed the importance of deadlines and effective communication. Project groups would be formed by the end of the
week and there will be 5 to 10 projects running at the beginning of the semester, where USG will be broken up into smaller groups.

**Project Brainstorming**
The Senate broke up into different groups to brainstorm project ideas and each group spoke about what they came up with. The brainstorming was based off of a survey sent out to the whole school about what students believe USG should be working on. Ideas that surfaced included a better introduction to upperclassmen dining options, pequod packet price reform, streamlining the process for signing up for CPS appointments, expanding the Passport to the Arts Program, and introducing more ways to get involved with community service, among others.

**Final Notes**
President Aleksandra Czulak and Vice President Jeremy Burton gave final points of information. A survey would be sent out to assign Senate members to projects and project leaders would be selected, with project leader training to begin the following week. Formal emails to administrators should be properly coordinated and conducted in a respectful manner; an administrator should not be emailed from multiple people about the same issue. For other ideas, Senate members can look into the Playbook, which is an active record of all the project USG has ever tried to implement. One of the last notes was the importance of taking care of yourself as an individual. If any member feels unable to complete their work because their schedule is too busy or they have too much on their plate, always feel free to speak up. There are many support networks including CPS, friends, family, and other USG members.
Informal Minutes

USG Senate Meeting
eHub
February 7th, 2016

Call to Order
• 12:36 by Jeremy Burton

President’s Report
• Committee Applications due Tuesday
• First Day Free Bagels Event was a success, special recognition to Andrew Ma, Ruby Guo, and Hunter Dong
• Changes made to the office
  o New printer
  o Office will be open to all students
  o No more Friday and Saturday nights
• Aleks wants her USG emails to be short and concise
• Committee on Campus Recreation will be changing the pools and locker rooms, there will be summer construction and renovations
• ODUS wants to have more frequent Skate Nights, will depend on rink availability
• Bathroom locks decision to be released later this month
• Honor Committee new member approval will happen at the next meeting
• Ethan Marcus: How will we ensure that people stick with USG for the whole year?
  Because in the past, people used to drop
  o Aleksandra Czulak: Voting members did drop which was concerning, I did wish there was a smoother transition for voting member introduction after midterms
  o Jeremy Burton: We emphasized the time commitment during the interview and made sure to ask what other commitments each person had
• All members approved (!)
• Meetings will be at 4 pm on Sundays
• Standing and ad hoc committee members still need to be approved, which will be a bit of a longer process, but we want to set goals for all the committees
• Want to invite Judy Jarvis, new director of the LGBT center, are there any other administrators we want to invite?
• Miranda Rosen: request for an administrator to talk about the Wilson legacy
• Jeremy Burton: request to bring someone in from the Projects Board
• Naimah Hakim: interested in someone from the General Education task force to come in

