AGENDA
UNDERGRADUATE STUDENTS ASSOCIATION COUNCIL
June 04, 2024
7 PM PST
Zoom: https://ucla.zoom.us/j/98686577744?pwd=Zm5TeGNIVG5PcTMxQ3MzckN1Z01XZz09
Password: 245694

I. Call to Order
- Adam calls the meeting to order at 7:09pm.

A. Signing of the Attendance Sheet
- Signed via Google Docs

II. Approval of Agenda*
- Strike AAC Travel Mini Grant Allocations
- Strike ASRF Allocations
- Strike TGIF
- Strike USA/BOD Allocations
- Strike Bruin Advocacy Grant Allocations
- Strike Grassroots Organizers for Working Students Grant Allocations
- Strike SWC Programming Fund Allocations
- Strike SOLE Office Training presentation
- Strike ARC Allocations

- Add EVP bylaw change
- Add bylaw change for SWC guidelines
- Add discussion on summer meeting plans

- Alicia moves to approve the agenda as amended, Robby seconds.
- By vote of 14-0-0, the motion passes and the agenda is approved as amended.

III. Approval of the Minutes*
- Josh moves to approve the 5/28/24 minutes draft, Alicia seconds.
- By vote of 14-0-0, the motion passes and the 5/28/24 minutes are approved.

- Josh moves to approve the 4/30/24 minutes draft, Alicia seconds.
- By vote of 14-0-0, the motion passes and the 4/30/24 minutes are approved.

- Josh moves to approve the 5/14/24 minutes draft, Alicia seconds.
- By vote of 14-0-0, the motion passes and the 5/14/24 minutes are approved.

- Josh moves to approve the 5/7/24 minutes draft, Alicia seconds.
- By vote of 14-0-0, the motion passes and the 5/7/24 minutes are approved.

IV. Public Comment
- Geo: “Yes, hi can you guys hear me? Hi everyone, so I’m the chairman of the office space allocation committee, uh, which is also known as OSAC, and I oversee the allocation and reallocation of office spaces within Kerckhoff Hall. Um, so as you guys are the new board and settling in, I just wanted to highlight a few key points to just know, um, for the end of the school year, um, and into the summer. Um, so just awareness of my role, which is just, um, knowing that...
I am here for office spaces in Kerckhoff and also notice of the ongoing renovations and communication with the organizations in Kerckhoff. Um, this summer we are going to really focus on getting offices up to fire code standards and just safety standards for students. So, um, as a result many organizations are going to have to transition out of their offices for this summer. Um, and so I just want the board to be advised of that because, um, while many organizations are willing to do this, there are also organizations that are unwilling, um, and so as like the OSAC chairman, I would really appreciate just, uh, the boards support in this process, um, when and if I need it. Um, and yeah so, I appreciate your guys’ attention to these matters, and I will be forwarding a transition document as well after this, and I look forward to collaborating with all of you guys. Thank you.”

- Public comment is closed at 7:15pm.

V. Funding

A. Capital Contingency*
   - Requested: $1,295.73
   - Recommended: $3,095 for USAC entity related organizations
   - Javier moves to approve $3,095 for USAC entity related organizations
   - By vote of 14-0-0, the motion passes and the recommended $3,095 is allocated to USAC entity related organizations

B. Contingency Programming*
   - Requested: $1,122
   - Recommended: $1,092 for for two non-USAC related events
   - Nico moves to approve $1,092 for two non-USAC related events, Josh seconds
   - By vote of 14-0-0, the motion passes and the recommended $1,092 is allocated for two non-USAC related events

C. SFS Allocations#
   - Requested: $1,500
   - Recommended: $1,500 for one non USAC entity that resubmitted documentation after previously applying.
   - No opposition, passes as a consent item

D. SWC Programming Fund Allocations#

E. Brain Advocacy Grant Allocations#

F. Grassroots Organizers for Working Students Grant Allocations#

G. ASRF Allocations#

H. AAC Travel Mini Grant Allocations#

I. ARC Allocations#

J. TGIF

K. USA/BOD Allocations*

VI. Special Presentation

- A. CALPIRG Year in Review
   - Mission Statement:
   - CALPIRG Students’ mission is to train student leaders to act on problems that affect the lives of all Californians and to promote solutions. We do this by combining the energy of students with the expertise of professional staff including advocates and organizers who work both on and off campus to advocate for the public.

