

Graduate and Professional Student Assembly

Executive Board Meeting Minutes

Wednesday, August 15, 2007

(CMU 302)

Present:

Kristen Denzer, President
Kevin Wendt, Executive Vice President
Mark Torma, Vice President for Administrative Affairs
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:

Mufaddal Baxamusa, Vice President for Finance
Matt Schmit, Vice President for Public Affairs

6:32 Call to order

- M/S/P to approve the agenda as amended.
 - Add absences/excuses after approval of the minutes.
 - Table item 7 until Mufaddal returns.
 - Add a number 8.5 for orientations.
- M/S/P to approve the minutes as amended.
 - On page three switch the words “you” and “know” so that it reads “Kevin did Matt let you know about his absence?”.
 - On page five change “or” to “for” so that it reads “They are the spokesperson for the organization...”.
 - Add Mark Torma, Vice President for Administrative Affairs to the present list.

Absences/excuses

- **Kevin:** Both Matt and Mufaddal are excused absences.

Officer updates

- **Bree:** Dean McQuaid was appointed Associate Vice President and Dean, International programs. I have been updating the website. The grants computer has been having a video card problem. Josh Colburn will stop by to fix it later this week or next week. Josh will pull up some backup information for Murat to give to the new grants assistant. I also updated the constitution and bylaws. I am working on the International Career Fair.
- **Kristi:** I propose to do more outreach to create more connections with other graduate and professional students. Also, I would like to create a grant writing workshop. I would tailor the event specifically for the needs of the students. Jerry Reinhart proposed doing a Career Fair. I would love to help with that event. I would also like to coordinate an event on financial planning then upload it to the website.

- **Suzanne:** What kind of topics would be mentioned at the financial planning event?
 - **Kristi:** Things like retirement, buying a home and/or what your credit score is.
- **Kristi:** Also, I would like to create an e-mail newsletter. This would help promote GAPSA's events and serve as a source for updates in legislation.
- **Suzanne:** The Internal Affairs Committee update for evaluation forms will be under agenda item number seven. The only thing the IA Committee is still working on is the staff checklist. The other thing I have been working on is the GAPSA survey. We hope to launch it during the second week of September. This way we can educate the students with what GAPSA has to offer. Since there are incoming and current members of GAPSA we might have to have two surveys. To only have one survey we will have to get crafty with wording but the demographic questions are set.
- **Mark:** No real report because there wasn't a Board of Regents meeting this month. The next one will be held September 6th and 7th.
 - **Kristina:** Can you make sure that all of the Regents received an invitation to the President's Reception?
 - **Mark:** Yes.
- **Zeeshan:** We had our Grants Committee meeting. I asked Murat to make a Grants Assistant manual. I will review the information with him and pass on a copy to Kevin. This would be nice to have for future grants assistants since he has worked here for three years. Since the Assembly Meeting is December 12th, I will send out when the Grants Committee meeting will be. In terms of hiring a new Grants Assistant, we will make a decision on Friday. I will re-send all of the resumes and we will interview tomorrow. Murat will be able to come in to the GAPSA office for a couple of hours to help train the new employee. Murat said that he had backed up files onto a server. The other topic of discussion at the Grants Committee meeting was travel grants for professional students. Bree will send me some conference dates for a few professional programs. At the end of the year, we will have something more concrete to propose to the fees committee.
- **Kristina:** I will discuss orientations later. The Saints game is next Wednesday; if you want tickets please let me know. We still have 144 tickets to sell so I will open it up to all graduate and professional students who are registered for both spring and fall 2007 semesters.
 - **Kristen:** Have you confirmed the President's Reception with President Bruininks?
 - **Kristina:** Yes.
- **Kristina:** The President's Reception venue is under new management so we will see how it goes. We will have our first Programming Committee meeting next week.
- **Kristen:** met with Kevin and Ed Kim to discuss ACEC and Student Service Fee timelines. I met with Bob Baker and Geoff Hart about the parking permits. They decided on a late night/limited use pass that will be tracked by a validation system. The cost will be \$70 for twenty-two uses. I met with Kathy and Emma the MSA president. It was brought up that when President Bruininks goes on trips there may be an opportunity for students to attend with him. This could be done by an application process. For the Central Advisory Committee the Chair has not discussed topics that many would like to discuss, so a small group will meet to set the agenda for the next Central Advisory Committee meeting.