Aleks’s Presentation
• Experience: everyone comes from very different backgrounds, opportunity for all of us to grow, lost for freshman senator is fine, experience as Exec Sec, VP under ella, has seen four administrations
• Can improve upon each year, Aleks has seen many different parts of the senate, very excited to be changing a few things, how we’re working and structuring our meetings, have a timeline for the semester, time is short, by the end of this next week people will know projects for the semester so we need to hit the ground running
• Great opportunity to meet new people, get to work with new people (Shannon shoutout), as USG members it is important to venture out and meet people from different groups, get to know a lot of information, get to share valuable information to all students, students ask you questions, aleks surprised that people respond to USG emails, students are mindful, people to respond to surveys, people do care, so we are in a position to learn more about the university
• USG working with committees, Jeremy with senate projects, filtering through and see what needs to happen
• Didn’t realize how much outreach the prince had until she started sending out school-wide emails, we have a good working relationship with the Prince, we have a good image of ourselves, we have a consistent prince reporter, Katie just interviewed ella for the end of the year term, good to have her because she understands senate
• Emails want to be shorter and concise, emails are as fruitful as possible, strategic about what we put in, reason why we always put movie stuff at the end of emails, emails on T and Th (possibly reevaluate), call her out if she has more than 5 points, trying to say yes less than ella did
• Ela and aleks went into admin meetings with packets, they followed up on it, aleks might bring in a few committee chairs to meetings as needed, weekly updates are necessary
• Dean Dunne will be important, good sounding board
• Encouraged to attend at least one CPUC meeting to see how things work
• A lot of projects we’re working are personal projects but updates are important, aleks meet with VP Calhoun every two weeks, aleks needs to be in the know to make us look good, everyone needs to be sending everything in on time and we need to be updating the website more
• Harvard stole our template!!
• We need to update the website
• Weekly president’s report in senate packet, call aleks out on anything she needs to improve upon, will benefit everyone, see something that isn’t right/can be improved upon let’s be efficient and fix things, will try to include details on who is who that she’s meeting with
• Usg has been relatively the same over the past few years, presidents change a few things, we’re not stagnate, we’re very flexible, every week is an opportunity to change things up, great way to start new projects, incorporate new ideas from new committee members
• Constructively analyze the projects we’re working on, everyone is held accountable to the whole senate so we can give good feedback, senior members can share their experiences, make sure we’re all on track
• 34 senate members, doesn’t include committees, lot of people that work on USG, we want to share as much info as possible, 5000 undergraduates
• reflection: push aleks with her projects and initiatives, everyone should take this seriously, ella and aleks always reflected weekly to see how they could improve, that’s a goal, I wish I could still have more time so I could do this even better, new day means
new efficient and better way, you need to want to change things, how can we make USG more collaborative and innovative and conducive to communication

- revamping the role of the VP, wasn’t an opportunity for change << not good, we should always be looking for new ways to do things, demographic of the university is changing, USG needs to be cognizant, we need to represent the students, get different perspectives when working in committees and selecting members
  - Hunter: what roles have engineers? The role dictates who we have in it, like IT
- Clear as possible distinction between class gov and senate, a lot of class gov election ideas were senate ideas, work with Katie, we need to invest in this information and make sure people understand what we do
- Good community, study breaks were a good idea, USG was great for making friends, wants to get to know as many people as possible, taking some time, talk strategically of where to place study breaks, task forces that are student-run, how student groups work, programming that student group leaders can have based on the resources the university offers, lot of great opportunities to learn on campus and we should take advantage of that, you engage with lots of students and administrators on the job, lots of collaboration opportunities between student groups and departments, best year for IT yet (sustainable !!!!)
- Whats our why?? Communication > feedback > results. There is interest in USG, just based off of applications, students are out there are interested and care, be mindful of that when working on projects, we want to take as much out of this as we can
- “To lead is to serve”, easy to say, but hard to implement
- we get to work on projects that students would love to work on, but don’t get to, we need to engage issues as a community, emphasis on a strong team
- take advantage of all the time we have together, what do you want to leave? For the semester? For the year? The long-term is important to consider

New initiatives:

- few presentations in the next few weeks about this
- timeline – student events app calendar, OIT worked with USG, supposed to launch this fall, it didn’t go through (phishing, hacks), but now we get to pilot it, loop it into path to princeton and see what other people think of it
- reflections will be built into a few meetings, coordinate which administrators should come to meets, stop trying to look about it from week to week, constructive criticism towards everyone, towards the projects and committees, everyone should be held accountable by each other, foster a creative space but also to call each other out in a positive way because the end goal is for the organization’s and school’s improvement
- integration of committees into senate, they have been doing their own thing in past years while holding the USG name, we need to rectify that and integrate them more
- task forces: for example with Sexual Misconduct, how can we do a university-wide effort and talk about these issues? So many groups do things related to it and we should consolidate them to strengthen them, other task forces include mental health and student groups, if there are others, let Aleks know
- group dynamics could be improved, come to study breaks, project leaders should know how to foster good group dynamics, improve the culture of USG, want to work together and come together and come to meetings
physical changes: in the office, there are now two huge desks, office will look better, USG office has seemed exclusive in the past because only USG members have access to it, office hasn’t been changed since 2004, we want it to be more collaborative and so now there is going to be a student lounge, open for everyone, opportunity for us to engage with students, Aleks wants whiteboard paint, encourage people to come to the office more, we’re trying to not use that much money, office will be open throughout the day, student lounge will open/close with frist, communications are going to recamp the office and make sure decorations are updated