   - Statewide Organization:
   - We have chapters at 8 UCs as well as at other state universities in a number of other states
   - Student board of directors (36 elected student members) (Votes of budget + statewide lead campaign + approves new campaigns)
   - Statewide Executive Committee (6 students elected from the Board of Directors) (Drives statewide priorities)
- **CALPIRG at UCLA**
  - 200 volunteers
  - 30 interns
  - 13k educated through class presentations
  - 17k on email list

- **Campaigns**
  - **100% Clean Energy**
  - Problem: Climate change and fossil fuels
  - Solution: Move away from fossil fuel by adopting renewable energy sources
  - Goal: UCLA at 100% renewable energy by 2035!!
  - Progress: Grassroots support like 2200 signatures, joined UCLA decarbonization taskforce, key meetings

- **Beyond Plastics:**
  - **New Voters Project:**
    - Project: Youth do not show out to the polls at the same rate as older generations
    - Solution: Increase voting visibility and voter registrations through peer to peer organizing on campus
    - Goal: 80% of you voters actually vote in 2024
    - So far: reached 37,000 students at the UCs, registered 200+ at UCLA

- **Hunger and Homelessness:**
  - Problem: Food and house insecurity is a very difficult topic to address within our community especially when it impacts students. This is a problem because without working to address the issue or support others who are fighting against it, the people who are in need will have no other resources to obtain
  - Solution: having a better food distribution system as well as making housing more affordable
  - Goal for Spring: 150 service hours, fundraise about $500

- **Organizational Highlights:**
  - Pledge Drive
  - CALPIRG Students is funded through a voluntary, opt-in fee of $10 per quarter (signed up 220 new dues paying members this Year!) (Built grassroots support for our Beyond Plastics and 100% Clean Energy Campaigns)

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**B. SOLE Office Training**

**C. Increasing Transfer Involvement in USAC**  

- **Transfer Population Stats:**
  - Total Transfer Population: 7,700+ *(23.9% of the undergraduate population)*
  - 43% of transfers (domestic) are first-generation college students
  - 34% of entering transfers are from underrepresented backgrounds
  - 72% of the transfer class receive financial aid (2021)
  - 30 countries represented

- **Transfer Deadlines for Admission:**
  - Decisions Come out between March and May (Typically Mid-April)
  - Deadline for admitted transfer students to submit Statement of Intent to Register (SIR) is June 1st.
  - (Waitlist begins following this).

- **The Transfer USAC Experience-Testimonies:**
  - **Alexandra’s Testimony (FAC):**
    - “In my experience, many incoming transfer students are solely focused on passing their classes and graduating community college during the starting period of USAC hiring. I was lucky enough to know for sure that I wanted to join USAC and began looking for positions in early June, when there was still Project Director positions open in FAC.”
- **Mona’s Testimony (TSR):**
  - “I didn’t commit to UCLA until the very last day, June 1st. So I couldn’t apply to any opportunities, especially those in USAC, until I knew for certain I was coming to UCLA. I was only able to apply to Office of IVP because they extended their deadlines, which I found out about due to the reposts on transfer oriented account Instagram stories. My time as a director in IVP office was crucial for setting me up for success to return for USAC, and my current ability to advocate for transfer opportunities on campus.”

- **The Ask to Council Members:**
  - (1) Ensure incoming transfers have an opportunity to apply
  - Director Applications that close before June 1st are inaccessible to incoming transfers.
  - Some Strategies: extending director apps past June 1st or re-opening them, leaving positions open for hiring in late summer/early fall
  - (2) Acknowledge Pre-UCLA experience and qualifications
  - While incoming transfers are coming in without USAC experience, they still have valuable experiences at the community college level, whether that’s in student government, student organizations, or other ventures.

- **Why It Matters**
  - USAC is meant to represent every UCLA undergraduate student.
  - Transfers have less time to engage with USAC compared to First-Year admits → less time, prioritize access to leadership opportunities In USAC
  - Transfers experience is varied, incoming transfers have the ability to give valuable input with a fresh eye that’s backed by their unique experiences and leadership backgrounds

- **Acknowledgement:**
  - A lot of offices, particularly commissioners, need to hire quickly so that they can get started on their projects or continue long-term projects
  - *What this means?*
  - Ensuring long term access in upcoming years through various strategies (direct line to CCs, collab with admissions/other welcome orgs) ahead of director apps/time, which would fall into TSR’s goals to ensure this set up for next year and following years

- **Conclusion**
  - Increasing access is a long term goal
  - More immediate strategies that council can take to be open to incoming transfers in director and leadership roles in their offices would help increase access as TSR works to implement long-term strategies
  - Thank you for consideration on some immediate areas that can be addressed
  - Always open to discussion regarding strategies, concerns, criticisms, and other points!

### VII. Appointments

**A. ASUCLA Board of Directors***

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayesha Mizra</td>
<td>Alternate Voting Member</td>
</tr>
<tr>
<td>Evan Sang</td>
<td>Full Voting Member</td>
</tr>
</tbody>
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- Josh moves to appoint Ayesha Mizra to the ASUCLA Board of Directors as an Alternate Voting Member, Javier seconds.
- By a vote of 13-0-1, the motion passes and Ayesha Mizra is appointed to the ASUCLA Board of Directors as an Alternate Voting Member for the 2024-2026 term.

