

Graduate and Professional Student Assembly

Executive Board Meeting Minutes

Tuesday, July 17, 2007

(CMU 302)

Present:

Kristen Denzer, President
Kevin Wendt, Executive Vice President
Mark Torma, Vice President for Administrative Affairs
Abu Jalal, 2006-2007 Vice President for Finance
Mufaddal Baxamusa, 2007-2008 Vice President for Finance
Kristina Erstad, Vice President for Programming
Zeeshan Syedain, Vice President for Grants
Bree Richards, Vice President for Student Affairs
Suzanne Sobotka, At-Large Director
Kristi Kremers, Guest
Kellie McAlister, Office Assistant

Absences:

Matt Schmit, Vice President for Public Affairs

6:55 Call to order

- M/S/P to approve the agenda.
- M/S/P to approve the minutes as amended.
 - Mark: On page 2 under my officer update it is only the October Board of Regents meeting that will be held on the Morris Campus.

Officer updates

- **Kristen:** Kevin and I met with Jerry Reinhart yesterday. We discussed some workshop ideas for graduate and professional students. He is working on a career related workshop. There will be a Central Advisory Committee meeting in a week. I met with Emma, the president from MSA, to find a date for the joint meeting. The meeting will be on Wednesday, October 17. In the future MSA might approach Kristina about events like Lend a Hand, Hear the Band.
 - **Mufaddal:** Did we receive a grant for the President's Reception?
 - **Kristina:** I spoke to one of the assistants and they said that there is not enough money left to provide us with a grant. We should apply earlier next year to receive a grant. The highest we could receive is \$2500.
- **Abu:** I have had a lot of meetings this month to finish the audit. The GAPSA responsibility for the audit is complete. The next step will be completing taxes. After looking over last year's documents, the auditor had a few suggestions for next year. The first was that all parking receipts have a specific reason written on the back. The second concern was the Campus Club. When the bill is sent to us it is not in an itemized list.
 - **Bree:** I think that we should not feel shy about rejecting something like parking.
 - **Kristi:** We could check when people punch in at GAPSA office.
 - **Bree:** When you get to the office swipe your card no matter what. Then we will

- only have to ask questions if we need to.
 - **Mufaddal:** We could limit the number of cards and make all purchases from the Campus Club be pre-approved.
 - **Abu:** What is the disposal of computer policy?
 - **Bree:** We will have to come up with a privacy policy for wiping off all the information stored on the computer.
 - **Abu:** So I believe that my job here at GAPSA is done. Thank you.
- **Kristina:** Mine will be under the programming update.
- **Mark:** The only major thing discussed at the Board of Regents meeting was the funding for the new alternative energy facility at Morris.
 - **Bree:** Would this fall under the renewable and sustainable energy development all over campus? I believe that there is a specific office that deals with it.
 - **Mark:** It might have been. I am not on that committee so I would not know. I will check on that.
 - **Mark:** September 6th and 7th the next Board of Regents meeting will be held.
 - **Mufaddal:** Once we get the President's Reception invitations you can announce it at the meeting in September.
 - **Mark:** I also met with Josh and he passed on his wisdom about Administrative Affairs.
- **Kevin:** I met with Kristen and Jerry Reinhart. Bree, Kristen, and I went over the bylaws. There may or may not be an Internal Affairs meeting
- **Mufaddal:** I want to thank Abu for the nice audit. This year we will be getting a good report. I passed out the financial report from June 19 until present.
 - **Bree:** Mufaddal, can you e-mail the financial report to me so I can post it on our website?
 - **Mufaddal:** Yes.
 - **Bree:** On the report what are the room reservations?
 - **Mufaddal:** I will get back to you.
 - **Mufaddal:** The Chronicles newspaper subscription is up; are we going to renew this?
 - **Bree:** We had decided no at a previous meeting.
 - **Mufaddal:** Since we have put in the card swipe there have been many organizations interested in purchasing one. Kellie has collected the keys from everyone except for Matt.
- **Zeeshan:** We had a Grants policy meeting and we had five applicants for the Grants Assistant position. Interviews will take place later this week.
 - **Bree:** I will forward how to post the position on employment.umn.edu.
 - **Suzanne:** I will extend the posting on Gold Pass.
 - **Zeeshan:** We are working on a way so professional students are able to benefit from a travel grant. We will start by asking the programming presidents how many students from each college attend conferences. Next we will rationalize criteria for the professional students. We could begin this program next year but we will have to receive approval from the Fees Committee.
 - **Kristen:** Maybe we could formulate an approval/recommendation form from their advisor.

- **Bree:** I met with Kristen and Kevin to discuss the bylaws but we will have another meeting. The associate dean and vice president of international programs forums will start tomorrow. The small group sessions start next Wednesday at 8 a.m. in 300 Morrill Hall. There will be 3 candidates interviewed for this position. I am going to try and make it to the forum and question and answer sessions. Just let Michelle know if you are planning on going. I emailed Sara Balick, the assistant to the University Senate. I will work on liaising with FCC. I hope to talk to the chair and let them know how we can benefit each other.