- Kristen:** Since Matt was unable to attend tonight he sent his officer update. He says, “Indeed, I am NOT registered as a lobbyist for GAPSA. After reviewing the cf board’s [Campaign Finance and Public Disclosure Board of Minnesota] guidelines, consulting some lobbyist friends, and considering my full job description with GAPSA, I decided against registering. Although I’m certainly open to – and leaning towards – registering for the upcoming session, I didn’t feel that it made sense at the time. My belief is that this decision had no bearing on GAPSA’s efficacy or standing with the Legislature. Of course, I’m open to discussing this decision with you when I return to town. Meantime, amidst my July travels (and keeping up with GAPSA-related emails!), I’ve been in contact with University Relations and MSA to agree on a preliminary date for Support the U Day 2008: Wednesday, February 20. This date was chosen in anticipation of a shortened legislative session and with sensitivities to spring break and probably midterm exam dates. My sense is that this date should come on the heels of the Governor’s budget announcement, which should give us something to respond to as we advocate. Please feel free to share this news with the others tonight. In addition, I should note that discussions – both formal and informal – are underway at the Capitol regarding reconstruction of the I-35W bridge. Considering the proximity of the bridge to campus and the likelihood that a post-Labor Day special session may bring with it broader legislative action on transportation finance, bonding, and tax bills, September may be a very interesting month for the University at the Capitol. As such, I’m planning to keep a close eye on activity and keep our fellow execs abreast of what’s happening. Of course, between now and then I’m looking forward to interviewing and hiring a new PA assistant, scheduling our fall PA meetings, and transitioning into a new academic year.”
- Kristen:** Mufaddal sent out the income report and his officer update. Here is what he sent. The largest officer expense continues to be that of the officer stipend. The second largest expense category is that of the promotional expense. Note that we have currently reached the budget for the promotional expenses. This means that if we decide to have any new promotional items, then the board needs to vote to extend the budget for promotional items. We should continue to keep a watch on the Food/Refreshment budget, and the question I have is whether we should be restricting this number. This number for Food/Refreshments is based on the expenses from the Executive retreats.

 - Kristen:** Every time we reach the budgeted amount do we have to get it approved?

 - Bree:** No, the numbers on the report is the ideal budget.
 - Bree:** On the report, what are the room reservation fund and the insurance rows for?

 - Suzanne:** There is a \$3 cost to have printed statements from Bremer Bank but I do not know about the rest.
 - Kristen:** I will meet with Mufaddal and ask him about this.
- Kevin:** I attended the ACEC meeting with Kristen and Ed Kim. I have been assisting Bree with editing the Bylaws/Constitution. There will be a full IA Committee meeting this week. I have attended the Grants Assistant interviews. We have had four applications for the Public Affairs position. We will start holding interviews hopefully next week.

Constitution/Bylaw Changes

- Bree:** I will hold off approving the Bylaws/Constitution at this time. We will do the job descriptions at the IA meeting. We will need to discuss if incoming students are able to run for a GAPSA officer positions.
- Bree:** The Bylaws will expand the requirements for the ACEC elections.

- **Kristen:** There can be no listserv e-mails sent to campaign.
 - **Suzanne:** Make sure that this is clear with Ed Kim.
- **Kristen:** Ed Kim had said that ACEC adapts GAPSA's regulations for the elections into the ACEC rules.
- **Bree:** For the Conflict of Interest Policy let's discuss the board member eligibility. A candidate is ineligible if they are on the board of any other fees-receiving organization. So this means that if someone is a representative for the GAPSA Executive Board they cannot be a Student Senate member, for example.
- **Bree:** Now we need to discuss incoming students' ability to run for an Executive Board position.
- **Suzanne:** Just because an incoming person applies for the position, it does not mean that they will win. The Assembly still needs to vote on who they believe is the best candidate.
- **Bree:** Then in the Constitution we will have to change the meaning of the "general body".
- **Kristen:** For the students that are not required to pay the GAPSA fee we could add it their incoming year.
- **Bree:** There is no way to prove that they will pay the fee in the fall. What about the people who didn't know they were accepted into the University as of the election day?
- **Kristen:** We can bring this up to the Assembly and they can vote how they think it should be.
- **Kristina:** If the person is truly dedicated I am sure we can find a position for them if they are not elected to an Executive Board position.
- M/S/P that an incoming student can run for GAPSA officer positions.
 - 6 in favor, 1 opposed, 1 abstention.
- **Bree:** We must reword the definition in Article 5, Section 1 of the Constitution.
- **Bree:** The officer positions are open to the "general body" and members of the next academic year.
- M/S/P to present the corrections to the Assembly.
 - 7 in favor, 0 opposed, 0 abstentions.

GAPSA policies

- **Bree:** Look over the edits I made. We should also discuss paying exec stipends.
- Delete the part in #5 about how to reconcile bank accounts because it is redundant and should be done depending on how often we receive bank statements.

Parking

- **Bree:** The parking reimbursement should be taken out completely. This would be for just defined meetings such as an executive board meeting.
- M/S/P to change the parking reimbursement for just defined meetings.
 - 6 in favor, 0 opposed, 2 abstentions.
- **Bree:** I don't think that office hours should be included in parking. We are all required to do GAPSA office hours.
- **Mark:** There should be certain parking hours that we are reimbursed for.
- **Bree:** Parking for meetings should be included. We will have to discuss if we want to include purchasing a U-Pass for executive members.
- **Kristina:** We should purchase half of a U-Pass. There are so many other uses the pass can be used for.
- **Kristen:** So GAPSA will either pay for half of a U-Pass and no parking reimbursement per semester or all qualified parking reimbursement per semester.

