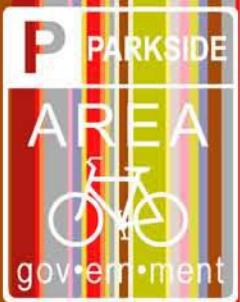




# pia parkside international airways

2003  
2004



2003  
2004

parkside international residential college  
areagovernment

scrapbook\*

# welcome on board

Hello, this is Captain Todd Hutchins. I'd like to take a moment to speak to you about Parkside AG International Airways.

As for our specialty Parkside AG aircraft, it flies like a charm. Despite different origins, shapes, and size, all the parts work together with ease. The various systems basically run themselves. The Entertainment System (the Social Committee) meets and exceeds residents social needs; the Wings (the Cultural, International, and Academic Committee give us the ability to break the mold and take passengers to different parts of the world; and the Auto Pilot (Execution Committee) keeps track of everything and helps fly the plane. Our twin turbo powered engines of creativity and hard work will quickly propel us to record levels of programming and support for our residents. We guarantee our residents an amazing experience, unlike anything else in the world.

Parkside AG International offers something for everyone. Some of our most popular routes are from Ordinary to Extraordinary and Lame to Super Cool. We like to give residents a taste of many cultures, which is why we have worked hard on programs, like REEL LA and Language Groups. PIRC AG does more than fly; it breaks down barriers of ignorance and prejudice by offering programming and advocating for issues that improve our world. It is also redefining the Residential Life experience at USC by proving that learning takes place everywhere. Most importantly, we build a network of friendship that spans the globe

Please be advised cell phones and radios are not permitted during flight. Parkside AG is proud to offer a sophisticate daily updated website ([pircusc.com](http://pircusc.com)), weekly email reminders, and flashy posters made by the Banner Committee. Communication is the key to getting passengers involved.

There will be no smoking on board- unless, of course, you have a smoking hot program, like the International Fashion Show or Indian Week Celebrations. Smoke from our massive Tail Gate BBQs is always permitted.

I invite you to tantalize your taste buds by enjoying wonderful cooking from around the world at a Reel World Dinner. Here at Parkside you will always be well feed, unless you are taking

part in the Hunger Banquet to help the needy around the globe. Other ways to help include making Valentines Day cards for the Homeless or visiting kids at a battered women's shelter.

For a break from the day-to-day grind of college life try the Romantic Comedy Festival or Game Night. Let loose with friends at Krazy Karaoke in the comfort of the courtyard. Join our Lord of the Ring Reading Group for tea, fellowship, and a great read You drone out with the Scimpsons club.

All flights should be carefree thanks to the metal detectors (Parkside Security Council), which protects residents from everything from computer viruses to unlocked doors. You are safe at Parkside everyday, except for the scary Spirits At Troy. Floor senators organized their floors and created amazing themed environments that delighted our guests. We really do care- just look at BIONIC "Believe It Or Not I Care" week. Free hug day and appreciation kits were sure to make people smile.

Parkside AG is proud to be a step above other airlines. We have classical music concerts, political caucuses, international film nights, and guest lecturers, but were not nerdy. Get loud at the Texas Sized Super Bowl party or get down at the Winter Wonder World Dance. Parkside gets wild at Primal Scream. Parkside AG is flying off the hook.

Thank you for flying Parkside AG. We aim to please.

Your Captain Todd Hutchins



# CABIN CREW

flight captain · flight pilot · in-flight manager  
air purser · air steward · air hostess

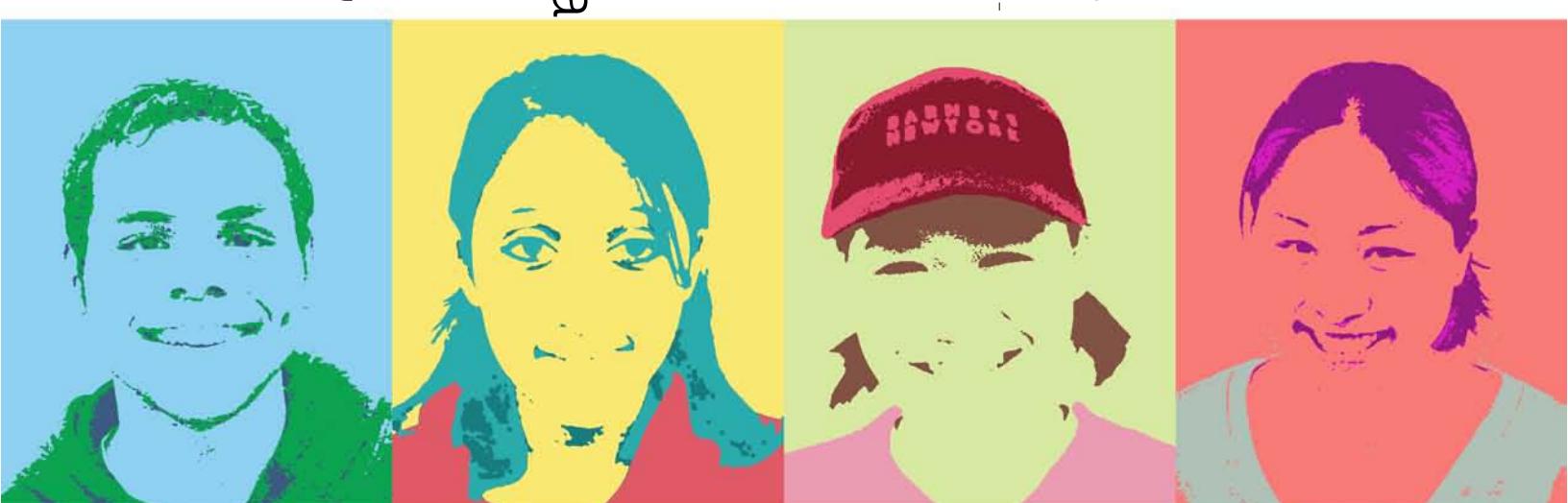


**todd hutchins**  
sophomore  
luthers, ca  
policy and develop-  
ment

**dorian dreher**  
freshman  
los angeles, ca  
physics and  
computer  
science

**jessica marek**  
senior  
vallejo, ca  
theatre and  
political science  
Critical  
approaches to leader-  
ship

**britni redondo**  
freshman  
beach, ca  
international  
relations



**arron mccullough**  
freshman  
chicago, il  
business - cor-  
porate finance

**shreya vora**  
sophomore  
fremont, ca  
english  
business

**vivian sophomore**  
ca  
business  
sophomore  
san francisco,  
ca

**paula tran**  
freshman  
alhambra, ca  
biochemistry  
health communica-  
tions



**christine hameline**  
international relations and  
art history and political  
science  
**fresman**  
glendale, ca

**shruti pant**  
international relations and  
broadband journalism  
**fresman**  
singapore

**erin timmerman**  
business st. louis, mo  
**fresman**  
bangkok, thailand

**santi tonsukha**  
engineering and computer  
science  
architecture  
**fresman**  
computer engineering and  
science  
architecture  
thailand



**blake kawamoto**  
electrical engineering  
(computers)  
**sophomore**  
kaheohe, hi

**lee gorlin**  
psychology  
biotechnology  
**junior**  
las vegas, nv

**crystal alexandra**  
environmental studies (public  
policy & management)  
**junior**  
fresno, ca

**muhammed freshman**  
public relations  
grand rapids,  
mi



**charu**  
gupta  
**senior**  
psychobiology  
phoenix, az

**anita**  
nageswaran  
**junior**  
biology  
ranchos santa  
margarita, ca

**nitin**  
sharma  
**junior**  
math, econom-  
ics, and com-  
puter science  
ludhiana, india

**lindsey**  
davis  
**sophomore**  
print journalism  
davies moines, ia



**kate**  
mckeon  
**sophomore**  
biomedical  
engineering  
netherlands

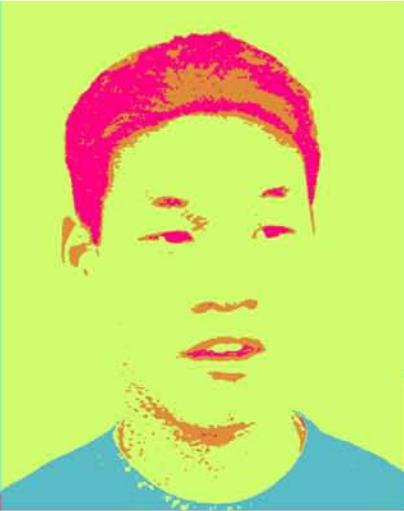
**patrick**  
reichmann  
**junior**  
history and  
anthropology  
chicago, il

**chris**  
kaufmann  
**junior**  
communications  
performing arts  
kasaratoga, ca

**charysse**  
kasaratz  
**sophomore**  
harper  
cinema-tv pro-  
ductions  
oxford, ca



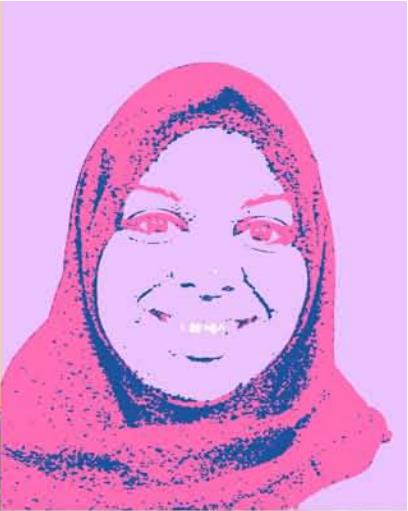
**catherine**  
moore  
international  
relations and  
comparative lit-  
erature  
**senior**  
portland, or



