

GSSA Assembly Meeting  
[2021-8-26] -- in person! Stibbs Hall in LBC (203)

- I. Call to Order **6:03 pm**
- II. Approval of Minutes and Adoption of Agenda **approved as read**
- III. Guest Speaker: Jennifer O'Brien-Brown, GSSA Advisor & Assistant Director of OGPS
  - A. **OGPS -- Office of Graduate and Professional Studies**
    1. **GSSA = biggest group ogps serves**
    2. **Associate Provost Michael Cunningham is also a point person.**
    3. **OGPS Location: Jones Hall Suite 308D**
    4. **[jobrien2@tulane.edu](mailto:jobrien2@tulane.edu)**
  - B. **Events --**
    1. **Keep an eye out for emails for updates to any policies regarding social distancing and maximum persons numbers for events.**
  - C. **GSSA/OPGS Travel Reimbursements = "How to get your money"**
    1. **International travel = still must be pre-approved by the provost office & must be purchased through Concur (Tulane travel system)**
    2. **Domestic Travel = does not require pre-approval**
    3. **Changes coming to how reimbursements are processed, so stay tuned for new procedures**
      - a) **For detail on current procedures, please see **attached powerpoint; Brief:****
        - (1) **Student fills out reimbursement forms and emails them to representative; **never use anything other than your home address\*\* or you won't get your check!****
          - (a) **Single pdf; "Last Name\_First Initial\_Fall 2021"**
          - (2) **Representative confirms all forms are filled correctly and all paperwork is scanned/attached;**
          - (3) **Representative forwards the email to Jennifer O'Brien-Brown**
- IV. Officer Reports
  - A. **President - Paolo Suating ([president.gssa@tulane.edu](mailto:president.gssa@tulane.edu))**
    1. **Welcome to GSSA (**see attached ppt**)**
      - a) **= Graduate Students Studies Association (SLA & SEE)**

- b) **Main function = represent students to administration, but most famous for being source of money for event and travel funding**
- c) **Attendance by reps: required to meet a quorum to vote on any measures, receive funding, etc.**
  - (1) **2 missed meetings (missing = no reps) leads to a warning; 3 missed meetings = not in good standing => NO MONEY!**
- d) **Money for the year = \$118,908**
  - (1) **See attached ppt for detailed breakdown of GSSA spending**
- e) **Rules of order. Brief =**
  - (1) **Motion to vote; 2nd**
  - (2) **Discussion on a motion;**
  - (3) **voice votes in favor or against a motion; can call for a counted vote if needed.**

- 2. Meeting schedule TBA pending room approval
  - a) **TBA! b/c originally scheduled for fall break. Oops!**
- 3. Request to fund 3MT (OGPS): \$500
  - a) **Tuesday, November 16th**
  - b) **Apply! See attached flyer.**
  - c) **\$300 for winner; \$200 for people's choice award**
  - d) **Motion to fund, 2nded; yeses have it! FUNDED.**
- 4. Request to fund Versatile PhD (OGPS): \$1500
  - a) <https://versatilephd.com/>
  - b) **Motion to table this discussion until next meeting; 2nded, yeses have it**
    - (1) **Decision deferred until next month**
  - c) **Motion to request OGPS to argue for versatilephd**

B. Vice President - Anika Tabassum ([vp.gssa@tulane.edu](mailto:vp.gssa@tulane.edu))

- 1. Fall welcome reception
  - Fund request \$4000
  - A tentative schedule is the last week of September 2021
  - Need event monitors at least 2

**Q/A**

- 1. **Who is this for? All graduate students in SLA & SSE!**
- 2. **What will be served? Wine and cheese, small snacks, fruits, sandwiches. It will be ordered through Olive Blue.**
- 3. **Where will it be held? How will we attend to covid restrictions? LBC Qatar Ballroom has the space, as**

long as the 6 foot social distancing mandate is not replaced.

4. What happens if we don't spend all \$4000? The money moves to a reserve account.

**Motion to fund the fall welcome event for \$4000. 2nded. Yeses have it. FUNDED!**

2. New event committee meeting
  - Previous event team reps are welcome to join
  - New members/reps for the event team
  - Start planning events for the whole semester

**Get in touch with Anika to be a part of the events committee!**

3. Trivia is back (first Trivia for Fall in September)
  - Tentative Venue: Cooter Brown's Tavern
  - Tentative date: September 23 or 30th
  - Fund request \$1500

**Q/A**

1. What does the budget cover? Food & drink, gifts, shirts.
2. Is there an attendance cap? At the moment, there is not a cap. More information will be provided. Vaccination card or negative test will be required. Historically, the number did not exceed 100.

**Motion to fund trivia for \$1500. 2nded. Yeses have it. FUNDED!**

**Thinking ahead toward end-of-the-year events -- crawfish boil usually costs around \$15000-\$20000**

C. Treasurer - Nirasha Thilakaratne ([treasurer.gssa@tulane.edu](mailto:treasurer.gssa@tulane.edu))  
Travel requests has been finalized and can apply for next semester  
Submit event requests - No event requests for now

**One can find directions to submit event or travel funding requests under "Funding" here: <https://gssa.tulane.edu>**

**To get funding for events = 3 weeks ahead of time for events or 6 weeks ahead for speakers + fill out GSSA google form the Sunday before next meeting.**

**Q/A**

1. How does funding get processed?
  - a. Event = by the assembly

**b. Travel = in a private meeting between the president and Jennifer O'Brien-Brown**

D. Secretary - Alyssa Walker ([secretary.gssa@tulane.edu](mailto:secretary.gssa@tulane.edu))

1. Representative duties

**a) Review your duties! Where do you find them? The website!**

**b) Do your constituents have questions? Send them to the website!**

**c) [www.gssa.tulane.edu](http://www.gssa.tulane.edu)**

2. Website

**a) Constitutions/by-laws -- review these! Check out your departments; does it need to be updated?**

**b) Minutes & Attendance updated here; questions about what happened in a meeting? Go to "GSSA Documents"!**

V. New Business

A. Constitutional amendments: Chemistry Graduate Student Association (CGSA)

**No questions on the revisions. Motion, 2nded, yeses have it.**

B. Admission of new SSE department to GSSA Assembly: River-Coastal Science and Engineering Graduate Student Association (RCSEGSA)

**No person from RCSE at the meeting (can't be penalized b/c not part of GSSA)**

**Motion to table this to next meeting; 2nded; yeses have it.**

C. GAPSA Senator Report

**= Graduate and Professional Students Association**

**Senator Kamiya Stewart -- the next meeting is September 7th. She'll send out an email with details.**

D. Graduate Council Report

**Nada**

E. SLA Graduate Studies Committee Report

**No representative as of yet; Email Paolo if you are interested!**

F. OISS Liaison Report

**= Office of International Students and Scholars**

**No representative as of yet; Email Paolo if you are interested!**

VI. Old Business

VII. Announcements

A. Call to fill Standing Committees

B. Call for SSE and SLA representatives

VIII. Adjournment **7:19 pm**