

GSSA Meeting

[2015-08-27] – [LBC]

- I. Call to Order: **6:31 PM**
- II. Approval of Minutes: **Motion to approve. Seconded. Approved.**
- III. Officer Reports
 - I. President – Jacobs Jordan (jjordan2@tulane.edu)
 - A. Welcome to GSSA: **GSSA is a graduate student government group under GASPA, funded from student activity fees that we all pay. Some portion of that goes to undergrad, remaining 80% come to GSSA. GSSA is organized from departmental representatives who can join through an active vote. Must have an active constitution, the most up to date version of this can be found on our website after it has been approved through vote. 1 rep for every 15 students in a department, with a minimum of 1. A second rep at 30 students, then a third at 45, after which the department is capped out. You can represent only one department (e.g. if you're in an interdisciplinary program, must represent one home department). We communicate through Listserv - GSSA-L, GSSA-students (all in SSE/SLA). If you're not getting these emails, go to the GSSA website and join! Orgsync training is also important. Funding for events before 10/1 must go on OrgSync ASAP. The 2nd to last meeting of the year is our election, while the last meeting this year is when new officers take their places. Send a proxy if you can't make it, let us know in advance if possible. Similarly, get an excused absence if you know you'll be gone at a conference or out of town. You will get a warning after missing 2 consecutive meetings, and your department is considered not in good standing after 3 consecutive absences. Our main responsibility is to communicate within and amongst various departments. Voting follows Robert's Rules of Order - a motion must be seconded and then voted on for approval. We are thinking of getting placards but have not done them in a few years. Those would go to the voting members, and there is typically one vote per department. The GSSA budget is determined by treasurer. The current budget has been voted on and approved by GAPSAs. If your department's representatives change between this meeting and the next, AKA if you're on the cusp of #of students to get a new rep or lose one, you'll get an email from Jake telling you change in #s. The legislative meeting will only meet if there are any requests to change constitution, and there have been none yet. Send changes in representative list in so we can update the website! Overall funding, breakdown of spending review. Any questions, email Jacobs after he get numbers for the departments - look for an email out to everyone when those numbers arrive.**
 - B. Fall Travel Funding: **Everyone should have gotten an email - everyone who applied was funded in full for the Fall. That's the second time we've done this. The main reason is unused allocation of funds in past, large part is people not attending awards...**
 - C. Versatile PhD \$1500: **Should have been voted on last Spring. We nearly doubled amount of people using it from last year. Billed every summer in July...no**

meetings this summer. OGPS and Career Center contribute to this as well. We need to get more people interested - it is expanding and the number/usage stats track well with amount of PhD students, and is similar to other comparable sized university. Motion to approve. Seconded. Motion passes.

- 2014-2015
 - 136 users, 132 VPhD website
 - 79 accessed PhD Career Finder, 144 visits (1.82 visits/user)
- 2013-2014
 - 77 users, 53 VPhD Career finder (1.28 visits/user)
- Aggregate: 43 % Humanities/Social sciences 50 % STEM, 7 % other

- D. New Shuttle schedules: <http://tulane.edu/universityservices/transportation/upload/Fall-Spring-2015-Schedules-8-19-15-2.pdf> : **This has changed drastically, and since it impacts a lot of us you've probably already gotten an email about these changes a few weeks ago. If you have ANY questions or concerns - contact them and tell them! They are asking for feedback, please tell them what you think. Contact Brian Lowe to say you do/don't like changes. Big changes in Blue line for commuters that likely affects many grad students.**
- E. Tulane Alcohol Policy, Event Registration & OrgSync: **This was voted on last spring and went into effect this summer. Grad students are now a separate group from undergrads, but the alcohol protocols are not completely in place yet so things are still up in the air. The summary is that grad students will get approval from the respective dean of their school and/or advisor, admins, etc.. All events still have to be registered, and we will be meeting next week to iron out details with GSSA advisor. Will share details when we know. One thing is that we can't have alcohol in open common areas now. However, grad students get special notation, and no longer fall into student category. It's also important to mention now: if you're in a 4+1 degree program, go get a new student ID! You can't get into GSSA event with an undergrad ID, even if you're a graduate student. Share this with your departments and let them know that you need to have one for events with alcohol.**
- F. Event Registration: **You can request funding for up to 4 days, but this is not the same as registering an event. First request funding, then you register. Orgsync is quick, easy, and takes 15 minutes. Your event must be registered 3 weeks before it takes place. If you haven't been trained yet for OrgSync, stick around after the meeting to go over it. Email Jake with any specific questions. Nick knows and can help. Remember: you have to register to be approved for an event. For department meetings, you don't have to register but you have to have agenda/minutes and can't advertise it as anything besides a meeting.**