**todd**  
okamoto  
biological sci-  
ences  
psychology  
**freshman**  
ohoholulu, hi



**arash**  
payan  
computer engi-  
neering and  
computer  
**senior**  
westlake, ca



**samana**  
khan  
global business  
**sophomore**  
sah  
sah jose, ca



**jacqueline**  
efres  
business  
freshman  
clairmont, ca



**cristina**  
rosales  
cinema-televi-  
sion critical  
spanish  
studies  
**junior**  
portland, or



**roxana**  
iran aubert-santelli  
international  
relations and  
**freshman**  
northridge, ca



**anne**  
santelli  
english  
**freshman**  
irvine, ca



**jonthan**  
judelson  
junior  
business  
saratoga, ca

**andrew**  
gonzalez  
junior  
houston, tx

**tania**  
misinikos  
freshman  
athens, greece

## Executive Officers

**Todd Hutchins**  
Chair  
**Dorian Dreher**  
Vice Chair  
**Britni Rillera**  
URSC Advocacy Representative  
**Aaron McCullough**  
URSC Funding Representative  
**Shreya Vora**  
URSC Programming Representative  
**Vivian Lo**  
Administrative Coordinator  
**Paula Tran**  
Financial Coordinator  
**Christine Hameline**  
Community Outreach Coordinator  
**Shruti Pant**  
International Programming  
Coordinator  
**Erin Timmerman**  
Social Programming Coordinator  
**Lee Gorlin**  
Intramural Coordinator  
**Santi Tonsukha**  
Public Relations Coordinator  
**Blake Kawamoto**

Website Coordinator  
**Crystal McLaughlin**  
Recognition Coordinator  
**Alexandra Muhar**  
Historian  
**Charu Gupta**  
RA Liaison - Apartments  
**Anita Nageswaran**  
RA Liaison - North Suites  
**Nitin Sharma**  
RA Liaison - South Suites  
**Jessica Marek**  
Advisor

## Floor Senators

**Lindsey Davis,**  
**Kate McKeon**  
Apts. First Floor  
**Patrick Reichmann,**  
**Chris Kaufmann**  
Apts. Second Floor  
**Charysse Harper**  
Apts. Third Floor  
**Catherine Moore,**  
**Todd Okamoto**  
Apts. Fourth Floor

## Arash Payan

Apts. Fifth Floor  
**Samana Khan**  
Apts. Sixth Floor  
**Jacqueline Ellis,**  
**Cristina Rosales**  
Suites Second Floor North  
**Roxana Iran**  
Suites Second Floor South  
**Anne Aubert-Santelli**  
Suites Third Floor North  
**Jonathan Judelson**  
Suites Third Floor South  
**Andrew Gonzalez**  
Suites Fourth Floor North  
**Tania Mitsinikos**  
Suites Fourth Floor South



*RF*

**RESIDENT FACULTY**

## **Dr. Michael Waterman**

Beginning Fall 2003, Dr. Waterman became Faculty Master of Parkside International Residence College. He is an expert in the area of Computational Biology, concentrating on the creation and application of mathematics, statistics and computer science to molecular biology, particularly to DNA, RNA, and protein sequence data. He is the co-developer of the Smith-Waterman algorithm for sequence comparison and of the Lander-Waterman formula for physical mapping. He is a founding editor of Journal of Computational Biology, is on the editorial board of seven journals, and is author of the text Introduction to Computational Biology: Maps, Sequences and Genomes.

Dr. Waterman holds an Endowed Associates Chair at USC. He came to USC in 1982 after positions at Los Alamos National Laboratory and Idaho State University. He has a bachelors in Mathematics from Oregon State University, and a PhD in Statistics and Probability is from Michigan State University. He was named a Guggenheim Fellow (1995), was elected to the American Academy of Art and Sciences (1995), and was elected to the National Academy of Sciences (2001). Also he is a Fellow of the American Association for the Advancement of Science and Fellow of the Institute of Mathematical Statistics. He is Professor-at-large at the Keck Graduate Institute of Life Sciences and in fall 2000 he became the first Fellow of Celera Genomics. In 2002 he received a Gairdner Foundation International Award.

Dr. Waterman is one of many great minds at Parkside. As an AG we feel lucky to have such a wonderful relationship with our Faculty Master.

## **Dr. Mitch Earleywine and Dr. Elana Gordis**

The Earleywines have been members of the Parkside community since the fall of 2001, watching the college evolve from two sets of students living across campus from each other to a family that has been living together for a full year. Dr. Earleywine, an associate professor of psychology, is famous on campus for not only writing the book "Understanding Marijuana" but for teaching the infamous "Drug Class." Dr. Gordis, a research assistant professor in social work and psychology, has worked with Parkside residents on building relationship skills and is a recent recipient of the Teaching Has No Bounds Award. They have done a great job this year promoting informal interaction between faculty and students.

When asked why they originally took the job as faculty residents at Parkside, Dr. Earleywine said that, "I think we got into it for one set of reasons and then when we got here we were gripped by a whole other set. I thought that it would be fun, but I also thought that this would be a chance to educate the students and be role models and all this formal stuff and then when we got here it was like hey this is really fun, hanging out with students and I'm having a lot of fun and in many ways we're making a lot of new friends."

The Earleywines have also seen a large change from last year to this year. "The novelty of last year has worn off and now it feels more familiar," explains Dr. Earleywine. "We got some of the same faces back and it feels more like family. It felt like we're all in this big experiment together and is it going to fly, how's it going to work? Now it's like oh yeah, these are the people we live with this is our community. That family feel is defiantly stronger this year."

With all of the momentum that Parkside has built up over the past year, the Earleywines want to make sure that things go as strong next year, by having Master's dinners every week, having more performances in the cafe and having a few big events throughout the year. Dr. Gordis feels that we should "build on the momentum and have a fun interesting variety of different programs, some more artistic, some more academic and have students to presentations too." With their dedication, energy and vision, the Earleywines are sure to continue to make valuable contributions next year and beyond.

## **Dr. Ellie Nezami**

Dr. Ellie Nezami is another respected member of the Parkside Resident Faculty members. She graduated from USC in 1994 in Clinical Psychology. She has been the Director of Health Promotion since 1998. She also teaches two classes, "Introduction to Statistics" and "Culture, Lifestyle, and Health." In addition to teaching and serving as a director, Dr. Nezami does research looking at health behavior among people of different ethnic backgrounds.

Dr. Nezami has lived at Parkside since the opening of the Suites. "It is something that now that I look back. It is so exciting to see how much it has changed. It has a very special feel to see how it has changed," she explains. "I think it has the potential to be unique in that it offers a lot of things that the other residential life, even the ones that we've tried to model it after, cannot offer."

"The other thing that I think is special is the residents. I think the residents don't live here like it's a dorm, rather like it's our home... That gives it so much value," she says.

This homelike atmosphere stemmed from her belief that the residents of Parkside were one large family. She states, "As a result, I wanted to be participating in everything and they welcomed me so much. I wanted to have all these programs that initially felt like it was going to be overwhelming... Before long, the RAs and the residents started owning up to it and began running the show."

She believes that there are two things that would improve the community. First, she would like "available tutorial and assistance" for students having problems with certain classes. Specifically, she would like to see writing tutorials to help Parkside's many international students.

Another program that she would like to see would have some of the international students become student ambassadors and give some first-hand knowledge of their particular countries. She believes that this program would encourage students who are traditionally shy to become more involved.

In her two years living at Parkside, she says, "It has been a fabulous opportunity for me to live here. I hope that I have contributed to residential life here, but I know that my life has been enriched by living here."

## **Dr. Ricardo Ramirez**

Dr. Ramirez is an expert in Chicano studies and policy analysis. He has published essays about Latino incorporation in California and patterns in political mobilization by naturalized Latinos. He has earned graduate fellowships from the Stanford Center for Chicano Research and the Ford Foundation. At USC, he is studying diversity in politics with a focus on election and voting behavior, state and local politics, judicial politics and constitutional law and voting rights policy.

Ramirez has enhanced our experience at Parkside in his role as resident faculty. He lives in the apartments with his wife Lupe and his daughter Anjelica. He has created programs such as the Raucous Caucus bringing together university students for lively debate on political issues. He also has invited students to dinner in his apartment to give the opportunity for students to get to know him and his family.



Office of the Chair

Todd E hutchins

Dear Area Government Chair,

Congratulations on being chosen to lead the Area Government! It is a tough job, but one that can be extremely rewarding. Over the next several months, you will grow as a person and as a leader. It will be exciting to watch a diverse group of people unite to serve a special community. You will find that the enthusiasm and dedication of AG members will keep you motivated.

The job of Chair should be that of a servant leader. Although you will be visible during the meetings; all your telephone calls, coordination efforts, and private meetings will go unnoticed. If at any point, you feel like you are being praised enough for all the work you are doing, then you have failed. You are either trying to do it all yourself or the AG is lazy and not doing much at all. The AG should be functioning in such away that the work of the members is truly amazing. Give them the chance to step up to challenges. And Praise them when they do it well.

