

GSSA Meeting

[2019-9-5] – [LBC 203]

- I. Call to Order **6:36pm**
  - II. Approval of Minutes **approved. Attach minutes in this coming email.**
  - III. Guest Speakers
    - I. Jennifer O'Brien and Michael Cunningham, our GSSA advisors **Michael loves to see us come and loves to see us go. [ogps@tulane.edu](mailto:ogps@tulane.edu) is an easy way to find the advisors. Ogps.tulane.edu. donut days coming soon.**
    - II. **Jennifer is the most accessible person in the office. She's in a new office Mussafer Hall 316. You're welcome to knock. Contact here about travel packets. For travel reimbursements:**
      - A. **We need you to be going over the packets and checking for them to be correct. Use your checklist. Do not put in your departments address in mailing address. Original and 2 copies (1 to Jennifer and 1 for the student just in case). The expense itemization sheet needs to be filled out in full. The automobile section is only for your own vehicle. Let Jennifer know if anything was paid for by someone else. She needs to reimburse the person who paid. Talk to Jennifer in advance if there is anything that is weird or different. Make sure the form is signed. Check that the PI did not pay for anything, that the student presented, all receipts included, no staples. Checks come around 3 weeks if the packets are done well. Get in touch with Jennifer if things are wonky and people have not received their checks after 4 weeks. Pick up checks in 200 Gibson for now. Contact Jennifer with questions [jobrien2@tulane.edu](mailto:jobrien2@tulane.edu) 247-1213. Will send out powerpoint with minutes**
- IV. Officer Reports
  - I. President – Sabrina Kragness ([skragnes@tulane.edu](mailto:skragnes@tulane.edu))
    - A. **Welcome back and introduction to GSSA you are representing your department. But we are representation of 846 people on Tulane's campus. There is more that can be done by being here. We don't have to be giving away our funds just because there are proposals. We should be striving to improve our graduate community. Funding is the most important thing we do. See the website for the funding breakdown of your fees. See Roberts rules of order in the rep training packet. We did not follow up on parliamentary training idea. What do we want GSSA to be and what do we want to represent?**
    - B. **WaveSync issues and confusion The change was difficult and we couldn't figure anything out. But the eboard was all trained on Wavesync. Please reach out to us early if you're planning on this on doing this and need help.**
      1. **Contact Greg Feiling or Megan Westcott to set up meetings or further training sessions if necessary**
    - C. **Versatile PhD a way of looking at job applications and looking at people who applied to jobs to see what got them the job.**
      1. **Request for \$1,000 to renew subscription We have to pay into the university. Motion to approve \$1000 for Versatile PhD. Seconded. Approved.**

- D. SLA Graduate Studies Committee needs two non-voting reps to sit on committee **meet once a month with dinner. Lee Hedgepeth (hhedgepeth@tulane.edu) and Maura Sullivan (msullivan3@tulane.edu)**
- E. Need 3 volunteers to be GAPSA senators for this academic year **meets once a month and interacts with all other professional schools. Alternates between uptown and downtown. Caitlin Ducat, Lee Hedgepeth and ?**
- F. Fall meeting dates
  1. **Monday**, Oct. 7th in Rechler LBC 202
  2. **Monday**, Nov. 18th in Qatar LBC 212
  3. **Wednesday**, Dec. 4th in Qatar

II. Vice President – Sophie Delsaux ([sdelsaux@tulane.edu](mailto:sdelsaux@tulane.edu))

- A. Trivia request: 9/26 10/17 12/5 1/30 3/12 4/16: \$6000 (\$1000x6) **still at Bruno's. Motion to approve 3 fall dates. Seconded. Approved.**
- B. Fall welcome mixer: 9/20 request \$3000 in Kendall-Cram. **We have increased the budget for wine and food. Motion to approve \$3000 for fall welcome mixer. Seconded. Approved.**  
Bring your own board games! We are also going to have an icebreaker game to help with mingling.
- C. Solidarity Tulane: if you want to share ideas about affordable healthcare and social improvement within the university, get in touch with solidarity tulane: [solidaritytulane@gmail.com](mailto:solidaritytulane@gmail.com)
- D. Graduate diversity committee: is somebody very enthusiastic about Diversity issues at Tulane who wants to become the GSSA representatives? **Udita (umukherjee@tulane.edu) and maybe Maura Sullivan (msullivan3@tulane.edu)**
- E. one time coffee event to welcome new grad students and offer support/advice for grad school and the possibility for them to meet new friends. request \$100 for coffee and snack. If it is popular, we can make it a thing. **Motion. seconded. Approved.**