II. Vice President Nicholas Fears (nfears@tulane.edu)

- A. Fall Trivia – \$3000 - September, October, November – Bruno's Tavern: **Generally these take place in the Fall semester in September, October, and November on the third Thursday of the month.**

- B. Fall BBQ - \$1500 - NOLA Brewery Tap Room and McClure's BBQ – October 24th: **We are asking more this year in the past, mainly because we're working with the two groups and McClure's is going to give us about 35 lbs of brisket, pulled pork, ribs, veggies, etc. and serve that in the taphouse. Additionally, NOLA Brewery is going to let us open a tab with remainder of budget and we'll be able to sample any of the beers on tap if you have on a GSSA wristband.**
- C. GSSA Fall Colloquium - \$1000 – Contact me if you are interested in presenting or attending. **Probably won't actually spend that much because we haven't heard from many people interested in speaking/attending. Email me if you are interested and we will work on setting up a time. Typically do at least one during lunch time.**
- D. Winter Mixer - \$1000 - TBD: **We skipped this last year and are working with Phillips on Maple to put something on in 2015. Hopefully it will come out nicely...lots of details are still up in the air. Motion to approve as a slate. Seconded. Slate passes. Motion to approve. Seconded. Approved.**
- E. **Welcome Party Sept. 11th - Already funded. We are having a wine and cheese night here in the LBC Qatar Ballroom. It will be open to any grad students, and we've bought 60 bottles of wine and enough cheese for 200 people. Come! \$1500. 5:30-8:30.**

III. Treasurer – Jordan Adams (jadams15@tulane.edu)

- A. Paperwork Review: **We'll be going over how we handle paperwork and common problems that have come up between me and OGPS. See PDF Jordan emailed for further details. First: travel reimbursement paperwork - checklist of what is needed to get travel reimbursement. GSSA travel only covers transportation and lodging fees. Save all receipts, boarding passes, etc. that you think might be applicable. Don't forget to prove that you actually attended/presented at a conference. Deadlines on website are strict! Email me if you will be out of the area and need to submit early. To remove some confusion: starting this fall, because we're tied to OGPS, we're no longer tied as much to discrete funding periods set up by fiscal year. Next summer there will be no discrepancy between before/after July 1 travel. One fall, spring, and summer session/academic year regarding travel. Will update website to reflect this news. The application periods aren't new, just making one change so there's no cutoff in the middle of a travel period for some people traveling on June 31 and July 1. As reps, we ask that you keep your departments up to date as to when these deadlines are. Some common mistakes - GSSA treasurer has not handled travel paperwork since Dec. 2013. It needs to go to OGPS at 200 Gibson Hall. Jordan will help review before dropping off with OGPS if so desired. Next problem is when a packet is turned in not signed by GSSA rep. Please send out an email to your department and let them know that you're the rep and are available to sign forms for reimbursement. Next up is an attempt to send digital copies when physical copies are required. You can't just send a photo of a receipt and ask for a check. Also, a lack of payment info on receipts - have credit card number present or state it was paid in cash...airfare itineraries need payment info for IRS tax purposes and if you don't provide that, the request will be delayed for several weeks. We also need a proof of presentation - nametag, photocopy of nametag,**

if presenting need a copy of abstract. This is a big thing that OGPS has had problems with, so look for this before you sign the packet. Social events must be registered on OrgSync. Jake will do brief training after the meeting tonight. You cannot register an event through GSSA without going through training with us. Only reps will be trained on OrgSync for event registration. This is to alleviate the fact that people would register without reps knowing about event or try to circumvent the process for requesting funding properly. A representative basically has to support whatever events are being registered. In past this was all paperwork, which got lost all the time. This will help you guarantee that your department's event is properly registered and you don't have to worry about not getting a check. Also - any requests need to have itemized budget submitted to Jordan four days before. There are two reimbursement types - check request for individual...please put student ID on pay form...accounting will not process without this. Interdepartment transfer forms...reimburse dep't for mainly expensive events...ITs are all done electronically now but student programs have not decided how they want them done. If you want an IT, fill out the form that's on GSSA website. Department admins can contact Jordan to expedite this process. Common problems for this include: nonitemized receipts, missing payment info, missing attendee list for all events (guesstimate attendance if you forget to record). Departmental meetings must have minutes but do not need to be registered on OrgSync. Must have itemized receipts even for transactions on Square (does not print out itemized receipt) - can be written on back of a napkin as long as costs add up. Will not let you use missing receipt paperwork to circumvent this. Digital receipt that is itemized and not an original/a copy, you can submit with missing receipt forms. If you have problems with accounting or student orgs, come through us and let us know because we can channel it to our advisors in a more coherent format. The more info he has about how they don't work with grad students, the more we can argue that we're not part of the undergrad student body. If you're trying to register for an event and getting pushback, having problems with OrgSync, the same thing goes. Compile a list of problems that we're having so we can add it to our to do list for discussing with our advisor.

