

GSSA Meeting

[2017-08-31] – [LBC 203]

I. Call to Order **6:38pm**

II. Approval of Minutes – **minutes approved**

III. Guest Speakers: Jennifer O'Brien (jobrien2@tulane.edu)

OGPS office – donut days, workshops on website. Website is having some issues, but being fixed. Serve as a liaison between different offices.

IV. Officer Reports

I. President – Lydia Crawford (lcrawfo2@tulane.edu)

A. Welcome to GSSA

We are the student gov't for all graduate students – PhDs and Masters

B. Representative Training Document

Will be sent out soon. Reps should subscribe to the rep list serve (on the GSSA website)! Register for Orgsync. Must have people trained in your department for sober event monitoring – the same number as the number of reps you have for your department.

I. Roberts Rules of Order

Before a vote, there has to be a motion, and a second.

C. Funding Analytics

D. Versatile PhD upcoming AMAs

Great website with resources geared to Ph.D.s – CVs, resumes, how to get jobs in industry and academia

I. September 6-8, 2017

Desney Tan (Microsoft Health)

II. October 11-13, 2017

Peter Fiske (Lawrence Berkeley National Laboratory)

E. Campus Resources

I. Library (student carols, research assistance)

You can rent student carols that will be yours for the semester/year. Librarians are awesome!

II. Shuttles (free parking in university square)

III. International Students, Multicultural Affairs (with gender and sexual diversity)

Free lunches on Wednesdays in City Diner by Multicultural Affairs.

II. Vice President - Davette Gadison (dgadison@tulane.edu)

A. Fall Welcome Back Reception – September 1, 2017 5pm-8pm

Wine and cheese! For all events, bring student ID and gov't issued ID saying you're over 21.

B. Fall BBQ – October 21, 2017 1pm

NOLA Brewery, there will be drink tickets and wristbands.

Motion to change to \$3,100, approved

Motion to fund at \$3,100, 37 approved, 0 oppose, 0 abstain

C. Fall Trivia – September 21, October 26, Nov 16

Motion to fund at \$1000 each, 36 approve, 0 oppose, 1 abstain

D. 3 Minute Thesis - \$500 request

Motion to fund at \$500, 37 approve , 0 oppose, 0 abstain

III. Treasurer – Robyn Brooks (rbrooks3@tulane.edu)

A. Office hours: Tuesday 8:45-10:45am in the SOC

B. Fall 2017 Travel Funding Recap

Able to fully fund everyone this year, with some rollover! Spring funding deadline is Dec 15.

We have a new itemization form. Let Jennifer O’Brien know if someone switched from presenting to attending a conference. THIS IS IMPORTANT, WE WILL CHECK. Do not staple receipts, tape only. On the itemization sheet, make sure you are adding other sources of funding. It is not legal to be doubly reimbursed.

C. Currently, we have \$56,203.51 in the bank

Does not include travel.

D. Event packet overview

Only GSSA reps are allowed to request funding?* Funding requests must be put in by the Sunday before the GSSA meeting. Someone from your department has to be here to defend your request during the GSSA meeting. WE CANNOT REINBURSE STUDENTS FOR ALCOHOL. If you want alcohol, you have to start really early.

You must put events into Orgsync 3 weeks in event, unless it's a departmental meeting (deadlines are less strict, but still put it in orgsync – put “departmental meeting” in the title of your event in orgsync). If you are requesting more the \$250, you have to have an itemized budget. List Jennifer O’Brien as the advisor.

All this information is described comprehensively in the training document.

II. Orgsync approval letter in lieu of GSSA approval letter

You need to have an Orgsync approval email in your event reimbursement packet.