III. Treasurer – Hannah Aziz ([haziz@tulane.edu](mailto:haziz@tulane.edu))

- A. Office hours: TBD
- B. 2019-2020 proposed budget approved at Finance Committee Meeting and at the last GAPSA assembly meeting of 2018-2019
- C. Fall 2019 Travel funded at 70%; OGPS received \$100 each **there are a handful of students not covered by GSSA for other PhDs.**
- D. Travel funding request deadline extended to 8pm instead of 5pm for this year only
- E. WaveSync tutorial/powerpoint on how to fill out reimbursement forms **See powerpoint with minutes. Wavesync.tulane.edu. Email Hannah if you have a packet to give to her until office hours are determined. Entertainment Reimbursement = Event reimbursement. Student affairs sign the speaker contract.**
- F. Using Jennifer's or Briana's old computer for now (surplus)
- G. Buy a new computer/discretionary money/digital vote **motion to earmark \$800 with the leftover going back. Seconded. Approved.**
- H. We have **\$2,716.74** in the bank for operating supplies **for future maybe we should use discretionary fund instead of operating supplies etc.**
- I. Event planning/requests resources **Jennifer, handbook, short info sheet**
- J. Currently we have **\$46,487.93** in the bank for events.
- K. We have **\$7,063.52** for speakers
- L. Thus, **\$53,551.45** total

M. Event Requests

Department	Event Title	Date	Amount Requested	Expense	Expected Attendance	Per person
Physics - GSSA	WiSE Ice Cream Social	10/1/2019	50	small gelatos for the first 10 grad students in attendance	25 grads and +1s	\$5
Mathematics - GSSA	Math Graduate Student Colloquium	9/10/2019	60	Food and Soda	20	\$3
Mathematics - GSSA	Graduate Student Colloquium	9/24/2019	60	Food and Soda	20	\$3
Mathematics - GSSA	Math Graduate Student Colloquium	10/8/2019	60	Food and Soda	20	\$3
Mathematics - GSSA	Math Graduate Student Colloquium	10/22/2019	60	Food and Soda	20	\$3
Mathematics - GSSA	Math Graduate Student Colloquium	11/5/2019	60	Food and Soda	20	\$3
Mathematics - GSSA	Math Graduate Student Colloquium	11/19/2019	60	Food and Soda	20	\$3
Ecology & Evolutionary Biology - GSSA	Ecolunch	9/6/2019	60	Coffee and Snacks	30	\$2
Ecology & Evolutionary Biology - GSSA	Ecolunch	9/13/2019	60	Coffee and snacks	30	\$2
Ecology & Evolutionary Biology - GSSA	Ecolunch	9/20/2019	60	Coffee and Snacks	30	\$2
Ecology & Evolutionary Biology - GSSA	Ecolunch	10/4/2019	60	Coffee and Snacks	30	\$2
Physics - GSSA	Departmental Meeting/Physics Journal Club	9/24/2019	70	Pizza (4) from Domino's, or other foods	20	\$3.50
Physics - GSSA	Departmental	10/22/2019	70	Pizza (4) from	20	\$3.50

	Meeting/Physics Journal Club			Domino's, and/or other foods		
Physics - GSSA	Departmental Meeting/Physics Journal Club	11/19/2019	70	Pizza (4) from Domino's, and/or other foods	20	\$3.50
Physics - GSSA	WiSE Fall Kickoff -- Uptown	9/11/2019	100	Snacks and non-alcoholic beverages from Trader Joe's	~30 grads (drop-in event)	\$3.33
Mathematics - GSSA	Math Graduate Student End of Semester Celebration	12/3/2019	120	Food and Soda	20	\$6
Cell & Molecular Biology - GSSA	CMB – ATCG Business Meeting	9/23/2019	120	Pizza and Non-alcoholic beverages from Papa Johns	15-18 people	\$6.67
Physics - GSSA	Monthly meeting 2	10/9/2019	150	Pizza, fruits, pastries and sodas	Undergraduate women (4), Graduate women (8), Faculties (4)	\$9.38
Ecology & Evolutionary Biology - GSSA	October Department Meeting	10/14/2019	150	Food (Ba Chi)	40	\$3.75
Ecology & Evolutionary Biology - GSSA	November Department Meeting	10/21/2019	150	Food (Ba Chi)	40	\$3.75
Philosophy - GSSA	S.O.W.R.I.T.E. (Self-Organized Writers Responding Intelligently to Entrophy) Meeting	9/10/2019	<del>160</del> 120	Meals or platters will be purchased from a meal delivery service (e.g. Grubhub)	11, graduate students & department's graduate student advisor	\$14.55
Philosophy - GSSA	SOWRITE meeting	9/16/2019	<del>160</del> 120	Meals & platters from a meal delivery	11, grad students & graduate	\$14.55