- B. Speaker Reimbursement Requests: **Again, we are starting to only accept requests from representatives so they won't be surprised in meetings and then can't detail what's happening. Any requests over maximum allotted amount (\$870) must be submitted to me so I can submit. Starting this fall, we're only reimbursing the department and not individuals...we're willing to work with you if there's absolutely no way your department won't work with you to fund something up front. OGPS is more flexible so there is no reason for your department to not work with you. I will work with department admins to work things out, just have them email me. It doesn't look good if a payment is held up for months, so if a department can do it, it's a lot simpler. For the contract: if you're doing event yourself and are handling everything, then yes, you must go through OrgSync and do everything. If you're doing it through a departmental IT, things will be much faster, easy, and with less stress. If the department doesn't fund it, we'll have a red flag or will go investigate and talk to our advisors. There are ways that you can address specific concerns, just shoot us an email to bring this up. Common problems: Make sure you have flyer/announcement to prove**

you're sending out the info; attendee list. Office hours for Jordan are Thursdays from 3-5 in LBC basement, starting 9/3. Will send out email if she will be absent. If you want to send in a scanned packet before the forms are actually submitted, you can. Still must submit a physical copy, but scan and check can save everyone lots of time. Also, save your packet until you receive your check. Speaker funding through OGPS? Lots of pots of money for your dept to bring in speakers - how department allocates this is decided within your department. If you have issues with how funding is being distributed, bring it up! Talk to us after the meeting if you're having problems. It should be responsibility of dept to enrich students yet OGPS gets money back at the end of the year that is unused and should be being used for speakers. If departments don't have money on their own for funding events, OGPS will cover it. Email Jordan if you have questions.

C. Event Requests:

Department	Event Title	Date	Amount Requested
Biomedical Engineering	Annual BME Grad/Faculty BBQ	10/2/15	\$650.00
Chemistry	Departmental Meeting	9/10/15	\$80.00
Chemistry	APTEC Poster Session Social	11/9/15	\$1,500.00
Chemistry	Departmental Meeting	9/24/15	\$80.00
Ecology & Evolutionary Biology	EEB Graduate Student Meeting	9/3/15	\$125.00
Earth & Environmental Sciences	EENS September Departmental Meeting	9/9/15	\$175.00
French/Italian	French Graduate Student Welcome Mixer	9/19/15	\$200.00
Latin American Studies	LAGO September Meeting	9/11/15	\$100.00
Math	Mathematics Graduate Student Colloquium	9/15/15	\$60.00
Math	Mathematics Graduate Student Colloquium	9/22/15	\$60.00
Math	Mathematics Graduate Student Colloquium	9/29/15	\$60.00
Math	Mathematics Graduate Student Colloquium	10/6/15	\$60.00
Math	Mathematics Graduate Student Colloquium	10/13/15	\$60.00
Philosophy	Philosophy fall party	8/29/15	\$250.00

Totals: \$3,460.00

Biomedical Engineering: Grad students and families come to mingle, faculty members come as well. BBQ, desserts. Last year had around 50 attendees and used \$620. Asking for more this year because there are 17 new grad students, only 3 graduated. Itemized receipt is available on Dropbox.

Chemistry: Two departmental meetings to plan and execute Chemistry department BBQ. The major event is the poster session social - APTEC conference started in LA after oil spill and is designed to increase involvement between departments internally, and among other schools in the region. Meeting will be in November in LBC. Registration is free. The poster session will be open to everyone. \$1500 is to cover wine and cheese for 100+ people. You can come in with grad student IDs, and it's not just for chemistry. Groups that are organizing are physics, chem engineering, and chemistry department. We want people who are attending to register for the session. If you come to conference all day, you must register. If you just want to show up at the end to see posters, that's fine, you can just walk in. Actually, the whole conference portion is funded by outside sources. The poster session is GSSA funded so you should all be able to come. Conference will last all day, with 17 student speakers from schools in all gulf states. USM - 5 year federal grant....is it customary for us to support poster session?

We've asked industry, filed for grants through Oak Ridge Nat'l Lab...precedence was set last year for Mardi Gras Conference. Funding also pays for posters used in addition to wine and cheese. Abt. 150 students in all three departments, expect about 50% to attend. No TU undergrads, but the undergrad school has given a sum of money to help recruit students from non-Ph.D granting institutions, because we lose students to LSU or other big schools when we don't sell the grad department well enough. Federal grant is not usually used to pay for wine and cheese for graduate students.

EEB: Monthly meeting, first of the semester. Introduce new students, inform them about what goes on in GSSA/departmental org, have some food.