- Alicia moves to appoint Evan Sang to the ASUCLA Board of Directors as a Full Voting Member, Carolyn seconds.
- By a vote of 14-0-0, the motion passes and Evan Sang is appointed to the ASUCLA Board of Directors as a Full Voting Member for the 2024-2026 term.

### VIII. Officer Reports
A. President

- Meeting with LA Times Reporter Hannah Fry:
  - Met with Hannah Fry to discuss the campus climate and student body opinions over the past few weeks. The conversation focused on recent events, student sentiments, and the overall atmosphere at UCLA.

- Second Meeting with USAC Advisors:
  - Met with USAC advisors for the second time to discuss the South Bay retreat. Key points included the itinerary, planning details, accommodations, and food arrangements. We also planned a session to be led by USAC executive officers.

- Attended Al Shifa Society Talk:
  - Participated in a talk hosted by the Al Shifa Society, engaging with the community and learning about their initiatives.

- Tabling at Bruin Plaza:
  - Tabled for appointments at Bruin Plaza alongside other council members to engage with students and discuss upcoming initiatives.

- Reviewed ARC Interview Notes:
  - Reviewed interview notes from the ARC and moved forward with two final candidates for interviews scheduled for today.

- Reviewed Appointment Applications:
  - Reviewed additional appointment applications, took detailed notes, and advanced selected candidates to the ARC for further consideration.

- Semi-Weekly Admin Check-In:
  - Held our semi-weekly admin check-in on Tuesday. Attendees included:
    - Rick Braziel, AVC of Campus Safety
    - Jasmine JS Rush, Dean of Students
    - Noor Nakhaei, Graduate Student President
    - KC Bui, Monroe Gordon, VC of Student Affairs
    - Naomi, Adam, Eva, Sonya (Graduate EVP)
  - Key discussion points:
    - Academic leniency and the campus safety model.
    - Questions about the new campus safety model, its goals, and its implementation.
    - Concerns about student safety and the profiling of Black and Muslim students.
    - Discussion on handling encampments and the tiered response protocol.
    - Addressing harassment of students participating in protests.
    - Ensuring proper training for security officers and oversight mechanisms.
    - Upcoming changes with a new Chancellor and ongoing evaluations.

- South Bay Retreat:
  - Attended the South Bay retreat, which was highly beneficial. Expressed gratitude to everyone who contributed to its success.

- Call with Graduate Student Association President:
  - Had a call with Noor, the Graduate Student Association President, to discuss collaborative efforts between USAC and GSA for the upcoming year.

- Meeting with Academic Senate:
  - Discussed plans for collaborating with the Academic Senate and organizing meetings this upcoming week to address ongoing and future initiatives, especially related to academic leniency

- Upcoming Meeting with Chancellor Gene Block:
  - Preparing for a meeting with Chancellor Gene Block, reaching out to various campus partners to gather input and opinions beforehand.

- Meeting with LinkedIn Director:
  - Met with a LinkedIn director alongside Chris Espino to discuss a potential partnership to benefit UCLA students.

- Second Interview with LA Times:
- Conducted a second interview with the LA Times about student expectations for the upcoming Chancellor.
- Attended SWC Open House:
  - Passed by the SWC open house to engage with the community and learn about their offerings
- Drafting Email to Student Body:
  - Working on an email to be sent to the entire student body, which will include office updates, application information, and other important announcements.
- Meeting with VC Monroe Gordon:
  - Scheduled to meet with VC Monroe Gordon for lunch this Thursday to discuss ongoing initiatives and future plans.
- Launching Office Applications:
  - Preparing to launch office applications this Friday to fill various positions within the organization.

B. **Internal Vice President**
   Greenland

- Had three interviews this week for appointments, two moved on for the ASUCLA Board of Directors position
- Worked on establishing a system for interviews with ARC
  - Worked on interview templates, an interview format with ARC, and email templates for applicants,
    we’ll be working to establish a summer schedule soon
- Organized the agenda for and attended the CRC meeting to move a couple bylaw changes along
- Appointments advertising
  - Attended appointments tabling, reached out to the mother orgs, and various resource centers to advertise appointment openings
  - Also sent an office hours link to meet with these orgs to discuss ways I can help with their initiatives
- Please review your appointment applications!
- Funds have finally been received for the HRF, funds should be allocated this week
- Our office is wrapping up its year with an end of the year social
- Our general events team has their final event of the year, it’ll be a boba bar and free muffins, this friday on Bruin Walk from 10 am to 2 pm
- Setting up a meeting with my SOLE advisor to go over plans for the year and address accessibility issues with the student org funding page on MyUCLA, will be reaching out to council members this week to update funding, will try and get a graphic out for that
- Conducting first round of interviews for my office this week, also reaching out to academic departments and previous office members about coming back