Absences/excuses

- **Kristen:** Kevin did Matt let you know about his absence?
- **Kevin:** No.
- **Kristen:** We will not change the date of the August executive meeting.

Programming

a. Volunteer Opportunities

- **Kristina:** I found a few ideas for volunteer opportunities. I do not know if we have done this in the past; I am just looking for feedback. We could volunteer for an event like an executive retreat. Some ideas include Project Homeless Connect and a student group will host a 5k run in September.
- **Kristen:** When a mass e-mail is sent out from GAPSA we could let them know about the opportunities.
- **Mark:** We don't have to run it ourselves; we could just let them know the contact information if they are interested.
- **Bree:** This is a good idea. Solicit the councils so people can attend the college council events as well.
- **Suzanne:** Contact MSA for other volunteer events.

b. President's Reception

- **Kristina:** The President's Reception will be held September 19th.
- **Mufaddal:** The dress code will be business casual.
- **Bree:** What is the time of the event?
- **Kristina:** It is 5:30-8 p.m. so everyone plan on arriving earlier.
- **Abu:** Kristina do you have the list of students who have paid the GAPSA fee?
- **Kristina:** No.
- **Abu:** We will get it after the meeting.

c. July Retreat

- For the July executive retreat, we will go to Outback Steakhouse. It will be Friday, July 27, at 6:30 p.m. Kristina will send out an e-mail later this week.

d. Saint's Game

- **Kristina:** For the Saints game ticket sales hopefully next week I will be able to sign a form. How did we make posters for the Twins game event?
- **Bree:** Josh made the posters.
- **Kristina:** Should we put up a flyer?
- **Bree:** Do an ad in the Minnesota Daily. We can send out an e-mail and post the information on the website. Just send me the information so I can post it.

- **Kristina:** The ticket prices for any additional guests are \$4 for adult and \$3 for kids. To be admitted to the game they must bring the receipt from one of the Information desks to the event.
- **Mufaddal:** Who will give the people their ticket at the Saints game?
- **Kristina:** It is to be determined.
- **Bree:** If we subsidize the tickets how many tickets are we able to provide?
- **Kristina:** There will be enough for 200 people.
- **Abu:** The voucher that is given from one of the Information desks will need a security device.
- **Kristina:** The magnets have been submitted. I am still receiving corrections for the brochures but from the day they are requested there is a 3-4 day turn-around period.
- **Bree:** You should set a deadline for all of the corrections to be submitted to you by.
- **Kristina:** I will send out the brochure order next Monday.

Constitution/Bylaw Changes

- **Bree:** If we are able to make changes to the GAPSA Constitution and Bylaws we can present them to the Assembly. By finding the changes now, it will make the approval of the changes easier.
- **Abu:** Why was section 2 deleted?
- **Bree:** We are moving it to Article 3 paragraph 2. We felt that it did not fit under policies.

a. Elections and incoming students

- **Bree:** We need to decide if incoming students are able to run for positions on the executive board. The problem is that we are unsure about them coming here. They may find a different school after the elections or the people from out of state will not be here over the summer.
- **Suzanne:** I think that if the student is present, it should be up to the Assembly to decide. At the election the candidates can make their case and let the Assembly decide.
- **Bree:** What do we do if the person is on the waiting list since not all colleges respond at the same time?
- In Article 3, paragraph 2, it states that the “General Body” is all members defined by the Board of Regents and who pay the GAPSA fee. So then if they have not been enrolled they are not part of the “General Body.” So that is something to consider.
- **Bree:** Another question is about the president’s election.
- **Suzanne:** I think it is best to get a list of who pays the GAPSA fee.
- **Kristi:** I think it would be best to have anyone attempting to get a position be at the election meeting and there we to ask them questions about their plans for attending the University of Minnesota.
- **Bree:** Is there a consensus or should we continue on?
- **Kristen:** Come to the constitution meeting if you want to express your opinion and there the changes can be made.

b. The ability of the president to vote/co-author resolutions

- **Bree:** As of now the president cannot vote. It is ambiguous to what the president can co-author.
- **Suzanne:** We should make it a policy.

- As of now the Vice President for Administrative Affairs runs the meeting. So now should the president be able to vote?
- **Kevin:** The president shouldn't be able to vote or co-author. They are the spokesperson for the organization and they should not try to influence what GAPSA will do.
- You should be able to co-author as a student but not officially sponsoring a resolution.
- **Suzanne:** I think that it is fine to co-author; you are a spokesperson but with co-authorship you can at least help.
- For Administrative Affairs they can author as long as they step down when their agenda item is up.
- **Bree:** Just specify in the changes that people must step down for their agenda item.
- **Kristen:** It should be placed in the constitution that the president is not able to vote or author a resolution but is able to co-author.
- **Bree:** I will add this to the edits and this is what we will present to the Assembly.
- **Kristen:** We will wait until next executive meeting to approve all of the changes.

