Reminders

- Voting period ends this Saturday, April 6th. Vote at MyESF.
- End of the year report is due April 30th. All senators are required to submit a report.

General meeting

1. President call to order

2. Roll call by Secretary

    o Quorum - Yes

3. Review and approval of meeting minutes from March 26th, 2014

    o Motion to Approve Minutes from March 26th, 2014: Natalia Cagide

    o Second: Stacey Mack

    o Unanimously approved

Old Business

1. Accounting update (Craig)

    o The Bursar's Office is willing and eager to work with GSA to separate GSA account from general accounting: this task will be passed along to next year's GSA.

    o John: What do you mean by separating the GSA account? What kind of procedure will be required? There is no need for us to approve such a procedure if it's only a matter of the Bursar's office and it does not affect our operations

o   Craig. Currently, USA, student activities and GSA funds are in one account, with this separation, GSA will have its own account, making easier to track activities and balance.

2. Final budget adjustments (Allison)

o   Good news: the missing $4000 was spent as necessary. Additionally, I received all the receipts for the procurement card, which will continue to work for us next year. Considering these elements, we currently have about $890 unallocated

o   Scott: I would like to request funds for the Social Committee. First, we budgeted $1200 for the TGIO, which we now know had a cost of $1400. If we want to order an equal amount of food, we will need $200. And second, we have a deficit of $150. Therefore, the Committee is in need of $350.

o   John: Why do you have a deficit of $150?

o   Scott: We budgeted for TGs at the Inn Complete based on last year's costs, which increased in the last 2 events. This increase can be due to a development of a new Menu, with the consequent update in prices, and with the fact that people stay longer at the Inn, for which they need to keep staff available for a longer time.

o   Tom: are we positive about the unallocated $890?

o   Allison: Yes, positive

o   Rigo: there are available funds in the Speakers Committee ($3900). From those funds, we are planning to spend about $500 in local speaker

o   John: Now is a good time to allocate what is remaining (these funds can be re-allocated for grants or other events)

o   Eugene: are we sure that Matt Regan (VP of Speakers and Presentations) is ok with this re-allocation?

o   John: There shouldn't be a problem. Only some of these funds could go into the Social Committee, the rest will remain as unallocated and could be re-assigned to the Speakers Committee, if necessary.

o   Ingrid: We have all agreed that is important to spend the funds during this year.

o   International Committee

   1. Allison: The International Committee overspent around $270

   2.   Natalia: A part of that amount is owed to the Committee by CSSA from the Chinese Lantern Festival. We would also like to host an International movie night before the end of the semester

3. Eileen: is it possible to allocate funds to cover the International Committee's deficit now, and then have the money from CSSA put into the GSA unallocated fund?

4. John: No. Those funds should go directly from CSSA into the International Committee's account

o   Re-assignation of Speakers Committee's unspent funds into general fund

1. Motion to move $3400 into the general fund from the Speakers Committee: Rigo Melgar

2. Second: John Wiley

3. Unanimously approved

o   Request $450 on behalf of Owen Hunter (VP of Social Activities) from the unallocated budget

1. Motion to approve $450 to cover current deficit , expenses for TGIO and other activities of the Social Committee: Scott Bergey

2. Second: John Wiley

3. Unanimously approved

o   Request of $270 for the International Committee

1. Motion to approve $270 for International movie night and to cover deficit of the International Committee: Natalia Cagide

2.   Second: John Wiley

3. Unanimously approved

o   We should assign an amount for the GSA end of the year retreat (Craig)

1. Motion to approve $250 for the GSA end of the year retreat: John Wiley

2. Second: Stacey Mack

3. Unanimously approved

4. Stacey: My house is 4 miles from campus and there is plenty of space for us to have the retreat there.

5. Ingrid: We could also use my house, but there is no outdoors space, it'd be nice to have outdoors space

6. Eileen: we can discuss date, time and location at a later time, when we are closer to the end of the year

o   Allocation of funds for next year's Orientation Activities

1. Orientation Activities occur before the first meeting of the Fall semester; therefore there is a necessity to allocate funds for them during the Spring semester, to be rolled over (Eileen)

2. This could be one of the first actions of the new Senate at our last meeting (John)

3. This task will be incorporated into the Bylaws (Section V.I. Final Meeting of the Semester). The incoming Senate will approve this budget allocation in the last meeting of the semester

3. Insurance Update (Craig)

o   Insurance rep is unable to meet until end of April. I will pass along transcript to next year.