C. **External Vice President**
   Nuñez-Verdugo

- EVP Staff Applications are out NOW and close 06/18 ⇒ bit.ly/evpapp2024
  - Includes links to platforms and staff descriptions
  - Working with TSR Mona and the Transfer Center to share these applications
  - Office Hours to be held over the next 3 weeks for access!
- **PSE monroe meeting notes**
  - Met with AVC of Campus Safety Rick Braziel to learn more about his campus safety model and meeting with students that are advocating for cops off campus
  - Admin’s plans for moving forward with the UAW strike
  - Working to continue efforts to meet with Academic Senate to discuss academic leniency and student involvement in the space #stoppdogings
- Continuing to work with SJP organizers on supporting students in their meetings with Student Conduct; emphasis on supporting folks who will be graduating
- Conducting outreach to the MOs and the Bruin Resource Center on how EVP can start working on Summer initiatives to support underrepresented student programs
- Finished in-district meetings with local and state representatives on opposing SB 1287 (a reactionary bill which would limit the free speech of student protesters and affiliates) and supporting student amnesty
- Attended the USAC Leadership Academy Training this past weekend with Council, forming notes on future collaborations with Council
- Met with the outgoing AAC Director of Access & Equity to discuss ongoing education initiatives related to course marking, affordability, and transparency on the cost of educational materials
- End of the Year Picnic on Kuruvungna Steps tomorrow :) yippee
- Updating EVPs by-laws to include our new Access & Retention Committee, Black Student Affairs Team, and
Mother Organization Liaisons

D. General Representative 1

- Continuing “Free Masks” initiative with other Gen Reps
  - Sharing with SJP and Student Labor Advocacy Project and other orgs who promote safety/accessibility at actions
  - GR Offices will be continued to provide free masks near elevator of Kerk 313
- Cleaned GR Office with other Gen Reps
- ARC Interviews for BOD
- Invited to attend the Afro-Latinx Connections’ “Utopia Negra” Afro-Latinx 2nd Annual Culture Show
  - Celebrated the contributions of our Afro-Latine and Indigenous community on campus
  - Excited to work with ALC, UNICA, and Caribbean Student Association as I continue the Latine Caucus Initiative this upcoming year
- Officially transitioned IG + Introduced myself
- Following up on other USAC Offices, for 1:1 and program ahead for Fall
- Echo Javi

E. General Representative 2

- Overall Office:
  - Completed training on Student Government Accounting, Off-Campus Activities, and Contracting 101.
  - Outlined new structure of Gen Rep. 2 Office Staff
  - Attended the USAC 2024-2025 retreat and began conversations with other offices on future collaborations for the year.
  - The Office of the USAC General Representative will continue its mask initiative and offer free masks near KR 313.
  - Re-organized the General Representative Office.
  - Office of Gen Rep 2 Staff Applications will be launching this weekend!

F. General Representative 3

- Good talks with other officers during training last weekend. Begun talks on various collaborations with Josh, Diego, Tommy, Nico, Mona, and Tamim.
  - USAC Accessibility / Appointment Search, Summer Storage, Meal Plans and Swipe Value, and Affordability
  - Finalized the structure of my office. Will send out applications this week!

G. Academic Affairs Commissioner

- Executive Board and Directorship Applications were both developed and launched on Wednesday, May 29, 2024.
  - Advertised on @usacaac & emailed to the education department for promotion purposes.
  - Contacted the USAC Webmaster to have our application advertised on the USAC website.
  - The transfer of the AAC instagram transpired the week of the 27th.
- Attended the USAC Retreat from Friday, May 31st - Sunday, June 2nd for training in all of the facets needed for a successful tenure.
- Participated in the Appointment Recruiting fair organized by USAC and SGS staff.
- Completed required training(s).
- Actively answering questions regarding AAC applications and senate.
- Briefly attended the SWC Open House; some toothsome tacos were served.
- Alongside our wonderful President, Adam, I met with a director of LinkedIn to discuss a potential collaboration.
- Contacted our ISR and TSR to collaborate on Academic Senate Appointments: 6 (with TSR) and 2 (with ISR).
- Attended the ALC’s 2nd Annual Cultural Show “Utopia Negra”.

