# Graduate Student Assembly Officer Reports

*March 2, 2018*

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President’s Report: Dylan Card

Executive Summary

We are preparing to send people to SUNY SA and NAGPS regional conferences. We are also working with SUNYSA to represent our interests at the Higher Education Lobby Day at the Albany Capital. It has been a short month be we have worked on a lot.

Liaising

- Meet with SUNY SA leaders to discuss changes to student activity fee
- Brought on board two community and public service undergrads
- Met with Pam Alexander from Student Involvement to discuss so issues
- Met with CDPHP cycle to discuss putting bikeshare on the UAlbany Uptown Campus

Oversight

- Appointments made to the Parking Advisory Committee.
- Call for student to sit on Parking Appeals Board (coming soon).

Meetings

<table>
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<tr>
<th>Date and Time</th>
<th>Group</th>
<th>Notes</th>
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<tr>
<td>2/1 @ 11:30-1pm</td>
<td>UAS Services Committee</td>
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<td>2/13 @ 12-1pm</td>
<td>UAS Services Committee</td>
<td>2018-2019 Meal Plans</td>
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<td>2/16 @ 12-2pm</td>
<td>UAS Board Meeting</td>
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<td>2/21 @ 9-10pm</td>
<td>SUNY SA Conference Call</td>
<td>Exploration for SUNY SA fee</td>
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<td>2/22 @ 7-9pm</td>
<td>Conversations for Change- First Amendment</td>
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<td>2/23 @ 11-12pm</td>
<td>Parking Advisory Board</td>
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<tr>
<td>2/6 @ 4-5pm</td>
<td>CDPHP Cycle Meeting</td>
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Recruitment / Outreach Contributions

- Working with SA on a Graduate Student Mentorship program
- Visit and meeting with prospective graduate students
Information Management

- I compiled this report
- Working with IT to get a list of Graduate Students to make sure undergrads are not using printing services
- Finalized bylaw, constitution and financial guidelines edits

Financial Activity

- I approved payroll, RGSO reimbursements, Grant reimbursements, and office bills
- Discussed possible changes with the Student Activity Fee with SUNY SA
- Reminder to RGSOs, Contracts should be signed by me prior to your events

Vice President’s Report: Chad King

No report received.
Treasurer’s Report: Tom Robertson

Executive Summary

This month nothing unusual occurred for me. I paid bills, reconciled the ledger and responded to Jboard Queries. **Per Ledger dated 2/20/18 we have $118,924.** Per Office of State Accounting we have $152,193.78. The discrepancy is due to the fact the ledger is missing the most recent income deposit.

Meetings

- Held office hours and answered questions on financial issues and general GSA topics.
- Answered Jboard questions and provided payroll documentation with payee’s permission

Financial Activity

- Reconciled ledger to myinvolvement report
- Credit card usage still not on ledger
- Some Eboard budget lines may not be up to date as it does not look like they are maintaining them (no updates since last meeting when I reported entering all the expenses I could locate). This should be rectified by the time of this meeting.
- Income from UAS has caught up, it is only one deposit behind which is normal
- Made credit card purchases/hotel reservations for RGSOs
- Provided tax exempt form to vendors

Misc.

- Reviewed written communication for President to various parties.
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<th>Budgeted Amount</th>
<th>Actual Amount</th>
<th>Difference</th>
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<tr>
<td>Allocated</td>
<td>Encumbered</td>
<td>Remaining</td>
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<tr>
<td>Actually Spent</td>
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**Contingency Budget (at 5% of projected revenue)**
- **Amount Allocated**: $9,500.00
- **Amount Encumbered**: $-9,500.00
- **Amount Remaining**: $9,500.00
- **Amount Spent**: $-
- **Amount Remaining**: $9,500.00

