Assembly Speaker, Heather Sussman called meeting to order at 5:00 PM.

September’s Assembly meeting was visited by the leaders of the GSA and all the RGSOs and Office of Sustainability.

It has begun with the presentation of Climate action and Sustainability act. The presentation provided insights on importance to address sustainability issues.

The vision for 2030 and Goals achievable by 2023 were also presented such as:

1. Ecological Literacy
2. Impactful Research
3. Equal Access
4. Community Leadership
5. Carbon Neutrality & Climate Resilience
6. Culture of Sustainability

The listserv email to join the Climate action and Sustainability act is gogreen@albany.edu.

There was a motion to approve the Agenda. It was approved unanimously.

**Voting : Y-20 N-0 A-0**

August meetings minute was expected to have an update of missing information.

GSA member speakers President of GSA(Ajay Raghavendra), Vice president of GSA (Qingyang Liu), Treasurer (Alexander M. Tomoff), Equity Inclusion Chair (Elizabeth Ann S.Kelly), Programming Chair( Mitchell B. Torres ),Lead Senator (Timothy C. Knight) spoke their respective reports in the meeting.

Officer’s Report:
• **Ajay Raghavendra (President):**

Ajay has presented the summary of his work since August 30th. His summary includes…

[1] Assisting the Treasurer and other Officers in forwarding their agenda and creating efficiencies and improvements to GSA Operations.

[2] Hired a new office staff for the GSA Office. We now have a total of four staff working in the GSA Office. Qingyang Liu (GSA Vice President) resigned as the Lead Office Manager which is required by GSA Bylaws.


[4] Moving location of the Downtown campus GSA Printer and developing strategies to safeguard GSA Assets in non-staffed locations (i.e., Downtown campus, and Health Sciences Campus).

He also said that the amended RGSO guidelines will be presented in November Meeting and also said that Point system is obsolete and may not be used anymore.

• **Alexander M. Tomoff (Treasurer):**

**Executive Summary:** Fiscal Year 2019/20 is now open and purchase requisitions are being processed. Most issues from FY 2018/19 are resolved. The exec board and Alex have begun starting conversations and planning meetings with the administration to clarify fiscal responsibilities and perhaps remove some roadblocks that slow down our fiscal activity. RGSO and office manager finance training has begun and new signatory access is in the process of being granted.

**Liaising**

• Discussing ways to make fiscal process more streamlined and efficient with Todd Foreman (VP for Finance and Administration), Michael Christakis (VP for Student Affairs), Randy Simmons (Senior Director of Finance & Business Administration), Steve Pearse (UAS Executive Director), and Pamela Alexander (Associate Director of Student Activities), specifically regarding some MyInvolvement complications.

**Meetings**

• Met with Pamela Alexander and Dawn Hubert to review MyInvolvement procedures
• Met with Pamela Alexander to clarify how to add new/inactive/unrecognized RGSOs to the account tree / general GSA ledger on MyInvolvement
• Meeting with Randy Simmons, Mo Schifley (Senior Director of UAS Administration), and Pamela Alexander on 9/18 to discuss Student Activities and UAS oversight matters

Information management

• New budget tracking sheet working properly; added new column to track the order of approval (Treasurer -> President -> Campus Designee -> UAS).

Financial activity

• $19,987.97 of budget spent; just over $10,000 of this is from grants
• Rollover from FY18-19 established as $36,836.25; plan on using for office refurbishment, increase reserves, and supplementary funding TBD in Jan 2020.

Motion to approve the Rollover. Motion seconded.

Voting : Y-18, N-0, A-1

• Qingyang Liu (Vice President):

She communicated with Student Organization Resources Center to verify the name list of pre-registration and recognition and attended the Graduate School Resource Fair in the beginning of September. She also proposed the amendment for the RGSO guideline.

Liaising

• Hold three Purchase Request mandatory training for RGSO president and treasurer.
• Proposed amendment for RGSO guidelines.