H. Campus Events Commission

- Happy Pride Month!
- Short Takes Student Film Festival was a success!
  - 13 amazing short films from students ranging from UCLA to Tulane
- Guest Judges:
  - Alyson Hannigan – American Pie & How I Met Your Mother
  - Ashley Liao – Hunger Games: The Ballad of Songbirds and Snakes
  - Joshua Kornblit – Senior Vice President of Marketing and Digital at Focus Features
- Host:
  - Chloe Troast – SNL
- Screening with Students for Justice in Palestine (SJP)
  - Two short films by Tamer Kuhail, a displaced Gazan filmmaker
  - Followed by a screening of Tale of the Three Jewels
  - Lenart Auditorium in Fowler Museum
  - Friday, June 7
  - Doors at 7:00, show at 7:30
- Continuing conversations with Alicia and the CAC team regarding Bruinbash, EAF, and RecFest

I. **Community Service Commissioner**

   Wang

   - Finished recruitment for 2024-2025 CSC Staff
     - Read applications for and interviewed 70 applicants
     - Accepted 40 staff and directors with diverse experiences and identities - super excited to see everyone grow - reflective of our robust outreach
     - Spreading the word about other offices and appointments!
   - Planned first transition & welcome meeting with old and new staff (happening tomorrow!)
     - Check in with all current directors to ensure they complete a detailed transition document and encouraging letter of advice to their successor(s)
     - Created a presentation introducing CSC and my vision for CSC for the next year, planned icebreakers and bonding activities, will facilitate transitions between old and new staff members, and handle logistics to begin work over the summer
   - Attended USAC Leadership Retreat last weekend
     - So excited to follow up on the many many collaborations we discussed
     - Established a more concrete idea of my vision as well as our council’s shared goals
     - Thank you to everyone who organized
   - Scheduling transition meeting with Professor Staub from Center for Community Engagement to continue our partnership into next year & with Volunteer Center to start planning Volunteer Day 2024 in Week 0/1 of fall
   - CSC Banquet last weekend to recognize CSC staff and projects for their hard work
   - Created a feedback summit for Service Impact Summit for future improvements

J. **Cultural Affairs Commissioner**

   Verdugo

   - Finalizing interviews this week and making decisions by Friday
   - Robbie & I are meeting weekly and working on artist brainstorm and meeting with admin soon
   - Ensuring all reqs are done
   - Placing orders for Canopy & merch by end of week

K. **Facilities Commissioner**

   Paul

   - Sustainable Moveout Events: 6/6, 6/8, and 6/13 on the Hill to promote on-campus resources to donate or recycle household goods during move out - making that post today!
   - Special thanks and highlight to CSC for your Vans provided to community service projects! We will be using the vans to transport donated household goods to a temporary storage location.
   - Also attending meetings with UCLA Sustainability, UCLA GCR, and other UCLA and external community stakeholders weekly to discuss off campus efforts:
   - Will communicate with IVP on which appointment applications received this quarter will be processed later in the year
   - Releasing appointment applications and informational materials on TGIF and OSAC soon
   - Exec Board is hired!
- Project Director app posted! Doing outreach on that right now.

L. **Financial Supports Commissioner**
   - Attended the USAC retreat to UCLA South-Bay Campus!
   - Began collecting the quarterly lab coat rentals from students
   - Restructuring FSC
      - New director positions and staff
      - Deciding our big projects for this year
   - Unfortunately, the free New York Times subscription for all undergraduate students was not funded for the next school year
      - Free access to NYT will stop at the end of this quarter
      - The subscription costs about $30,000 for one year access to all undergrads
         - Was not passed by previous USAC surplus that amounted to a million dollars
         - If anyone has any funding bodies in mind that can help FSC with the New York times, please let me know

M. **Student Wellness Commissioner**
   - Commissioner Updates:
      - Currently Hiring all of our 24-25 SWC Executive Board Staff!
         - [https://tinyurl.com/applySWC24-25](https://tinyurl.com/applySWC24-25)
         - Please share the graphic and encourage people to apply!
         - Applications are due Sunday, June 9th at 11:59pm
      - Finalizing Assistant Commissioner and Chief of Staff
      - Beginning interviews this week for Executive Board staff
      - Proposing a bylaw change to vote on next meeting
      - Attended USAC Leadership Retreat this past weekend
         - Really enjoyed getting to know other council members, discussing collaborations, and developing my vision for next year
      - Met with our current team about continuing programs for increasing free mental health services, Narcan Distribution, distributing a UCSHIP guide beginning this summer
      - Attended Healthy Campus Index Meeting hosted by the Semel Healthy Campus Initiative (HCI) Center collaborating with the UC-wide Healthy Campus Network (HCN) leadership.
         - Combination of educators, medical professionals, and public health workers from across the UCs, working on lenses of shaping approach to campus health
      - SWC Events and Updates
         - Today’s meeting was an SWC town hall, open to all UCLA students, education students about SWC
         - Raised student concerns about access to CAE, Ashe Services
         - Transition documents are due this Friday for directors with required transition meetings to ensure a smooth transition
         - Having our end of the year banquet this Friday to celebrate this year’s efforts