Conflict of Interest Policy

- **Kristen:** The logic behind this policy is that there has never been a GAPSA executive board member who has served their executive position as well as on another council. If a person were to do this it is hard to know which group you are representing. So that is how it came about.
- **Bree:** From the attorney general it is suggested to have a conflict of interest policy written up and have members sign the policy. We should officially adopt this policy and attach it to the candidate statements.
- M/S/P to approve the Conflict of Interest Policy.

Liability insurance

- **Kristen:** When I met with Megan Sweet she mentioned GAPSA purchasing insurance to cover all of our events.
- **Mufaddal:** We can buy that insurance one week before the event if it is needed. The places we have held our events in the past, such as the Varsity Theater, has already had insurance to cover our events.
- **Kristen:** We can get the details about purchasing insurance at the next meeting.

NAGPS conference

- **Kristen:** I want to get an idea of who is all interested of attending the NAGPS conference November 15th-18th. This is the week before Thanksgiving break.
- **Kristen:** It looks like everyone is planning on attending this event until further notice.

Grant Policy Review

- **Zeeshan:** For the Social and Academic Grant application the Grants Committee added a couple of questions directly related towards graduate and professional students. Next, we added a section to Travel Grants relating to what one could expect to receive according to last year's average. We also made some edits to point four in the GAPSA Travel Grant guidelines.
- **Bree:** I am worried about false edits with the section that was added to Travel Grants.
- M/S/P to accept the changes made to the GAPSA Grant Policy.

M/S/P to extend the meeting to 8:30 p.m.

Spending

a. Reimbursement Policy

- **Bree:** This policy is to set some expectations and make a few limits for reimbursements. For transitional meetings reimbursement is fine but meetings that are not clearly defined would be exempt.
- **Kristen:** I have a few edits for the policy. First for number five, it should be added that the Vice President for Programming is able to delegate the responsibility of purchasing the food and beverages for meetings. The other thing is about number one; it should be \$25 per person not per bill.
- **Kristina:** If I were to meet for lunch to discuss holding the events at the Varsity Theater would I be able to get approval over e-mail?
- **Kristen:** Yes. I review the documents before I sign the checks.
- **Mufaddal:** Keep the wording according to the per person policy.
- **Kristen:** Make sure you get approval for all of the events.
- **Mufaddal:** Make sure you keep the e-mail confirmation from both Kristen and me.
- **Bree:** I will change the GAPSA policies so that they state that the executive members must receive prior permission.

b. Office food/Beverages

- **Bree:** The food/candy is a little perk but put in a request for a specific item.
- **Kristina:** Have a limit be set to \$10 for only candy per month.
- **Bree:** The beverages are the ones left after a meeting and will be used for the next meeting.
- **Kristen:** We can purchase juice as long as it doesn't cost more than the pop and water.
- **Bree:** With the controversial Coca-Cola issue is there a reason we must buy Coca-Cola products?
- **Abu:** The University of Minnesota has a signed agreement with Coca-Cola where all buildings, including Coffman, will distribute only Coca-Cola products.
- M/S/P to approve changes to the Food/Beverage Policy.

IA Update

- **Suzanne:** We drafted a document that the office staff will use for supervisor evaluations. If a list of tasks is formed for each job description the IA committee can keep track of each person's performance. If this were to be done the president would need to do an executive report so their performance could be checked off.
 - **Kristen:** I have suggested a president's report earlier and support the performance check off.
- **Suzanne:** Should we keep the evaluations during October and April?
 - **Bree:** I suggest the beginning of November.
- **Suzanne:** Okay, everyone will fill out a self evaluation and set personal and GAPSA goals at the beginning of November. To make these evaluations easier to discuss we should do the evaluations in a more comfortable environment like at an executive retreat.
- **Mark:** For the first Assembly meeting we will summarize the summer months in our executive report.

- **Bree:** About every 3 months we should do full reviews because that would hit every employee.
- **Suzanne:** So do a midterm and a semester overview?
- **Suzanne:** The IA committee will work on a self evaluation form, a checklist and an example spreadsheet for each job description.
- **Kristen:** Will we be doing an orientation in Duluth?
- **Bree:** Is there a date for this orientation?
- **Kristina:** The date has not been set.
- **Kristina:** For the Saints game let me know as soon as possible about how many tickets you will need for the event.
- **Mark:** When can we start to promote this event?
- **Kristina:** Once everything has been cleared at the information desks.
- **Kristen:** For the fall Assembly and executive meetings the dates will be
 - Assembly Meetings:
 - § September 26th
 - § October 17th (Joint Meeting with MSA)
 - § November 14th
 - § December 5th
 - Executive Meetings:
 - § September 12th
 - § October 10th
 - § November 7th
 - § December 12th

8:45 Adjournment

- M/S/P to adjourn.