• trying to be more strategic with the meetings, consider agenda setting multiple weeks in advance
• work on how we are perceived in the eyes of students and administrators, Jeremy is going to work more on senate projects
• why do you do the things that you do? How do you think strategically with your organization? Ray Dolio? We need to identify goals and find problems, how do we solve issues, how do we talk to target groups? How can we make sure it’s done in the short term and how do we prepare and make sure it is done in the long term with future senate groups?

Jeremy: How things are going to work?

• Doing a lot of internal stuff
• Wants to emphasize the culture of USG, get to know each other, but that shouldn’t be the only way we get to know each other, Jeremy knows a lot of us outside of USG, contributes to how he works with us inside USG, get to know the people in the room, so much more to the people here other than their USG positions
  o Naimah: first week of UCouncilor, Jacob took her out to lunch at Whitman, such a nice gesture, taking it upon yourself to get to know makes a world of a difference, great friendship building
• USG is broken up into class government and senate, lots of adhoc committees that play a role in what USG does, trying to integrate them more so they seem less separate from us, they aren’t at all of the meetings
• President roles: administrative meetings, Jeremy will be at some of them, committees under aleks, task forces and school wide communication
• VP is running internal management, runs projects, a lot stricter with timelines, email responses, setting deadlines, efficiency, we’re all super busy, but last semester the energy was kind of lost over the course of the year, but senate meetings are only an hour once a week and since we are representatives, we have to come in and be present, Sundays @ 4
• Meetings have become shorter, leadership structure has been pushing for efficiency, timeline that has been set is stuck to << goal, computers and cellphones should be off during meetings, keeping a notebook shows that you are present, mindful of each other’s time
• We want everyone to be more accountable and cohesive, talk to each other and communicate, emails (standard 24 hours to respond), Facebook following, we can use that, changing cover photos and profile pictures, little small things shows solidarity and gets numbers out, support each other and ask about how everyone is doing, genuine, don’t skip over normal courtesies
• Feedback and criticism, reciprocal relationship
• Expectations, aleks already went over, but emphasis on expectations should be had on an individual basis

Michael: CCA
• First semester in Fall 15, pretty disappointed with his performance because he didn’t realize how hard it would be to revamp the committee, expectations higher for himself, has a better idea of how the job should be done now, has a good committee now, advice to all committee chairs is that when new projects come in, there isn’t an expectation from the student body for anything new so it’s easy to slump, he wants to get newer things to be more of a priority, set stricter deadlines
• Jeremy: follow up, as senate members, you don’t have to stick in just one role, you can always ask committees or projects if they need your help, we can always reach out and help them out even if we’re not in those committees

Ben: IT
• Fixing up Tiger Apps, almost exclusively
• Quick scan, only two are working for certain as apps, is the USG movie rental thing real?
  o Aleks: we don’t update it, athletes come to USG to rent the movies often, but they don’t use the app, really old movies, go to the office, the fact that athletes know about it incredible lol
• Reevaluation of current apps and determine which ones to keep and which ones to delete, how to improve our current hosting solution so that it can allow contributions from students, COS 333, cos majors, 50 independent projects coming out from this class and some of them are student related, we should tap into those apps that we can support in the long run and keep running, good flow of high-quality of student applications that we can take advantage of, share ownership and balance with student apps
  o Aleks: grateful for Ben and Max to apply, shoutout to Shannon to push them, excited that juniors are taking on this role and make USG apps sustainable for the future
  o Ethan: which apps work?
  o Tigertrade (all grad students) (easier than free and for sale, grad students don’t have access to that fb page), pounce are working
  o Pooja: what’s pounce?
  o When classes are full, it will send you an email notification when spots open up