N. **Transfer Student Representative**
   - Tabling for Appointments: Realized a need to address inequalities with ASUCLA BoD for Transfers and have been deliberating ways to address this ever since….
   - ARC: carried out three interviews regarding ASUCLA BoD
- Director and CoS applications: continuing to work on the applications. Confirmed with the account for incoming transfers (class of 2026) that we can collaborate post with them so that should help increase access to this access to leadership opportunity for incoming transfers
- SWC town hall: it was really insightful to see how SWC will continue to further their support of student wellness.
- Gazan (Palestinian) Poet from Palestine poetry reading event: was really insightful to hear their poetry and looking forward to discussing with some offices on how campus initiatives can support in tangible ways in line with goals of the offices.
- USAC retreat: building those leadership relationships between the offices of USAC for the upcoming year. Noting that a lot do agree that administration neglects student needs. Acknowledging that while administration ignores student demands, it’s our job to continue supporting student needs and interests.
- Presentation @ USAC meeting: worked on presentation regarding immediate strategies for increasing incoming transfer student access to leadership opportunities

O. **International Student Representative** Ahmad

- Interviewed with La Gente magazine and spoke about the importance of advocating for the Latin and indigenous communities:
  - Reached out to LASO to understand the challenges faced by the community and how the ISR can support them
- New timeline for Director Applications:
  - Chief of Staff are hired
  - Application Deadline - Rolling basis until June 23rd 2024, 11:59 PM
  - Interviews - First Week of Summer A session
  - Decisions Notification- June 30th 2024, 11:59 PM
- Discussed with Gen Rep-3 (2023-’24) Jonathan Valenzuela Meija to continue the Bruin Buddies Program that will benefit the international exchange students
- CAPS:
  - Conversed with Eve Yiran Zheng, Triage Clinician at CAPS on ways that CAPS is supporting the international student population - https://counseling.ucla.edu/services/drop-in
  - Proposed the inclusion of Student Wellness Commission as a part of ISWELL in CAPS which focuses on the mental wellbeing of the international community
- Created an anonymous feedback/suggestion form for the student body to directly communicate with the office in an effort to increase student input and transparency.
  - https://forms.gle/6jt23Qw8xhvWGr7b6
- Communicated with Dashew Center the inclusion of feedback form in every Dashew Newsletter as well as introducing the Office of ISR in a future Newsletter
- Tabling for Appointment positions with other USAC officers
- Constitutional Review Committee:
  - 06/04/2024 USAC CRC AGENDA
- Attended the USAC Leadership Training from May 31st- June 2nd.

P. **Administrative Representatives** Luna, Alexander, Moran, Klimoski, Wisner

- Fernando: “Hello everyone, real quick as I said last week, don’t forget to update your signatories on your… for the RCO through SOLE as well as any other organizations that you may belong to. And, also best of luck next week, I know I hated finals more than anything, even after so many years I still hate them, and so best of luck, I’m sure you’ll all do great. But yeah, get some good studying in.”
- Jessica: “Just a couple of quick updates, so again, friendly reminder, req deadline is this friday, Week 10 Friday, for any events or activities or honorariums that have happened throughout the year, any finals week and commencement activities the requisition deadline is June 15, so please get your forms in. Also, you know if any, if you know of your office that has an upcoming program or event or you know that there is paperwork that probably needs to be filled out and turned in, please remind your predecessor to do so, so that it does not come back and hit your budget in your fiscal year, because that has happened on occasion, so we really want to make sure that we wrap up and close out this year, and we can help you with that if the outgoing officer is not available to get things signed and processed. The other
thing that I just want to comment on, just as you are putting out your staff applications and bringing people on board, that again, folks are not considered hired until they are in UCPPath, so just to make sure you are very clear as you communicate with your teams that you onboard, because that has also been something that’s caused confusion with students, thinking, you know, they are working in your office now, that they are being paid starting now, but that is not the case, they can’t get paid until they are in UCPPath, and so otherwise they are just volunteers, so we just want to be very clear about that as your budgets don’t start until August 1st anyways. And then for those of you who don’t have referendum funds, and have pretty small budgets, where you are not able to hire a staff, just something to be mindful of, so students are not coming in expecting pay for their role, so yeah. If there are any other questions, you can direct them to Fernando, or any of us can help you. Oh, sorry, can I add one more thing. Thank you Lori! So for those of you who were allocated capital contingency, please make sure you coordinate with our team when you make those purchases. Any computer purchases should go through the computer store downstairs, we can do a purchase order through SGA, so you don’t have to front any money, and it’s a direct transaction, and then again, we do also need to account for that asset, make sure we have a plan to secure it in your office, and that we also have an administrative account for our webmaster, or someone on our team because often what happens is you all will buy new equipment and then the login doesn’t get passed on one year, and now we can’t get back into that computer, we can’t reset it, and now it is just sitting there unusable, so please just make sure as you are purchasing new electronic equipment that you consult with us to help make sure we get you the proper locks to lock it to your desk and then also that administrator account so that in the event that anything happens and you get locked out or your successor gets locked out we can help retrieve that account info. We’ll provide your mailing address, to you so that you have have that, and then if it’s something like big packages or bulky items, make sure you also give us a heads up so that way we can notify the loading dock, just for ease of getting it here. If you are getting it delivered, if you are ordering any furniture or anything that is coming direct delivery versus a package, the best location to direct folks to is Portola Plaza, that backs up right to Kerchoff, and it’s really easy to get delivery trucks in there. Just again, a nuance thing, just connect with our team if you are expecting things like that and we can help you. But we’ll provide in slack your address to use if you’re getting anything shipped or mailed.”

