



Graduate Student Association Meeting Minutes

Monday, September 23, 2013
2013 – 2014 Academic Year, Meeting 1
Camp Meeting Room

- The meeting was called to order at 7:16PM
- The meeting began with introduction from all attendees (Nathan Baird, Colleen Kerrigan, Elizabeth DeGrandpre, Charlotte Etier, Merly Downey, Devon Pleau, Brittany Mahoney)

President, Nathan Baird

- Thank you to everyone for coming to the first GSA meeting of the 2013-2014 academic year. We will be reviewing a few changes to the Constitution and Budget that will need to be approved by all attendees in order to move forward for the year.
- The GSA will be attending the upcoming Graduate Studies Council meeting on Thursday September 26, 2013.
- The GSA will also be meeting with the new Dean of Graduate Studies, Dean Fitzgerald and the Director of Alumni Relations, Cindy Cayer in the future.
- Some of the changes for the Constitution include:
 - The addition of the new process for conference or research scholarship applications.
 - The addition of the new process for society budget applications.
 - The addition of the Finance Committee description.
 - The addition of a formal title to the Constitution.

Vice President of Finance, Colleen Kerrigan

- The Finance Committee met this week to review 28 scholarship applications (5 research/23 conference).
- The Committee created guidelines to follow when reviewing scholarship applications. These guidelines will be posted to the GSA website.
- The Finance Committee submitted a recommendation to fund \$14,424.00 for conference/research scholarships.
- GSA Eboard is also trying to identify a process to recognize societies on campus that do not seek funding.
- Our current reserve account is: \$41,038.59

Vice President of Programming, Elizabeth DeGrandpre

- The GSA Meet and Greet went very well and we are looking forward to getting more people involved.
- In the future we are looking into a Strengths Quest program. I will be attending this year's ACUI Region 1 Conference and will spend a portion of my time learning about Strengths Quest.

Marketing and Promotions Chair, Charlotte Etier

- Check out our Facebook! We have about 149 likes, which is much higher than in the past year.

- We will be increasing our promotions to advertise about upcoming events or opportunities!

Secretary, Jordan Lodice

- No Report

Old Business

- No Old Business

New Business

Motion # (GSA14-01)

- Charlotte Etier motioned to approve the updates for the 2013-2014 GSA Constitution
- Nathan Baird seconded the motion
 - Motion was approved with a vote of 6 (Yes) and 0 (No)
 - * The Constitution updates can be seen below

Motion # (GSA14-02)

- Charlotte Etier motioned to approve the estimated enrollment figures for 2013-2014:
 - 600 fulltime Graduate students (\$37.00) = \$22,200.00 x 2 semesters total **\$44,400.00**
 - 1300 part-time Graduate students (\$ 6.00) = \$7800.00 x 2 semesters total **\$15,600.00**
- Elizabeth DeGrandpre seconded the motion
 - Motion was approved with a vote of 7 (Yes) and 0 (No)

Motion # (GSA14-03)

- Charlotte Etier motioned to approve the total budget for 2013-2014:
 - \$44,400.00 + \$15,600.00 = **\$60,000**
- Elizabeth DeGrandpre seconded the motion
 - Motion was approved with a vote of 7 (Yes) and 0 (No)

Motion # (GSA14-04)

- Charlotte Etier motioned to divide fees per current bylaws as follows:

5% to remain in reserve for 2014	GSA901 = <u>\$3,000.00</u>
New Balance = \$60,000 - \$3,000 = \$57,000.00	
8% to GSA Operations	GSA903 = \$4560.00
2% to Promotions and Marketing	\$1140.00
15% to Programming	\$8550.00
	<u>\$14,250.00</u>
20% to Society budgets	GSA 991 = <u>\$11,400.00</u>
50% scholarships	GSA902 = <u>\$28,500.00</u>
- Elizabeth DeGrandpre seconded the motion
 - Motion was approved with a vote of 7 (Yes) and 0 (No)

Motion # (GSA14-05)

- Charlotte Etier motioned to move **\$2,052.00** from the 2013 reserve to the CCSU Foundation

