Senate Packet
February 6, 2013
GRADUATE STUDENT ASSOCIATION
SENATE
AGENDA
6-February-2013

I. Call to Order
   A. Roll Call
   B. Approval of Jan 23rd Minutes
   C. Approval of Feb 6th Agenda

II. Invocation

III. Murphy’s Pub Initiative Discussion
    -Led by Alan Yost, Director of Special Projects, Office of Advancement

IV. Officer Reports
    A. Academic Senators- Mike Stell and Peter Furlong
    B. Secretary
       -Report by Mike Stell, acting Secretary, about library survey
    C. Treasurer- Vernice Grajeda
    D. Vice President
    E. President- Joe Forte
       -Interdisciplinary Conference- Committee members needed
       -Library meeting- Do we need more reserveable space?
       -The role of a Senator

V. Committee Reports
    A. Events Chair- Ryan Vilbig
       -Upcoming events to spread the word about
    B. Conferences Chair- Amanda Bono
       -Budget report
    C. Lectures Chair- John Meinert
       -Budget report
       -Document about funding requests approved and denied
    D. Parliamentarian- John Mickey
    E. Public Relations Chair- Kristen Wright

VI. Senator Reports
Ad Hoc Committee Chair Reports
-Jufang Tseng, Chair, GSA International Students Committee

VII. Unfinished Business
- Conferences legislation - see below for where we left off, and new suggestions

VIII. New Business
A. Confirmation hearing on Secretary appointee, Emily Butler
   - Swearing-in, if needed
B. Officer Duties and GSA Org Chart - Please see below

IX. Closing Announcements
New and old Senators, please be sure Kristen Wright has your photo for the website

X. Adjournment
1. Meeting was called to order and attendance was taken.
2. Motion to accept the minutes from the November 28 meeting. Motion passed unan.
3. Motion to accept the agenda for the January 23 meeting. Motion passed unan.
4. New Senators were sworn in.
5. Admissions Presentation and Discussion – led by Andy Woodall, Dir. Of Admissions.
   -Talked to the GSA Senate about the role of current graduate students in the process of enrollment.
   New Initiatives:
   -Orientation – this year, the GSA is going to be given the responsibility to plan and carry out the Happy Hour event.
   -Campus tours – include a have coffee with a current student as possibility; most of the grad students had contact with admin and/or professor during but not before the admission process. Less of them had interaction with these same after the first contact;
   -3 possible ways to be involved:
     -Coffee with the potential student
     -Make phone calls to admitted students – potentially two to three afternoons
       (A suggestion was made to have some connection be made for housing)
     -Provide tours - this would require more training; ideally this would be more focused on each school;
   -Asked for anyone who is interested in helping out to take his card and contact him

6. Officer Reports:
   Academic Senators –
   -Michael Stell gave the report for the meetings on December 13, 2012 and January 17, 2012.
   Major issues from the December 13 meeting: the new School of Business and Economics was approved by the BOT. Two new degree programs were approved by the Academic Senate. A new evaluation instrument for professorial evaluation was approved by the Academic Senate. The new instrument will be sent to professors before the start of the new semester.
   Major issues from the January 17 meeting: the University is facing a 5 million dollar deficit for the coming FY, due mostly to declining enrollment in the Law school. Enrollment numbers for the Spring semester look better than one year ago.
   -Peter Furlong gave the report for the recent BOT Academic Affairs Committee Meeting – the committee took up the resolution regarding the creation of a new School of Business and Economics. This was approved and passed onto the full board. Discussion of how this new program will fund itself and they are projecting that this new school will have to hire some new faculty programs; they are hoping that there will be
opportunities for naming rights funding for chairs and for the school itself. They are really specializing in unique areas that are not be addressed. There are future plans for an MBA, but for now, there is a lot of focus on specialized degrees.