				service (e.g. Grubhub) to eat while we write and during our midway break.	student advisor	
Philosophy - GSSA	SOWRITE Meeting	9/23/2019	<del>160</del> 120	Meals & platters from a meal delivery service (e.g. Grubhub) to eat while we write and during our midway break.	11; grad students & graduate student advisor	\$14.55
Philosophy - GSSA	SOWRITE meeting	9/30/2019	<del>160</del> 120	Meals & platters from a meal delivery service (e.g. Grubhub) to eat while we write and during our midway break.	11; grad students & grad student advisor	\$14.55
Philosophy - GSSA	SOWRITE meeting	10/7/2019	<del>160</del> 120	Meals & platters from a meal delivery service (e.g. Grubhub) to eat while we write and during our midway break.	11; grad students & grad faculty advisor	\$14.55
Earth & Environmental Sciences - GSSA	ESGA monthly meeting	10/2/2019	220	Pizza from Mellow Mushroom for 26 grad students	26 (Grad students from Earth and Environmental sciences)	\$8.46
Biomedical Engineering - GSSA	Dat Dog: Post Qual Celebration	6/12/2020	250	Hot Dog, French Fries and nonalcoholic beverage, 1 of each per	22 (grad students, +1 of grads)	\$11.36

				attendee		
Biomedical Engineering - GSSA	DesiVaganza	10/25/2019	250	Indian food for 150 people (Nola Desi kitchen)	150 (SSE and Liberal Arts grad students, grad students from other schools, professionals, faculties, staff)	\$1.67
Chemistry - GSSA	Department Meeting	10/2/2019	250	Food and Soda	40	\$6.25
Ecology & Evolutionary Biology - GSSA	September department meeting	9/9/2019	150	Food (Ba Chi)	40	\$6.25
		<b>Total w/ events under \$250</b>	<b>\$3,670.00</b>			
Biomedical Engineering - GSSA	Fall BBQ	10/11/2019	858.5	Itemized Document sent to treasurer	65 (grad students, +1 of grads, staff, faculty)	\$14.31
		<b>Total w/ events over \$250</b>	<b>\$4,528.50</b>			

**Should we be capping how much you can ask for per meeting? Discussion about Philosophy. Seems like high amount per person. They have dietary restrictions and they are trying to get investment in their department. They have a low completion rate and lack of culture in the department. While 11 people regularly come now, they hope that food will bring in more people for these writing blocks to build the support in the community. Currently, their advisor is paying out of pocket for this. They have never asked for money in recent years. It still seems like quite a bit and there can be things done to cut the costs. Compromise? Motion to change philosophy from \$160 to \$120. Seconded. Approved.**

**Motion to slate under \$250. Seconded. Approved. Motion to approve slate. Seconded. Approved.**

**Motion to approve over \$250. Seconded. Approved.**

**Itemized Expenses for the Biomedical Engineering & Bioinnovation Fall BBQ**

Item	Vendor	Price	Number Served	Price/Person	Quantity	Cost
Pulled Pork	Blue Oak BBQ	\$ 14.00	3	\$4.67	22	\$ 308.00
Mac n' Cheese	Blue Oak BBQ	\$ 84.00	50	\$ 1.68	1.5	\$ 126.00
Baked Beans	Blue Oak BBQ	\$ 42.00	25	\$ 1.68	2	\$ 84.00
Potato Salad	Blue Oak BBQ	\$ 42.00	25	\$ 1.68	2	\$ 84.00

Sauce	Blue Oak BBQ	\$ 7.00	25	\$ 0.28	3	\$ 21.00
Salad Dressing	Rouses	\$ 3.00	15	\$ 0.20	5	\$ 15.00
Salad	Rouses	\$ 3.50	10	\$ 0.35	7	\$ 24.50
Bread/Rolls	Rouses	\$ 3.00	12	\$ 0.25	6	\$ 18.00
Sweet Tea	Rouses	\$ 3.00	16	\$ 0.19	4	\$ 12.00
Water	Rouses	\$ 3.00	12	\$ 0.25	3	\$ 9.00
Cups	Walmart	\$ 3.00	30	\$ 0.10	2	\$ 6.00
Plates	Walmart	\$ 5.00	200	\$ 0.03	1	\$ 5.00
Napkins	Walmart	\$ 3.00	200	\$ 0.02	1	\$ 3.00
Silverware	Walmart	\$ 4.00	32	\$ 0.13	3	\$ 12.00
Bowls	Walmart	\$ 3.00	50	\$ 0.06	2	\$ 6.00
Ice Cream	Baskin Robbins	\$ 6.00	6	\$ 1.00	10	\$ 60.00
Catering Tip	Blue Oak BBQ	\$ 65.00	60	\$ 1.08	1	\$ 65.00
Total				\$ 14.31		\$ 858.50

based off attendance of 65 people

IV. Secretary – Amanda Reusch (areusch@tulane.edu)

- A. Website updates (gssa.tulane.edu) **Info on the website is good. Still finishing up some small things**
- B. New Rep Training Document – listserv, attendance etc.
- C. Number of representatives changes **Contact me if you don't know how many reps you have.**

V. New Business

- A. Chemical Engineering has a new constitution to propose **no more president, vp, treasurer, secretary. 3 reps from the first, second and third year cohort to distribute responsibilities between themselves.**

VI. Old Business

VII. Announcements

- A. Novel Tech Challenge kickoff event Monday, Sept. 9th from 5:30-7pm in Boggs 122

VIII. Adjournment **8:47pm**