

GSSA Assembly Meeting

Minutes

9.1.22 / LBC 203 Stibbs

- I. Call to order
 - A. 6:11 PM
- II. Approval of minutes and adoption of agenda
 - A. Approved no changes
- III. Guest Speakers
 - A. Jennifer O'Brien Brown – Assistant Director of Office of Graduate and Professional Studies (OGPS)
 - i. Advisor to GSSA.
 - ii. Check out the OGPS social media! Links included in future email.
 - iii. Timely registration is needed for proper listerve population.

Reimbursements/Money

Travel awards: no late applicants can be funded.

Procedures are in place through fall semester but may change come spring.

Representatives are responsible for verifying correct information on travel funding packets from members of their dept.

Direct deposit forms should be sent to accountant. Detailed information being sent out after meeting in future email.

Question: What if you don't know you are attending a conference before the submission deadline?

Answer: You should apply before you know if you are going to a conference. You can roll over your travel funding to a future time or use your funding after confirmation of conference attending.

Question: Is this process handled by accounts receivable?

Answer: This travel funding is reimbursed through accounts payable.

Question: How do I know if I am set up for accounts payable?

Answer: Reach out to accounts payable to register and you will be informed if you have an account registered? We cannot check in advance due to account privacy restrictions.

Question: Can you use the old check system instead of direct deposit?

Answer: Maybe. The expense report is not designed for check reimbursement, but it can be done upon special request.

Book all airfare through Concur

Contact info: jobrien@tulane.edu

IV. Officer Reports

A. President – president.gssa@tulane.edu

1) Welcome and Overview of GSSA + Rep Duties (see provided powerpoint, and documents on the website)

Need 3 reps to come to a GAPSA monthly meeting.

Question: Can you represent an IGDO and your department?

Answer: No you cannot represent both.

You can request travel funding from GAPSA: details on how to do that are being sent out in a future email.

Question: do you have to be a Representative to sit on a sub-committee?

Answer: Yes. Double checking for confirmation next meeting.

2.) The Computer Science department did not receive money for an event which was previously approved. That money has been moved to the reserve fund.

Motion to back-fund Computer Science from the reserve fund.

2nd

Motion passes

2) 22-23 General Assembly Meeting Dates

3. How to make a GSSA event request overview.

Question: can you make an event ahead of time and then delete the event?

Answer: Yes. Always plan the event in wavesync prior to requesting money.

Question: What happens if a speaker is partially funded by a department?

Answer: Inform the treasurer that partial reimbursement is needed and it will be worked out. The speaker must sign two additional forms prior to a funding request through GSSA.

Question: If you don't use your speaker money in fall can you roll it over to spring?

Answer: Unknown, we will get back to it next meeting.

3) Request to fund Versatile PhD: \$1500

Motion to close the debate and table for next meeting

2nded

4) Request to fund 3MT: \$500

Motion 2nded

Motion approved

B. Vice President – vp.gssa@tulane.edu

1) Overview of Anticipated Events (Full Academic Year 2022-2023)

Nine wellness workshops during the semester

Fall wine and cheese mixer in Qatar ballroom

Trivia nights at Cooter Browns

Spring bowling event

GSSA crawfish boil

Representative appreciation event at Nola Brewery

2) Creating an Events Committee

Xena Fitzgerald, Kendall Medford, Manon Bart, Ekanshu Mallick, Sithara Nawagamawage

3) Funding Proposals: 1st Wellness Workshop (September, \$100)

Motion 2nded

Motion approved

4.) Fall Wine and Cheese Mixer (Late September/ Early October, \$5000)

Motion 2nded

Motion approved

C. Treasurer – treasurer.gssa@tulane.edu

Budget Overview (2021-2022) and (2022-2023)