Programming/Training

• Event flyers and informal budget need to send to me at least three weeks before the actual event for approval;
• Finalized flyers and brief event information should send to gsa@albany.edu for listserv post at least two weeks;

Few RGSO members raised their concerns over the confusion on the difference between Registration and Recognition of RGSOs and asked if they can be more clear.

• Elizabeth Ann S. Kelly (Equity & Inclusion Chair):
The first EI event of the semester was September 13, at 7pm. It was held at Madison Pour House and explored research related to people of color. Invited speakers were Carissa Halston, Francisco Vieyra, Ola Kalu, and Alex Pieterse.

**We are looking for proposals for a mural to be displayed in the new GSA office.**

As EI Chair she has developed the following guidelines to be used moving forward in university committee appointments:
- All vacant committee positions will be advertised on the GSA Listserv
- A minimum of 1 week will be given for applications to be submitted

- Eligible candidates will be interviewed by the Lead Senator, GSA President, and EI Chair
- Appointments will be made by the Lead Senator and the GSA President in consultation with the EI Chair

She is directing the President and Lead Senator to follow these guidelines effective immediately, and asking the J-board to draft these guidelines for incorporation into the GSA bylaws, for GSA Assembly approval.

Reminder that all RGSO e-board members must attend Title IX training, training dates are September 23rd at 7:00pm and 9:30pm and September 24th at 7:00pm and 9:30pm in the Performing Arts Center.

- **Mitchell B.Torres (Programming Chair):**

  **Executive Summary:** Past Events

  - Fall-2019 Graduate Resource Fair, Campus Center Ballroom, Friday, August 30, 2019, 11:00 am to 1:00 pm
    - Turnout summary 27 offices and over 260 graduate students attended
      - Note: consecutive years are showing an increase in outreach and participation from 4 years prior with approximately 10-15 offices participating and low 100s attending to current statistics.
  
  - Annual Fall GSA social, City Beer Hall, Thursday August 29, 2019, 7:00 pm to 9:30 pm
    - Approximately 147 students attended
      - Note: specify passports required for international students and students
with NYS paper ID when hosting events at age restricted establishments.

- SMART Fellowship Award Discussion: What it is and How to apply/obtain.
  
  o Albany Pump Station, September 5, 2019  
    ■ Note: determine a means to prevent RSVP no shows

- Social Justice on Tap (Note: Upcoming event, no notes)
  
  o Madison PourHouse, NO RSVP, September 13, 2019, 7:00 pm to 9:00 pm

Upcoming:

- Doctoral Student Discussion Forum:
  
  Session 1: Navigating Your Early PhD Career
  
  o Humanities: HU354, October 7, 11 - 12:30 pm
  o Sciences: HU354, September 23, 12:45 - 2:15 pm
  o Social Sciences: Barnes & Noble Reading Room, Science Library, September 25, 2:30 - 4 pm

  Session 2: Managing Your Dissertation & Planning Your Career Path
  
  o Humanities: HU354, October 7, 1 - 2:30 pm
  o Sciences: LS 1143, September 30, 12:45 - 2:15 pm
  o Social Sciences: Barnes & Noble Reading Room, Science Library, October 2, 2:30 - 4 pm

- Planning Career/Professional Development Workshop

TBD Programming / training –

- Upcoming mandatory Title IX training September 23, 2019

- Grants Chair (Rae D. Drach)

Executive Summary: The Grants Chair continues to process reimbursements for Summer 2019 due to a MyInvolvement system delay and delays related to moving GSA office space. The submission portal has been opened on MyInvolvement for the Fall 2019 submission deadline of October 1st, 2019. Updates have been made to the Grants Guidelines and GSA website to reflect updated application deadlines, requirements, and
funding periods. The Grants Chair continues to communicate with grant applicants and reviewers.