III. Events with multiple sources of funding

IV. Events with multiple receipts

E. Event Requests

Department	Event Title	Date	Amount Requested	Expense	Expected Attendance	Per person

Biomedical Engineering	BME & Bioinnovation Post-Qual Extravaganza	5/18/18	\$250	hot dogs, fries, non-alcoholic beverages from dat dog for 30 people	30	\$8.33
Cell & Molecular Biology	CMB - ATCG Fall 2017 First Meeting	9/6/17	\$150	food and non-alcoholic beverages	20	\$7.50
Chemistry	Chemistry Departmental Meeting	9/6/17	\$140	Cane's	20-25 grad students	\$7.00-\$5.60
Chemistry	Chemistry Departmental Meeting	10/4/17	\$130	Papa John's	15-20	\$8.67-\$6.50
Earth & Environmental Sciences	Monthly Meeting	9/6/17	\$175	food	25	\$7.00
Ecology & Evolutionary Biology	September CREEP Meeting	9/6/17	\$150	\$150 Food from Ba Chi (established catering order from previous meetings)	20	\$7.50
Ecology & Evolutionary Biology	Ecolunch	9/22/17	\$60	Coffee, snacks for 30 people	30	\$2.00
Ecology & Evolutionary Biology	Ecolunch	10/6/17	\$60	coffee and snacks for 30 people	30	\$2.00
Ecology & Evolutionary Biology	Ecolunch	10/13/17	\$60	coffee, snacks for 30 people	30	\$2.00
Ecology & Evolutionary Biology	Ecolunch	10/20/17	\$60	coffee, snacks for 30 people	30	\$2.00
Ecology & Evolutionary Biology	Ecolunch	10/27/17	\$60	coffee, snacks for 30 people	30	\$2.00
Economics	Graduate Student Monthly Meeting	9/15/17	\$120	Pizza and soft drinks	20	\$6.00
Economics	Graduate Student Monthly Meeting	10/20/17	\$120	Pizza and soft drinks	20	\$6.00
Economics	Graduate Student Monthly Meeting	11/10/17	\$120	Pizza and soft drinks	20	\$6.00
French & Italian	Dept. French and Italian Grad Student Back-to-School Picnic	9/16/17	\$250	Food from The Halal Guys (5001 Freret St)	20	\$12.50

French & Italian	Snacks for ADEEFF meetings	9/26/17	\$160	Snacks from Costo (chips, cookies, etc)	20	\$8.00
Linguistics	LingLunch	9/19/17	\$55	Coffee and muffins	10	\$5.50
Linguistics	LingLunch	9/25/17	\$55	coffee (1 box) and muffins (12) from PJ's	10	\$5.50
Linguistics	LingLunch	10/3/17	\$55	1 box of coffee and 12 donuts from PJ's	10	\$5.50
Linguistics	LingLunch	10/10/17	\$55	1 box of coffee and 12 donuts from...PJ's	10	\$5.50
Linguistics	LingLunch	10/17/17	\$55	1 box coffee and 12 donuts from PJ's	10	\$5.50
Mathematics	Math Grad Student Colloquium	9/19/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	9/26/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	10/3/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	10/17/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	10/24/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	10/31/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	11/7/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	11/14/17	\$60	5-6 pizzas from Papa John's or Dominos, non-alcoholic beverages from Rite Aid	20	\$3.00
Mathematics	Math Grad Student Colloquium	11/28/17	\$60	5-6 pizzas from Papa John's and Dominos, non-alcoholic beverages	20	\$3.00
Mathematics	Math Grad Student End of Semester Celebration	12/5/17	\$120	pizza (usually Slice or Reginelli's), snacks, non-alcoholic beverages	20-30	\$6.00-\$4.00

Neuroscience	D.U.N.K.	9/15/17	\$60	Coffee and Donuts	30	\$2.00
Neuroscience	D.U.N.K.	10/20/17	\$60	Coffee and Donuts	30	\$2.00
Biomedical Engineering	BME/Bioinnovation Graduate Student Fall BBQ	10/6/17	\$850	20 lbs BBQ + 4 large pan-sized sides + 60 buns + 3 quarts sauce from Blue Oak BBQ, paper goods + lemonade for 60 people from Walmart, 1 tub ice cream from Creole Creamery	60 (40 grads, 10 +1s, 10 faculty/staff)	\$14.17
Chemical & Biomolecular Engineering	CBE Tubing Day	9/23/17	\$560	Tulane Bus charter for 7 hours	29	\$19.31
Psychology	Fall Psychology Welcome BBQ	9/24/17	\$561	Food, drink, plates and balloons from Blue Oak BBQ	35 graduate students, lab managers, and their +1's	\$8.01
		TOTAL	\$5,091			