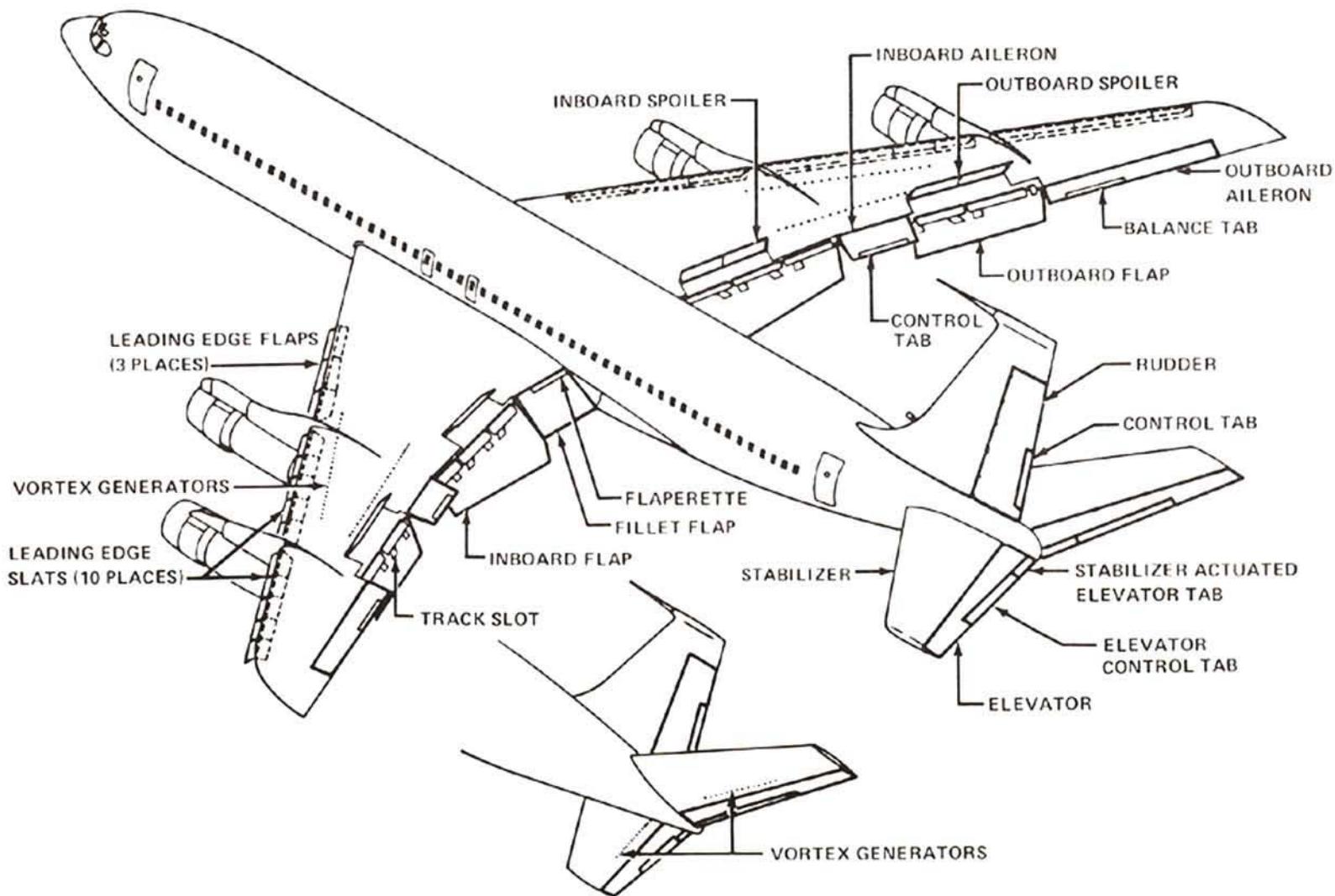
Ideally, your job will be to trouble shoot problems before they reach the AG and then provide constant support in terms of program planning and development. You need to learn when to intervene and when to let people learn things on their own. Your job is also that of leadership development. AG members some of the smartest, hard working people in the world, all of them have what it takes to pull off amazing programs; they just need the support and encouragement. Also, never dismiss any idea from AG members or residents. Although not always logical, every idea represents a truth and a need that should be addressed by the AG. As chair, it is your job to make sure AG members are effective. Along with that never waste an AG member's time. Every task and activity should be meaningful to them and the community. Additionally, build a strong professional relationship with you Residential College Coordinator. He or she will provide tons of support. This person is your greatest resource, let them teach you. Be open with him or her. Make sure the RCC will tell you when you do well and when you fall.

Finally, being Chair is about having a vision and seeing that vision come to life. Over the year, your vision will change as it merges with the visions of others. Eventually, a group vision will form and serve as your guide when making decisions. The AG cannot do everything, but it is capable of amazing things.

This past year, we had a highly effective area government. Some would say this leaves big shoes to fill. I would like to think that we have made big footsteps that should be easier to follow. On behalf the entire 2003-2004 PIRC AG, I hope we've made your job easier.

May Parkside Continue to Be Blessed with Leadership and Service,

Todd Hutchins  
PIRC AG Chair



*by todd e hutchins*  
*flying* theory

## *state of the art aircrafts*

### **Parkside International College is a special place...**

Our building government- the working arm of the residents- is very different when compared to other buildings.

- 1) Diversity – like the community itself, the Area Government is made up of people of all races, ethnicities, religious beliefs, sexes, sexual orientations, ect. As an AG chair, it is your job to bring these people together recognizing people's unique talents and experiences.
- 2) Size- Parkside AG is larger than other Residential Governments on campus. Unlike a Building Government (BG) that represents just one building, the AG must serve the needs of a much larger group of students. It is important when leading this group that every voice is heard.
- 3) Committees- Our Area Government is structures into Big AG, which is a meeting of all the AG members. As a whole we meet to hear announcements, updates, recognize community members, approve funding, create vision, and handle major issues. More detailed discussions such as specific program design are completed in committee. This allows every area government member to have a substantial impact on AG. It creates greater responsibility and accountability for each member. This year, we had three major standing committees. CIA, Social, and Execution (see detail description in scrapbook).
- 4) Focused community- unlike other buildings, Parkside has a clear purpose- to introduce residents to a wide variety of cultures, customs, and practices from around the world. Parkside AG helps foster important dialogues, expressions of culture, and sharing of knowledge using meaningful social and academic programs. We also effectively advocate for the needs of our community.
- 5) Mixed community- Parkside benefits from having a community of upper and lower classmen. We also have suites and apartments. This set up creates a consistency in our community. This is reflected in the AG. Experienced upperclassmen can provide insight and previous experiences, while freshmen often bring energy and new ideas. The combination works well.

## *flying higher, reaching destination faster*

### **Our Area Government's Strengths**

- 1) Team Work- Without it, we would be nowhere. Retreats, like Disneyland and bowling helped build this teamwork, but overall, Parkside just has really good people.
- 2) Hard Work- Nothing worthwhile ever comes easy. All our success comes from hard work and commitment. Every AG member puts in lots of work to make the "Parkside magic" happen,
- 3) Support- The AG is part of a comprehensive team dedicated to creating an unbelievable college experience for the residents of this college. We were able to work with the Faculty Masters, Area Director, RCs, RAs, and other community members to make things work.

- 4) Communication- this year, the AG was able to respectfully communicate. As a Chair I was able to coordinate this communication, which lead to our building being one of the most active in the University.

## *facing turbulence...*

### **Our Top Weaknesses**

- 1) Burn Out- AG is made up of dedicated achievers who want to do everything. Sometimes we have to learn that Parkside cannot do everything.
- 2) Perfectionists- Again, we learned that if we try our best to make the 2<sup>nd</sup> Karaoke microphone to work and it still won't; then we have to let go and appreciate what is going well.
- 3) Two Building Challenges- This is hard, especially in deciding locations for programs. It is hard to get people from the apartments to the suite or vice versa.
- 4) We waited til midyear to do our resident survey. We would have been much more effective had we done this earlier.

## *journey continued...*

### **Programs**

Please refer to the critiques in the scrapbook for each individual program.

Looking back, our most successful programs have been those that have incorporated a wide variety of cultures and involved food. On site programs tend to work best.

In general, difficult programs are those that take place far away from Parkside, like certain HICCUP sports.

Parkside is a new building, I would encourage you to continue creating new traditions. Primal Scream, the Winter Dance, Spirits at Troy, and REEL LA have become trademark programs along with our communications, i.e. website and poster graphics.

# The Wind Beneath Our Wings

**Jessica Marek**

Parkside International Residential  
College Coordinator



Physics proves that nothing can take flight without the strong flow of air to give the plane lift. Without this the propellers can turn infinitely quick, but the plane still won't take off. It needs wind beneath the wings.

Jessica Marek is the support that the AG relies on to help keep us in the air and on track. When things are going smoothly, she is the simple encouraging breeze that makes the trip enjoyable. Yet when the engines stutter or the nose begins to dive, she is the quick gust that catches the plane and keeps it flying towards safety.

She provides the jet stream of encouragement and knowledge that decreases the travel time from one destination to another and speeds up the ascent. Overall, it allows the plane to be more efficient.

Jessica provided valuable feedback and advice to every member of the Area Government, especially the Chair. Together, they were able to plan for the future and talk about various strategies for improving the effectiveness of the Area Government.

Jessica's calm, rational approach to solving even the most challenging problems has proven to be a huge blessing for the Area Government.

Jessica manages to do it all.

# Runway Lights

The Parkside Area Government strives to be a beacon of hope and assistance. We hope out of concern, compassion, and service to make the world a better place through education, health, tolerance, and aid.

This year one of the Area Government's main priorities was to make a difference not just in the Parkside Community, but also on greater society. Under the direction of Christine Hameline, our Community Service Chair, we were able to make a meaningful difference outside AG. This year the AG reached out to the community in many ways:

## **Spirits At Troy**

Inviting neighborhood children into our building for a safe and fun Halloween was huge. Over 300 kids, traveled through our multi-themed floors. Floor senators organized different settings for kids of all ages from the spooky psychiatric ward to the playful Peter Pan floor. Overall, every floor participated. This program united residents with each other and the community.

## **Hearts for the Homeless**

This drive consisted of three parts: making Valentines Day cards for homeless women and their children. Organizing a clothing drive that raised a truckload of high quality clothing for the women and their families. We also sent six AG members to the Homeless Center to donate their time. The AG members report that the kids were really fun to play with and very appreciative of the clothing.

