



Reminders:

- International committee and professional development committees are still looking for volunteers
- All senate members (Executives and Representatives) need to be in at least one GSA committee, independently of their other responsibilities

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General meeting:

1. President call to order
2. Roll call by Secretary
 - o Quorum: Yes
3. Review and approval of meeting minutes from August 20th, 2013

- o Motion to Approve Minutes: Owen Hunter
- o Second: Stacey Mack
- o Unanimously approved

NEW BUSINESS/REQUIRED

1. Review and accept the GSA Bylaws

a. Proposed amendments:

1. Earlier first GSA meeting of the year to prepare for Orientation activities was dismissed as most GSA Senate members have other responsibilities during the summer (e.g: field work).
2. Requirement for a summary of new business items brought into the agenda, to facilitate information among GSA Senators and preparedness before each meeting. This item does not require an amendment of the bylaws, as it can be required by the President when the item is presented to him.

b. Motion to Accept the bylaws: Ingrid Brofman

c. Second: Forrest Baird

d. Unanimously approved

e. The Bylaws for the 2013-2014 academic year have been approved and are available on <http://www.esfgsa.com/about.html> under the 'GSA Constitution' title

2. Re-confirm Dr. Doug Morrison as Faculty Advisor to the GSA

a. Motion to Re-confirm Dr. Doug Morrison as Faculty Advisor to the GSA: Owen Hunter

b. Second: Scott Bergey

c. Unanimously approved

d. Dr. Doug Morrison will continue to be the GSA Faculty Advisor for the 2013-2014 academic year

3. Announce/Fill vacant positions

a. Yunyun Bi for SCME

1. Motion to Approve Yunyun Bi as SCME representative: Eileen Leon

2. Second: Silvia Saldivar

3. Unanimously approved

4. Yunyun Bi will serve as SCME representative at the GSA for the 2013-2014 academic year

- b. GPES Representative
 - 1. Rigoberto Melgar (guest) may have interest in filling this position
 - 2. Subject to be discussed during the week and confirmed next meeting, due to time constraints
- c. FNRM Representative
 - 1. Pendant for later in the meeting or next meeting, depending on time constraints
 - 2. There was no time to re-visit this item later in the meeting, pendant until someone expresses interest on filling this position, try to recruit FNRM students
- d. Curriculum (non-voting): meeting happening soon
 - 1. Stacey Mack nominated herself to fill the position
 - 1. Motion to Approve Stacey Mack as Curriculum representative: Matt Regan
 - 2. Second: Peter Kwon (proxy for Tom Taggart)
 - 3. Unanimously approved
 - 4. Stacey Mack will serve as Curriculum representative for the 2013-2014 academic year
- e. Instructional Quality and Academic Standards: Copyright issues and related items.
 - 1. Allison Oakes nominated herself to fill the position
 - 1. Motion to Approve Allison Oakes as Instructional Quality Rep: Owen Hunter
 - 2. Second: Emily Handelman
 - 3. Unanimously approved
 - 4. Allison Oakes will serve as Instructional Quality representative for the 2013-2014 academic year
- f. Research: Tom Taggart could be interested (as expressed by proxy), but Abbie Larkin (former GSA senator, proxy for John Wiley) points out that maybe it's the President's responsibility
 - 1. It is, in fact, the President's responsibility. However, he won't be able to meet it, so he will appoint someone for it (possibly during next meeting)
- g. Student Life
 - 1. Scott Bergey nominated himself to fill the position. He's already been in touch with student life, regarding matters of alcohol in GSA events

1. Motion to Approve Scott Bergey as Student Life Representative: Matt Regan
 2. Second: Ingrid Brofman
 3. Unanimously approved
 4. Scott Bergey will serve as Student Life Representative for the 2013-2014 academic year
4. Determine order of succession for office of President
 - a. First in succession: Matt
 1. Motion to approve Matt Regan as first in succession for office of President: Owen Hunter
 2. Second: Forrest Baird
 3. Unanimously approved
 - b. Second in succession: Tom
 1. Motion to approve Tom as second in succession for office of President: Eileen Leon
 2. Second: Silvia Saldivar
 3. Unanimously approved
5. Determine bi-weekly meeting day and time
 - a. College hour: Wednesday 12:45-1:50 John and Stacey unavailable at that time
 - b. Monday or Tuesday afternoon could be good choices, as no one opposes
 - c. A doodle poll will be set by the president including schedules 3-7pm Monday through Friday
 - d. Should you have a proxy if you can't make it the whole semester? You should if you are a VP, if not, you should try to make it most of the time. Read the Bylaws section V.A.7 for details.
6. Fill out Committee Membership
 1. Grants and Awards (Abbie Larkin)
 1. 3 members last year
 2. Chris Foelker, Jonathan Masih Das and Silvia Saldivar have expressed their interest
 3. Members can also apply for grants, just not be in the revision of their own proposals