Motion to vote as a slate on events less than \$250, 37 approve, 0 oppose, 0 abstain

Motion to approve events as a slate on events less than \$250, 37 approve, 0 oppose, 0 abstain

CBE Budget:

Material	number of attendee	cost per attendee	total
Tulane bus rental for 7 hours (80\$/hour)	29	19.31\$	560

BME & BioInnovation Budget:

Item	Vendor	Price	Number Served	Price per Person	Number to Order	Cost
Pulled Pork	Blue Oak BBQ	14	3	4.67	20	280
Mac n' Cheese	Blue Oak BBQ	84	50	1.68	1.5	126
Brussel Sprouts	Blue Oak BBQ	100	50	2.00	1	100
Baked Beans	Blue Oak BBQ	42	25	1.68	1	42
Potato Salad	Blue Oak BBQ	42	25	1.68	1	42
Bread	Blue Oak BBQ	0.8	1	0.80	60	48
Sauce	Blue Oak BBQ	7	25	0.28	3	21
Lemonade	Walmart	3	32	0.09	2	6
Cups	Walmart	3	30	0.10	2	6

Plates	Walmart	5	200	0.03	1	5
Napkins	Walmart	3	200	0.02	1	3
Silverware	Walmart	4	32	0.13	2	8
Bowls	Walmart	3	50	0.06	1	3
Ice Cream	Creole Cremery	85	65	1.31	1	85
Catering Tip	Blue Oak BBQ	65	60	1.08	1	65
Catering Tip	Creole Cremery	10	60	0.17	1	10
Total				14.17		850
*based off attendance of 60 people						

Psychology Budget:

Item	Order Size	Feeds	Amount to Order	Cost Per Item	Total Cost
Roasted Garlic Mac n Cheese	Half Pan	25	1	\$42.00	\$42.00
Brussel Sprouts	Half Pan	25	1	\$50.00	\$50.00
Potato Salad	Half Pan	25	1	\$42.00	\$42.00
Bread - Weiss Guys Bakery Bun	Per person	1	40	\$0.80	\$32.00
Brisket	1 lbs.	2-3	5	\$22.00	\$110.00
Pulled Pork	1 lbs.	2-3	5	\$14.00	\$70.00
Ribs	1 rack	2-3	5	\$28.00	\$140.00
Disposable Plate Set-Up (plates, paper towels, utensils, wet wipes)	Per Person	1	40	\$0.50	\$20.00
3 Sauces: House BBQ, Jerk BBQ, Spicy Carolina	1 pint each	12	3	\$4.00	\$12.00
Lemonade/Tea	1 gallon	12	3	\$10.00	\$30.00
Case of Water	1 case	24	2	\$4.00	\$8.00
Green & Blue Balloons to Show our Location	A set	40	1	\$5.00	\$5.00
Final Total	\$561.00				
Estimated Number of Attendees	35				
Amount Per Attendee	\$16.03				

Motion to vote on events over \$250 as a slate, 37 approved, 0 abstain, 0 oppose

Motion to approve on events over \$250 as a slate, 37 approved, 0 abstain, 0 oppose

F. Speaker Requests

Requestor's Department	Speaker Full Legal Name	Event Start Date	Honorarium	Travel	Lodging
Biomedical Engineering	Mark Alderson	12/1/17	\$200.00	\$450.00	\$85.00

Motion to approve event, 37 approve, 0 oppose, 0 abstain

IV. Secretary – Sarah Khalil (skhalil@tulane.edu)

A. OMGS (Music) Constitution

Added two new items.