Over 300 cards were made.

## **Awareness**

The CIA committee raised awareness for breast cancer and AIDS through flyers, info sessions and participation in off campus events. We also held the Hunger Banquet to raise awareness for wealth disparity and the deplorable human suffering in Africa.

## **Other Events**

We also organized other volunteer events for residents, like working at the LA marathon and working a read a thon at Weemes Elementary School.

Additionally, Parkside Residents are involved in a number of other service organizations, such a JEP, OCS, church groups, and clubs.

# how | 2: program planning

by Catherine Moore

The first step in planning a program is to come up with a good concept. This is harder than it seems at first. You have to consider who you are trying to aim your program towards, what resources you have available and what people are interested in. Just because you happen to love Italian movies does not mean that you are going to have a huge crowd turn out to watch "Life is Beautiful". Things that generally are successful are programs where the participant gets to do something as opposed to just watching, such as karaoke and origami, and, of course, free food.

Now that you have decided what you want to program, you have to nail down all of the details. This means deciding when and where you are going to hold your program as well as creating a detailed plan of what you need for your program, where you can get it and how much it is going to cost. This is essential! You would be amazed how quickly things add up. You will also be amazed how many things there are that you will forget; an extension cord for the projector, masking tape to hang decorations and serving spoons all seem to fall through the cracks of program plans. You also have to plan your programs far enough in advance so that you have enough time to get your funding application processed, which can take up to eight weeks.

Now that you have the plan, you need funding! There will never be enough money to fund all of the programs you want to do; it is a fact of life. This is why it is important to not only be as frugal as you can with your budget, but to prioritize the programs you want to do.

There are several different sources you can go to for funding, including your Area Government, Resident Faculty, URSC, GPSS, PALM and AIM High. For details on how to apply for these different types of funding, please see "how<sup>2</sup>: the art of asking for money".

You have a plan, you have the funding; now you need to execute! You hopefully have had more than one person helping you plan all along (doing a program by yourself is exhausting and generally not as successful as working with others), but now is the time to really get others involved. You'll need to organize who is going to get what, how you are going to advertise your program (see "PR the elements"), and who is going to be in charge of what on the day of the event. Most of the time, your fellow AG members are willing to help you if you plan ahead and ask nicely.

Once the program is over, make sure you ask participants what they thought about the event. Were there parts they loved? Were there things they'd change? By getting feedback, you can improve your programs for next time!

## TIP5

- Helping is a two way street: if you agree to help others with projects you are trying to do, you will have more help when you try to do a program.
- Getting people out of their rooms is hard and food is the best way to do it.
- People would rather participate than watch.
- As the semester goes on, people get more and more busy. Programs planned at the beginning of the semester generally have better attendance.
- No program is going to go off without a hitch. Just because it did not go exactly as you wanted it to does not mean that it was a failure.
- When push comes to shove, it's not the future of the world, it's just programming.

# how | 2: the art of asking for money

by Shweta Shrivastava

Being URSC funding representative is a very important job, especially at Parkside. As a funding representative, you will sit on the funding board of URSC and help to allocate the school's money to various residential programs. The time commitment is relatively little; you only have to attend the general and funding board meetings on Wednesdays from 6:30 until the end of funding board meeting. Quite often meetings last until 10 or 11 pm, so your Wednesday evenings will be booked.

When you are elected to this position, you become a member of URSC first, then a member of PIRC. So when you are "defending" a program that Parkside is putting on, remember that you should view this through the eyes of a member of URSC, not as a member of Parkside. At the same time, it is important that you know a few things going on so that you are able to best fund Parkside. Since we are such a large AG and we do so much, it is important that everyone understands how to fill out applications. This will make your job a lot easier. The vice president for funding next year (Amanda Rossi) is very organized and has a list of precedents set up which she will either give to you or put on the website. Make sure that everyone who can submit an application to the board knows how to get a hold of this information. I tried to ensure that people who filled out their applications showed it to me before they submitted it so that I could look it over, but this often did not work.

Instead, I sent out an email detailing to everyone some tips on how to fill out an

application. You'll get a feel for how the board thinks as you go through it, but here are some of the things that I picked up that I think might help you get started. The website is <http://www-scf.usc.edu/~ursc/fundhome.htm>

**1** You must submit the application two Wednesdays and one Sunday before the event or whenever you want the money. You will not get the money upfront, Instead, you will have to show receipts after the event and will eventually be reimbursed.

**2** About reimbursement... packets are due one week after your program through the RC's. There are rules and regs about what to submit in your funding packet.....all of this information can be found on the website (see above) Funding will be revoked if it is not in on time!!!!

**3** In general, then, there are certain things that would improve your chance of getting funding:

Don't ask for parking, they usually won't pay it. Also, try and procure money from other sources first and use URSC as your last resort. At least ask before you submit your application to URSC so they know that you've asked other places. Make sure Parkside AG gives some money to most programs.

**4** With any funding app, include an extensive budget. If you have shopped around for the cheapest price, include all of your price comparisons to show that you have looked around and are asking for the least amount.

# 5

URSC cannot alter your app. We can only vote on what you have put down on paper, so make sure you know exactly what you're asking for and in your description be thorough and organized. URSC likes to see that you've done your research and you're organized.

# 6

Also, some clarifications on receiving funding: if you ask for \$5 a ticket for maximum 30 people, and URSC gives you "\$5 cap 30", then it means that you can only use \$5 per person for 30 people.

Lastly, there are just a few things I would like you to do for me. I would like to know how your program went after it is over, just so I can keep track of what kinds of programs did how well so I can better sell those programs again to the board. (Hopefully for next year, too). I think that's all for now, I'll let you know if I think of anything. Let me know if you have any other questions either now or as you're doing your application. A lot of information can be found on the website listed above.

Funding Board Representative is a great position to have and I know that you will thoroughly enjoy yourself!

# how | 2: advocacy

by Alysha Brady

As a member of URSC Advocacy, you will receive all the necessary training to do the job at the URSC retreat, but here's the basics of it just FYI...

The way the URSC Advocacy works is that residents notify their representatives of issues which the representative can either take care of on their own or pass on to the URSC Advocacy board and from there, the responsibility falls upon a committee. URSC currently has ten standing committees. Here's a list of the committees, their abbreviations and some of their contacts. Their purpose is fairly self explanatory.

- Academic Advocacy (AA)  
L. Katharine Harrington, Ph.D.
- Department of Public Safety Advisory Committee (DPSAC)
- Housing Environmental Action Team (HEAT)
- Housing Policy Advisory Committee (HPAC)  
Jeffrey Urdahl
- Residential Dining Advisory Committee (RDAC)  
Jeffrey Miller  
Senior Manager, Hospitality Services
- Retail Advisory Committee (RAC)  
Donald Ranasinghe
- Student Health Advisory Committee  
Paula Swinford  
MHA, CHES, Director  
Health Promotion and Prevention Services

- Transportation Services Advisory Committee (TSAC)  
Brian d'Autremont  
Director, Transportation Services

- USCard  
Brenda DeLong  
Director, USCard Services

- Special Projects

In addition to these committee contacts, representatives should be in contact with there area director. They can be a valuable contact for concerns specifically in your area. But an important thing to remember is that you should always start at the bottom and work your way up. Speaking to one of these contacts is a last resort if work orders, comment cards, and discussions with other staff has failed. If a committee goes into a meeting and tells a director about a problem that hasn't been addressed at a lower level then often the director will simply tell the representatives to start at the beginning and if that they'll step in if that fails. For any problem concerning maintenance or residential concerns the first step should always, always be a work order!

Another important facet of your job is empowering the residents themselves to take care of problems themselves. Even if a representative is all powerful and can handle every problem encountered by every resident, it's faster for a resident to handle a problem themselves than it is for them to find the representative, explain the problem, and wait for the representative to take care of it. The representative's job is to teach the residents how to handle problems and to step in if the resident runs up against a wall.

By empowering residents to solve their problems and following the right chain of command, problems get solved faster and more efficiently. A resident filling out a work order is far better than a resident trying to contact their representative, the representative finding out all the information and taking it to

the URSC meeting, the committee taking it into a meeting and the director telling the committee to fill out a work order.

So there are the basics of URSC Advocacy. Each representative will be placed on a committee at the beginning of the year and meeting times will be set up with the contacts. For Parkside Area specifically, I've found that Housing Policy Advisory Committee and Residential Dining Advisory Committee were the most helpful committees to be on. Most of the problems encountered this year at Parkside fell into one of these two categories. But to each his own.

# Funding Guideline

## Parkside Area Government

With \$5000 to spend on Parkside-sponsored activities and events for the 2003-2004 school year, Area Government made the majority of its funding decisions based on guidelines explicitly stated in its constitution. When deemed necessary by the majority of the government's voting members to make exceptions to specific cases, slight deviations were made from what the guiding document stated. For example, if a particular event was set to take place within the two weeks necessary to file the paperwork and the event was in dire need of financial support, the fourteen-day constraint was overlooked. In terms of funding, carrying out the events took precedent over technical procedures. With this precedence in mind, it is important to emphasize the Parkside Area Government followed funding *guidelines* and not unbreakable rules.

As part of an administration in which “funds [were generally] dispersed following submission of a completed funding application,” the Financial Coordinator, whose primary responsibility was to keep record of all monetary transactions, created and received all internal applications. The funding application was available via AG’s website: [www.pircusc.com](http://www.pircusc.com). By working in close relation with both the Parkside University Residential Student Council (URSC) Funding Board Representative and the government advisor, the Financial Coordinator provided weekly updates of the remaining balance through email and physical copies of the spreadsheet at each meeting.

