1. Roll Call

2. Approval of Agenda

3. Approval of Minutes [6:05]

4. Open Forum
   a. Presentation: University Health Care Policies [6:05-6:35]
      By: Kamal Harb, Director of Health Promotion Services
   b. Discussion: Elections and Committees [6:55-7:10]
      By: Brittany Sanguma, Assistant Director for Campus Engagement

Break [7:10-7:15]

5. Executive Reports [7:15 - 7:25]
   a. Alexia Thompson, President
   b. Azalea Renfield, VP of Internal Affairs
   c. Lindsay Litowitz, VP of External Affairs
   d. Sally Hirsh, VP of Treasury

6. Advisor’s Report [7:25 - 7:30]
   a. Brittany Sanguma, Assistant Director for Campus Engagement

7. Senator Reports [7:30 - 7:50]
   College of Arts and Sciences
      i. Colleen Buganski
      ii. Elsie Guerrero
   School of Management
      i. Daniella McCormack
   School of Nursing and Health Professions
      i. Tawney Taylor
      ii. Katelyn Conant
   Other Reports
      i. Law School Representative

8. Announcements [7:50-7:55]

9. Adjournment [7:55]
Call to Order

The regular meeting of the Associate Graduate Students of the University of San Francisco Senate (AGSUSF Senate) was held in the University Center 4th Floor Room 402/403 on Monday September 8, 2014. Chairperson Azalea Renfield, the Vice President of Internal Affairs, called the meeting to order at 6:04 p.m. Martin Juarez, the Executive Assistant, will record minutes for this meeting.

Roll Call

Juarez conducted roll call. The following members were present:
Alexia Thompson, President
Azalea Renfield, Vice President of Internal Affairs
Lindsay Litowitz, Vice President of External Affairs – Late Arrival, 6:21 PM
Sally Hirsch, Vice President of Treasury
Daniella McCormack, School of Management Representative – Absent
Elsie Guerro, College of Arts and Sciences Representative
Colleen Buganski, College of Arts and Sciences Representative
Tawney Taylor, School of Nursing and Health Professions Representative
Kate Conant, School of Nursing and Health Professions Representative – Absent
Martin Juarez, Executive Assistant
Brittany Sanguma, Advisor, Assistant Director for Campus Engagement

Positions Not Filled:
Vice President of Administrative Affairs
Branch Campus Representative
School of Education Representative (2)
School of Management Representative (1)

Positions Not Present:
Daniella McCormack, School of Management Representative
Kate Conant, School of Nursing and Health Professions Representative

A total of 9 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 Tawney Taylor, and seconded to approve the agenda. The agenda was approved as written.

Approval of Minutes

No minutes were approved.

Open Forum

To begin Open Forum, the floor was open to anyone who wished to address the Graduate Student Senate. A student at-large name Marcela expressed her interest joining GSS especially filling the Vice president of Administrative Affairs. Marcela has spoken with Alexia, Azalea, and Brittany about her interest in the spot. She looks forward to working with GSS in the future and will not be able to stay for the entire duration of the meeting.

Renfield introduced the guest speaker Kamal Harb, Director of Health Promotion Services, whose subject was University Health Care Policies. Harb began with an introduction to himself and what his job entails. Peer
education program and outreach events on campus are one of many things he does as his position. Health Insurance is the topic for this discussion. Harb’s goal is to provide best health coverage to students. Not goal for school to make money, all the money goes to Etna, the school only get $100 for administrative fee and covers co-payment, anyone can attend with out payment. Rates have gone up by $400 because we had to adhere to the ACA. Benefits were at $500,000, and benefits now are unlimited. It went from $3,000 down to $1,400 out of pocket expenses. We have also added preventative cares, immunizations that are covered by the schools plan. When it comes down it is only $208 a month for students. Cheapest plan is more than $300 and once the subsidy is applied it can be cheaper through Cover California. Cover California was limited provider and are not widely available. We want students to have options; students need to understand what needs to be done. HPS hope to plan a semester panel to talk on Nov. 19 so that students can chose and see what works best for them, Etna, Cover California and Medical will be in attendance. Have an informed choice to see what students need and want to purchase.