**SERVICES**
- **RGSO Awards**: $35,000.00
  - **Encumbered**: $16,448.00
  - **Remaining**: $18,552.00
  - **Spent**: $6,637.70
  - **Remaining**: $26,362.30
- **Grant Awards**: $50,000.00
  - **Encumbered**: $20,055.00
  - **Remaining**: $29,945.00
  - **Spent**: $19,202.94
  - **Remaining**: $30,797.06
- **GSA Welcome/End Year Events**: $6,000.00
  - **Encumbered**: $3,430.54
  - **Remaining**: $2,569.46
- **NAGPS/SUNYSA**: $7,000.00
  - **Encumbered**: $2,277.50
  - **Remaining**: $4,722.50

**OPERATIONS**
- **Liability and Theft Insurance**: $850.00
  - **Encumbered**: $1,153.75
  - **Remaining**: $(303.75)
- **Printer Contract**: $8,500.00
  - **Encumbered**: $3,956.02
  - **Remaining**: $4,543.98
- **Paper**: $6,400.00
  - **Encumbered**: $3,315.00
  - **Remaining**: $3,085.00
- **Office Supplies/Expenses**: $4,000.00
  - **Encumbered**: $1,517.53
  - **Remaining**: $2,482.47
- **Phone and Fax**: $100.00
  - **Encumbered**: $70.60
  - **Remaining**: $29.40
- **Water**: $1,000.00
  - **Encumbered**: $756.48
  - **Remaining**: $243.52

**Officer Stipends**
- **Stipend-President**: $8,231.25
  - **Encumbered**: $5,107.00
  - **Remaining**: $3,124.25
- **Stipend-Vice President**: $5,487.50
  - **Encumbered**: $3,404.70
  - **Remaining**: $2,082.80
- **Stipend-Treasurer**: $5,487.50
  - **Encumbered**: $3,404.70
  - **Remaining**: $2,082.80
- **Stipend-MCAA Chair**: $4,938.75
  - **Encumbered**: $3,064.25
  - **Remaining**: $1,874.50
- **Stipend-Programming Chair**: $4,938.75
  - **Encumbered**: $3,064.25
  - **Remaining**: $1,874.50
- **Stipend-Grants Chair**: $4,938.75
  - **Encumbered**: $3,064.25
  - **Remaining**: $1,874.50
- **Stipend-Lead Senator**: $2,195.00
  - **Encumbered**: $1,089.51
  - **Remaining**: $1,095.49
- **Stipend-Senators**: $2,195.00
  - **Encumbered**: $1,089.50
  - **Remaining**: $1,095.50
- **Senate Council Reps**: $6,583.00
  - **Encumbered**: $2,704.67
  - **Remaining**: $3,880.34
- **Stipend-University Council Representative**: $548.75
  - **Encumbered**: $253.25
  - **Remaining**: $295.50
- **Stipend-Assembly Speaker**: $548.75
  - **Encumbered**: $272.38
  - **Remaining**: $275.37
- **Stipend-Assembly Secretary**: $548.75
  - **Encumbered**: $253.25
  - **Remaining**: $295.50
- **Stipend-JBoard**: $2,743.75
  - **Encumbered**: $1,342.78
  - **Remaining**: $1,400.98

**Administrative Support**
- **Office Managers**: $30,000.00
  - **Encumbered**: $13,650.01
  - **Remaining**: $16,049.99
- **Public Relations Manager**: $2,500.00
  - **Encumbered**: $1,361.88
  - **Remaining**: $1,138.12
- **Parliamentarian**: $800.00
  - **Encumbered**: $-
  - **Remaining**: $800.00

**Discretionary Budget**
- **President**: $3,000.00
  - **Encumbered**: $-
  - **Remaining**: $3,000.00
  - **Spent**: $1,413.70
  - **Remaining**: $1,586.30
- **Vice President**: $500.00
  - **Encumbered**: $-
  - **Remaining**: $500.00
- **Lead Senator**: $500.00
  - **Encumbered**: $-
  - **Remaining**: $500.00
- **Equity and Inclusion**: $3,000.00
  - **Encumbered**: $1,120.00
  - **Remaining**: $1,880.00
  - **Spent**: $1,120.00
  - **Remaining**: $1,880.00
- **Programming**: $14,000.00
  - **Encumbered**: $-
  - **Remaining**: $14,000.00
  - **Spent**: $3,984.40
  - **Remaining**: $10,015.60