2. Social (Owen Hunter)
 1. Ingrid Brofman, Eileen Leon, Emily Handelman, Scott Bergey, Samantha Weber, Katelind Batill
3. Professional Development
 1. The Professional Development Committee main stated goal is *“provide opportunities that facilitate the graduate school process and the transition of graduate students into future careers.”* As part of that goal, the committee holds 8-9 events, such as “Preparing for your Defense” and “Ensuring students know the requirements, forms, timeline for Graduating”.
 2. Last year, each member was assigned to lead an event, and that format will be followed this year. Consequently,
 3. Tom hopes to recruit 5-6 members. Tom will take the lead on the first event, and possibly the second event, but will assign members to take the lead on future events. Excellent notes on last year’s events (contacts, budget, format, etc.) were recorded by Abbie Larkin, the previous chair.
 4. The committee’s budget last year was \$1000 dollars, and we will be asking for a small increase of \$150 for refreshments for one new event and more/nicer refreshments at the other events
 5. Forrest Baird, Peter Kwon, Stacey Mack
 6. One more expected, hopefully from absent members
4. International (Natalia Cagide)
 1. Team of 4 last year
 2. Couple events and smaller activities:
 1. Big changes: International night should be during the fall
 2. Darya Karpenko, Liza Legorova, Xolile Maphanga, Rigoberto Melgar
 3. Would like more members, for a total of 5. Last year was smaller, but seemed very busy, overloaded with work, more could be done with additional help
5. Speaker Series (Matt Regan)
 1. Three types of presentations
 1. Noon in Moon: for students to practice their dissertations or upcoming conference presentations

2. Local speakers: Woman in Science, speakers from SU
3. Big Speaker: Jorgen Randers, co-author of *Limits to Growth* presented last year and that event filled Marshall Auditorium
2. Things to do differently: Start working earlier, in the fall. Also bring local people, alumni, consultants, etc
3. Duties: contact people, book rooms, buy refreshments, etc. Light work. Be available at the day of the event.
4. Ely Margolis, a new student not present at the meeting (Sean), Hope Ansanelli, Forrest Baird, Rigoberto Melgar
6. Can everyone be part of a committee? Yes, any graduate student at ESF can serve in a Committee as a volunteer, GSA senators must participate.
7. Office Access Update (Eileen)
 - a. We'll get access to the office in the following days (next Friday)
 - b. To get access to Marshall Hall, everyone needs to go personally to The Police and present your valid Student ID Card. Please do this at your convenience; the list will be there for them to know that you are a GSA senator.
8. Website Update (Ely)
 - a. Need International Committee Desc., Bylaws Posted, Speakers Committee Link to the Speakers page. VPs will provide the necessary information and Ely will modify the website accordingly
 - b. Page for new students: try to help out with providing fun/useful info
 - c. Mission and description info, add in the missing committees
 - d. Constitution is updated, add the bylaws
9. Set a timeline for VP/Committee budget submission
 - a. Monday, September 16th: budget as complete as possible
 - b. Next meeting would be too early, because committees have just been formed
 - c. Budget format (Allison): Total for event, no detail, use format provided. Be conservative with budget. More can be allocated later on.
 - d. Budget: \$21,771 for the entire year
 - e. Rollover: \$8,000
 - f. Office supplies? More seats are needed, just simple chairs (Allison). Plenty of supplies were found during office cleaning, including office stuff, such as pencils, markers, and event items, such as decorations, cups, cutlery, plates (Eileen). Please, do not buy event

supplies without checking available items (Allison). Most Senate members agree on prioritizing the events when allocating funds, not office improvement or supplies.

10. Discuss funding, dates, and times for major events

a. Event Insurance – Owen H.