Rachel: Social
• Unifying four branches of social committee, by organizing different events that appeal to different groups, student art exhibition, concerts, lawn parties

Jenny: USLC
• Regular member in the fall
• Focused more on events rather than policy
• Wants to have a more balanced policy
• Social inclusion, race and diversity and LGBTQ and low income inclusion, pursue different projects within these four five areas
• Different photo campaigns because those are very effective, especially on social media, last year we had Dear World, people were very passionate about that, something visual and touching is good to raise awareness of certain issues on campus
• As I Am, body image, plan to continue that, variety of topics such as meal exchange focusing on pairing up underclassmen with random upperclassmen,
Naimah: UCouncil
- CPUC governing body that joins together faculty staff grad students undergrads, pres, provost, UCouncilors are student liaisons to the group, are there during exec committee to set the agenda for it, open meetings for the entire student body 4:30 pm on February 2/15 first open CPUC meeting, if you ever have something that you think should be voiced there, let them know

Shannon: Academics
- Aleks loves Shannon, one of the first academic chairs to have experience being on the committee
- Ran for the specific purpose of changing the calendar, moving extraordinarily fast, going to have a lot of conversation about it in the last few weeks
- Princeton’s calendar is radically different from everyone else, distinguished by a shorter teaching period, long reading/final period, relatively late start and end, and finals after winter break, things on the table that can be discussed or thought about when approaching the calendar
- Number 1 thing is that finals are after winter break
- Harvard was the last peer institution to move their finals, calendar is set by the president, the president said lets move it, it is moved
- Calendar at Princeton is set by faculty, but the faculty has to convene and vote, this is a huge deal, this was last attempted in 07-08, massive failure on all counts by admin, USG, everyone, there were so many alternate calendars, some of which weren’t even accredited/possible
- We have a really supportive dean, Dolan, extremely dedicated to reevaluating our academic calendar, Ramei and Shannon have been working closely on this in Fall 15 with Dolan, on March 1, there will be a survey, sent out to faculty, grads, undergrads, starting point
- Start in the last week of august, keep fall break (not considering getting rid of it), keep thanksgiving, reading period after thanksgiving, three week winter, keep intercession
- Faculty really use January for their own projects, so many of them would not like that, two week intercession period that cuts one week from summer but this does possibly give us a five week break and a two week period where we would be on campus doing other activities, starting point
- It has since moved a lot past that
- Survey will be finalized this week, otherwise Marsh will not let it out on March 1, the further we are from winter break to worse results will be, can’t conflict with we speak in april
- Questions for calendar satisfaction, questions being developed, then the survey goes into a section on calendar tradeoffs, dead in the water if one group doesn’t like it
- Finals before winter break? Would you prefer to have your JP due after winter break if finals were due before winter break? Willing to have earlier start? Willing to sacrifice week of summer for longer intercession? Keep intercession? Longer teaching period and shorter reading/finals period? Arrangement of teaching vs reading/finals period changes
  - Cailin: is the rationale behind the two week intersession
  - Shannon: not enough time to be put in for curricular opportunities, it could be some sort of extended intercession period, performing arts groups, this would be
optional, if finals were before winter break, break would be 3 weeks followed by 1 or 2 intercession