**MISCELLANEOUS**
- **Branding Purchases**: $5,000.00
  - **Encumbered**: $2,261.86
  - **Remaining**: $2,738.14
- **Financial Reserves**: $34,749.31
  - **Encumbered**: $-
  - **Remaining**: $34,749.31
- **Rollover Expenses 2016-2017**: $20,500.00
  - **Encumbered**: $-
  - **Remaining**: $20,500.00
  - **Spent**: $21,016.72
  - **Remaining**: $(516.72)

**INCOME**
- **Expected**: $150,000.00
- **Actual**: $152,193.78
- **Difference**: $37,806.22

**Total Income**
- $152,193.78

**Total Expenses**
- $115,541.11

**Net Income to Expenses**
- $36,652.67

**Starting Balance (For Year)**
- $103,494.42

**Money in the Bank Now**
- $118,924
Equity and Inclusion Chair’s Report: Jaime Coffino

Executive Summary

The EI committee met and discussed plans for an inclusion event for the upcoming semester.

- Established relationships with EI committee members.
- Held our first committee meeting for the spring semester.
- Currently analyzing data from the “Assessing the Needs of Graduate Students” survey.

Programming Chair’s Report: Mitchell Torres

No report received.

Grants Chair’s Report: Sydney Heiss

Executive Summary

Fall grant reimbursement is complete, with one extension granted. Spring grants are currently under review by committee. There were 74 professional development grants and 11 research grants. 56% are first time applicants. Next assemble meeting aim to discuss possible solutions to funding grants (e.g., reinstate lifelong cap, decrease highest possible amount allotted per funding period, competitive grants, increase budget, etc.).

Oversight

- Tracking of grants funding line
- Contact and oversight of grants committee

Meetings

- Weekly office hours set for Tuesday 11:45-1:45

Information Management

- All grants documents have been updated to the GSA share page
- Committee member tracked on GSA share page
Financial Activity

- Spring semester budget $20,000.00
- Total requested before deductions was $46,970 (compared to last year’s $32,731)

University Council Representative’s Report: Thomas Robertson

- The University Council meets twice a semester. In the spring semester it will be meeting March 2nd and May 11th.
- The March meeting will be at 1pm in New York City. I hope to be able to make it back to Albany to report provide a report at the assembly meeting.
Lead Senator's Report: Dawn Wharram

Updates from your Lead Senator, Dawn:

- I met with GSA Senators, Senate and Ad Hoc Reps last week to get an update on their councils and committees.
- University Senate – There is a working group, consisting of about 6 administrators, looking at the creation of a Graduate School. The expectation is that creating a Graduate School will increase recruitment efforts, etc. Provost Stellar suggested that there be more peer to peer advocacy as related to international students. A new Dean of Public Health starts March 1. The current Dean of Social Welfare has accepted another position so perhaps a current faculty member will be Interim Dean. President Rodriguez is co-chairing a Task Force created by the SUNY Chancellor on Hurricane Maria efforts in Puerto Rico. They will be focusing on education, health, and disaster relief/environmental sustainability. In May 2018, 500 cadets from SUNY Maritime will be deployed to help in Puerto Rico.
- Upcoming Senate-sponsored events – all are welcome!
  - March 21: The State of Art and Humanity
  - April 3: Faculty Address
  - April 10: The State of IT on campus
- Abby, our GSA Speaker, has reached out to Dr. Shanise Kent in the Office of Graduate Education to inquire about the Graduate Student Ombuds Office that is in existence, but does not seem to be active.
- We have two graduate students serving on the Parking Advisory Board.
- I have also been working on cleaning up/updated the GSA Organizational Chart that you find attached here. Please send me any comments/feedback.

Dawn – UPPC (University Planning and Policy Council)

- We reviewed undergraduate academic dismissal data. Two takeaways: increasing numbers since 2007 and a considerable larger number of males over females. We have not looked at graduate data yet. Also, the current Interim Dean of Rockefeller may move into the permanent Dean position if feedback from faculty is well-received. The New York State budget does include the possible increase up to $200 in tuition per resident undergraduate student with no increases for graduate students. It was expressed that because the University is now having to submit efficiency plans from all departments and college (to help curb the $7 million dollars deficit) by April 1, graduate student stipends may be on the chopping block. I think it is something unfortunately that may be a real possibility which is not want we need right now when the University realizes they need to keep the graduate students they have and recruit more!
• UPPC Subcommittees:
  o Resource Analysis & Planning: Reviewed more information concerning the NYS budget and possible tuition increase for resident undergraduate students if approved by BOT in May or June.
  o University Facilities: Nothing to report / I plan to ask Ajay to bring up why the red emergency phones are not in all bathrooms. Also, it was brought up at the Town Hall that there are many blue lights out of service. Additionally, the handicapped door buttons are broken.

Billy – UAC (Undergraduate Academic Council)
• The Council reviewed the combined BS in Human Development and MS programs in Counseling Psychology, Educational Psychology, and Special Education. They looked at the academic dismissal numbers (167) for undergraduate students posted in Fall 2017 after two semesters.

Sydney, Jonathan, and Natalie – GAC (Graduate Academic Council)
• Kevin Williams presented on the creation of the Graduate School. He gave the reasons to have one: graduate enrollment is down, not hitting targets in some programs (especially in Arts & Sciences and Education), more online programs, and right now, the graduate student process is “decentralized” in regards to recruitment and admissions. It is unclear if a Graduate School will be beneficial to students in regards to stipends and funding.

Amani, Mario, and Wenqian – ULC (University Life Council)
• Right now, ULC is working through the Tobacco-Free initiative that is said to be implemented Fall 2018. Also, they continue to look at affordable child care access on-campus for graduate students. ULC will submit a resolution to the University Senate regarding “Inclusion and Violence Prevention/Conflict Resolution Training that would include creating senate forums, campus training, and dialogue on the impacts of racial trauma and trauma towards socially marginalized groups and protected classes.” Also, the Council is discussing adding Muslim holidays to the academic calendar.

Tom and Amanda – CoR (Council on Research)
• The Council is reviewing the Center and Institutions management and governance process. The Benevolent awards were distributed. Starting Fall 2018, all applications will be submitted online.
Chad – GOV (Governance)
  • Nothing reported.

  • The Libraries is looking to create a Student Advisory Board for the Libraries. Stay tuned! The Council reported that ITS is working on making classrooms and spaces have more internet connectivity. I did ask for Cathleen to bring up why the Campus Center has such bad connectivity when it is where students are congregating. Also, there is a SUNY-wide initiative to create an Open Access database for journal publications, etc published by SUNY-related scholars.

Jeremy – CAA (Council on Academic Assessment)
  • Reviewing undergraduate academic plans in Social Sciences and General Ed requirements. They plan to provide departments with an assessment template.

Bek – Campus Recreation Advisory Board
  • The Board has been discussing the Tobacco-Free initiative as it is may take longer to implement due to UUP processes.
UAlbany Graduate Student Association Organizational Chart

- President
- Vice President
- Grants Chair
- Treasurer
- Equity & Inclusion Chair
- Programming Chair

Executive Board:
- Assembly Speaker
- Assembly Secretary
- GSA Assembly
- RSGO Reps
- Dept. Reps

Graduate Students:
- SUNY Student Assembly
- 2 SUNY Student Assembly Voting Reps
- National Association of Graduate Student Professionals (NAGPS)
- NAGPS Northeast Region

University Council:
- (Advisory Board to the University President)
- University Council Rep

University Senate:
- Ad Hoc Committee Reps

UAS Rep
- University Auxiliary Services

Office Managers (includes IT / PR)
- Lead Office Manager

Judicial Board
- GSA President (or designee)

Lead Senator
- 4 Senators

Senate Council Reps
UAS Representative’s Report: Dylan Card

No report received.

Wages & Benefits Chair’s Report: Jessica Manry

Wages and Benefits will be recommending changes to the SUNY Block Grant to better support graduate students’ access to healthcare.

Judicial Board Report: Ajay Raghavendra

No report received.