

Graduate Student Association
October Business Meeting

Sunday, October 27, 2017

Location: Tech 160

1300 Elmwood Avenue

Buffalo, NY 14222

- I. Call to Order: 5:32 PM
- II. Roll Call
 - a. Representatives: President Murphy, Vice President Nelson, Treasurer Ramos, Secretary Mendelson, Senator Regulier, Senator Nadrowski, Advisor Miller.
 - b. Absent: Senator Ellis, Senator Shebule, Senator Dupree, Senator Mazur, Senator Lucantoni
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Public Comment
- VI. New Business
 - a. Executive Board Reports
 - i. President
 - 1. Parking is not a new issue on campus. In the past, spaces in lot I-32 have been made available to graduate students. Due to limited use, these spaces were returned to staff members.
 - 2. Outreach needs to be a priority for the GSA. If every GSA representative spoke in two introductory classes, we will reach around 600 people. Engaging our constituency not only creates a more active student body, but will legitimize future positions of the GSA.
 - 3. In collaboration with the Graduate School, GSA Representatives and other students are asked to submit "Six-Word Stories. The idea is to take six words and create a story based on your graduate experience. Submissions will be selected use in marketing the Graduate School. Student should also include their name, program, and their projected graduation date.
 - ii. Vice President
 - 1. Despite the previous attempts, the GSA should still do something about parking. Surveying the graduate student body can determine the demand and help legitimize parking policy proposals.
 - 2. I am scheduling professional development event. Time is limited, but the goal is to host the event on November 16th. Pearl Street is not a viable option because other organizations are using it during our target date. If we use Hotel Henry, and over 25 people attend the size of the venue can be an issue. I will Doodle Poll the GSA to see who would be interested in going. If we each bring one friend we will have at least 20 attendees. We can also table during Bengal Pause. In alignment with President Murphy's outreach plan, we can get the word out and ask instructors will hand out information. Follow up with and email and a link to the information.
 - 3. Start planning events for the Spring semester. Hold a meeting to get the senators on board. 5 minutes to talk about the GSA's upcoming events in classes. Half sheets will cost less money to print out.

4. Registration for the Graduate Research Fair is open now and will be held on the Houston Gym on May 11th. Four-minute thesis contest. Graduate thesis and project will be presented in competition for a cash prize (\$100). Graduate Faculty will judge it and the deadline is in April.
 5. Award ceremony later that night after the fair. Fair will still be going on.
- iii. Secretary
 1. Position will be vacant in Spring 2018 as the current secretary graduates in December. Think about if this would be something that you would be interested in running for.
 2. I want to create a Newsletter focusing on the GSA and Where are Our Alumni Now? This may require collaborating with the Alumni Association.
 - iv. Treasurer
 1. In order to organize large events and request GSA apparel for Graduate Students, we need to have a basic understand of the demand from the Graduate population.
 2. As Treasurer, I will provide a sense of transparency for senators and GSA e-board members on the types of funding requests we receive, along with which schools they typically come from, through providing percentages.
 3. As Treasurer, I will provide examples of how funding is typically utilized throughout the GSA.
- b. Advisor's Reports
 - i. For attendance, consider putting together an excel sheet of members' names for signing-in.
 - ii. Creating a Bulletin Board in strategic areas detailing the work of the GSA could provide additional outreach.
 - iii. Confirmation of Constitutional Changes will need to be conducted via an email vote because quorum has not been met.
 - c. Discussion: Needs of a designated Graduate School Space
 - i. The space above Argo Tea in Butler is our dedicated space.
 - ii. We need to determine the needs of the space and rearrange it accordingly. Maintaining the space universally for Graduate Students is not possible at this time, but if more members of our community utilize the space there will be less or no space for undergraduates anyway.
 - iii. Decorate it? Make it our own? GSA banner? Bulletin Board? A follow-up discussion will take place during our November meeting on ways to meet our needs while creating a more welcoming environment.
 - d. GSA Student Satisfaction Survey
 - i. Two years ago a survey was distributed to the graduate community. Utilizing this survey as a starting point, we will distribute a new survey focusing on how the GSA can better represent our constituents as well as acquire data on areas of concerns to legitimize the GSA positions on areas of need.
 - ii. Additionally, the survey will help set the groundwork for next year's Executive Board.
 - e. GSA Apparel
 - i. The College does not have the money to assist in subsidizing this venture. Instead, we will reach out to various departments to gauge interest. Once that step is completed, the GSA will reach out to potential vendors. A GSA subsidy is possible, but unlikely given the demand for research expenditures. Apparel will be ready for distribution by January at the earliest.
- VII. Closing Comments
- a. When marketing the GSA, it is imperative we find the locations where people walk by. High traffic areas should be sought after first.
 - b. Departments have control over where bulletin boards are located within their building. To gain access to these boards we need permission of the departments. Prior to inquiring it is necessary to have content ready for the boards.