EES: Lunch for departmental meeting that occurs 4x/semester. Chance for grad students to get together and discuss semester.

French/Italian: Trying to make it better, larger community - trying to get department closer. Mixer with new students will create a good environment for future recruitment.

LAST: Monthly meeting, largest of the year, funding for lunch

Math: Every week have grad student colloquium, money is for pizza and soda to eat afterwards.

Philosophy: One or two social meetings for just PHIL grad students each semester. Want to do one in September

Motion to vote as a slate. Seconded. Motion passes. Motion to approve. Seconded. Motion passes.

D. Speaker Requests

Department	Speaker Name	Date	Honorarium	Travel	Lodging
Physics	Camille Aron	9/14/15	\$200.00	\$500.00	\$170.00
Totals:					\$870.00

Post-doc at Princeton, teaching in Paris at a great university. Will talk about research things and do a colloquium for new grad students and undergrads. Worth an honorarium because he's going to be an assistant professor. Flyer will be sent out to listserv.

Motion to approve. Seconded. Motion passes.

IV. Secretary – Abigail Nixon (anixon1@tulane.edu)

I. University-Wide Committees

- A. Associated Student Body Representatives (5) *need 3 - Same reps as GAPSA, aka go to both meetings. Any graduate student can do this, not just GSSA reps. Meetings are on Tuesday evenings (ASB 6-7, GAPSA follows). Two GAPSA meetings on their own, two that follow ASB meetings. Kate, Molly, Giovanni, Nick, Jacobs*
- B. Graduate and Professional Student Association Representatives (5) *need 3 - Kate, Molly, Giovanni, Nick, Jake*
- C. University Senate-Student Affairs Standing Committee (2) *need 1 SLA and 1 SSE - Only meet if something comes up, descriptions are all on University Senate website. If we don't fill tonight, there are some later ones we can bring up that GAPSA will be asking for representatives for. Not required to fill some of them. SLA: Craig; SSE: Ted Neuro*
- D. Provost's Office-Graduate Council (2) *need 1 SLA and 1 SSE for 1 year term - One year term but we've been nominating people for two year and reelecting them every*

second year, alternating SSE/SLA. Graduate council approves all graduate programs at the university - offshoot of university senate that has representation from every school that has grad programs. Grad handbook comes out of this program. Programs being reviewed this year are: Economics, Anth, CCC, LAS, Art History, Econ, Business. Compile dossier of every factoid about department, can be distributed to grad students and faculty. SLA: Ali Enami; SSE: Kate

- E. Student Health Insurance Committee (2): **Didn't have anyone from GSSA sit on these committees below last year, but if you're interested let me know. They are not a part of the university senate. We don't have to fill them tonight, or at all if no one is interested.**
- F. Student Health Care Committee (2):
- G. Student Financial Aid Committee:

- II. GSSA Standing Committees – email me to let me know if you want to be on Events, Legislative, or Budget. **If you did university-wide committee, you're not required to join an additional GSSA committee. Legislative will meet to review constitution if anyone wants to have it reviewed, and drafting any changes in constitution if there are any. Budget meets if the treasurer needs, or to help determine budget for next year. Events committee is up to discretion of VP - will be planning Winter Mixer.**

IV. New Business

1. SLA Committee appointments.

- A. SLA Graduate Studies Committee- 2 SLA graduate students: **Ali, Craig?**
- B. SLA Graduate Honor Board- 16 SLA graduate students: **Meets very rarely, only a mixture of people and not everyone all at once. Have constituents email if they are interested. Will contact people on Friday evening if we haven't filled list.**

2. University Senate / possible positions if interested contact Jacobs for selection at first GAPSA meeting (9/29). **Not required to fill any of them except for SLA/SSE student affairs.**

Standing Committees

- [Academic Freedom & Responsibility of Students](#) (1 grad student)
- [Assessment](#) (1 grad student)
- [Athletics](#) (1 grad student)
- [Budget Review](#) (1 GAPSA)
- [Educational Policy](#) (3 students of different academic constituency)
- [Equal Opportunity & Institutional Equity](#) (4 students of different academic constituency)
- [Information Technology](#) (1 grad student)
- [Libraries](#) (1 grad student)
- [Physical Facilities](#) (1 uptown)
- [Social Issues](#) (2 grad students)
- [Student Affairs](#) (1 SLA and 1 SSE)

3. **Three-Minute Thesis: Series of workshops, one a week from now until end of November. Career workshops about putting together CV, using LinkedIn, finding international jobs, etc. Will be linked on website with details and info about it if you want to attend.**

4. **New reps should send in pics for website - helps students figure out who represents them. Send to Abigail.**

V. Old Business:

I. **N/A**

VI. Adjournment: **8:05 PM**