Paula Tran  
Financial Coordinator  
Parkside Area Government

## URSC

URSC Funding is a great resource for residents and RAs to turn to if they are planning an event or program. To apply for funding from URSC, simply pick up an application from either STU200 or online at <http://www-scf.usc.edu/~ursc>. Complete the application at least two weeks prior to the planned event and turn it in the Sunday before that weeks URSC meeting. For larger events (over \$1000), a presentation at URSC Funding Board meeting is recommended, but not required. In order to make it easier on the Funding Board, please make sure your final dollar price is per person. The better and more complete your application is, the better your chance of getting full funding! Remember to talk to your URSC Funding Representative so that they can fight for your money!

Aaron McCullough  
URSC Funding Representative  
Parkside Area Government

pr ethics

be creative

be organized

be responsible

be user friendly

be optimistic

be yourself

**santi tonsukha**  
public relations coordinator



# couture+de parcside

3771 avenue des mcclintock  
los angeles, ca 90007



# pr strategies

by santi tonsukha

be creative + use only keywords [what? when? where?] + change the style periodically + compile an email list at the beginning of each semester [people check their usc emails everyday] + people are lazy, they will not even click to open an attachment, use a picture file instead + colors are always attractive + quarter sheets are cheap + monday night is bad, thursday night is even worst + the most effective advertising medium is spreading the words... just like gossips! + quality of the program is the most important thing to keep in mind + be flexible + there's always a room for improvement + don't overwhelm yourself, you are not 7-eleven [open 24/7] + if you've already done your best, then there is nothing to worry about :)

# Parkside International Residential College website

<http://www.pircusc.com>

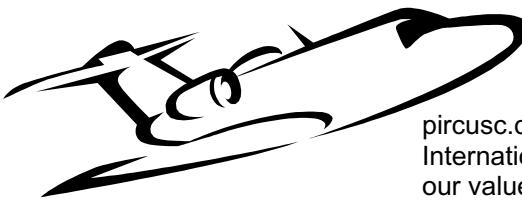
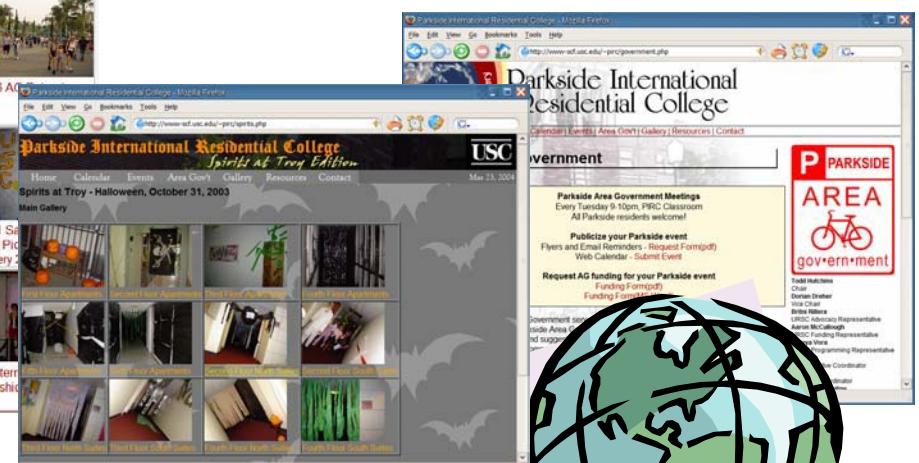
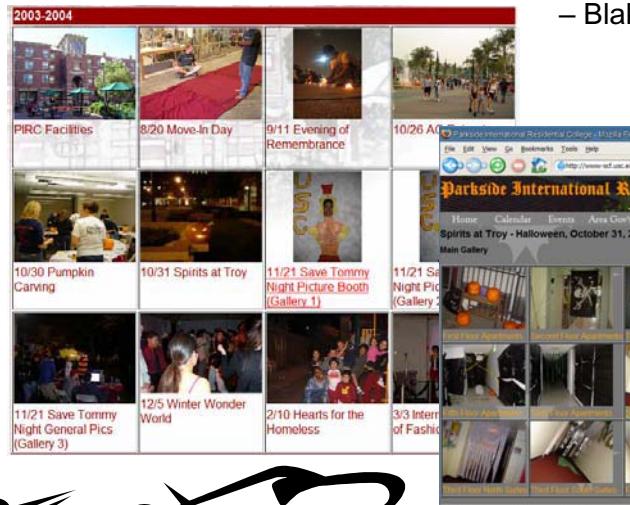
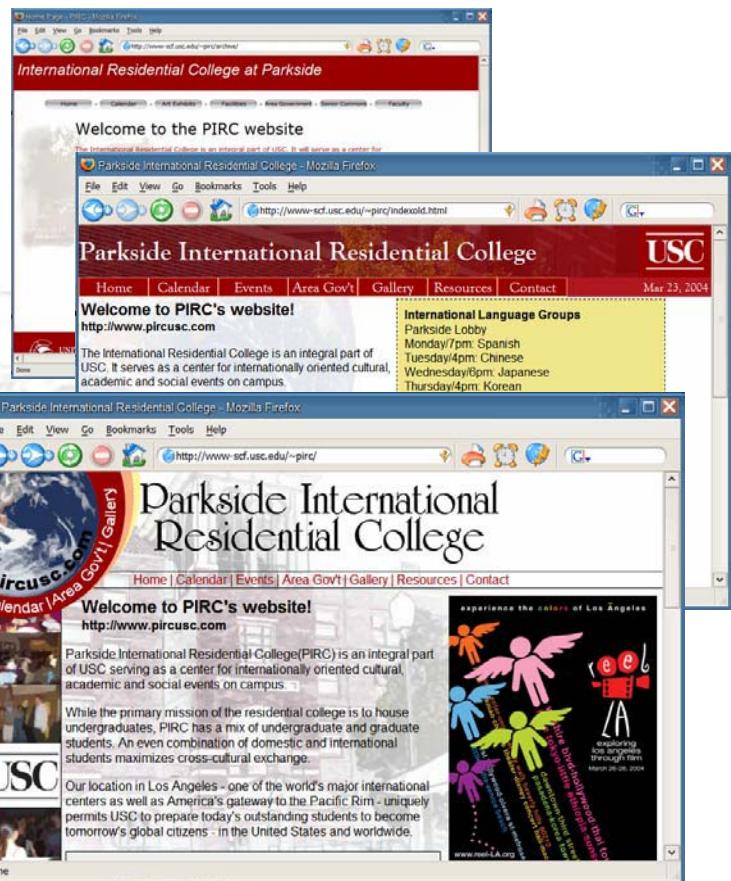
The Parkside International Residential College website was a project to design an online community hub for up-to-date information on what is happening at Parkside.

I approached the design with the idea of accomplishing several goals: provide the site with a new visually appealing design, make the site into a compelling resource for Parkside residents, and logically organize the content with appropriate navigation. The design strived to provide the best experience without compromising compatibility across all major web browsers or load times for visitors on dialup modems.

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Master's Reception + REEL LA Info Session + Area Gov't Meeting	4 International Festival + REEL LA Info Session	5	6	7 AG Retreat
8 REEL LA Info Session + Area Gov't Meeting	9	10 Academic Honors + REEL LA Info Session	11 REEL LA Info Session + REEL LA Info Session @ Parkside	12	13	14 Spring Break begins
15	16	17 No AG Meeting	18	19	20	
21 Spring Break ends	22 REEL LA Info Session	23 Master's Reception + REEL LA Info Session + REEL LA Day 1	24	25	26 REEL LA Day 2 + REEL LA Day 3 + New Year	
28 REEL LA Day 3	29	30 Master's Reception + Area Gov't Meeting	31			

The two central features of the website are the calendar and the gallery. The web calendar is updated twice a week with events for the Parkside community. These events came from either area government meetings, direct submissions, or other sources including Parkside staff. The gallery provides pictures from various Parkside events for the Parkside community and the university at large. These pictures are a combination of pictures I have personally taken at Parkside events and pictures from Parkside AG members and Parkside staff.

– Blake Kawamoto, PIRC AG Website Coordinator



pircusc.com is proud to serve as the web face of Parkside International Airways bringing the world to the desktops of our valued passengers.

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# student government

## Transition Committee

The transition committee was formed at the end of the 2002-2003 school year to maintain a student voice for the Parkside community over the summer. The transition committee which consisted of 8 individuals worked diligently on reforming the constitution, planning welcome week activities, as well as creating advertising and publicity campaign to recruit new residents to join the Area Government. This year two we have selected a transition committee to continue to represent student concerns over the summer and prepare for next year. The transition committee has really helped Parkside continue its excellent traditions.

## Execution Committee

The Execution Committee is the auto-pilot of the Parkside International Airways. Although we are behind the scenes a lot of the time, we make the flight a smooth one for all of our passengers. Although the name sounds scary, our committee name does not imply that we execute people of Parkside. We LOVE the Parkside community!

The Execution Committee is a group of some of the finest individuals in Parkside Area Government, including the URSC advocacy and funding representative, financial coordinator, and the public relations coordinator. About 8 of us come together after each meeting on Tuesday to discuss issues dealing with the Parkside community. All in all, we make many of the important decisions, such as whether to add basketball courts to our community, or what actions must be taken to improve the already awesome PIRC dining facility. As our motto goes, "We get stuff done."

Our committee is very organized, efficient, and concise. We try to get straight to the point of issues pertinent to our community. With the responsibility of advertising, finances, and advocacy, we attempt to keep on top of things and come prepared to all meetings so we can do our work and leave.

Execution Committee is also in charge of planning the AG Retreat. In the Fall, Area Government had a wonderful journey to Disneyland, the happiest place on Earth, and in the spring, we went bowling in ethnic K-town, and had an Italian pasta and salad get-together afterwards.