		2021/2022		2022/2023	
Natural Acct.	Item	Amount	% of Budget	Proposed amount	Proposed %
6211	Operating Supplies		0.00%	\$1,600.00	1.45%
6722	Honorariums	\$500.00	0.53%	\$2,200.00	2.00%
7543	Entertainment (students)	\$45,465.11	48.20%	\$47,000.00	42.71%
7522	Misc (on campus) Meeting Expenses		0.00%	\$5,900.00	5.36%
7522	Off campus meeting expenses*		0.00%	\$1,100.00	1.00%
7532	Domestic Transportation	\$47,854.00	50.74%	\$48,200.00	43.80%
7536	Domestic Lodging/Other		0.00%		0.00%
7542	Visiting Professionals		0.00%	\$3,048.00	2.77%
7842	Prizes and Awards	\$500.00	0.53%	\$1,000.00	0.91%

Total allocation from GAPSA
(81%)

\$94,319.11

\$110,048.00

GSSA Reserve fund 2021/2022 **\$245,000.00**

Question: Can we create an emergency fund from the reserve fund to be used for any emergencies incurred by graduate students?

Answer: There is oversight issues with certain emergencies such as medical which the e-board cannot be associated with. A discussion with Jennifer will occur on what types of emergencies we can conceivably fund. More information at the next meeting.

This past Spring, we allocated \$47,000 for event funding and \$48,200 for travel.

Note that there is funding for honoraria and visiting professionals. These were not greatly used last year, but there is room in the budget for them.

Because all of our funding is from student fees, the university does not reclaim any unused funds.

These unused funds go into a reserve account. That reserve account has accumulated a lot of money over time. As of this spring, we were at \$245,000.

This money is harder to access, but it has been used in the past to pre-allocate funds to cover any event funding that goes into the red, and it was used last year to provide some relief for graduate students hard hit by Ida.

Travel Funding

Fall cycle application deadline closed on August 15. Travel funding requests were approved at 100%. Emails were sent out.

Thank you to everyone for applying for appropriate funding amounts based on whether you are presenting or just attending. This makes reviewing applications much easier.

Reminders:

You can apply for funding even if you haven't been accepted to present yet.

You can only apply for up to \$500 for the academic year.

Process for applying for funding can be found at <https://gssa.tulane.edu/travel-funding/>

Event Requests Event Funding

**Try to convince your department to use their purchase card for events, for which GSSA can reimburse the department (faster), and individual graduate students do not need to bear the cost. Plus, tax free!

Process for applying for event funding is at <https://gssa.tulane.edu/event-funding/>.

Complex events, such as when there is an honorarium for an invited speaker, may require meeting with Jennifer and Elizabeth to discuss funding details.

Event Date	Department	Event Name	Amount Requested	Per event
Starting 9/7/2022 (5 events)	Computer Science	Graduate Student Colloquium	\$500	100
Starting 9/15/2022 (10 events)	Linguistics	LingLunch	\$1,000	100

9/23/2022	Neuroscience	Downtown Uptown North Shore Neuroscience Krewe (DUNNK) September Meeting: MacLean & Markant Labs	\$150	150
9/16/2022	GSSA	ATCG-CMB business meeting	\$200	200
Starting 9/7/2022 (7 events)	Chemistry	Chemistry Departmental Meeting	\$2,100	300
9/15/2022	Ecology and Evolutionary Biology	CREEP Meeting	\$300	300

None of these events is over 300.

If we approve them all, our Events Budget will be \$47,000-\$4,250= **\$42,750**

Motion to vote on events as a slate

Motion 2nded

Motion to approve all events on the slate

Motion 2nded

Motion approved- all events funded as is.

- D. Secretary – secretary.gssa@tulane.edu
 - i. Reach me at garrettb@tulane.edu for urgent business

V. New Business

- A. GAPSA Senator Report
- B. Graduate Council Report
- C. SLA Graduate Studies Committee Report (no representative)
- D. SLA Representative Report (no representative)
- E. SSE Representative Report
- F. OISS Liaison Report

VI. Old Business

VII. Announcements

- A. Call to fill committees

GAPSA senators

Ekanshu Mallick, Adella Guidroz, Lovia Feliscar

SSE

Sarah Stratton

SLA

Legislative

Maria Kinsey, Stephanie Steele

Budget

Kasun Mendis, Laura Manuel

VIII. Adjournment: 8:12