

NOTES ON BEING A GSC BOD MEMBER

I SOME BASICS

- v Location of the GSC offices:
 - i. Student Activities Center (SAC), rooms 26A and 27. To enter the SAC during non-working hours, use the code (obtainable on the IP-restricted section of the GSC website – see below). Obtain the key to our offices by contacting the GSC Chair and obtaining a key card (to be taken to the Key Office, by the Physical Plant).
 - ii. Official GSC address: Graduate Student Council, California Institute of Technology, MS 16-58, 1200 E. California Blvd., Pasadena, CA 91125.
- v Official GSC website: <http://gsc.caltech.edu/>.
- v Main GSC contact emails:
 - i. Board of Directors: gsc@caltech.edu or gscbod@caltech.edu.
 - ii. GSC Officers: gscofficers@caltech.edu.

II GSC BOARD MEETINGS

- v GSC Board of Directors meetings are held on the first Thursday of every month at noon. Generally, they are held in one of the Winnett Club Rooms (above the Bookstore), but an email reminder is always sent with the actual location and the meeting agenda. These meetings are open to the public.
- v The meeting agenda and schedule are set before the meeting. If you would like to include an item on the agenda, send an email to the GSC secretary (gscsecretary@caltech.edu) with your request.

III GSC COMMITTEES

- v As a Director, you are expected to be involved in the activities of the GSC. We would like to see all Directors join two committees. The committees, and the full-committee email addresses are:
 - i. Academics (gscacad@caltech.edu)
 - ii. Budget (gscbud@caltech.edu)

- iii. Bylaws (gscbylaws@caltech.edu)
 - iv. Housing (gschous@caltech.edu)
 - v. Graduate Review Board (grb@caltech.edu)
 - vi. Publications Board (gscpub@caltech.edu)
 - vii. Quality of Life (gscqol@caltech.edu)
 - viii. Social (gscsoc@caltech.edu)
 - ix. Underrepresented Students (gscus@caltech.edu)
- v The committees are open to the entire graduate community, and offer for the greater student body an opportunity for specific GSC involvement without the generality and larger time commitment of a Directorship. The guidelines which govern the committees can be found on the GSC website, along with links to the individual committees' websites.

IV

THE ELECTRONIC AGE

- v Email aliases: <http://gsc.caltech.edu/contact.html>.
- v Website: <http://gsc.caltech.edu/> or <http://www.its.caltech.edu/~gsc>.
 - i. www.its.caltech.edu/~gsc/Caltech_restricted. IP-restricted site (can only be accessed from a Caltech IP address), for information that should not go off-campus.
 - ii. www.its.caltech.edu/~gsc/private. Password-restricted site, access limited to the Board of Directors (obtain the password from the GSC Chair). The password and information from this site should not be disseminated outside the Board.
- v Online archiving system: The GSC maintains an archive of relevant email traffic on its private website (www.its.caltech.edu/~gsc/private/archive) for historical purposes. This will allow future GSC members to understand the logic behind the decisions made by the current Board. To archive an email, forward (or cc) it to gscarchive@caltech.edu. Attachments will also be archived. In order separate these emails by topic, include a keyword on the subject line, and the archive system will direct that email to the appropriate area. The recognized keywords, corresponding to traffic from the respective GSC committees, are: '[gscqol]', '[gscsoc]', '[gscbud]', '[gscbylaws]', '[gschous]', '[gscacad]', '[gscpubs]', and '[gscus]' (all case-insensitive). Messages without one of these keywords go in the main GSC archive.

V

VOTING

- v Directors can participate in any vote of the Board of Directors. There are two basic types: votes held during actual meetings of the Board, which may cover a variety of topics, and votes for quickfunding, which may be held over e-mail (in which case Directors reply to the Quickfunding Czar, usually the chair of the Social Committee, with their votes). The quickfunding voting and discussion guidelines can be found on the GSC website. Only Directors can participate in the voting.
- v Directors who are also members of GSC committees can participate in votes held by those committees, although in general decisions are reached by consensus.
- v Graduate students are also, through the Faculty Board Bylaws, entitled to a certain number of full membership (and therefore voting) spots on some of the standing Faculty Board committees. Additionally, certain Institute committees receive graduate representation. All graduate student representatives are solicited and chosen by the GSC, and if you are one of these representatives, you should contact the GSC Executive Director or the committee chair to determine whether you hold a voting or non-voting spot. Whether a committee votes or reaches decisions by consensus will vary.

VI

CAMPUS INFORMATION

- v Caltech administrative structure – see notes on the web:
www.its.caltech.edu/~gsc/private/GSC_Guide/AdministrativeOrganization.pdf
www.its.caltech.edu/~gsc/private/GSC_Guide/CITOrgChartwPhotos.pdf
- v The GSC commonly has close contact with people on campus whose job it is to represent or at least administrate graduate students. Most notable are:
 - i. Margo Marshak, Vice-President for Student Affairs
 - ii. Michael Hoffman, Dean of Graduate Studies
 - iii. Thomas Mannion, Senior Director of Campus Life
- v The GSC has membership (or at least standing invitations) on many Faculty Board and Institute committees. A full list of these committees and their current graduate representatives is available on the GSC website. Less formal meetings also occur on a more or less regular basis with smaller groups or individuals representing different interests around campus. These meetings are advertised in an appropriate fashion (usually email).
- v Here are a few of the more widely used and confusing acronyms you will come across:

- i. GSC – Graduate Student Council (this body)
- ii. GSC-2 (or GSC-II) – Graduate Studies Committee (an important faculty committee, including the Dean and all the Option Representatives, on which we have representation)
- iii. GRB – Graduate Review Board (charged with Honor Code issues)
- iv. BoD – Board of Directors (of the GSC)
- v. ASCIT – Associated Students of Caltech (the undergraduate equivalent of the GSC)
- vi. BoC – Board of Control (the undergraduate equivalent of the GRB)
- vii. IHC – Interhouse Committee (another powerful undergraduate lobby)
- viii. DGS – Dean of Graduate Studies
- ix. DoS – Dean of Students
- x. WEST – Women in Engineering, Science, & Technology (an advocacy group with a fair amount of GSC collaboration)
- xi. CPET – Caltech Project for Effective Teaching (another group we frequently interact with)
- xii. OGC – Office of General Counsel (Caltech’s lawyers)