- Elizabeth DeGrandpre seconded the motion
 - Motion was approved with a vote of 7 (Yes) and 0 (No)

Motion # (GSA14-06)

- Charlotte Etier motioned to move **\$10,000** from the 2013 reserve to the scholarship budget account
- Elizabeth DeGrandpre seconded the motion
 - Motion was approved with a vote of 7 (Yes) and 0 (No)

Motion # (GSA14-07)

- Colleen Kerrigan motioned to approve the Counseling Graduate Society budget application for **\$2,500.00**
- Elizabeth DeGrandpre seconded the motion
 - Motion was approved with a vote of 7 (Yes) and 0 (No)

Motion # (GSA14-08)

- Colleen Kerrigan motioned to send a recommendation for scholarship funding, totaling **\$14,424.00** to the University Scholarship Committee.
- Charlotte Etier seconded the motion
 - Motion was approved with a vote of 4 (Yes) and 0 (No)
 - * The full recommendation can be seen below

Good of the Order

Nathan Baird: We look forward to seeing you all at our next meeting on October 21, 2013!

The meeting was adjourned at 7:38PM

Comments/Clarification:

GSA President: _____ Date: _____

Advisor: _____ Date: _____



Graduate Student Association Constitution

Central Connecticut State University

Article I- Name

The organization shall be called the Graduate Student Association; hereafter abbreviated GSA.

Article II- Purpose & Mission

- To provide Graduate students with an official and representative forum in which to raise Graduate student concerns.
- To provide funding for the purposes of Graduate student societies, research projects and educational conferences.
- To provide social and networking opportunities for Graduate students.

Article III- Membership

Section I- Type of membership shall consist of active membership

- A. Active membership requires that the member be a full or part time Graduate student at Central Connecticut State University.
- B. Part-time Graduate students retain full privileges within the GSA with the right to hold office and vote.
- C. The GSA recognizes various Graduate Societies.
- D. The Graduate School at CCSU recognizes 64 academic disciplines.

Article IV- Legislative Body

Section 1- All legislative power of the GSA shall be vested in the Graduate Student Executive Council, hereafter referred to as the Executive Council. All acts of the GSA shall be consistent with and subordinate to the provisions of the charter, bylaws, and regulations of CCSU.

Section 2- The constituent Executive Council shall be the governing body of the GSA for the following purposes:

- A. To provide an official voice through which Graduate student opinion may be expressed;
- B. To foster awareness of the Graduate students position in the University community;
- C. To represent the Graduate student body in decisions affecting Graduate students;

- D. To take action in the best interest of the Graduate student body and the University community, which may include the introduction of legislation addressing concerns of Graduate students;
- E. To program activities for individual Graduate students and Graduate student body at large.

Article V- The Executive Council

Section 1- Officers of the GSA shall consist of

- A. President
- B. Vice President of Finance
- C. Vice President of Programming
- D. Secretary
- E. Promotion and Marketing

Section 2- Officers will be elected by the Graduate student body in the secret ballot election held in April each year.

Section 3- To be an officer a student must be regularly admitted to a Graduate program and be in good academic standing as defined in the Graduate Catalog.

Article VI- Ad Hoc Committees

Section 1- The Executive Board shall authorize special Ad Hoc committees and refer them any matter that come before the GSA that require additional study.

Article VII- Bylaws

Section 1: Finance Committee Bylaws

- A. The Finance Committee of the Graduate Student Association (GSA) of Central Connecticut State University (CCSU) shall be designated with the task of dispersing Graduate Student Association monies.
- B. All money remaining in all the GSA fiscal accounts from the previous fiscal year will then be placed into GSA reserves.
- C. The projected enrollment figure for the following academic year is multiplied by the student fee (full-time) by the set amount of activity fee in order to equal the projected budget for the GSA.
- D. The budget will be divided into percentages to equal 100% to fund the different needs of the GSA. The monies will be dispersed as follows:
 - 5% of the enrollment figure is placed in the GSA Reserve Account
 - 8% of the remaining funds shall be set-aside for GSA operational spending
 - 2% of the remaining funds shall be set-aside for the use for Promotions and Marketing.