Treasurer – changes in the executive committee, events, lectures and conferences areas. Rebates have not been taken out yet.
- Rebates money should be processed by February. Every represented department will be receiving their full amount!
- Numbers for the Spring semester will be more definite at the March meeting.
- Question was asked about the timing of the rebates – timing of the rebates is determined by the timing of getting the enrollment numbers and the attendance of the senators at the GSA meetings;

President
- Follow-up on the letter that was sent by the GSA to President Garvey. P.G. informed that his cabinet had been meeting about the letter since it was received in Oct. Our gay/lesbian students should be treasured; he said that faculty/staff could do the safe zone stickers, but it is not going to be instituted institutionally. He left it open to use whatever phraseology that we would like; PG said he uses gay/lesbian, but people can use others. He is not going to dictate. Father Jude was also involved in the discussion. Dean Mack also said that any form of discrimination should be reported immediately. Some of the undergrad student leaders where there said that somethings were happening in the dorms that were not being reported. It seemed to them that there was no really any training or education as to what is harassment.
- Questions were asked about this report:
  - Going to be a university statement from the President and others
  - Interdisciplinary conference: we need more committee members to help organize and plan;
    - This is a great opportunity for graduate students to put on their CV. If you are interested, please e-mail Joe Forte.
    - Date of the conference: TBD (hoping for earlier in the month of April)
    - Don’t put it on the 13th – there is an event with the theological schools planned with the Washington Theological Consortium;

- GSA Child Care Committee – not going to be a day care center on campus; there is a need for more committee members to help; There is an effort to have a more organized collection of information. Let Joe know if you are interested in helping.

- Library survey – discussion among the other Senators;

7. Committee Reports:

- Events:
  - Music concerts this coming weekend sponsored by the School of Music
  - Happy Hour – Feb 1 @ Fire Station: 3 to 6 PM
- Museum Day – Air and Space/Lunch/Natural History/IMAX; will need to register for this event;
- Working on a hike; Washington Capitals game; DC United event;
- Budget is in good shape for the Spring;

-Conferences:

- **Parliamentarian** – presentation on Robert’s Rules of Order;
  - This is part of a larger orientation that will be for new senators which will be implemented for the next AY.

- **Public Relations:**
  - Report on BOT Student Life Committee Meeting

-Senator Reports:
  - None

8. Unfinished Business: Conferences Legislation: Motion to table until next meeting; Passed unan.

9. New Business: Confirmation hearing on VP Candidate Daiva MacKenzie. It is difficult to find candidates who can join the Senate during the mid-year. Joe shared that he is actively job searching, and he might have to leave. He also shared that Homer Twigg is leaving CUA so we also have the secretary position open.
  - Question to Daiva – any ideas on how to incorporate the MSPS into the total GSA experience; a great opportunity to network with the greater GSA community; getting students to pay GSA fees and have more opportunities for MSPS to bring in lecturers and sponsor conferences.
  - Discussion: Joe had invited the EC into his decision making process. He reminded the Senate that the decision to present her is his decision and the senate approves.

Motion was made to approve Daiva MacKenzie for the position of Vice President. Motion was seconded.
Discussion:
  - Question was asked what the EC objections were – lack of GSA experience;
  - Question of whether MSPS are part of the GSA; the official reading is that as long as they have paid their fee, then they are part of the GSA.
  - Question: is this person going to fill this position for the rest of the AY.
  - Joe said that Daiva is going to pay the fee; and will be
  - Question: which position is the greater priority; Joe said that VP is the greater priority;

Question was called: For: 19; Against: 1; Abstentions: 2; Motion passed.

Announcements:
Motion to adjourn. Motion passed unan.

Respectfully Submitted:
Michael J. Stell
Academic Senator, Acting Secretary
For February 6, 2013

Conferences Legislation

Minutes on our previous discussion of this matter in November 2012:

a. Motion to amend the Conference Funding Guidelines. See senate packet for details concerning the amendment.
   i. Comment: Is it $500/conference or $500/calendar year?
   ii. Comment: Not certain that we should spend money on the banquets. It’s good for networking, but do we want to fund everything and all things that all students want?
   iii. Comment: Why are we stopping at taxi fare? Why can’t we deal with gas money as well? Response: Amanda is still looking into this.
   iv. Comment: The rationale for raising conference funding is right. But are they not going because they can’t enough in the first place? Also, we’re talking about almost doubling our cap from $400 to $700. Taxi fare isn’t bad, but doing all of these measures together might tip the scale.
   v. In Psychology, posters cost ~$100. So the $50 as it is written might be more confusing.
   vi. There should be a big focus on this because this is often the moment where students go from school to having a job. Maybe we can say the cap is $600; Banquets, Taxi, etc. are eligible. That way we can “back off”
   vii. Can we have the $500 separated out simply for those who are attending a conference, but not presenting at it? As written, there is no distinction between presenters and attenders.
   viii. We can’t eliminate 65% as it eliminates the incentive not to waste money. Also, it encourages the department/school to kick in and help, rather than GSA footing the whole bill
   ix. Presenting at a conference is important for your professional development; attending might not be. Are we talking about paying attenders to “just get dinner”?
   x. Senators who have specific ideas should propose them as amendments.
   xi. PROPOSAL: Eliminate point 3; Cap amount should be $500 up, no holds barred.
      1. Without second, motion fails.
   xii. If we keep the $50 for the banquet, we can’t discriminate between attenders and presenters.
   xiii. We should encourage people to present as much as we should encourage them to attend. Being there is professional development as it is.
   xiv. Not every school is the same. In Canon Law, for example, there is no presenting at conferences until you are lettered and published. This legislation needs a proviso for schools such as this.
   xv. Every school demands its own funding policy based on the nature of the school.
   xvi. We also need more information about gas reimbursments.
   xvii. Can we give the conferences chair some discretion
   xviii. PROPOSAL: $500 is per conference, not the total amount afforded each student.
      1. Motion is seconded.
      2. All in favor: 15
      3. Opposed: 1
4. Motion passes