## Social Committee

The Social Committee is made up of a devoted group of residents from headed by Senior Arash Payan. It chaired by Erin Timmerman earlier in the year, but she couldn't continue due to academic commitments. The social committee works quickly and efficiently. Our meetings our short and sweet, but we do accomplish a lot. This year we've had a Game Night, a cookie baking program, BIONIC (Believe It Or Not I care) week, and much more as can be seen in the pages of this scrap book.

In this committee it's essential to know about all your possible funding sources, which include but are not limited to URSC, Faculty Fellows, Faculty Master, Discretionary Board, GPSS, PALM, and the Area Government. Also be sure to create an agenda when you chair the social committee, so you can stay organized and make sure you're accomplishing your goals.

# Community Service, International, and Academic Committee (CIA)

## **Introduction:**

The community, international and academic committee, or the CIA as we like to call it, serves the purpose of initiating programs that reach out to individuals both within USC and beyond. Our aim is to create programs that focus on one or more of the three elements- community service, internationalism, and academics- and inform the uniformed, encourage the shy, and bring an atmosphere of enthusiasm and aliveness in to all out events. This year the CIA was extremely successful to bring to fruition a number of amazing programs, including Spirits at Troy, Hearts for the Homeless, The International House of Fashion and Swim with Mike to name just a few. The CIA is a REAL job, and our dedication, commitment, and willingness to see that the students needs are met ensures our programs live on in the Parkside Hall of Fame.

## **Conclusion:**

The CIA is not a one-man team, the efforts of all the members are required. Responsibility and efficiency are crucial ingredients, and with the embodiment of these qualities, our end product is INCREDIBLE! As representatives of the parkside community and the greater USC community it is vital we give the students exactly what they want and much more. And as much as we enjoy planning and materializing fun, it is even better to watch the community we cater to relish in it. What better way to meet great people, work with incredible talent, and enrich the USC community, than by being a dedicated member of the CIA!!!

# Parkside Security Council

## **Purpose:**

The purpose of the Parkside Security Council is to improve the state of security at Parkside while not restricting the freedoms of the residence of Parkside and helping to build a greater sense of community and safety at Parkside.

## **Activities:**

The Parkside Security Council (PSC) worked this year to help make Parkside an even more secure community. The PSC has worked hard to raise resident security awareness and has seen a dramatic improvement in security in the Parkside area.

The parkside security council meets for half an hour ever other week and works quickly to resolve security issues from laptop theft to identity theft in the Parkside area.

## **Programs:**

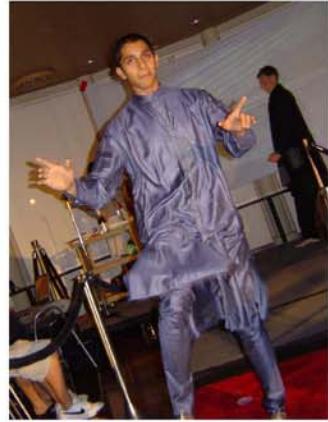
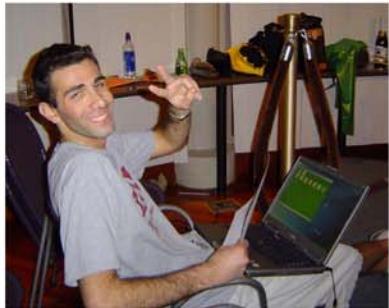
Raised awareness of laptop theft.

Ensured door lock functionality at all times.

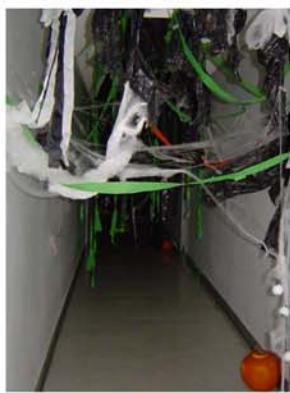
Improved lighting at night in various locations around Parkside.

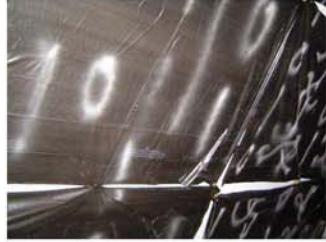
Reduced unauthorized building access.

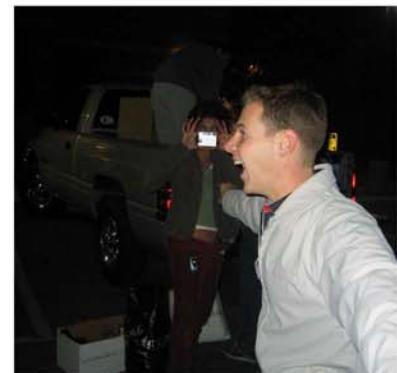














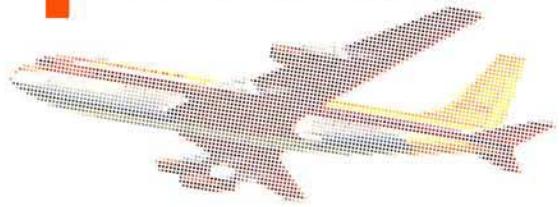




# For your safety

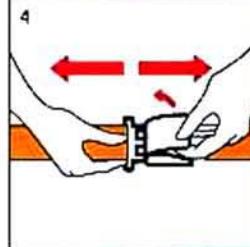
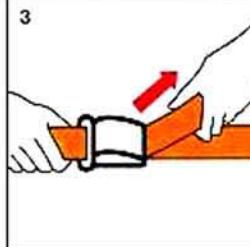
FOR YOUR SAFETY

**pia** parkside international airways

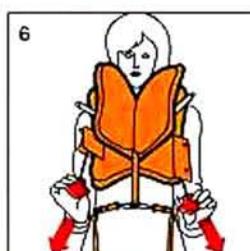
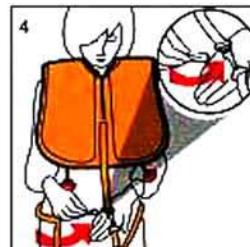
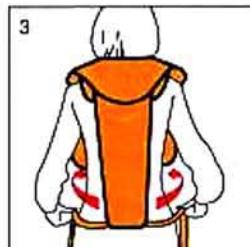
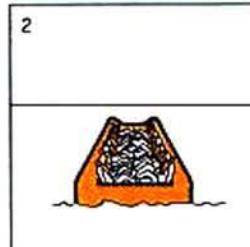
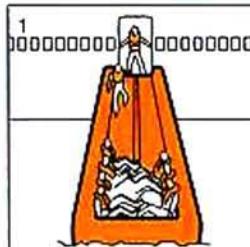
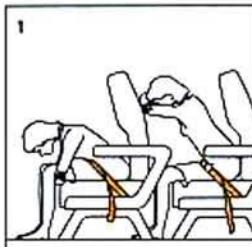
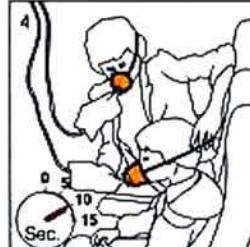
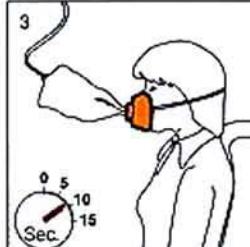
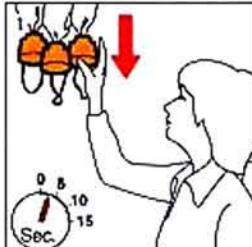


