



GSA Senate Meeting
July 7, 2023 @ 5pm – 7pm

Zoom: <https://syracuseuniversity.zoom.us/j/92966471078?pwd=KzNINGJmZ21uT0YzV3BHaJlVQzBCdz09>

Meeting ID: 929 6647 1078
Passcode: 318165

Agenda

1. Welcome - Emme
2. Roll Call - Makayla
 - a. Apologies & Proxies
 - i. Anindita Paul is being proxied by Gundeep Kaur.
 - b. Quorum
 - i. Yes a quorum is present.
3. Recap AY 22-23 – Emme
 - a. Trying to improve the face of the GSA
 - b. Trying to take on more high impact projects
 - c. Make sure graduate students know that we represent them regardless of working status on campus (not operating in a union capacity) - we advocate for everything else that unions can not advocate for (much broader scope than the unions) as well as working with the unions to further their goals to improve working conditions for graduate students
 - d. Tried to partner with as many student organizations as possible (Baobab Society, etc.) to build a strategic relationship with undergraduate students
 - e. CNY Conference on Environmental Science and Studies - reflections from planning committee members will be shared to GSA Senate members after the meeting (this was also submitted to John Stella to start planning for this AY)
4. New Business
 - a. Senate Appointments
 - i. Emily Friden - Chemistry Department Representative
 1. Appointed by the Senate, Motion passed by Makayla Light and Seconded by Md Shahadat Hossain - unanimous approval 7 voting members and 1 proxying member
 - b. GSA 23' – 24' Agenda Setting – All
 - i. Graduate Student Orientation - more robust impression of GSA at graduate student orientation so that new students have a better idea of the resources that we offer and provide the service that we offer if they have questions about ESF and transitioning to graduate student life.
 1. Taye is working with the graduate school currently so we may have more of an opportunity to have a more solid welcome event or to make the orientation more useful for incoming graduate students.
 2. Meeting next Tuesday with multiple organizations on campus to talk about graduate student orientation and we will keep this line of communication open about how events will turn out.
 3. Doing something on campus would be useful because students have trouble getting downtown within the first few days of campus.



4. Going to send out an email gauging interest in forming a graduate student orientation planning committee.
5. Shahadat Hossain and Wondwosen Shiferaw are going to work together to plan orientation events. Gundeep Kaur suggests setting up a table with introductory information about the GSA Senate and having an international event within the first few weeks to get international students talking with each other and sharing cultural information.
- ii. GSA Participation - all graduate students are by default members of the GSA, only people not included are certificate students, this may not be widely known information. The Senate are the ones planning the events and representing the GSA to administration.
 1. Big focus is going to be getting people involved in events and the Senate (on committees or active members in some other way).
 2. Increasing the visibility of the mission and vision of the GSA to graduate students.
 3. Being more proactive about getting information about events out there.
 4. Involving multiple student organizations to get word out.
 5. Interact with students via social media pages - we have an Instagram and Facebook page but we have no Director of Communications right now - going to be a group effort.
- iii. Professional Development - graduate school is working on introducing professional development credit opportunities, career services is aware of the GSA's desire for focus workshops on professional development topics.
- c. Proposed Activities
 - i. Need schedule set by the second week of Fall semester so that we can plan accordingly
 - ii. CNY Conference on Environmental Science and Studies - March 1, 2024 through March 2, 2024 - 2 weeks before Spring Break, gives one and a half semesters to plan the event
 1. Going to reserve Gateway
 - iii. Fundraising - all funds come from a portion of Student Fees - about \$11,000 per semester
 1. more students are asking for more grants, different types of grants, and for more money to be offered with the grants we award
 2. want to offer grants for international students who need help in costs associated with moving to the US and for out of state students who cannot apply for residency yet
 3. we have limits with the fundraising that we can do because we are a registered charity organization but we can work with the Business Office to see what is possible
5. Housekeeping
 - a. Bylaws Review
 - i. Fix wording of the meeting information in GSA Standard Operating Procedure - Meetings
 - ii. Update GSA Standard Operating Procedure - Funds Management with the card based process. - Will get them in a few weeks time (from 7/7/23)
 - b. Meetings
 - i. Met 2 times per month for about 2 hours last AY (2022 - 2023).



- ii. Proposing for AY 2023 - 2024 - Executives would meet once per month (full Senate) to vote on matters and hash out business, one meeting with full graduate student body per month in a town hall style for feedback and communications, and then in between committees should meet once per month to work out the business - order of meetings as follows
 - 1. Committees - hash out business and planning, prepare a report for the Executive meeting
 - 2. Executive - vote on business or get feedback from the Senate
 - 3. Town Hall - get feedback from the graduate student body
 - iii. Try to get a proxy for the meetings if you cannot make it, but notify Makayla Light nonetheless and it will be noted in the meeting minutes - preferable if the proxy is not on the Senate but if you cannot find someone that is fine, Emme Christie cannot be a proxy because the President is not a voting member
 - iv. Department Representatives need to set a proxy within the same department
 - v. Meeting minutes will come from Google Drive and changes will be made as needed - voted on at the following meeting.
 - vi. Executive communications will come from Emme Christie and general communications will come from Makayla Light
- c. Funds Management
- i. All money comes from Student Activity fees - deposited in our account within a few weeks after the semester starts - currently have about \$27,000 and \$7,800 is marked for grants and awards currently
 - ii. Currently don't have a CFO
 - iii. Have about \$10,000 outstanding from Office of Graduate Instruction, LSAMP, and other conference related funding sources
 - iv. Activities need to be approved and put in the official budget - organized by committee, necessary to have an idea of what activities each committee wants to do during the year (either send the information to the CFO if we have one by that point or send it to Emme Christie and they will track everything in the budget)
 - v. Draft budgets due the second week of the semester so we can edit and talk about them and get them approved on time.
 - vi. Events can still happen before the budget is approved - they will just be added to the budget as it is being edited.
 - vii. Once approved the budget must go back through the Senate and be re-voted upon to add or change events. If an event doesn't happen it does not have to go through this process.
 - viii. Events must have reimbursement/disbursement forms submitted with them - a record for the Business Office. You can request the money before but in this case the receipts must be turned in with the form. Person requesting the funds must sign and then GSA President, Treasurer, or Faculty Advisor (2 of 3) must sign in addition
 - ix. Next year switching to PEX cards and eliminating the need for reimbursement forms for all events - asking Business Office for Social, PD, IDI, and a floating card for this year - it is app based
- d. Elections
- i. Only will happen in the Fall or early Spring if there are multiple people interested in the same role.
- e. Honorarium



- i. Per semester basis.
 - ii. Using other people to do GSA work - the Senate decides how much volunteers get in honorariums.
 - iii. Qualify for the honorarium after serving at least half of the term of the semester - can request starting upon this date.
 - f. Travel
 - i. Website for travel guidelines is the same as ESF as a whole.
 - ii. Follow these guidelines for the proper reimbursement forms.
 - g. Spending Personal Funds
 - i. Get approved for it first and then we can request a reimbursement.
 - ii. Try not to do this but if it happens that is okay. Emme Christie's phone number is in the Excel Spreadsheet or you can email them about using personal funds. This money needs to be a part of the funds that were budgeted for the event as a whole.
- 6. Adjourn
 - a. By September 8, 2023 - a request for available days and times will be sent for Executive Meetings - bring draft budgets to these
 - b. Motion to Adjourn - Taye Hamid and Seconded by Shahadat Hossain