xix. Have Amanda run some numbers: 75% is proposed for amendment point #3
1. Favor 11
2. Opposed: 4
3. Motion passes

xx. Motion to table this discussion for our next meeting.
1. Passed unanimously

Given the discussion and resulting conclusions from last time, I, Joe Forte, suggest we move to enter into discussion about the following, for the purpose of Senators deciding to submit these motions either now or next time (depending on whether we discussed them at a previous meeting or not):

1. Modify xviii above to specify conference “presentation.” Modify xix above to specify that by-law C i a 2 read “75%” instead of “65%”

2. Change the total amount a student may be awarded per academic year. I suggest going no higher than $600 for presentations and attendances combined. (By-law C i a 1)

3. Begin reimbursing for conference attendance at a cap of $150. (By-law C i a 1)

4. Begin reimbursing for official conference banquets and taxi fare (as long as there are receipts for each). (Note: Since it is very difficult to calculate reimbursement for auto travel that is non-rental, I suggest we table this. It seems likely that Accounts Payable will not allow it.) (By-law c i b 1)

5. Take the following measure to ensure that more schools and departments can access their fair share of conference funding (see the above minutes for notes on this):

a. Modify by-law C i a to cover academic conferences, or the equivalent, e.g. a music festival for the professional development of music graduate students, or an architecture project for the professional development of architecture graduate students. The Conferences Chair shall have the power to determine funding eligibility for requests that are not actually academic conferences, but rather, the equivalent, and which are not similar to the examples provided above.

b. Specify that Canon Law graduate students participating in their field’s conference at the highest level possible for graduate students are eligible for double the amount of funding typically awarded for conference attendance. (by-law C i a 1)
Suggested Revisions to Officer Duties and Responsibilities
(to take effect at the start of next fiscal year, when AY 13-14 officer terms begin)

-I, Joe Forte, suggest we make the following modifications in order to (1) ensure all necessary duties are covered in the constitution, (2) ensure that officer pay and GSA leaders’ rank is commensurate with level of responsibility, (3) eliminate redundancy, and (4) ensure that officers who represent the graduate student body to administrators and university-wide committees are elected, not appointed.

-Note: It is important to do this ahead of election season, which begins in March and ends in April.

The suggested motions below ought to result in the following

**GSA organizational chart (all proposed changes are in red, lines indicate direct supervision):**

- **GSA Executive Committee (Elected, # of hours paid/wk in parentheses):**
  - President (10)
  - Vice President (8)
  - Treasurer (6)
  - Secretary (5), 1 Academic Senator (5), Public Relations Director (5)

- **GSA Executive Council (Appointed, paid hourly):**
  - Parliamentarian (4), Events Chair (4), Conferences Chair (4), Lectures Chair (4)

- **GSA Senate (approximately 30, all unpaid):**
  - Ad Hoc Committee Chairs (5 total, who are not necessarily Senators, but who are part of the Senate) (Elections, Women’s Issues, Philanthropy, Child Care, International Students, Housing) (All unpaid)
  - School and Departmental Senators

- **GSA Members (approximately 2000)**

(End of organizational chart)

Suggested amendments to constitution (2/3 vote of Senate needed):
1. Change Article III, Section 1 to the following wording: “The Executive Committee shall be elected, and shall consist of the offices of President, Vice President, Treasurer, Secretary, Academic Senator, and Public Relations Director.”
2. Change Article III, Section, part A to the following wording: “consists of the Parliamentarian, Events Coordinator (or Events Chair), Lectures Coordinator/Chair, and Conferences Coordinator/Chair.”
3. Change Article V, Section 2 B from "senators" to "senator"
4. Article IV, Section 2: Specify that the Elections Committee may be chaired by a non-Senator, provided that that chair is either the Public Relations Director or a GSA member appointed in place of said officer.