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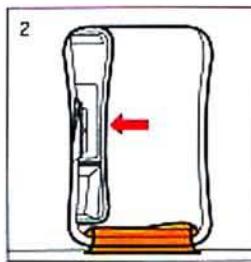
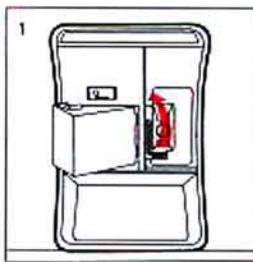
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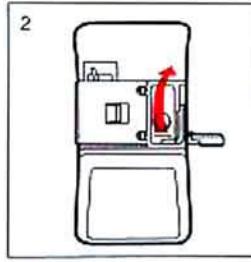
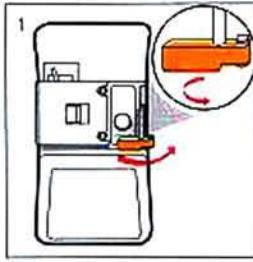
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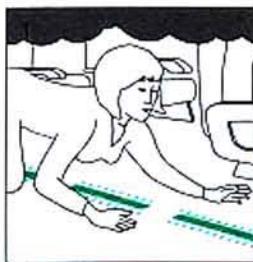
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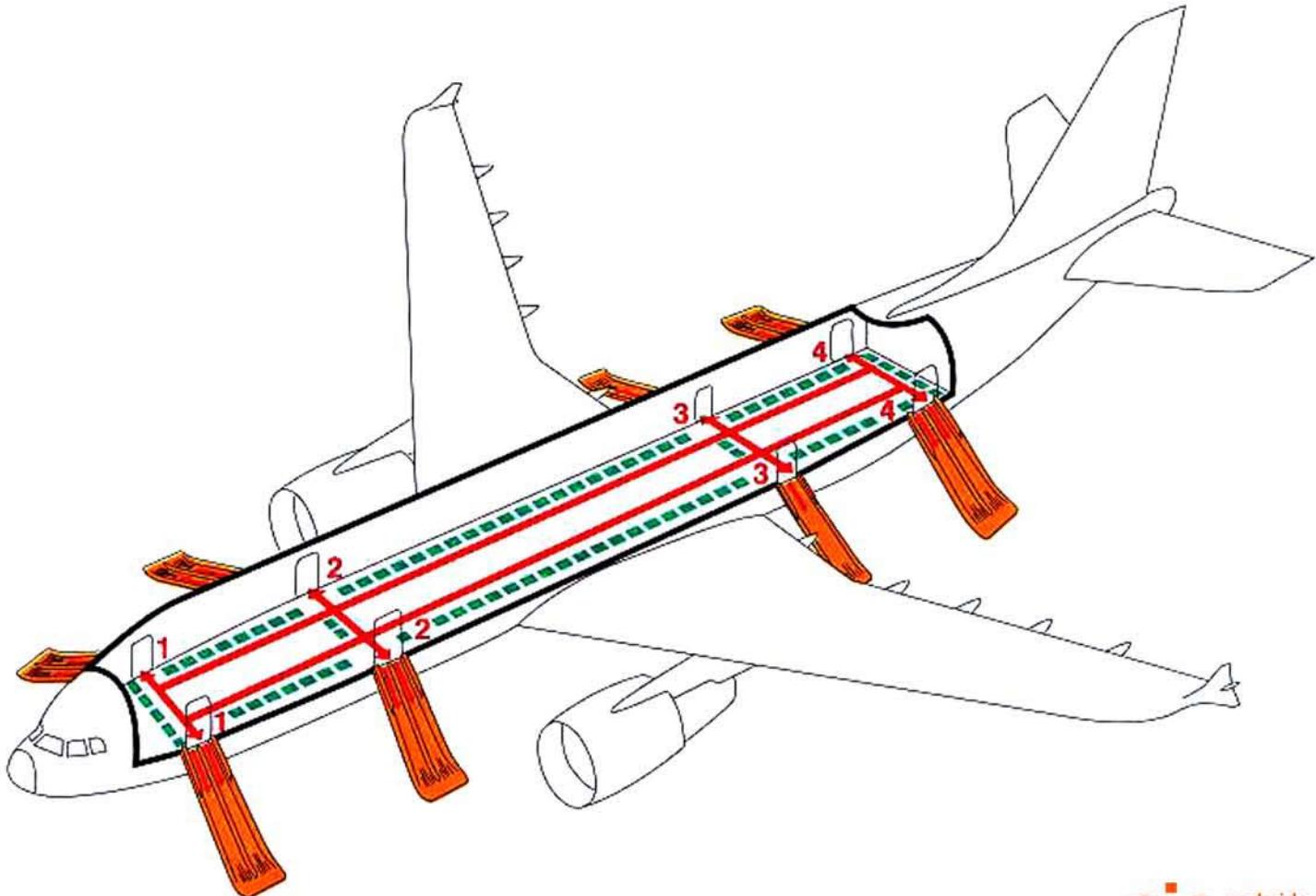
**EXIT  
3**



**SMOKE  
FIRE**



**Elec-  
tronic  
Devices**



**pia** parkside  
international  
airways

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# In case of emergency, Speak up... We are listening

Parkside Area Government advocates the need of the residents whether it's dining, housing, or safety. We try to work with university officials to improve student life for both Parkside residents and the university at large. Area Government through an area-wide survey collected and compiled student opinions and forwarded them to applicable university officials to encourage the beginning of change and improvement to the Parkside experience. This year, AG has started to produce some changes in the Parkside Restaurant to better serve the needs of our residents. Following is the feedback from Jeff Miller, Senior Manager at Parkside Restaurant.

Dear Parkside Area Government,

Thank you for sharing some of the dining related feedback from your recent Survey.

In response to these suggestions please communicate the following information back the participants.

**Regarding "Vegetarian Options" & "Cultural Representation" on the Parkside Menu:**

- We are currently in the process of planning the fall 2004 Parkside menu's & are conducting a survey to ascertain what countries/regions & types of vegetarian items our customers would like to see included in these upcoming menu's. This feedback will be important in the process. This survey is available in the reception area of Parkside Restaurant. I've attached a copy in case you would like to e-mail this to some of your constituents. While we will not likely duplicate the Mexican (Mexican/American) dishes offered in numerous other facilities on campus we do hope to include some regional dishes from Mexico and the Caribbean.
- We no longer have a required "kosher meal plan" but do continue to offer an ongoing selection of 2-3 rotating kosher entrée's for anyone who wishes to partake. The menu of these is posted in the front to the restaurant. I've attached a copy of this menu for your convenience.

**Similarities in Lunch & Dinner Menu's:**

- We plan to develop somewhat more diversification between the lunch and dinner menus for next year.

- Facilitate this greater differentiation may however result in somewhat reducing the total number of items (currently 40 plus) offered during each respective meal period.

**Late Evening Service:**

- We are open until 10pm and committed to offering quality service and a full menu until that time. As business after 8pm is somewhat slower than prior to that our standard is (rather than keeping food under the heatlamps too long) for the station cooks to offer to customers "may I make an item fresh to order for you" upon arrival at each station. If this is not taking place please give us the opportunity to correct this promptly by asking for the manager on duty who will then have the opportunity to act on this and to meet your needs. Ray Franqui & Dennis Miller are the managers on at this time.

**Fruit Quality:**

- The juice in the bottom of the pans of cut fruit are the natural juices that the fruit gives off and not water. Cut fruit is washed before its peeled and cut.
- Whole fruit is carefully inspected prior to serving for freshness & any potential problems (bruises etc.). Fruit that does not meet our standard of freshness and quality is not served. As the whole fruit is "self service" some fruit may be bruised in the process of customers moving the fruit while looking for the piece that best suits their taste.

**Posting Menu's Online**

- Our IT department is currently going through a transitional period following which we hope to have our menus back on line. Currently menus' are posted in the front of the restaurant with the four week kosher menu cycle listed as well.

**Vending Machines**

- An additional vending snack machine was added to the Parkside Suites game room at the start of the school year.
- While vending resources are typically directed towards high traffic area's, accessible to the public and where no other foodservice is available, this was provided in addition to the ones already on place in the game room of Parkside Apartments based on the special request by the Parkside Residents last year.

**General Menu Feedback:**

- We currently do not serve pancakes on weekend brunches as the equipment to cook these is located in the American Station which is not open during these periods.
- We encourage anyone having feedback or suggestions regarding the menu or service in Parkside Restaurant to utilize the customer feedback forms located on the Grainery counter closest to the cashiers station. The management team reviews feedback daily and as a team at our weekly managers meetings. This gives us the opportunity to react quickly and efficiently to this information.
- This process also helps us to evaluate how many of our 1200 or so daily customers we serve are looking for specific menu additions and with this information determine how best to proceed. As in any operation, often adding a new item necessitates removing another to ensure menus do not become unwieldy.

Thank you for sharing this feedback with us as this is a great tool for us in consistently striving to meet your needs consistently. Please feel free to contact me directly if you have additional questions or input.

Sincerely,

Jeff Miller  
 Senior Manager  
 Residential Dining  
 Parkside Restaurant  
 213-821-5861 or [jmillier@hospitality.usc.edu](mailto:jmillier@hospitality.usc.edu)



parkside international airways

# busyness class

agendas + minutes

# **PARKSIDE INTERNATIONAL RESIDENTIAL COLLEGE AREA GOVERNMENT CONSTITUTION**

## **PREAMBLE**

In order to create an area government that is effective and efficient in meeting the needs of its constituents, this constitution has been drafted. It is the desire of the Parkside International Residential College (PIRC) area government to create an environment that promotes community and interaction between its residents and the University community while keeping with the international theme of the College.

## **ARTICLE I – MEMBERSHIP**

### Section 1:

All residents of PIRC are members of the area government in a non-voting capacity until such time as they are elected to the Board or granted voting rights in accordance with Article VI, Section 6.

### Section 2:

No member of PIRC area government shall be restricted from holding any office or from otherwise participating in PIRC area government activities, business, or government for any reason, providing that the member is in accordance with Article II, Section 6.

### Section 3:

Membership decision will not discriminate on the basis of age, race, religion, or creed, national origin, ethnicity, gender, disability, or sexual orientation.

## **ARTICLE II – OFFICERS**

### Section 1:

PIRC area government shall consist of a Board that is comprised of all voting members of the area government.

### Section 2:

With the exception of the Chair, all Executive Officers shall be voting members of the Board. The advisor shall be an ex-officio (non-voting member) of the Board.

### Section 3:

A. Elected Officers

1. Chair

- a. Establishes agenda and chairs all area government and Board meetings.
- b. Represents the area government to the University community.
- c. Makes appointments, in collaboration with other Executive Officers and the Advisor, as deemed necessary.
- d. Appoints in the spring semester a summer steering committee to plan following year's opening activities (first four weeks).
- e. Appoints, in consultation with the Board, all liaisons deemed necessary for efficient communication between the area government and other organizations, excluding the three elected URSC representatives.
- f. Shall determine an appropriate attendance policy for the academic year, subject to two-thirds approval of the Board.
- g. Shall appoint committees to oversee the planning and execution of projects and programming.
- h. Serves on the Budget Committee to establish the annual budget for the area government.
- i. Shall be an ex-officio of all committees.
- j. Serves in a supervisory role, along with the Advisor, for all executive officers to guide in leadership development.
- k. Is a non-voting member of the Board, except in case of a tie of votes cast by all voting members of the Board.
- l. Seek closer ties between the residential student and the University community.

2. Vice-Chair

- a. Acts in a supportive role for the Chair and the area government as a whole.
- b. In the absence of the Chair, will serve as the Chair and take on the responsibilities and limitations as defined in Article II, Section 3, A-1.
- c. Coordinate the efforts of the Senators.
- d. Shall coordinate Senator Elections in conjunction with that floor's Resident Advisors.
- e. Serves on the Budget Committee to establish the annual budget for the area government.
- f. Serves the area government as the acting Chair, should a vacancy occur in that office, until such time that an election can be held.