o   We will still have to budget for insurance next year as per business as usual

New Business

1. Last meeting of the Academic Year

o   The last meeting will be held on April 30th at 3:30pm. Reports are due by that meeting.

o   Craig: maybe there will be news on the insurance at that time. I will invite David Dzwonkowski (Director of the Office of Business Affairs) for this to be carried over to next year.

o   John: there are several businesses to attend during that meeting, such as having the new senate present, attend some formalities and finish the budget; as indicated in the Bylaws (Section V.I. Final Meeting of the Semester)

o   Next meeting 16th : Revise Bylaws, finish budget allocations

2. Elections update (Ely)

o   Issues (Ely): GPES students were only able to vote for one representative, but since there are two spots and only two people are running, this won't cause any relevant issues. Additionally, at the beginning of the voting period, candidates for ERE Rep did not appear on the ballot, so some people were not able to vote

for representative. In this case, there are two people running for one position. So we will need to find a way to correct this.

- o John: the best way to solve this would be e-mailing the specific people who weren't able to vote for ERE Rep and give them the opportunity to vote. ITS can probably provide you a list of people who voted before the time when this error was amended.

- o Ely: contacting ITS can be challenging, but I would try to arrange for such solution.

- o John: for positions without nominees, there is still time to recruit people and bring them to the last meeting of the semester, so that most positions are filled for next year

3. End of the year Report (Eileen)

- o Everyone is requested to submit a report

    1. VPs should submit a Committee Report and Event Summaries for each event

    2. Everyone else (Officers, Department Representatives and General Representatives) should submit an Officer Report

    3. I will send out forms for you to elaborate your reports, try to include as much information as possible. These Reports will be of great help for the person taking your position in the future

- o Natalia: What should we do with new contact information?

- o Eileen: this information needs to be included in the *GSA Process and People to Know* document. You may include it in your report or e-mail us (President and Secretary) with that information. Department Representatives are encouraged to revise the contact information in that document and let us know of any changes.

4. Graduate Student "Bill of Rights"

- o Scott: It seems like a great idea, but are things actually going to work as stated in the document? Is there any enforcement?

- o There is general concern among Senators about whether the policy will be applied if there is no form of enforcement

- o Craig: Help documentation for Grad Students is also required.

- o Interest in meeting w/ Scott Shannon at end of month? Eileen: I think we should definitely meet to discuss this document

o   John Wiley: this meeting could be open to the whole grad student body, with a few senators present

5. ITS Cameras

o   Doug: Joe Rufo is looking into the camera issue and wondering whether people will be interested in having a special meeting. Eileen: I will be interested. Natalia: this meeting should probably be open to the campus.

o   Rigo: we, the designated task force, are developing a new policy for the use of these cameras. Some elements brought to our attention

1. Security reasons: alert system in case of serious incidents, such as shootings. There are cameras in Moon basement streaming into ITS offices, ESF police could access the streaming, if necessary.

2. Final policy Summary is due the 2nd week of May

3. Eileen: Did you find out anything about the audio, is it still on where the cameras are on?

4. Rigo: I don't have confirmed information, but I suppose that is the case

6. Adjourn the meeting

o   Motion to adjourn the meeting: Eileen Leon

o   Second: Stacey Mack

o   Unanimously approved

Upcoming events

- 5K Run: Saturday, April 5th
- Graduate appreciation week: Monday, April 7th – Friday, April 11th
- TGIO: Friday, May 2nd

Attendance

GSA Senate

1. Craig Lazzar   President
2. John Wiley   VP Grants and Awards
3. Natalia Cagide   VP of International Activities
4. Tom Taggart   VP of Professional Development
5. Owen Hunter   VP of Social Activities (Absent, with a Proxy)
6. Eileen Leon   Secretary
7. Allison Oakes   Treasurer
8. Ely Margolis   Webmaster / Communications
9. Eugene Law   USA Representative
10. Becky Meissner   Environmental Resource Engineering Representative
11. Stacey Mack   FNRM Representative (I)
12. Forrest Baird   PBE Representative
13. Ingrid Brofman   Environmental Science Representative (I)
14. Rigoberto Melgar   Environmental Science Representative (II)
15. Yunyun Bi   SCME Representative
16. N. Scott Bergey   Chemistry Representative
17. Doug Morrison   Faculty Advisor

Guests
Sam Weber (Chemistry – Proxy for Owen Hunter)
Patrick Neary (SU GSO President)