- Lorrie: “I just wanted to say I enjoyed watching you guys bond over the weekend. It was a beautiful thing. I hope you’re able to continue the community you built over the summer since you are spreading across the country and the world for a little bit. I also have been carrying these around for like two weeks. This is my business card, I brought one for everyone. It has my cell phone number on it, where my office is, my email, and I’m also on Slack. So feel free to take one of those if you guys do not eat those cupcakes, I am going to be upset, I bought them for summer birthdays. And, oh, if you need a place to study, actually, BAC is hosting study nights in the Pavillion club, Sunday through Wednesday 7:00 pm-12:00 am. So, come on by, they usually have little snacks and all that stuff. It will be in the Pavillion club in Pauley, and maybe you’ll have a Lori sitting. Who knows. And then also met with Alicia about Jazz Reggae next year, and for Bruin Bash, admin would like to coordinate a meeting with you all, relatively quickly, so we can all get on the same page rather quickly. And that’s it!”

- Jonathan: “Hey, hi, hello, happy tuesday! Couple things from me. It’s appointment season baby, let’s go! Yeah, that’s right. So please assist Josh, and all the applicants. And doing those sooner rather than later. I think I’ve set it before, but your goal really should be to have every appointment done before fall quarter starts. And you should definitely be prioritizing those appointments that have to do with funding bodies as well as FiCom, and judicial boards as well. And elections board, all of them, but you know, keep them in mind. As you heard at the beginning we have a new minute taker, wow! This is Kendall, she will be your minute taker from now on. So please give her grace and patience as she learns the role because it is, you know, you all talk fast, there’s lots going on here. But also be sure to be reviewing your minutes, and letting her know if any adjustments or changes that we need to make. Yeah. Excuse me, you all should have gotten your head shots back from me today. Assuming you took one. And I will need your choice of headshot by the end of the week. So let me know the file name of the one that you want on the USAC website, the one that you want on the Union displays, etc. etc. If you did not receive one from me, but you did take them, let me know. If you didn’t take them, and therefore didn’t receive any from me. I need a headshot of your choice also by Friday. Tomorrow ASUCLA is doing its quarterly e-waste pickup. So if your office has e-waste, please bring it down directly to the loading dock, or you can bring it down to our office and we can bring it down to the loading dock, but that’s tomorrow. Also speaking of e-waste, I do want to concur with Jessica about capital contingency. We had to e-waste some really beautiful iMac’s last year, multiple of them, because the logins were lost and there was no way for us to hack it and it was really sad. So, do definitely be working with us if you have capital contingency and also if you have
capital contingency reminder that that REC deadline is Friday. Think about that. Jessica is so kind to you all, you can have the 15th, but still, sooner rather than later. Yes, Chris?"

- Adam “No, you can, after next week, we can get funding in the summer.”

- Jonathan: “Oh, like you submitted an application and you haven’t heard back, is that what you’re saying?”

- Adam: “The response, then you just fill the form and at our next meeting it will get approved. For this year, but it will be next year. If we get it approved next year.”

- Jonathan” Your fiscal year ends July 31st.”

- Jessica “Yeah, so sometimes that’s a little bit confusing with capital contingency, you do need to apply, get allocated, and spend the money before your fiscal closes. Before the 31st of July. But yeah, if you haven’t heard back from Lucy, we’ll try to reach out to her and see if we can get a hold of her and see when she’s available, but you can also forward anything to me so I can take a look at it too if it’s something that's outstanding. But yeah, we can be a little bit flexible with requisitions coming in if you are just getting allocated and need to make a purchase that’s not a problem, but you all will figure out your summer meeting schedule, so just at one of those upcoming meeting, your allocation will need to be approved at that point, in order for you to make capita, purchases now, because if not, capital contingency is only funded through surplus, so it would not be available again until during your fiscal year, surplus comes up and is allocated to replenish the funds so probably not until like winter quarter realistically, so yeah you're kind of going to be stuck without if you don't get your application in and approved.”

- Adam: “But there is going to be at least one more opportunity to be approved.”

- Jonathan “I would say you're next meeting unfortunately.”

- Jessica “Yeah, make sure you get anything finalized there.”

- Adam “Sounds good.”