3. Administrative Coordinator

- a. Serves the area government as office manager to include keeping inventory and sign-out logs in area government storage room(s).
  - b. Completes all paperwork necessary to be registered as a student organization and schedules meeting spaces.
  - c. Prepares minutes of the area government Board meetings, and all other communications, for distribution, as designated by the Chair.
  - d. Coordinates all WTO records, excluding financial records.
4. Financial Coordinator
- a. Keeps copies of all financial records.
  - b. Chairs Budget Committee to prepare annual budget for approval by the Board.
  - c. Administer funding allocations and oversees all financial operations of the area government.
  - d. Keeps URSC Funding Board Representative apprised of any funding requests from PIRC.
  - e. Creates and receives all internal funding applications.
5. Programming Coordinators
- a. Social – coordinates social programming from inception to completion and ensures that pictures and program evaluations are collected.
  - b. International – coordinates internationally themed programming from inception to completion and ensures that pictures and program evaluations are collected.
  - c. Both positions, Social and International, work together to develop a Binder for submission to URSC for *Government of the Year* award.
  - d. Both positions, Social and International, develop and distribute to Advisor advertising for area government programs.
6. Community Outreach Coordinator
- a. Develops a strong link between the PIRC residential community and the local community.
  - b. Encourages volunteerism within the PIRC residential community.
- Attends meetings and communicates with the URSC Community Outreach Coordinator.
7. URSC – University Residential Student Community Representatives

- a. There shall be a representative from the PIRC area government to each of the three URSC Boards: Advocacy, Funding, Programming.
  - b. Representatives shall serve as liaisons, and report information, between the area government and URSC.
  - c. Representatives are expected to act in accordance with URSC Constitution, By-laws, and policies.
  - d. Representatives are required to attend all URSC meetings. In the event that they are unable to attend, it is their responsibility to find an appropriate proxy, as defined by the URSC Constitution and By-laws.
8. HICCup – Housing Intramural Challenge Cup Coordinator
- a. Promotes and organizes the intramural involvement of residents within the PIRC community.
  - b. Monitors team standings.
  - c. Presents weekly reports to the Board on the status of intramural activities.
  - d. Attends HICCup meetings in accordance with HICCup guidelines and as established by URSC HICCup Coordinator.
9. Website Coordinator
- a. Designs and maintains the Parkside International Residential College (PIRC) website in accordance with University policy and subject to review by the Advisor.
10. Public Relations Coordinator
- a. Serves as the lead coordinator for all area government postings in and around campus
  - b. Works to bring the events of the area government to the Parkside residents.
  - c. Shall work closely with the Website coordinator to relay the activities and advocacy issues discussed by area government.
  - d. Shall work with the Chair and URSC Representatives in advertising Parkside events to the University community.
  - e. Shall work closely with the other officers in their efforts for publicizing their events and meetings
  - f. Shall work closely with the Floor Senators and Resident Advisors to publicize the different events at Parkside and around campus.
11. Historian for the Area Government
- a. Shall attend all PIRC Area Government events and meetings.

- b. Shall collect copies of the different evaluations of each program
  - c. Shall take pictures of the programs and important area government meetings.
  - d. Shall work with a committee of student to collect and compile information and pictures for the Building Government Scrapbook
12. Recognition Coordinator
- a. Chair recognition activities to make sure that residents, community members, and others are properly recognized for their contributions to our diverse community.
  - b. Organizes weekly recognition ceremony during AG meetings.
  - c. Creates special award on an as needed basis.
  - d. Writes official thank you notes.
  - e. Organizes RSLH of the month award with the Chair and Advisor

#### Professional Staff

1. Advisor
  - a. Shall attend all area government Board meetings.
  - b. Serves on the annual Budget Committee.
  - c. Shall be available for consultation on all aspects of the area government.
  - d. Shall be available to aid the Chair in approaching any Executive Officer who fails to perform his/her duties.
  - e. Shall be responsible for interpreting University policy and parliamentary procedure when necessary.
  - f. Shall be an ex-officio member of the area government and its Board.
  - g. Shall coordinate all Board elections.
2. Residential Life Staff and Resident Faculty
  - a. Shall serve as ex-officios of the area government and its Board.
  - b. Shall serve as resources for area government members and officers.

#### Section 4 – Senator Membership:

- A. PIRC apartments and PIRC suites shall each elect 6 Senators for a total of 12. The preferred distribution of Senators is one per floor in PIRC apartments, in PIRC suites-south, and in PIRC suites-north.
- B. All Senators shall be voting members of the Board.

#### Section 5 – Senator Duties:

- A. Shall serve as liaisons for their floor to the Board.

- B. Shall participate in the planning and execution of area government projects and programs.
- C. Shall raise advocacy issues for their floor to the Board.
- D. Shall serve to promote an active/interactive environment to include participation in resident and Resident Advisor sponsored programs and activities on their floor.

Section 6 – Board Qualifications:

- A. All elected officers, ex-officios, and Board appointees must be residents of Parkside International Residential College for their entire term of officer.

## **ARTICLE III – FUNDING**

Section 1:

- A. Area government funds will only be dispersed following submission of a completed funding application to the Financial Coordinator and majority approval of the Board.
- B. Retroactive applications generally will not be accepted.

## **ARTICLE IV – ELECTIONS**

Section 1 – Timing:

- A. Elections for all Executive Officer positions will be held within the first two weeks of the fall academic calendar.
- B. Elections for Senators will be held within the first 3 weeks of the fall academic calendar.

Section 2 – Procedures:

Elections shall be coordinated by the area government Advisor.

Section 3 – Who Votes:

- A. All Executive Officers shall be elected by a majority of votes cast by secret ballot at general election time. For the purposes of elections, voting members shall consist of all residents of Parkside International Residential College who wish to participate, excluding Residential Life staff, Resident Faculty, and Faculty Masters.
- B. All Senators shall be elected by a majority of votes cast by secret ballot at that floor's election time. For the purposes of elections, voting members shall consist of all residents of Parkside International Residential College on that floor and within the same building, as designated by the Office for Residential and Greek Life, who wish to participate, excluding Residential Life staff, Resident Faculty, and Faculty Masters.

Section 4 – Term:

- A. The term of office for all Executive Officer and Senators shall begin immediately following their election and shall end at the conclusion of the spring academic semester.
- B. The term of office for all appointed positions shall begin immediately following their appointment and shall end at such time as the Board dissolves the position with a majority vote or at the conclusion of the spring academic semester, whichever occurs first.

**Section 5 – Vacancies:**

Vacancies in any of the elected offices shall be announced at the first meeting of the Board after the resignation occurs. Elections to fill an Executive Officer vacancy shall occur one week later and shall be coordinated by the area government Chair. Elections to fill a Senator vacancy shall occur one week later and shall be coordinated by the Vice-Chair in conjunction with that floor's Resident Advisors.

**ARTICLE V – BOARD MEETINGS**

**Section 1:**

PIRC area government Board meetings shall meet weekly beginning each academic year no later than the third week of classes.

**Section 2:**

The decision not to convene in a regular meeting of the Board must be made and announced by the Chair one week in advance. This decision is subject to majority approval of the Board. In case of emergency, the Chair may cancel a regularly scheduled meeting.

**Section 3:**

Area government shall meet in an open meeting unless closed by a majority vote of the Board.

**ARTICLE VI – VOTING PROCEDURES**

**Section 1:**

Fifty percent plus one voting member of the Board shall be required to establish quorum and conduct area government business.

**Section 2:**

The term “majority” shall be defined as fifty percent plus one member of the quorum established at the meeting.

**Section 3:**

The two-thirds vote required shall be defined as two-thirds of the quorum established in the meeting.

Section 4:

An individual serving as Chair for the area government, its Boards or committees, does not vote except in the case of a tie of votes.

Section 5:

Proxy votes will be accepted by area government Senators, except in the case of elections, contingent upon the following criteria:

- A. The person requesting to have someone serve as a proxy is a regular voting member
- B. Said person has communicated to the Chair and Vice-Chair the name and contact information of the person serving as proxy and the specific date for which the proxy vote is being requested.
- C. At no time may a person have more than one vote.

Section 6:

Any individual serving in a non-constitutionally defined appointment, as an ex-officio, or a resident who regularly attends area government Board meetings, shall be extended voting privileges at the Board meetings for a designated period of time by a two-thirds vote of the Board.

## **ARTICLE VI – AMENDMENTS**

Section 1:

The PIRC area government Constitution can be amended by a two-thirds vote of the Board.

# **ELECTIONS PROCEDURES**

Fall 2003

## Executive Officer Elections:

Info Session:      Introduction  
                    Purpose of AG  
                    Description of Officers  
                    Past events  
                    Future events (types)  
                    Past Officers  
                    Experiences  
                    What did they get out of it?  
Q&A

Procedures: Announce candidates for positions

    Each position (in turn)  
        30 second speech from each candidate  
        Secret Ballot vote after all speeches for that  
        position

## Senator Elections:

    By floor (3 for PIRC north, 3 for PIRC south, 6 for PIRC apts.)  
    Run by RA's from that floor  
    Occur after AG elections (ASAP)

### Basic Procedures:

    Description of position  
    Duties and Responsibilities  
    Each candidate allowed to speak for the same  
    amount of time  
    Secret Ballot vote



Thank you for  
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Parkside  
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We hope you  
enjoyed the flight,  
and look forward  
to seeing you  
again.

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**“parkside ag,  
you’re cleared  
to take off”**

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**scrapbook\***  
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residential college  
area government  
2003-2004

