

Aaron, Adrienne, Daniel, Nicole, Rachel, and Suraiya were present at this planning meeting. The following document reflects notes taken on the whiteboard during the meeting.

This is the start of the document we want to leave for future GradLab committee members as a guiding document outlining the oversight and management of GradLab so that it may be a transparent, accessible resource for the UCSC graduate community for years to come.

Please feel free to comment/edit within the document to clean up this framework for our next planning meeting. Text in red includes unresolved items and things that need a lot more work.

GradLab Governance/Institutional Housing

- GradLab will be overseen by a joint committee consisting of 2 GSA and 2 GSCGB members. *How do we get the committee officially recognized by the GSA and GSCGB? And, if it does have “committee” standing, does service on this joint committee warrant a stipend? If so, from whose purse does the stipend get paid?*
- The Executive Boards of the GSA and GSCGB, respectively, will be responsible for appointing GradLab committee members each academic year. *How do we ensure that this happens and that GradLab does not get neglected/overlooked?*
- The GradLab committee is not beholden to either the GSA or GSCGB officially (since it has a separate FOAPAL/funding pot), but it is strongly suggested that they report back to their respective organizations regularly.
- The GradLab committee will take the advisement of the GSA and GSCGB Treasurers when making budgetary and funding decisions.
- The GradLab committee will meet at least 2-3 times per quarter. This number may increase if the committee decides to organize fundraising.
- *University-mandated Treasurer training is required for at least one of the GradLab committee members, who will effectively function as the Treasurer of GradLab during his/her tenure on the committee during a given academic year?*

GradLab Development Cycle

To be resolved: the frequency of this cycle (annually in the winter quarter? Quarterly? And how to find the middle ground between the bulkiness of this cycle and a rolling process for smaller events)

Caveat to the cycle (small programs): programs requesting less than \$300 total from GradLab bypass the student survey for approval by the GradLab committee outside of the longer/normal cycle, and are therefore effectively fast-tracked. *(Is there a schedule for how they are solicited, or is it truly a rolling process?)*

1. Idea Solicitation

- a. GradLab committee sends out a call for submissions to the UCSC graduate community for programs that meet the GradLab mission statement (which I believe we defined in our SFAC grant doc?)
 - b. Other criteria/parameters for eligible GradLab program proposals?
 - c. At this stage, applicants will also have to provide an estimate of the funding request they will be making from GradLab for their program.
- 2. Preliminary Evaluation, Selection, and Approval**
- a. Preliminary Evaluation is defined as the GradLab committee screening proposals for eligibility given their adherence to the above criteria and their feasibility as a GradLab-supported program.
 - b. Proposals that make it through the Preliminary Evaluation are put onto a ballot by the GradLab committee that is then circulated among the UCSC graduate student population, allowing the grad community to vote for/express interest in particular proposals.
 - c. Based on the grad community vote, the (top three?) proposals in a given cycle are greenlighted as GradLab programs, with the approval of the GradLab committee, who holds final discretionary power.
- 3. Fundraising**
- a. The GradLab committee determines what (if any) fundraising is needed for GradLab at this time. In particular, the GradLab committee should strongly consider running a Giving Day campaign for GradLab, utilizing images and details of past programming in their marketing.
 - b. Approved current cycle applicants are strongly encouraged to assist in fundraising efforts.
- 4. Submission of Final Budget and Funding Disbursement**
- a. Approved applicants are required to submit a final, itemized budget for their programs.
 - b. The GradLab committee reviews the final budgets, and exercises discretion in making a final funding decision.
 - c. Funding is disbursed by the GradLab committee, in consultation with the GSA and/or GSCGB Treasurer, to the approved applicant as either a purchase order (preferred) or a reimbursement (if necessary).
- 5. Execution of GradLab Programming**
- a. The burden of responsibility in carrying-out the funded program falls on the approved applicant.
 - b. The approved applicant will be required to have a sign-in sheet at the program.
 - c. The approved applicant will be required to advertise that the program was funded/supported by GradLab in promotional materials for the program and during the program itself.
 - d. The approved applicant will be required to take photographs during the program for GradLab marketing and fundraising. (Do we need to create photo waivers/a photo permissions statement that is on the sign-in sheet so that we have the appropriate permissions to publish and use photos of people online, etc.?)

- e. Rachel Neuman will support the approved applicant at this stage should they need additional help.

6. Reflection

- a. Following the event, the approved applicant will complete a reflection on their program, detailing turnout, what actually happened, and what they wish had happened differently/what they would do differently in the future.
- b. The approved applicant will also be required to submit photos from the program as well as the sign-in sheets to the GradLab committee at this time, for use in future GradLab marketing and fundraising efforts.
- c. The GradLab committee will review the reflections of applicants and account for their observations and insights in future cycles.

(Based on the frequency of the development cycle, how can we imagine mapping out the timing of these six steps? For example, by week #3 in a given quarter, where should the committee be in the process?)

GradLab Web Presence

- Rachel will hire an undergraduate to develop the website for GradLab.
 - We need to create a website development guidelines and parameters document providing the student worker with the items we need on the website, and any further preferences and specifications in terms of the website's design.
- List of forms to have on the site? (See cycle stages)
- Publish the finalized version of this document on the website?
- We also need to put a statement about alcohol at GradLab programming on the website--GradLab cannot fund the purchase of alcohol, but we will include information on the website about the university-mandated protocols if the approved applicant has alcohol at the program.

GradLab Annual Budget idea:

- Supporting a budget of \$4000 per year for Grad Lab projects
- Projects can request up to \$1000 (but can apply for less money of course)
- In the event that we are not able to fund all requested projects, we will use the Graduate Student survey to narrow down which projects we will fund.

GradLab 2018-2019 Checklist

- Fall 2018
 - GSA/GSC appoint 2 members (1 who must have treasurer training)
 - Step 4 (Funding and Disbursement) from the 3 OG Projects (Bitterwolf, Jetha, Soares)
 - Solicit New Projects (Step 1) above
 - Evaluate New Projects (Step 2) above
- Winter 2019

- Apply for SFAC Funding
- Giving Day (as needed)
- Step 4-6 (Funding and Disbursement) for Winter 2019 Projects
- Spring 2019
 - Step 4-6 (Funding and Disbursement) for Spring 2019 Projects
 - Ensure we have reflections from the different projects (Step 6)

Current Budget Standing of Grad Lab (Estimated)

\$11,609 from Giving Day

\$2000 from Division of Student Success

\$2500 from SFAC

Proposed Stipend for GradLab Members

\$100 per quarter