- M/S/P to not to pay for parking related to office hours.
 - 7 in favor, 1 opposed, 0 abstentions.
- **Suzanne:** Make it part of the policy that is it ok to come in earlier or after hours for office hours.
- **Bree:** Office hours must be scheduled between 10 a.m. and 8 p.m., except for Wednesdays which must be set between 10 a.m. and 4 p.m. or whatever are normal office hours.
 - 7 in favor, 1 opposed, 0 abstentions.

IA Changes

- **Suzanne:** Two forms will be filled out for your evaluation. This will make you accountable for everything in your job description.
- **Kristen:** How will the Executive Vice President be judged on supervising the staff?
- **Bree:** We could ask and have them clarify what the Executive Vice President did or did not do.
- **Suzanne:** We will have a mid-term self evaluation.
- **Bree:** Where is the baseline for evaluations?
- **Mark:** I would agree that it should say as an October evaluation.
- **Suzanne:** We still have to work on the staff evaluation.
- M/S/P to approve all.
 - 8 in favor, 0 opposed, 0 abstentions.

Orientations

- **Kristina:** Does anyone have a contact for the College of Architecture and Landscape Architecture or the Nursing College Board? With the contacts we have as of now, we will not be able to attend their events.
 - **Mark:** Maybe the way their orientations are held it is not possible for us to attend.
 - **Bree:** We do not have to speak at each orientation; just be sure that you attend for GAPSAs. Kristina, will GAPSAs have a representative at the Duluth orientations?
 - **Kristina:** I have not heard back from Duluth.
 - **Bree:** Try talking to Student Services to see who you can contact.
- **Mark:** I talked to the Carlson contact and there are a total of 150 incoming students, not 150 students per orientation.

M/S/P to extend the meeting by 15 minutes.

- **Kristen:** Everyone needs to sign up for at least two orientations.

Medical School

September 14 (Activities Fair) 12:30 p.m. – 3:30 p.m.

Coffman Riverbend Plaza

1. Zeeshan

Graduate School

(There are multiple dates for this event)

Great Hall, CMU

August 21 9 a.m.-9:45 a.m.

1. Kristi
2. Mark
3. Kristina

August 22 9 a.m.-9:45 a.m.

1. Kristen
2. Mufaddal

School of Public Health

August 29 11:30 a.m. - 1:30 p.m.

Great Hall, CMU

1. Suzanne
2. Kevin

Law

August 30 11 a.m. (set-up) – 1 p.m.

Sub-plaza - in basement of Law School

1. Kristen
2. Bree - Will also attend LL.M. event

CEHD

September 5 (This is a President's welcoming event)

McNamara Center - 2 p.m. (set-up) - 3:30 p.m. (event)

1. Kristi
2. Mark (possible)

Pharmacy

August 29 1 p.m. – 3 p.m.

Moos Tower Room 1-450 & 1-50G

1. Bree

Humphrey

August 25 11:30 p.m. - 1:30 p.m

Humphrey Atrium

1. Bree
2. Kristen

Vet Med

August 30 2 p.m. – 3 p.m.

1. Mufaddal

School of Social Work

Aug 11 a.m. -12 p.m.

1. Kristina

COAFES

August 30

1 p.m. – 3 p.m.

1. Nobody yet.

Responsiveness to GAPSA e-mails

- **Kristen:** This issue might be because of summer but please respond quickly to e-mails. We need people to respond with their feedback hopefully within 24 hours of the sent message.

New Business/Announcements

- **Bree:** The GAPSA Wiki is a site where all of us are able to add or edit information about GAPSA. This will be very useful for future executive board members/staff members in case a computer crashes. I will send directions for the Wiki via e-mail.
- **Bree:** There is now a link to the GAPSA Blog on our website.
- **Bree:** We need to talk about the GAPSA Conflict of Interest Policy. First, how far back should “past affiliations” be recorded? Second, what defines an affiliated person or do you need to disclose that?
 - **Kristina:** The Conflict of Interest Policy is protecting the discloser. What the person believes to be a past affiliation is something they should include.
 - **Mark:** It might help to give some guidance on the form.
 - **Zeeshan:** Disclose the previous year’s affiliations.
- M/S/P to add “significant other” to the GAPSA Conflict of Interest Policy.
 - 7 in favor, 1 opposed, 0 abstentions.
- M/S/P to add past “relevant” affiliations to the GAPSA Conflict of Interest Policy.
 - 7 in favor, 0 opposed, 1 abstention.

8:15 p.m. Adjournment

- M/S/P to adjourn the meeting.