- Andrew: shorter finals or shorter reading
- Shannon: who knows? Polly has been working on this as well, if you shorten finals period by even two days, we have to remove the rule that you can’t take finals in one day, are students willing to give that up? Would you be willing to have that? Either reading period is going to shortened dramatically or both are going to be shortened a little
- Jacob: does that happen?
- Shannon: yes, but you can request a change in your finals schedule
- Ethan: will that be clear? If teaching period is extended, reading period will be shorter.
- Shannon: we are aiming to make it very clear, Ramie and her made it clear that students would not like it, will include visuals
- Ethan: political ramifications? What comes from there?
- Shannon: hard to take the temp of what is going to show? Previous surveys have low response rate, so who knows what is going to happen, faculty are going to surveyed as well, strong undergraduate consensus if that is reached, then we can lobby professors, professors think that this is unrealistic, this is moving so quickly and that is important to recognize, everyone needs to be a part of this, project for publicity and communications, faculty that are involved in campus affairs generally think this is bad but can we get a consensus on a different calendar
- Hunter: aren’t calendars finalized through 2019? Would this come in after that?
- Shannon: there is precedent, it has to happen at some point, there will be a difficult transition, wherever it starts will have a shortened summer so that year will have the worst transition
- Jacob: to what extent do you know of Harvard’s transition
- Shannon: ODOC is very behind this project, Dolan Colagueiri, now is the time, given that, if the administrators agree that we can make these adjustments then the faculty will be on board, meeting with university stakeholders who she has met with, fitting FSI and athletics, anticipating things that people are going to bring up is super important
- Hunter: super worthwhile, do you plan on working on other things? What are other projects?
- Shannon: two major goals for this semester are this and a post grade deflation report, in the fall it would be more reasonable to look into freshman and soph advising, delegate to committee members
- Michael: what context will these surveys be asked in
- Shannon: mental health will be included in the survey, socioeconomic background, if students are able to travel home and stuff like that

Katie: Communications Committee
- Contact when they need something from them
- Access to social media, help with graphics for projects, can do videos, will send out an information seat
- Always cc Katie so she can keep up with what is going on
• Specific guideline for graphics, give two weeks in advance, email both chief designers, so they can keep up with the work, use discretion, give people enough time to complete the project in time, communications cheat sheet will be sent out

• General goal of comms is to make usg more transparent, people don’t understand a lot of what we do and people don’t know who is in the senate, so we want to fix that, videos being filmed, member profiles, if a member reaches out to you, respond as promptly as possible, this is a big initiative to make people more known, if you have ideas like fb pages or videos, feel free to voice them and reach out, want to collaborate as much as possible
  o Jenny: is facebook in reference to the usg page
  o Katie: yes, we want to develop it, get more viewership, if we have events always do it through the usg page instead of personal accounts, our visibility is high, usg members can share those on personal pages

AdHoc
• Will be hearing them from next week

Attendance
• Names are wrong on the attendance guidelines in the packet
• Email 24 hours in advance to Dan, cc Aleks and Jeremy, secure sub, can’t miss two meetings in a row or have four consecutive subs, those are the guidelines but you also shouldn’t be missing meetings regularly, put up for attendance review

• No one has used attendance review in a couple of years, with the sec vp and p, if there is a member doesn’t show up to their internal meetings and overall senate meetings, then there will be a review in front of the senate and there is a chance you could be taken off the senate by vote

• Speak up and voice your needs, we aren’t super strict about who you ask for a sub, it’s nice if it’s someone in USG some other way, but there should be someone there in your place < best scenario

• Communications is going to come in regularly at the beginning of the year, but they could potentially be used as subs, we want to find a balance of how often they should be coming to meetings

Executive Secretary
• Working with a large group of people
• Extremely difficult job in terms of compiling everything in on time, so deadlines are super important

• Be committed and accountable, reach out and tell Dan that you can’t get something in on time and let him know when you will be able to get it and tell relevant people, submitting things on time is important

Projects
• Quite a few are academics related so some things will fall under committee purview
• Between 5 and 10 for projects, break up into groups, all the senators will work together, communications, ucouncilors can break up or work together as one, and chairs together, break up for 25 minutes and come back and report ideas from project brainstorming

