

GSA Spring Meeting Minutes
 April 16, 2013
 Camp Room , Student Center

In Attendance: Veronica Young, Bulaong Ramiz, Philip Burnham, Jim Greene, Mark Waller, Elizabeth DeGrandpre, Nathan Baird.

I. Introduction and Discussion

Bulaong discussed the different e-board member responsibilities which are listed below. All positions are available for the 2013-2014 academic year. Officers are expected to serve one year. Our next meeting is Tuesday, April 30th in the Philbrick room where we will be voting for executive board members for the 2013-2014 academic year. **All graduate students are welcome and encouraged to vote.** Attendance is mandatory to vote.

- **President**

- Meet monthly with Dr. Lemma/Dean of Graduate Studies and VP of Finance to review GSA meeting minutes
- Assist with Graduate Studies events (below are the 2011-2012 dates)
 - Graduate Student Orientation June 28th
 - Graduate Open House October 20th
 - Graduate Open Forum November 29th
 - Academic Awards February 23rd
 - Graduate Open House March 15th
 - Graduate commencement
- Attend and run all GSA meetings
- Assist in updating the GSA facebook
- Is a standing member of the graduate studies committee and should attend monthly meetings if at all possible
- Speaks at graduation

- **Vice President of Finance**

- Establish budget at the beginning of the year
- Meet monthly with Dr. Lemma/Dean of Graduate Studies and GSA President to review GSA meeting minutes
- balance the GSA budget monthly
- Email all scholarship applicants to notify their status (approval and denial)
 - include next steps (ie where to hand receipts) in email
- Coordinate with the student activities office regarding fund usage
- Update the excel spreadsheet to keep track of scholarships (denied and approved) while keeping in mind that graduate students get three approved requests per degree
- Assist in attending graduate studies events
- Attend all executive board meetings
- Motion for 5% of reserves to be moved into foundation at end of year

- **Vice President of Programming**

- Work with Dean of Graduate Studies, Sue Sweeney (Associate Director of SALD), Lori Backus (Food Services) and/or Rosario Soares (Fiscal assistant) to plan events for Graduate students
 - Plan a Thesis Workshop in late fall/early spring. Presenters for thesis workshop: Susan Slaga (Library-slaga@ccsu.edu) and Dr. Lemma/Dean of Graduate Studies
 - Coordinate the Academic Awards and Graduate Commencement Social with Dr. Lemma (advisor/Dean of Graduate Studies)
 - Determine other programming as decided by the board. Previous events include Etiquette Dinner with Karen Hinds and Resume workshop with CACE
 - Attend all executive board meetings
 - Assist in attending graduate studies events (see dates in president description)
- **Promotions/Marketing**
 - Develop marketing and content to promote events, including but not limited to:
 - email Dr. Lemma/Dean of Graduate Studies to edit GSA webpage and post events on Graduate Studies page
 - email Dr. lemma/Dean of Graduate Studies to forward events to graduate department heads
 - Email professors who teach evening classes by searching course listings to expand on marketing
 - Contact Kimberly Karas (kimberly.karas@ccsu.edu) in Marketing to post events on CCSU Pipeline or email pipeline@ccsu.edu
 - Create and discuss other ways to get graduate students more involved and informed
 - create facebook events to advertise GSA meetings
 - create and distribute flyers to departments
 - Attend all executive board meetings
 - Assist in attending graduate studies events
- **Secretary**
 - Type notes of all meetings
 - Fill in scholarship nomination form for the scholarship committee
 - Email meeting notes to Sue Sweeney, Charmagne Brooks and Dr. Lemma/Dean of Graduate Studies
 - email Dr. Lemma/Dean of Graduate Studies scholarship forms and meetings minutes for her signature
 - cc all board members in email
 - Make sure Sue Sweeney gets copy of minutes
 - Dr Lemma keeps a copy for her records, we keep a copy for our records
 - Dr. Lemma/Dean of Graduate Studies or Sue will minutes and scholarship form to **Gina Montano**
Vance Academic Center 009
Institutional Advancement
Administrative Assistant
(860) 832-1740 (School)
montanog@ccsu.edu
- Update the GSA facebook when meeting minutes are posted to the website
 - Update the GSA webpage by contacting Dr. Lemma to post updates
 - Assist in attending graduate studies events
 - Attend all executive board meetings

Meetings, general responsibilities and discussion

- All e-board members are invited to serve on the graduate studies committee
- The executive board tends to meet once a month where we review applications. Please see our website to review scholarship procedures. Commitment is around 5 hours per month or less.
- **Our next meeting is Tuesday, April 30th in the Philbrick room where we will be voting for executive board members for the 2013-2014 academic year.**
- The board discussed voting and per the constitution Article V, Section 2: **Section 2-** Officers will be elected by the graduate student body in the secret ballot election held in April each year. We encourage that next year's executive board inform the graduate student community that they can vote.
- We also discussed several challenges we have had:
 - Currently there is no listerv for graduate students, which has limited us on outreach to the community.
 - Right now we function primarily as a funding body, and have had to use funds put aside for programming to fund the increase of scholarship requests

II. Programming Updates

Phil reports that our next event is the Commencement Reception after graduation after May 16th in Alumni Hall.

III. Minutes

Motion #GSA2013-19

Motion to approve minutes from March 19, 2013.

→ Motion was unanimous

IV. Budget Update

Jim reports that the current GSA budget is \$2,186.00. He also provided some updates on previous applications:

- Laura Boliver was removed from the February meeting minutes per her request. She has withdrawn her scholarship request of \$621.00.
- The board has agreed to award Jordan Lodice \$160.00 to compensate her for a conference withdrawal fee. We will list Jordan in Section V: Conference and Scholarship requests.
- Ashley Pantaleao was denied for her scholarship due to ineligibility.

V. Conference and Scholarship Requests

Motion #GSA2013-20

Merley Downey

Request: \$335.00; Approved: \$335.00

Savvas Constantinou

Request: \$430.00; Approved: \$430.00

Jordan Lodice

Request: \$160.00; Approved: \$160.00

The following requests were denied (please see section IV):

Ashley Pantaleao

Motion to approved Section IV and V

→ *Motion was unanimous*

VI. **Other Updates**

The executive board will be meeting Tuesday, April 22, 2013 to review the constitution and propose edits. This is in hope to clarify our current process and ease the transition for next year’s board members.

Our next open meeting is Tuesday, April 20th at 7:30pm

CCSU Graduate Student Association President _____ Bulaong Ramiz 4/17/13 _____

Comment/clarification _____

Advisor approved _____ Date _____

Comment/clarification _____