**Oversight:**

- Tracking of grants funding line
- Contact and oversight of grants committee
- Compilation of a list of available grants for graduate students

**Meetings:**

- Weekly office hours set for Mondays 1:30-3:30pm

**Information Management**

- All grants-information documents maintained on the GSA share page
- All grants-tracking updated in Financial Budget worksheet created by GSA Treasurer
- List of committee members maintained on GSA share page

**Financial Activity**

- Yearly budget for grants increased and has been incorporated starting with the Summer 2019 awards cycle
- All Spring 2019 purchase requests processed
- Grants Chair continues to process Summer 2019 purchase requests

**University Council Representative: Brad Hershenson**

**Executive Summary:** No new official business since the Council met on Friday May 10th, 2019 at 1:00PM, in UNH 306. Notable policy changes were related to revisions of the Strategic Plan, updates regarding the University at Albany Foundation, revisions to the student code of conduct, and the renaming of three buildings on the uptown campus.

**Meetings** – The next meeting of the Council is scheduled for Friday, October 4, 1:00PM UNH 306. Meetings are open to all members of the public and are available after the fact via video.

**Information management**

- Strategic Plan Implementation / First Year Accelerators & StAR Program – Michael Christakis, Vice President for Student Affairs; Edelgard Wulfert, Interim Provost & Sr. Vice President for Academic Affairs & Jack Mahoney, Assistant Vice President for Academic and Resource Planning
• Campaign Financial Analysis – Fardin Sanai, Vice President for Advancement & Executive Director of the University at Albany Foundation
• Student Code of Conduct Revisions – Nancy Lauricella, Associate Dean of Students
• Building Naming – Todd Foreman, Vice President for Finance & Administration
  o Building 27 – Catskill Building
  o Building 35 – Taconic Building
  o Building 25 – Hudson Building
• Recognition resolutions o Tom Robertson
  o Brian Fessler o Zina Lawrence

**Recruitment / outreach contributions** – General graduate student body communication, correspondence with other graduate members of the University Councils of other SUNY centers.

• **GSA Lead Senator : Timothy Knight**

**Executive Summary:**

(1.) GSA has been denied representation on the CPCA, CERS, and CAFFECoR Committees, which according to the University Senate Charter do not afford student representation. We have the ability to address this grievance at the next Senate meeting on Wednesday, September 25th. (2.) As of this report’s submission, all GSA committees and councils have GSA appointees. As committee meeting times and student schedules are shaped, this is subject to change.

(3.) The University Planning and Policy Council (UPPC) met on Wednesday, September 11th and much was discussed.

• The UPPC voted to approve – upon condition – a letter of intent to create a M.S. in Applied Atmospheric Science. The approval is conditional upon the application being amended to include the degree’s offering to both full-time and part-time students; it is currently only proposed to be offered to full-time students.
• New Provost Carol Kim spoke about becoming acquainted with the campus, calling UAlbany a “vibrant academic community.” Although the Provost spoke on a variety of issues, she touched upon a downtown in enrollment – approximately 500 and down among both undergrad and graduate students – and the creation of new online degree programs in the disciplines of Business, Criminal Justice, and Public Health.
Lastly, the UPPC discussed the recently introduced five-year academic calendar, as well as sub-committee membership. As per previous conversations with President Ajay, I will be serving on both sub-committees.

- **Judicial Board Chair: Dylan Card September 2019**

  **Summary:** We are pleased to announce that Dylan Card was elected to serve as the Chair of the Judicial Board. The J-board is currently in the process of reconciling the constitution and the bylaws which will be brought before the Assembly at a later date.

An RGSO has requested couple of items from GSA regarding the RGSO handbook, they are:

- Clearly define registration and recognition, especially with regards to the fact that they are two different processes.
- Clearly list the steps for registration and recognition processes (possibly in the form of a checklist with a detailed timeline and information needed). This should include information about mandatory trainings, even if the training schedule is not finalized.
- Clearly state the ideal order for registration and recognition processes.
- Eliminate the points system for the RGSO committee requirement (which is not used) and update the requirement to 3 volunteers.
- Update the list of committees RGSOs can serve on.
- Provide a list of the current committee positions that need to be filled.
- Where documentation is referenced but out of date, indicate what current policies supersede outdated documentation.

Motion for Adjournment

Y-19 N-0 A-0

The meeting adjourned at approximately 7:00 pm.