- 15% of the remaining funds shall be set-aside for Programming for use by the VP of Programming.
 - 20% of the remaining funds shall be set-aside for society budgets.
 - 50% of the remaining funds shall be set-aside for conference and research scholarships.
- E. It is recommended that the scholarship application deadline is three weeks prior to the monthly University Scholarship Committee meeting. Thus, allowing one week for the Finance Committee to review and recommend application approvals, one week for the Graduate Student Association Executive Board to review and approve recommendations, and one week to submit all approvals to the University Scholarship Committee.
- F. The Finance Committee shall meet once a month to discuss, and present recommendations to the Graduate Student Association Executive Board about society budgets, conference and research scholarships, programs as well as any other germane topics.
- G. Eligibility to be a voting member and to allocate Association monies is reserved exclusively for currently elected and serving Executive Board members of the Graduate Student Association. An application must receive 3/5 passing vote for approval. Non-members may attend meetings, but may not vote.
- a. Serving Executive Board shall be known as the President, Vice President of Finance, Vice President of Programming, Secretary and Promotions/Marketing Chair.
- H. In the case that the Executive Board would like to make adjustments to the scholarship recommendation, this responsibility will be reserved for the Vice President of Finance.

Section 2: Society Budgets

- A. Each Society must complete the Society Budget Request Form, including all requested information, signatures and materials as appropriate for the budget request.
- B. Societies shall not assume they would receive funds without filling out the request.
- C. Societies must have an active President and/or Treasurer and Faculty Advisor in order to be a recognized society.
- a. In the event that the society becomes inactive, GSA reserves the right to rescind all funds.
 - b. The President, Treasurer and all members of the society must be matriculated Graduate students in a program at Central Connecticut State University to receive benefit from the society.
- D. The deadline for submission of Budgets will be determined by the current serving GSA Finance Committee allowing the appropriate amount of time for budgets to be received, processed and reviewed with recommendations made. Requests must be dropped off at the Graduate Studies Office located in Barnard Hall, Room 102.
- E. The Society budget request should not exceed \$2,500.00.
- F. Upon submission of the budget request, the GSA Executive Board will review and vote on the application. The Eboard will reach out to the Society if there are any questions or concerns.

- G. The Vice President of Finance will reach out to the Society to inform them of their request status.
- H. The Executive Board reserves the right to allow 45 days from submission of budget requests to be approved.
- I. GSA has the right to deny any requests if the funding set-aside for Societies has no funds.

Section 3: Conference and Research Scholarship Funding

- A. A Conference Scholarship will be awarded to Graduate students planning to attend a conference related to their field of study. The conference scholarship will cover lodging, domestic transportation (flight, train, bus, and gas mileage), and the cost for registration to the conference. The GSA does not support the cost for food.
- B. A Research Scholarship will be awarded to Graduate students planning to participate in research related to their field of study. The research scholarship will cover supplies and equipment deemed necessary for the research. The research scholarship will also cover travel and lodging if the GSA executive board finds it necessary for the research.
- C. Conference scholarships may not exceed \$1,000. Research scholarships may not exceed \$500.
- D. In order to receive a scholarship from the GSA, applicants must have a minimum GPA of 3.0 and be matriculated in a Graduate program. Students will be asked to include a copy of their unofficial transcript to confirm the GPA.
- E. Graduate students are allowed three scholarships (any combination of research/conference per Graduate degree).
- F. The GSA will only provide scholarships to resident Graduate students. Resident Graduate students are those that still participate in coursework on campus. A non-resident Graduate student is a student that has finished their on-campus coursework.
- G. Preparatory courses will not be funded. A preparatory course will be defined as any course which coaches students for the passing of any exam to receive licensure or certification.
- H. Applicants must obtain and complete a Graduate Student Association Conference and Research Scholarship Request form. Forms can be submitted to the Graduate Studies Office, Barnard Hall 102 or on the GSA website.
- I. Applications should be submitted and approved prior to making any travel arrangements. The GSA does not facilitate reimbursement.
- J. Applicants should allow at least 45 days from submission of application for approval.



