

Advocating and providing a voice for graduate students

#### Call to Order

The regular meeting of the Associate Students of the University of San Francisco Senate (ASUSF Senate) was held in the University Center 4<sup>th</sup> Floor Room 402/403 on Monday October 5, 2015. Chairperson Zae Ramos, the Vice President of Internal Affairs, called the meeting to order at 6:00 p.m. Martin Juarez, the Executive Assistant, will record minutes for this meeting.

#### Roll Call

Juarez conducted roll call. The following members were present:

- Zae Ramos, Vice President of Internal Affairs
- Daniel-Salvatore Giannelli, Vice President of Treasury
- Simone Medley, Vice President of External Affairs
- Colleen Buganski, Vice President of Mission
- Tierney Woodard, Branch Campus Representative
- Bridget Mahoney, College of Arts and Sciences Representative
- Rebecca McDowell, College of Arts and Sciences Representative
- Frankee Carlson, School of Education Representative
- Seth Leonard, School of Education Representative
- Jordana Smith, School of Management Representative
- Tawney Taylor, School of Nursing and Health Professions Representative
- Alexander Wong, School of Nursing and Health Professions Representative
- Martin Juarez, Executive Assistant
- Brittany Sanguma, Advisor, Assistant Director for Campus Engagement

#### Position Not Filled:

#### Positions Not Present:

- Sally Hirsch, President
- Ygor Scarcia, School of Management Representative

A total of 14 members were present. Quorum was met and business was conducted.

A total of 1 speaker was present.

#### Approval of Agenda

A motion was made by Taylor to amend the agenda. This motion was seconded. Taylor added item c. Avon Breast Cancer Study under New Business. The motion was brought to a vote. The motion was approved unanimously.

A motion was made by Taylor to approve the agenda. This motion was seconded. The agenda was approved as with the amendment made.

#### Approval of Minutes

A motion was made by Leonard to approve the minutes. This motion was seconded. The agenda was approved as written.

#### Open Forum

To begin Open Forum, the floor was open to anyone who wished to address the Graduate Student Senate. Nothing was addressed to the Graduate Student Senate.

Ramos introduced herself as the guest speaker, whose subject was Induction of Senate Officers.

Ramos conducted the induction ceremony for Colleen Buganski as Vice President of Mission  
Ramos conducted the induction ceremony for Daniel-Salvatore Giannelli as Vice President of Treasury

Ramos introduced the guest speaker Emily Czarnik-Neimeyer, Assistant Director for Retreats, University Ministry, whose subject was University Ministry. Czarnik-Neimeyer works as a full-time staff member, and oversee the undergraduate, and graduate retreats as well as branch campuses. She also oversees CORP, rooted in community faith and justice, engagement around those ideas. Recent graduate student, and wants to continue that work in UM. Who is familiar with the work that UM does? We are here to engage people on conversations for Ignatian spirituality. We have different programs on interfaith, immersions, volunteering, and much more. One of the retreats coming up is the graduate student retreat. The day for the retreat will involve speakers, vocation, and other activities. This retreat has been a haven for students in the past and unplug. Touch base with each other on topics on vocation. Larsh retreat immersion, its over intersession. It is at a Washington State on a farm. It leaves time for reflection as well as working with the larsh farms. We have a woman's retreat, and Kiros retreat. If there are any questions, comments, ideas for graduate student support?

- Ramos, Vice President of Internal Affairs asked a question regarding if UM does international trips? Czarnik-Neimeyer said that they do immersions. We do educational immersions to mostly South America. Immersions focus on different topics, internal displacement, agriculture, and healthcare. The application is closed, but that is our international component. Most retreats are here in the area.
- Taylor, School of Nursing and Health Professions Representative asked if we are having an event that will have clubs tabling, could you table? That information should go through our program manager and he will get into contact with the staff.

Czarnik-Neimeyer said that if there are other ways for UM to support graduate students, to let her know.

- Taylor, School of Nursing and Health Professions Representative asked how UM does their outreach? Czarnik-Neimeyer said they send individual emails, email invites, and we work with mainstream marketing processes. Brochures, and postcards are also used.
- Medley, Vice President of External Affairs said to feel free to send them to the GSS, so that they can promote UM programs as well.

#### Executive Reports

The President's report is has already been sent out since she is currently outside the country.

Vice President of Internal Affairs reported that they have had a large increase on OrgSync, please continue to add people to bring those numbers up. The Finance Committee has approved food the next general meetings. Questions over the ambiguity over office hours, there should be an accountability process. Hours for senators are 4 hours, and if you have any questions talk to Sanguma the GSS Advisor.

- Taylor, School of Nursing and Health Professions Representative said that if Senators had any ideas on how to address hours worked let Ramos knows. What constitutes office hours? Help in the defining of these terms so that next semester it is ready to go. Any ideas, questions, or examples just let them know.
- McDowell, College of Arts and Sciences Representative asked about the hours that she has put down for office hours. Ramos said that the question is over the expansion of office hours. If you are doing GSS work that constitutes as office hours.
- Carlson, School of Education Representative asked about the hour count? Ramos said that it should be no more than 4 hours a week. The practice is 4 hours a week. You are budgeted for that time. You must stay within the hours so that we don't go over. You are supposed to be paid. We are keeping it in mind; if you notice that you are going over, cut those hours back. Lets redefine what an office hour is. By logging them the work is important, if it is not enough to do the work that you are doing then it is a conversation that we can have. The policies that we have in place are ambiguous. You should all be paid for the work that you are doing.

All the committees are meeting next week. If you have time come over and talk to us. Once we have a draft that will be shared with the entire GSS and see what can be added. We voted for a sweater, black zip hoodie with the text on the back. Be aware of sizing for the sweaters. It is something that we will be looking at.

The Vice President of Treasury reported that they had the Finance Committee meeting last week and approved funds for different events and student initiatives. Students: we had a lot of applications mostly for NASPA. Which will be held in Oakland, as well as other conferences. We approved a large amount of students' initiatives. One event for the NetImpact on their speaker series, GSO events, Senator Initiative from McDowell was approved as well. Approved two applications for internal development funding. We approved \$14,045 so far, and there is still a large amount of funding left.

The Vice President of External Affairs reported that the summit went very well. They are looking at pricing for other marketing materials. We are going to do more Facebook outreach, by that day have something that relates to Graduate Student and that is all laid out in the email.

The Vice President of Mission reported that in her committee meeting they did a recap on the movies that matter event. I did get a bit of pros and cons from the committee. A good idea that actually is that people want a movie that is story based. Pick a venue that is more lounge like, marketing plan, and steps to follow to get the word out for the movie. 20 students that attended, and there was enough food. With Movies that Matter, it is attracting people as an event and something that we want to do. Making the movie holiday theme with underlying social awareness. Talk about topics and issues that arise in our classes.

- Sykes, Graduate Intern for Graduate Student Engagement said to ask graduate students, to get a movie that they want to see, we have the funds to help support that. They will just have to find away to get into contact with the graduate student body.
- McDowell, College of Arts and Sciences Representative said to talk to program directors, and do a Google suggestion box link. They then need to find a list of all the program assistants.

Buganski is also looking for resources to help in the writing of resolutions. It can only be open to Senators. We can start a file that has resolution drafts. It's related to Carlsons idea on honors recognition.

- Carlson, School of Education Representative stated something that she was given of Living the Mission. This document really helped her in the understanding of the mission, vision, and

values of the university.

Come together as a group to help do housing and non-profit repair work for their community action project. Do that type of service. Ideas for an organization to do work in. St. Anthony's, Roses in Concrete. Hope to continue our relationship with an organization something that we can do.

#### Senator Reports

Tierney Woodard, Branch Campus Representative reported:

Woodard said that she was in communication with Student Life on event to have in San Jose, a happy hour on Nov. 6. They are working on the budget and hoping to submit request. Market the event as meet the senator and the GSS get about 30 people. Start on the application soon. Smith wanted to collaborate on a trivia night with the downtown campus. Look at other campuses for the spring. Extend the invitation to you all for that event.

Bridget Mahoney and Rebecca McDowell, College of Arts and Sciences reported:

Mahoney said that their budget got approved for their senate event. Meeting to get a graphic, do the catering. Attended the Board of Trustees luncheon, I thought it could've gone better. We were all there waiting since their meeting went late. Hoping that students can provide feedback on the Board of Trustees luncheon.

McDowell said that she was helping plan the event, sat on the Finance Committee meeting. Interesting to sit on a meeting. At the luncheon she had amazing people at her table. Event is a mixer; they are finalizing the details in the following weeks.

Frankee Carlson and Seth Leonard, School of Education Representatives reported:

Carlson is working on the cords, something that we can get it approval by the spring and get it sent to the higher ups. Working on event with School of Nursing, and should have a budget soon to be approved. We have some commitment to having an event.

Leonard said he will be attending a ASUSF Senate meeting to get more information of the progress to address the Cardinal Newman Society, help facilitate where they are. After he gets that information he will send that to you, and have that ready for the next meeting. Help line up a psychologist for the DonX event. Our event revolves around student health and well being, the purposes that she has found and how it helped us out.

Jordana Smith and Ygor Scarcia, School of Management Representatives reported:

Smith is working on the trivia night. Movies that Matter, it was successful and there were about 20 people. Friday night works best for a trivia night, having it on a night that works best for School of Management students.

Tawney Taylor and Alex Wong, School of Nursing and Health Professions Representative reported:

The representatives said that they are working on the event with the School of Education Representative. Working on finding out budget for the event. Recruited Satler, a professor to help lead the talk for their event. Doing outreach with other cohorts, gotten involved with public health students. They are working on unofficial mixer. Waiting on the information. There is a protocol in order for our students must act, there is nothing like that for faculty. They are working on making sure that there is a protocol that not just students but faculty follow as well.

- Carlson, School of Education Representative said that she was interested in working on that protocol.
- Wong, School of Nursing and Health Professions Representative said that they will be having a

great event on Nov. 19 at noon. Great to support this event since it is for all grad students. With the theme of health and wellness. We are hoping to get about 70 people. Expect budget to be submitted.

- Taylor, School of Nursing and Health Professions Representative said that they were on the search for speakers, and possibly having clubs tabling at the event.

#### Old Business

Ramos introduced the next subject on the agenda, which was Board of Trustees Committee Reports.

##### Academic Affairs Committee Report:

The report was prepared by Kate Davis and it can be found on the GSS Google Drive.

##### Development Committee Report:

Medley reported that the committee is in charge of fundraising for the university. Driving enrollment and supporting student engagement through this committee. Jesuit engagement to USF. One of their topics was access - they want to be able to provide money for students, education - meeting with a new direction, change - they also want to engage with San Francisco more. Meeting on what they are doing and what their goals are will be done soon.

##### Finance Committee Report:

McDowell reported that the committee went over mainly enrollment and the budget for the university and make policy recommendations. They are picking up from the meeting last year. They went over projections among incoming freshman, transfer, and domestic and international. They glossed over graduate students. They are worried about retention rates along with quality of students. Making sure that they are in line with the budget. They are issuing a lot of scholarships. International student diversity, committee is recommending limiting students from different countries, and halt enrollment amount and it is a relatively high. Professor, that they shouldn't do that. Interesting on diversification, and international students pay upfront. Presentations in terms of breaking down budgets, the impact on financial crisis, and where they think they are going. Housing was brought up and how people are moving. Headcount and census budget. Graduate students are not hitting numbers for scholarships. There isn't too much information on it.

##### University Life Committee Report:

The report was prepared by Sally Hirsch and it can be found on the GSS Google Drive.

##### Information Technology Strategy Committee Report:

There is currently not student sitting on that committee.

##### Physical Facilities and Master Plan Committee Report.

Frankee Carlson stated that the contents of the meeting was confidential, and could not be shared.

#### Break

A motion was made by Leonard, and seconded to continue the meeting without a break.

#### New Business

Ramos introduced herself as the guest speaker on behalf of Sally Hirsch, GSS President, whose subject was The Chronicle of Higher Education. Ramos said that a reporter from the Chronicle was writing an article on student loans and finances, and the question that came out of it. If you are interested in

doing this, and any benefits.

- Leonard, School of Education Representative said that there would not be any benefit and there will be information that is already known.
- Carlson, School of Education Representative said that personally it would be broad stream light, have it in the spotlight, it doesn't look good for the university to be reporting that
- Buganski, Vice President of Mission asked if it would it be an all or nothing. Is this information anonymous? Not necessary bad for USF.
- Medley, Vice President of External Affairs said that it changes for all graduate students, it would say anything good to say, and they get a lot less from different schools. Something to get published and lead it to have programs looking bad.
- Taylor, School of Nursing and Health Professions Representative said that this article can take a negative spin, somewhat diverse city but gentrification when we are losing those opportunities to work with different people
- Smith, School of Management Representative said to get them to send their questions, this does not sound like a positive story. It doesn't look from a PR look and not a positive peace
- Wong, School of Nursing and Health Professions Representative asked if it would it be possible to leave us anonymous it can be mixed up with some other universities.
- Ramos, Vice President of Internal Affairs said that it is something that we really know. It is only our school and only our programs.
- Wong, School of Nursing and Health Professions Representative said that even with that focus, she does not need to indicate that in our article.
- Giannelli, Vice President of Treasury said that students want to talk about the struggle of financing. Using this article to go public, it still hurting all the universities. Approach the school with it. Senates, and other orgs to try and figure out what the university. If they don't act go public.
- Mahoney, College of Arts and Sciences Representative asked who subscribes to this, I have never heard of it before they are based in DC. Who are they trying to appeal to with this article?
- Medley, Vice President of External Affairs said that these articles that is shared among student affairs groups.

Ramos stated that she will send these notes to Hirsch, and if anyone has any further questions to contact Hirsch.

Ramos introduced the guest speaker Simone Medley, Vice President of External Affairs, whose subject was Spotlight Initiative. In an effort to be present, the Public Relations Committee wants to highlight graduate students at USF that might not engage with the GSS. Emailed you a Google form, asking that people submit those graduate students who stand out. The link is on the Phoenix and the GSS Facebook page.

Listed the students that were nominated: Tessa, Jazmin, and Sharon.

A motion was made by Mahoney to vote on the student that would receive the spotlight. The motion carried and it went for a vote.

Ramos introduced the guest speaker Tawney Taylor, School of Nursing and Health Professions Representative, whose subject was Avon Breast Cancer Study. Taylor said that she was recruiting people for this study; researchers have developed a blood test to screen for breast cancer. Before there was a pap smear, and after the pap smear was created, cervical cancer has plunged by 80%. They are recruiting people, between the ages 18-65, general good condition or living with breast

cancer. Join the study, [spencerlab.org](http://spencerlab.org) enroll there and simple. Give blood.

#### Advisors' Report

Brittany Sanguma, Assistant Director for Campus Engagement had nothing to report.

Megan Sykes, Graduate Intern for Graduate Student Engagement reported that Graduate Student Survey will be sent out October 26 and will go on till November 3<sup>rd</sup>. The second round of mailers were sent out, and that there are three (3) new graduate student organizations. GSS Headshots are needed, and they will be taken next week during committee meeting time.

#### Announcements

Mahoney announced that there is a food drive that is run by alumni at the War Memorial Gym and will be happening on November 21.

#### Adjournment

A motion was made by McDowell, and seconded to adjourn the meeting. The motion carried unanimously. Ramos adjourned the meeting at 7:43 p.m.