- Jonathan “If you have yet to send your office applications or any other relevant updates for Anakit to put on the website, I will drop his email in the Slack, or if there is anything generally the USAC website the past couple of weeks has transitioned to a new server, so there maybe a couple of deadlinks here and there. So if you find a deadlink, please shoot him an email and he’s really great about fixing those things. Modules set II for your training was due yesterday. Yeah. Um, because I don’t know when I am going to see you all next, I am going to call you out. I have not received Module Set II from OP, IVP, EVP, or I didn't submit the form it doesn’t count. Submit the form. CAC. I also need module I from CAC, I need both module sets from CAC. SWC and TSR. Alright. So you know, be thinking about it, yeah they were due yesterday. Another reminder, if you do want your own UCLA enterprise slacks workspace for your office, that I am not just making those for you like automatically, I need the details first. So if you want one, please do reach out, slack email whatever, and let me know your name, UID, myUCLA logon and any administrators you want to add in their same details. As of our last Friday email transition, I will no longer be sending anything to your personal emails, everything now is going to be going to your USAC emails, I recommend that you all also make that change and no longer send anything to people's personal emails. Because this is work, and these are records that can be requested, they are public records, so let's keep them in your public account. And then, last, yes.”

- Adam: “Wait, can they also be sent to the elect ones, because some of the officers have not yet, are still using it to finish their projects. At least for me.”

- Jonathan: “Everyone should have access to at least both by now, but I send everything to the USA all council email, the like the Listserv email, and all the elect emails are on those as well. So you should still get those. And then last but not least, please get your office space, your physical office space ready for summer. If you are not going to be on campus, even if you are going to be on campus, make sure that your trash is out. A reminder that trash is not picked up inside your office, trash will only be picked up if it is in the hallways receptacle. Please take all the food out, I don’t
even care if it is sealed at this point. Over the summer take it all out. We do have rats sometimes. And make sure your windows are closed, we have had rain damage in the past, I mean I know it's summer, but you never know. But yeah, make sure your stuff is ready there. And I think that's all I have.”

- Fernando: “Thank you, Jonathan reminded me about appointments. All appointments are important, and the program activities board which oversees the community activities commission, the CAC, that is the community service annual funds, those proposals are due in August. So if we are looking at timelines, PAB is an important committee that needs to be filled. So that’s all. That was my plug for now.”

- Jonathan: “I lied, I have one more thing. A reminder to you all as well. Once your hiring with ASUCLA is solidified, you all get a 20% discount in the store.”

- Adam “Sometimes 33%.”

- Jonathan: “Yes, and we do employee appreciation, usually it’s once a quarter, and that raises to 33%. So, whenever you want to utilize that, you go to the register, it doesn't work on the market stuff, or on computers, but like the regular gear/supplies kind of stuff, you just tell them you want to use your employee discount, provide them your number, whatever, and ask for your Bruincard, call it a day. And once your stuff is onboarded as ASUCLA employees they also get that discount, and any staff that you have as volunteers, that are not ASUCLA employees, can still get that discount, but we need to fill out a form and submit that with HR, so reach out with Fernando, if you want to get your volunteers added to get that volunteer discount.”

- Fernando: “So I have a few for capital contingency. This might be the first requisition form you fill out for the year. So if you need any assistance with that, you can always drop by or send me a slack or send me an email and we can schedule some time to fill it out.,. Especially because buying tech and using a purchase order is not, it can be a little bit confusing, it’s not a reimbursement or anything like that. If it’s furniture, let us know so we can coordinate with the dock, because they don’t like receiving big packages and then having them sit there. So if you do get a delivery date, please let us know when it comes to that. And then as for the volunteer for you team, at some point I am going to send out an email requesting a list of your full staff whether or not they are going to be hired or not through UCPath so that we can automatically onboard so we can send them over to HR so they can get the volunteer discount. And that’s it.”

IX. Old Business
A. Article VII By-Law Change*
   - Javier moves to approve the Article VII By-Law Change, Alicia seconds
   - By vote of 14-0-0, the motion passes and the Article VII By-Law Change is approved.

X. New Business
A. Article IV By-Law Change
   - Voting next meeting

B. Article III By-Law Change
   - Voting next meeting

C. Summer Meeting Plans
   a. 6 pm beginning 06/25/2024, 8 quorum
      - Adam moves to approve the summer 2024 meeting plans for USAC to be set at 6:00pm pacific time, every other Tuesday starting June 25th, 2024 with a quorum of eight USAC members, Josh seconds
      - By vote of 13-0-0, the motion passes and the summer plans are approved
      - Summer Plans:
        - Time: 6:00pm Pacific Time // 9:00pm Eastern Time // 4:00am Eastern European time
        - Biweekly, every other Tuesday starting June 25th, 2024
        - Quorum of 8 USAC members
        - Zoom only
- Approximately 7 appointments per meeting

XI. Adjournment

- Adam adjourns the meeting at 9:57pm.

Good and Welfare;

* Indicates Action Item
# Indicates Consent Item
@Indicates Executive Session Item