3:18 breaks for projects, return at 3:45

UCouncilors
• Pequod, lots of complaints on prices, follow up with that
• Dallas and Chris, path behind colonial is difficult to traverse, should be paved
• Grocery store on campus, Dallas, discussion around independents,
• NJ transit, Ethan, prices for tickets have gone up, maybe revisit compensation on tickets
• Jacob, under and upper thesis fairy event
• Gender neutral bathrooms revisited
• Two issues to be explored as infographics to be circulated, paw points what are they where can you use them how do you fill an account, 24 hour study spaces and where to find them

Senators
• Having alternative social scenes, work with res colleges to achieve that, question on campus of having more recreational games and things like ping pong tables
• Dining, using prox at other locations, we have considered that but never fully pursued
• Different questions on housing and affordability
• Questions for mental health initiative board, just like how we had a pdf policy, now we could have senate work with mental health board for cps access
• Expanding passport to the arts, breaking down the boundary between student events and the passport, maybe expand number
• Community service projects and partnering with res cols, give students an outlet for volunteer work, having a dedicated space for an hour nap between classes, an area to sleep so students don’t have to go back to their dorms

Committee Chairs
• Discussed coming deadlines for committees and approving members next week
• Seeing if anything would fit under any of the committee projects
• Hunter, potentially raising the student activities fee, lawn parties, one amazing act in the spring and djs in the fall instead of two meh acts so we can make spring better

Communications Project Group
• Figuring out a way to access food, know about meal options especially as an underclassman, matching under and upper classmen with various meal options so that information is readily available

Jackson:
• Reviewing the PPP and Diversity and Equality Committee, start of an eating club project

Cheng:
• Last term was phenomenal
• Student fee task force
• Eating club accessibility

How projects are going to be run, project management:
• Next week, project leader training
• Attendance document for different meetings, project updates more regularly in the packet, send to Jeremy and share with Dan, figure out how to make it better on the website
• There will be 3 meetings (more than this in reality) and reports on extensive work from the project leaders and see what support the rest of the senate can offer
• Timeline, deadlines are extremely important, first meeting will set timelines for projects
• Make sure you highlight who you are in an email to an administrator, feel free to send to P or VP to proofread, open communication and let someone know before you reach out to
an administrator and see if you can be looped into a preexisting email instead of starting from scratch
• Senate listserv updated
• USG loop, for everyone who is not in USG but wants info on USG meeting
• Dan will send out handout to put things on the agenda on Wed, changes to the agenda send to Dan, Aleks, and Jeremy
• Fund requests submitted to Dan by Fridays at 11:59, if it’s over 1000$, let Aleks know
• Look into playbook, lots of good ideas that have been submitted, Jeremy will be cleaning it up and putting more information on there, hopefully the calendar will be something we can all use
  o Playbook is essentially a living record of everything USG has done
  o Shannon: should we be using the calendar for putting personal meetings with administrators
  o Jeremy: Yes, especially for project meetings, add the location, just to know when and where people are meeting, holds us more accountable, if you are meeting with an administrator, put it up

You.
• Take care of yourself before taking care of others in order to take care of others
• Take care of your mental health
• If you’re being asked to do something and you’re being stressed out to the point where you can not do it, let someone know, communication is key, resources are always there, you have CPS and PHA and each other and your friends
• Let us know beforehand sooner rather than later if you have schoolwork to catch up on or are really sick or need time off
• Important slide, everyone is super busy and very involved, be mindful that if you can’t fulfill a deadline, let people know as soon as you can, people are very flexible, we try to plan out as much as we can so that if something happens, it gets mitigated against
• Project leaders and committee chairs should delegate, they should not be doing everything

Questions
• Jenny’s question, Hunter will be setting a budget, whole budget will be approved at senate next week, different committees have a certain amount, they can assume they have the money but they need to tell someone, won’t ever be strapped for cash, anything over that set budget will require a formal fund request to be submitted
• Lavinia: how are project leaders selected?
  o Jeremy will be sending that information out on who wants to be in charge of what