Suggested changes to by-laws:
1. Change the definition of the Executive Council to exclude the Public Relations Director
2. Change compensation of officers: 1 Academic Senator gets paid for 5 hrs, Public Relations Director gets paid for 5 hrs, and the Parliamentarian gets paid for 4 hours. Change “Social Coordinator” to “Events Chair/Events Coordinator”
3. Article 1 A iv: Alter so that Public Relations Director and 1 Academic Senator are subject to recall and impeachment, and so that the Treasurer becomes President in the absent of President and VP, rather than Secretary. Also, add that the President has the power to appoint a Public Relations Director, who must be confirmed by the Senate, should the position become vacant.

4. Add to President’s duties: The President shall directly supervise the Vice President, Treasurer, Secretary, Academic Senator, and Public Relations Director. The President shall serve as graduate student representative to the Faculty Senate, in addition to the Academic Senator. If the Academic Senator is unable to deliver a report on the Faculty Senate meeting to the GSA Senate, the President, or whomever he/she appoints, shall do so. If the President elects not to serve on a university committee, or is unable to do so, he/she may appoint either the Vice President, Academic Senator, or Public Relations Director to do so. Remove the line specifying that the President may select a GSA member to serve on a committee if he is unable to do so. Add: The President, with the aid of the Vice President, shall facilitate training for all officers when the officers’ terms begin. This training shall include a session designed to familiarize all officers with the GSA Constitution and by-laws.
5. Add to Vice President’s duties: The Vice President shall directly supervise the Parliamentarian and all ad hoc Committee Chairs. The Vice President, alongside the President and Academic Senator, shall share responsibility for all necessary GSA duties that do not fall under the job descriptions of the other officers currently serving. The Vice President shall assist the President in training all officers.
6. Add to Treasurer’s duties: The Treasurer shall directly supervise the Events Chair, Conferences Chair, and Lectures Chair. Add to Treasurer’s duties: In the absence of a President and Vice President, the Treasurer shall immediately assume the office of the President.
7. Add to Secretary’s duties: The Secretary shall maintain the organization of GSA office space, including the ongoing maintenance of an accurate inventory. The Secretary shall use the inventory to inform the President and Treasurer about office supplies needing to be purchased, and after having consulted said officers, the Secretary shall purchase needed supplies in a timely fashion, using the relevant GSA account.
8. Academic Senator duties: Change from “Senators” to “Senator.” Add to duties: The Academic Senator shall share responsibility, with the President and Vice President, for all necessary GSA duties that do not fall under the job descriptions of the other officers currently serving.
9. Move Public Relations Director duties to section vi of Executive Committee duties. Add to duties: The Public Relations Director, along with the President and Academic Senator, serves on university committees, as determined by the President. The Public Relations Director shall assist the President with all PR matters, including but not limited to delivering reports about meetings with university administrators. Also add: The Public Relations Director shall be responsible for the maintenance of GSA social networking, including but not limited to the GSA Facebook, Twitter, and LinkedIn accounts. The Public Relations Director shall serve as Chair of the GSA Elections Committee, and shall publicize all relevant elections information, unless the PR Director is seeking
election, in which case, the President shall appoint an Elections Chair. All advertised positions are to be posted alongside the relevant description of duties in the GSA by-laws.

10. Add to Lectures Chair/ Lectures Coordinator duties: The Lectures Coordinator shall have the power to allocate lecture fees, travel funds, and reception funds in the manner best suited to each approved request, as long as the total amount allocated does not exceed the total amount prescribed for an event of that size according to the approved table of guidelines.

11. It shall be the duty of the Events Coordinator to ensure that several events, scheduled for September and October, are planned and communicated to the PR Director before fall orientation for new graduate students.

12. Add to Parliamentarian's duties: The Parliamentarian shall deliver a presentation on Robert's Rules of Order to the GSA Senate at the first Senate meeting of each semester. This presentation should focus on the specific rules that are key for smoothly-functioning Senate meetings.

13. Change to Senate duties: Meeting attendance does not count for those who either arrive more than 15 minutes late or who depart more than 15 minutes before the scheduled end time.