1. Talked to Dean Lombard and Laura Crandall about insurance that we normally shared with USA. It does not include liability for students to serve alcohol to other students. Only Inn Complete, cash bar or caterer are at this point authorized to serve alcohol.
2. The insurance company will indicate the cost of alcohol liability insurance, most likely there will be a fee per event, which could largely increase our costs
3. Would having Faculty members to serve help? It won't make a difference, since nobody has liability insurance to serve alcohol at ESF, neither students nor faculty members
4. What about departments having events with alcoholic beverages? They may have been by-passing the issue by not 'pouring' the alcohol, something to look at.
5. \$2,900 liability insurance cost (non-alcohol events)
6. BYOB: Dean Lombard is willing to authorize one per semester, but there is concern about a decrease in attendance to events if people have to bring their own drinks.
7. Inn complete: \$763 for tomorrow's TG; could try the Inn Complete to bill the GSA (or ESF) instead of someone having to pay out of their pockets. Yes, it's possible. For this, money should be allocated now.
 1. Motion to approve \$762.67 to be paid to the Inn Complete for the first TG of the semester: Scott Bergey
 2. Second: Allison Oakes
 3. Unanimously approved
8. Caterer: could be cash bar. The GSA would be allowed to pay for the drinks, but would likely be too expensive for our budget

b. Alcohol Server Training: Laura (Student Life's Office) said we should set a time, maybe use a doodle poll

1. Does it carry over to the next year? No one is sure about this, it probably does. To be consulted with student life (by Scott Bergey, new representative).

c. Payment (Doug Morrison)

1. Joe Ruffo could help to fix the refunding, to be contacted by the Treasurer

2. Middle ages brewery: a business account could be set up (Doug could take care of that)
3. Pizza: Franco's may set up an account, as well

11. Spotlight on Research (Peter Kwon)

- a. GSA is not responsible for funding, just provide some help. General organization activities are not the GSA's responsibility either.
- b. Some responsibilities: organizing the judges, pointing out a speaker, soliciting

Two GSA volunteers are needed to participate on the Ad-Hoc Spotlight on Research committee. This committee has been formed by the Research Committee, in hopes that a special committee for the Spotlight on Research will help ensure the quality of this event, which has grown in size and academic importance over the last couple of years. The committee will be made up of:

- 1-2 members of the Committee on Research
- 1-2 members of the Committee on Public Service and Outreach
- 2 members of the Graduate Student Association (or other interested graduate students)
- 1-2 members of the Undergraduate Student Association (or other interested undergraduates)
- Representative from the Office of Research Programs
- Representative from the Outreach Office
- Director of Alumni Relations or designee

The committee will have three co-chairs, who will be chosen from the research committee, the graduate and undergraduate student body.

The primary responsibilities of this committee will be to generally oversee the execution of the conference with specific attention to be paid to:

- Soliciting and organizing abstracts
- Making Room Reservation and overseeing event setup
- Arranging for outside speakers
- Organizing judges (alumni, faculty and graduate student)
- Advertising widely for good attendance from both on and off campus groups
- Soliciting off-campus advertisers for a program booklet
- Creating and publishing a program booklet for the two-day event

Tom is one of the GSA members on this committee as the head of the Professional Development Committee, would like another GSA member to join him on this committee. Tom's best guess is that it will most likely be light, intermittent work at first, building to some steady, more involved work in the early-middle of the spring semester leading up to the event. Please contact Tom if you are interested in being on this committee. It is a rewarding experience helping run this important event

that serves your fellow Graduates and allows you to work with important administrative people at ESF.

Upcoming events:

- TG: September 7th : 5:30-8:00 @The Inn Complete
- SU GSO Wine Tasting: September 13th
- SU GSO Beer Tasting: September 26th
- Wine Tour: Oct 5th 10:30am-5:30pm
- Halloween TG: October 25th
- Movie Streaming Potluck: November 11th
- December Soiree: December 7th
- International night: to be defined

Attendance:

GSA Senate

1. Craig Lazzar
2. John Wiley (absent, with proxy)
3. Tom Taggart (absent, with proxy)
4. Natalia Cagide
5. Owen Hunter
6. Matt Regan
7. Eileen Leon
8. Allison Oakes
9. Ely Margolis
10. Melisa Keskin
11. Samantha Weber
12. Emily Handelman
13. Stacey Mack
14. Forrest Baird
15. Silvia Saldivar
16. Darya Karpenko
17. Liza Legorova
18. Ingrid Brofman
19. N. Scott Bergey
20. Doug Morrison

Guests

Peter Kwon (ERE – Proxy for Tom Taggart)
Abbie Larkin (FNRM - Proxy for John Wiley)
Patrick Biermann (SU GSO)
Hope Ansanelli (ES)

Rigoberto Melgar (GPES)
Xolile Maphanga (ERE)