Adjournment: 6:06 PM

Electronic vote held to determine outcome of proposed amendments. **Below are the results of this vote:**

Article VI, Section 1: The officers of the GSA shall be members of the Senate and shall consist of the following:

- a. President
- b. **Executive Vice President (1) 7/8**
- c. **Vice President for Finance (2) 7/8**
- d. **Vice President for Administration (3) 7/8**

Article IV, Section 3, Subsection a: The GSA limits funding reimbursement to **\$1,000 (4) 6/7** per student per academic year. This limit may be adjusted annually at the discretion of the **Vice President for Finance**, upon approval of the Senate and in accordance with the annual GSA budget.

Article IV, Section 3, Subsection f: Any funding requests and/or expenses that are tied to the student receiving academic credit (Ex: internship, independent study, **study abroad(5) 6/8**), with the exception of the master's project, will not be eligible for funding.

Article V, Section 4: In the case two representatives are not nominated, the GSA will be considered active with only one representative from each school. In the event that no representative comes forward, the other members of the GSA will represent the needs and concerns of the respective school to the best of their ability until representation is established. All efforts will be made to fill the vacant position **as soon as possible. The vacant Senate seats will be confirmed by the Senate after appointment by the President.(6) 8/8**

Article VI, Section 3, Subsection b: **The President is an ex-officio non-voting member of all GSA appointed and created committees.(7) 8/8**

Article VI, Section 5, Subsection a: Execute final **fiscal (8) 8/8** decisions of the executive board.

Article VII, Section 2, Subsection a: In the event a Senate seat is open, it may be filled by a graduate student of the respective school by **appointment of the President (9) 8/8**, and a simple majority vote of the Senate.

Article VII, Section 2, Subsection b: In the event the vacancy occurs after the November meeting and prior to the February meeting, the seat will be filled by standard electronic elections. (10) 8/8

Article IX, Section 3, Subsection a: This committee will review constituent questions and/or concerns regarding funding requests and/or funding decisions made by the Vice President for Finance. This committee will also assist the Vice President for Finance in making any funding decisions when s/he requests their assistance. (11) 8/8

TITLE CHANGES BASED ON AMENDMENTS ABOVE:

Article IV, Section 3: The GSA may use funds from the Academic Line for graduate students' research and scholarship, participation in professional organizations, and conferences, and the creation and presentation of professional posters and documents related to research and scholarship. *Expenses eligible for reimbursement include membership fees, conference/registration fees, travel and transportation expenses, lodging expenses, and poster creation costs. Items not eligible for reimbursement are meals and personal car mileage.* All qualified applications will be subject to approval by the GSA **Vice President for Finance (title change based on 2)** and further review by the Senate if necessary.

Article IV, Section 3, Subsection c: All funding requests must include a letter of support from the student's academic department verifying the relevance between request and program, and must be submitted a minimum of thirty (30) days prior to the dates of the student's travel/expenses. All funding requests submitted within thirty days (30) will be approved at the discretion of **the Vice President for Finance (title change based on 2)** and may be subject to financial penalty.

Article IV, Section 3, Subsection e: Students who are members of the GSA are allowed to request funds for domestic and international travel as it pertains to one's master's project, **or an institutional benefit**. In order to be considered for

funding, the following requirements must be met by the student and submitted to the **GSA Vice President for Finance** (title change based on 2):

1. Sign-off from the student's department chair and academic advisor that includes a checklist of items that have been completed for the student's research (Ex: IRB verification, literature review etc.).
2. An abstract that states the purpose of the student's research;
3. Submission of the student's IRB for the requested research. If the student has not received IRB approval the time of the request, a letter of support from the student's advisor is required to verify that all IRB requirements will be met; and
4. Submission of a budget for research that includes, but is not limited to, additional funding provided by the student's academic department and dean, cost of research material (excluding software), and travel and lodging expenses.

Article VI, Section 4: The duties of the **Executive Vice President** (title change based on 1) shall be to:

Article VI, Section 5: The duties of the **Vice President for Finance** (title change based on 2) shall be to:

Article VI, Section 6: The duties of the **Vice President for Administration** (title change based on 3) shall be to: