Graduate Student Assembly Officer Reports

*April 6, 2018*

President’s Report: Dylan Card
Vice President’s Report: Chad King
Treasurer’s Report: Tom Robertson
Equity and Inclusion Chair’s Report: Jaime Coffino
Programming Chair’s Report: Mitchell Torres
Grants Chair’s Report: Sydney Heiss
University Council Rep’s Report: Tom Robertson
Lead Senator’s Report: Dawn Wharram
UAS Representative’s Report: Dylan Card
Wages & Benefits Chair’s Report: Jessica Manry
Judicial Board Report: Ajay Raghavendra
President’s Report: Dylan Card

Executive Summary

Greetings from Syracuse, NY. I am currently at the SUNY Student Association conference representing all of you. In the past few weeks we have been preparing a lineup of end of the year events.

Liaising

- Meet with SUNY SA leaders to discuss changes to student activity fee
- Approved RGSO contracts and credit card expenses
- Discussed changing the student assistant work hours maximum with students and SUNY SA

Oversight

- Helped the programming chair visit locations for the end of the year event
- Meeting with Office Managers

Meetings

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Group</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3/1 @ 12-1pm</td>
<td>CDPHP Cycle follow-up</td>
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<td>3/20 @ 2-3pm</td>
<td>Meeting with RGSO</td>
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<td>3/22 @ 1-3pm</td>
<td>Presidents Council</td>
<td>Strategic Plan and Graduate Enrollment</td>
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<td>3/29 @ 2-3pm</td>
<td>Office Manager Meeting</td>
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<td>3/30 @ 1-3pm</td>
<td>Strategic Plan Round Table</td>
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<td>3/8 @ 4-5pm</td>
<td>GSA Eboard Meeting</td>
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<td>4/2 @ 6-7pm</td>
<td>Sustainability Leadership Council</td>
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<td>4/3 @ 11:45-1pm</td>
<td>Strategic Plan Appreciation</td>
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Recruitment / Outreach Contributions

- Visit and meeting with prospective graduate students
• Working with Dean Williams to work on how to implement graduate student enrollment
• Attend the inauguration of President Rodriguez and launch of the strategic plan

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, to be posted after approval.

Financial Activity

• I approved payroll, RGSO reimbursements, Grant reimbursements, and office bills
• Discussed possible changes with the Student Activity Fee with SUNY SA
• Signed contracts and approved some event expenses

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 answered questions in the office. Per Ledger dated 3/15/18 we have $148,924 in the bank and 152,193.78. Per Office of State Accounting we have 170,777.15. The discrepancy is due to the fact the ledger is missing the most recent income deposit (which is normal and not unexpected). If RGSO’s spend the money they were given there is a good chance the GSA will be slightly in the red as Grants has allocated all its funding so the entire budget should be used.

Meetings

- Held office hours and answered questions on financial issues and general GSA topics.
- Helped RGSO treasurer gain access to myinvolvement (unsuccessfully at first)

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.

Miscellaneous

- Reviewed written communication for President to various parties.
- Budget looks unchanged as last months meeting did not have quorum so I will propose the budget again this meeting.
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<th>Service Description</th>
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<th>Amount Remaining</th>
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**INCOME**

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<th>Expected</th>
<th>Actual</th>
<th>Difference</th>
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<td>$190,000.00</td>
<td>$170,777.15</td>
<td>$19,222.85</td>
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**Total Income**

$170,777.15

**Total Expenses**

$129,311.06

**Net Income to Expenses**

$41,466.09

**Starting Balance (For Year)**

103494.42

**Money in the Bank Now**

146,104
Equity and Inclusion Chair’s Report: Jaime Coffino

Executive Summary

Approved events for RGSOs

- Established relationships with EI committee members.
- Approved EI events for RGSOs.
- Discussed “acceptable” EI events with RGSO members.
- Analyzed data from the “Assessing the Needs of Graduate Students” survey.
Programming Chair’s Report: Mitchell Torres

- Sponsoring of event: Academic Job Market Boot Camp hosted by The Institute for Teaching, Learning and Academic Leadership (ITLAL).
  - Saturday, March 24, 10:00am-1:00pm ITLAL Underground (Library 69)
  - Summary: Three-hour intensive workshop will help you begin preparing yourself and your materials for the market, from deciding when you need to accomplish key tasks to assembling your dossier and applying for positions. In addition to developing a timeline for your search, you will also do hands-on work that will help you prepare a focused, well-organized CV and cover letter.
- Sponsoring of Event: Intersectionality in the Professoriate hosted by The Future Faculty Leadership Council.
  - Summary: Join a panel discussion on the unique challenges faced by those with intersecting identities after they land the academic job.
  - April 6th, Campus Center Assembly Hall, Panel 12pm-2pm (Informal conversations and light lunch 2pm-3pm).
- GSA Study Snacks: Join the GSA Programming Committee for lunch and dessert as we wrap up the semester.
  - Wednesday, May 9
  - Campus Center - Assembly Hall (Floor 2)
  - 11:30 am – 2:30 pm
  - Latest branding purchase will be distributed
- Final GSA branding purchase has been made for the academic year.
  - Goods to be given out during end of year event as well as study snacks event.
  - Remaining balance of $926
- GSA End of the Year Event: currently being arranged.
  - Proposed location: The Desmond Hotel
  - Wednesday May 9
  - 7:30 pm – 10:00 pm
  - Round-trip shuttle service from Colin Circle to Desmond Hotel being arranged via PMTS.
  - Itinerary: short award ceremony 7:30 pm – 8:00 pm, open mixer 8:00 pm – 10:00 pm.
  - Drinks and hor d’oeuvres passed throughout the night.

* Reminder: request additional funding from assembly.
Grants Chair’s Report: Sydney Heiss

Executive Summary

All fall grants have been paid out unless extension was granted. Spring grants review is completed and award letters have been sent out. There were 74 professional development grants, 11 research grants, and a total of 49 first-time applicants. The average grant award was $238 and on average students received 41% of their requested amounts.

Three executive board members applied for a fall grant. They received 43%, 48%, and 32% of their requested amount (based on blind reviews).

Oversight

- Tracking of grants funding line

Meetings

- Met with Executive Board members periodically
- Weekly office hours have been set for Wednesday 11:45-1:45

Information Management

- All grants tracking documents have been uploaded to the GSA share page
- Committee member tracking has been uploaded to share page

Financial Activity

- $20,259 allocated to spring grants

University Council Rep’s Report: Tom Robertson

- The university council has not met since the last assembly meeting.
- I am working with a student and the GSA president to advocate to increase the number of hours graduate students are allowed to work to match SUNY’s policy of 29 hours a week.
Lead Senator’s Report: Dawn Wharram

Updates from your Lead Senator, Dawn

University Senate updates:

- Provost Stellar gave an update about the final version of the Strategic Plan. Discussion of why sustainability and social justice were removed and replaced with “common good”. Stellar stated that each department/division may be asked to create an alignment/action plan to supplement the University Strategic Plan. That may be a way for a department/division to emphasize commitment to sustainability and social justice.

- I mentioned that we had received a response from Dr. Shanise Kent that the Graduate Ombudsmen website has been updated (thanks to Abby Stamm for making it happen!). Also, it is confirmed that the Health Science campus aka East will have a book deposit box installed for returning University books. Although not specifically discussed, it is my understanding that students will request books just like the Faculty and Staff do – through intercampus mail.

- The University Senate has created three working groups related to topics/issues: Tobacco-Free, Open Access and Liberal Arts curriculum.

Dawn – UPPC (University Planning and Policy Council)

- A working group has been created named Contingent Concerns. I have asked to join the group to represent graduate students as I feel the Blue Ribbon panel report dated from summer 2015 is now outdated as I am hearing from graduate students, specifically those looking for a GA position in administrative offices, that stipends are being reduced AND tuition waivers are no longer being offered. While I understand the importance of the teaching GAs, I feel that administrative GAs also offer value to the University. Unfortunately, I believe, due to the debt the University is in, graduate students will suffer the most.

- UPPC Subcommittees:
  - Resource Analysis & Planning: will meet April 12
  - University Facilities: I have asked the Committee to look into 2 things of concern: 1. Why are only emergency red phones installed in “female” bathrooms and 2. There are many, many blue lights out of service throughout Uptown and Downtown campuses.

Billy – UAC (Undergraduate Academic Council)

The UAC has spent most of its time approving various program, mostly joint MA/BA programs. There has been a great deal of discussion around a Law or Legal Studies minor. This minor was originally conceptualized as interdisciplinary, but after several years of logistical
issues, the minor is now being housed in the Political Science department. This has been met with several other departments developing their own law minors and a few complications throughout the university. Another larger problem is the Bachelor requirements not being standardized across all departments. Some departments have been flexing the minimum credit requirement a bit too much (specifically the sciences) because of how lab hours have worked. We are working to ensure all departments cannot do this in the future and adhere to the current guidelines.

Sydney, Jonathan, and Natalie – GAC (Graduate Academic Council)

The Graduate Academic Council reviewed and approved proposals for the Public Health MPH Program - Preventive Medicine Concentration, Public Center Management CGS, and Urban Policy CGS. We also reviewed an email which recommends a survey on International Student Survey and we agreed on the survey. We also reviewed and approved the proposal from the Department of Education & Counseling Psychology/School of Education to couple the BA in Human Development with a choice of MS in Mental Health Counseling, Educational Psychology & Methodology or Special Education & Literacy.

Amani, Mario, and Wenqian – ULC (University Life Council)

The Council still continues to work on child care options. Also, the Council is working on a resolution about trauma based support, which is especially important in the current political environment. The resolution stems from the bus accident that occurred in Fall 2016 and aims to deal with racial issues. EAP is putting on some activities to take care of GAs’ well-being. Check out their website for more details.

Tom and Amanda – CoR (Council on Research)

Nothing to report.

Chad – GOV (Governance)

Nothing to report.


- Rebecca Mugridge, Dean of Libraries, reported that the basement of the main library will be renovated this summer to recarpet, add additional outlets, and install new furniture. That’s just an FYI. They are also hiring a few new positions, including a scholarly communications librarian to work on the institutional repository, Scholar’s Archive, which is our effort to make things more open access. There was no update
from ITS as Simeon was stuck in DC due to weather and no one else was able to make it on his behalf.

- The last thing was a presentation from Lenone Horowitz on Open Educational Resources (OERs). The University chose 4 OER fellows across the University to investigate OER use on campus and to try to bring attention to this issue. They want courses to use OER as much as possible. They would like students to not pay for textbooks, etc. There is going to be a workshop on it on May 14 with ITLAL so keep your eyes peeled if you’re a TA and interested in attending. I think it would also be nice to get graduate student feedback on OER use in their classes or classes they teach to give to Lenore.

Jeremy – CAA (Council on Academic Assessment)

Nothing to report.

Bek – Campus Recreation Advisory Board

We went over programing that happened in the Fall. Graduate students made up 3.6% of the total fitness center users this fall which is roughly equal to faculty and staff at 3.5%. Undergraduates were 91.5% of the users and the rest was community members. 51 graduate students play intramural sports and 20 play club sports. 259 swipes were made by graduate students use the pool. A little over 3,000 swipes were made to use the pool all together for the semester which is not a lot because the SEFUC center sees 300 swipes per day. NOTE: There are vans available for use by the Division of Student Affairs and UAlbany graduate assistants can drive the vans. I just do not know who we contact to use the vans. We checked in to see if we are staying on budget and Campus Rec is remaining on budget.

Wenqian – President’s Advisory Committee on Campus Safety

We received a training about how to deal with an active shooter. I think it was very useful: how to identify a possible shooter, how to make a report, and when a shooting happens, how to save our own life and others’. I think we can encourage students to contact UPD (bnagy@albany.edu) to get the training, or let student leaders do it first (like what we did with Title IX training). It offered me some good tips, which I did not know before, and I think these can save lives. Also, we talked a little about how to educate students that live in Aspen to cross the road in a safer way.

TBD – Educational Technology Advisory Board

Alexander – Parking Advisory Board

Nothing reported.
UAS Representative’s Report: Dylan Card

No report received.

Wages & Benefits Chair’s Report: Jessica Manry

We are waiting on eligibility information with regard to the SUNY Block Grant, to make the grant more open to graduate students; we are also working on a proposal to raise the pay for GSA speaker and senators, and to also distinguish pay for GSA senators and GSA reps. Particularly, we would like to raise the speaker’s stipend to above $500, and to make sure that anyone who resides in the role of BOTH senator and rep for GSA is paid for both of those positions.

Judicial Board Report: Ajay Raghavendra

No report received.