Graduate Student Association Scholarship Funding Recommendation

Wednesday, September 25, 2013
2013 – 2014 Academic Year

**The Graduate Student Association recommends students to receive the below funds,
totaling \$14,424.00 for conference and research scholarships.**

Merly Downey

American Association of Marriage and Family Therapy Annual Conference
Portland, Oregon
October 17-20, 2013
Awarded Total: \$555.00

Erica Diaz

American Association of Marriage and Family Therapy Annual Conference
Portland, Oregon
October 17-20, 2013
Awarded Total: \$555.00

Shannon Murphy

American Association of Marriage and Family Therapy Annual Conference
Portland, Oregon
October 17-20, 2013
Awarded Total: \$555.00

Jennifer Slayer

American Association of Marriage and Family Therapy Annual Conference
Portland, Oregon
October 17-20, 2013
Awarded Total: \$555.00

Michelle Triompo

American Association of Marriage and Family Therapy Annual Conference
Portland, Oregon
October 17-20, 2013
Awarded Total: \$555.00

Patricia Frost

American Association of Marriage and Family Therapy Annual Conference
Portland, Oregon

October 17-20, 2013

Awarded Total: \$555.00

Veronica Rodrigues

American Association of Marriage and Family Therapy Annual Conference

Portland, Oregon

October 17-20, 2013

Awarded Total: \$555.00

Michelle DiCorpo

American Association of Marriage and Family Therapy Annual Conference

Portland, Oregon

October 17-20, 2013

Awarded Total: \$555.00

Jessica Floyd

American Association of Marriage and Family Therapy Annual Conference

Portland, Oregon

October 17-20, 2013

Awarded Total: \$555.00

Theodore Szmurlo

ASCB Annual Meeting

New Orleans, Louisiana

December 14-18, 2013

Awarded Total: \$875.00

David Artus

ASCB Annual Meeting

New Orleans, Louisiana

December 14-18, 2013

Awarded Total: \$875.00

Hannah Pancak

ACUI Regional Conference

Middletown, Connecticut

November 15-17, 2013

Awarded Total: \$165.00

Nate Baird

ACUI Regional Conference

Middletown, Connecticut

November 15-17, 2013

Awarded Total: \$239.00

Elizabeth DeGrandpre

ACUI Regional Conference
Middletown, Connecticut
November 15-17, 2013
Awarded Total: \$180.00

Charlotte Etier
NASPA Law and Policy Conference
Newport, Rhode Island
October 20-22, 2013
Awarded Total: \$824.00

Shayne Koplowitz
NASPA Law and Policy Conference
Newport, Rhode Island
October 20-22, 2013
Awarded Total: \$175.00

Colleen Kerrigan
NASPA National Conference and The Placement Exchange
Baltimore, Maryland
March 12-19, 2014
Awarded Total: \$1,000.00

Margarita Aiken
NASPA Mental Health Conference
San Diego, California
January 16-18, 2014
Awarded Total: \$951.00

M. Lynne Athais
Elliot Masies Learning 2013
Orlando, Florida
November 3-6, 2013
Awarded Total: \$1,000.00

Rebecca Pickering
NEACRAO 2013 Annual Meeting
Newport, Rhode Island
November 6-8, 2013
Awarded Total: \$645.00

Kelly Paradis
Research Project, RNA Editing
Awarded Total: \$500.00

Adrian Dutkiewicz

Research Project, RNA Editing
Awarded Total: \$500.00

Joseph Kalapele
Research Project, Fly Ash Concrete
Awarded Total: \$500.00

Khelifa Saiki
Research Project, Stabilization of Clay Using Fly Ash
Awarded Total: \$500.00

Brittany Mahoney
Research Project, Writing Through The Mask
Awarded Total: \$500.00

Nicholas Federici
NEEEA Sustainability Conference
Newport, Rhode Island
November 1-3, 2013
Awarded Total: \$0.00

Rachael Gibney
Rehearsals for Growth
Hartford, Connecticut
October 19-20, 2013, November 2-3, 2013, February 22-23, 2014 and April 26-27, 2014
Awarded Total: \$0.00

Carrie Robinson
National Conference on LGBT Equality
Houston, Texas
January 29- February 2, 2014
Awarded Total: \$0.00