Amendment – to move discrimination clause to purpose section instead of membership section

Motion to approve constitution with amendment – 37 approve, 0 opposed, 0 abstain

Motion passes

B. Enrollment numbers and changes

C. 1 rep per 15 students, enrollment numbers not accurate yet, so will get updated number of reps and students in your department soon

D. Website Issues

If you are having issues, follow these steps:

1. Launch Google Chrome and click on the Menu on the top right corner and click on Settings.
2. Scroll to the bottom and click on “Show advanced settings”.
3. Under Privacy section, click on Content Settings.
4. Under Cookies, click on All cookies and site data. It opens a new window with a list showing all stored cookies and cache.
5. Type **Tulane** in the “Search cookies” text box in the top right corner. The list is filtered showing only data from the searched domain. Clear all those cookies.

V. New Business

I. Committee Positions

II. GSSA Standing Committees

A. **Legislative Committee – email Sarah...for everything**

Lydia Crawford

B. Events Committee

C. Budget Committee

III. University- Wide Committees

A. Graduate and Professional Student Association Representatives (5) *need 3*

Devon Bowser (BME), Sam Luethy (BME), Lucia Momoh (Art History)

B. Provost's Office-Graduate Council (2) *need 1 SLA and 1 SSE*

Mary Penn (Economics), Jaelle Scheuerman (CS)

IV. SLA Committees

A. SLA Graduate Studies Committee (2)

Jacqueline Sarro (French), Lerin Williams (music), Davette Gadison

B. SLA Graduate Honor Board (up to 16)

Rachel Johnson, Melissa Galvah, Michelle Pigott, Lucia Momoh, Jennifer Miller, Michal Toporek, Diego Sepulveda, Jason Straight, Isaac Muhando,

V. GAPS/University Senate/JEC - Optional: to be voted on at GAPS

A. JEC Committee - Campus Resources:

I. Physical Facilities Committee (2 students: 1 uptown and 1 downtown)

II. Crime and Safety (1 student, Non-Senate)

III. Transportation (1 student, Non-Senate)

Catherine Fitzpatrick (ENS)

B. JEC Committee - Educational Policy:

I. Academic Freedom and Responsibility of Students Committee (1 Student)

II. Educational Policy Committee (2 students: 1 graduate 1 professional)

Ted Sawyer (Nueroscience)

C. JEC Committee - Finances:

I. Assessment Committee (1 student)

II. Budget Committee (1 student)

Nick Fears

D. JEC Committee - Student Life:

I. Equal Opportunity and Institutional Equity Committee (2 students)

Melissa Weber (Music), Joseph Skelton (Math)

II. Social Issues Committee (2 students: 1 graduate and 1 professional)

Gabrielle Clark (BME)

E. JEC Committee - University Communications:

I. Athletics Committee (1 student)

Berk Atuk (Chem)

II. Information Technology Committee (1 student)

III. Libraries Committee (1 student)

Diego Villamizar (Math)

VI. Old Business

I.

VII. Announcements

I. **BME Seminars:**

Who: Melanie Paquette (medical science liaison, neuroscience)

Where: Med school 606t

When: Friday, Sept 8, 11am

Who: Stephanie Stehman (investing, cell biology)

Where: uptown

When: Friday, Oct 20, 11am

Who: Sabrina Johnson

Where: uptown

When: Friday, Nov 3 11am

Who: Mark Alderson (PATH, immunology)

Where: downtown

When: Friday, Dec 1 11am

II. **Getting rid of Papillion shuttle, comments are being received now. Send an email to transportations if you're still using it.**

III. **Wise+ - hosting "so you think you want to graduate school?" for undergrads – if you're interested in leading a group session about grad school and experience, or want to be involved in undergraduate mentorship email wisetulane@gmail.com or email Bethany and Stone.**

IV. **Wise + - Library 602, bring your own mat yoga, Sept 13th**

V. **Tulane anthropology colloquium series – Sept 22 5pm, downstairs LBC.**

VIII. **Adjournment 8:19pm**