- Colleen Buganski, College of Arts and Sciences Representative, asked a question regarding the max pocket cost for students? Harb answered by saying that students pay $1,400 out of pocket, but once that threshold is passed, the insurance will cover the rest.
- Renfield, Vice President of Internal Affairs, asked a question regarding if there was a maximum on the amount of workers compensation that can be given? Harb answered by saying that it depends on how the accidents occurs, just like any workers compensation. Nursing students have a workers comp through HR something additional. But for others workers it is not included, but the insurance will pay for the costs.
- Guererro, College of Arts and Sciences Representative, asked a question regarding how long health coverage will continue once the student has graduated. Harb answered by saying that for Fall graduates, health coverage ends on Dec 31 and for Spring graduates it ends on July 31. This allows for students to look for another source of health insurance.
- Renfield, Vice President of Internal Affairs, asked a question regarding health insurance covering pre-existing conditions. Harb answered by saying that there is no exclusion, and that due to ACA insurances have to accept all people regardless of their health history.
- Guererro, College of Arts and Sciences Representative, asked a question regarding what if you want to opt out of the schools health insurance plan? Harb said that you get into the student plan, July to Sept and Nov to Jan are the only times that people can join the school plan by semester. Only certain circumstances, we can advocate for them only through case by case. Only these two periods
- Renfield, Vice President of Internal Affairs, asked a question regarding payment period for the insurance plan? Harb answered by saying that it goes directly into your student account and from there you can either pay in full or in sections. And if a student leaves for medical reasons they are covered for 1 year.
- Taylor, School of Nursing and Health Professions Representative, asked a question regarding getting Harb’s contact information? Harb answered that you can all contact information from the HPS webstie.
- Renfield, Vice President of Internal Affairs, asked a question regarding and offers that HPS offers? Harb answered by saying that HPS services offered are: healthy eating clinic, alcohol and other drugs brief motivation, smoking sensation with a mandatory meeting 4-5 times for action plan, travel clinic for those who are traveling abroad, outreach event, October Stress-less Day, November Great American Smoke Out, and in December Worry-less Day.
- Litowitz, Vice President of External Affairs, asked a question regarding HPS’s social media outlets? Harb answered by saying that all our information is on the website. Flu clinic coming up on the 23 of Sept. This is done in collaboration with Etna, you can get your flu shot free of charge. For others they will pay for $25. Email sent to all the students so that they know what events are being done.
- Renfield, Vice President of Internal Affairs, asked a question regarding if clinic hours work for graduate students availability? Harb answered by saying that HPS M-F 9-5. More than happy to work with graduate students to extend hours. But in past experience with SFSU shows that not much has been done. Friday evenings and Saturday 10am-4pm for the clinic across the Law School and it will take all insurances but will have to pay a copayment.
Harb said that HPS is trying to keep the cost down, consortium with other Jesuit schools so that we all pay same insurance so that the great number decreases the price for the insurance plan. Hoping to do to continue to lower costs. People like control and every campus want to run the way they want, work together to get the same insurance, very complicated. USF and LMU. Any ideas or needs send an email. If we need to do a program we will do a program with them. There is interest for the events. Need connection to get the word out.

Renfield introduced the guest speaker Lindsay Litowitz, Vice President of External Affairs, whose subject was GSS Logo and Marketing Materials. Litowitz is going to debrief after every event: Senate Week – created to introduce Senators and Exec Board to students that we serve, because the event was so close to our retreat we were not able to get the word out more. Get more support from the GSS members. Monday at New Student Welcome Reception, some interest in the internal committee. Hope they got to know us better. Tuesdays, Downtown campus good response, but many students did not know what we did and the incentive of cupcakes to get involved and brought must interest. Wednesday went to the San Jose campus, branch campus excited to have people to represent them, never heard of GSS and commitment hard due to distance. Thursday, involvement fair for graduate students, before there were not many tables for grads and this time around they had 3 tables. Get marketing materials out. Friday, social media, followed us on twitter extra budget allowed for prize. 1 person followed us on Twitter and none on Facebook. For marketing purposes, comment welcome message for those on twitter. GSS gained 3 followers from that effort.

- Renfield, Vice President of Internal Affairs, commented on having graduate student organizations and creating this similar style for the organizations.
- GC developed some suggestions for a new logo. Litowitz shows the possible choices for the new logo for GSS. Propose vote on new logo even though this organization has only existed for 3 years. Furthermore the Phoenix is sent on Monday and GSS will put up relevant information on the newsletter.

Old Business
There was no old business.

New Business
Renfield conducted the ASUSF Senate Induction Ceremony, initiating the following new members:
Alexia Thompson, President
Sally Hirsch, Vice President of Treasury
Lindsay Litowiz, Vice President of External Affairs

Renfield introduced the guest speaker Brittany Sanguma, Assistant Director for Campus Engagement, Vice President of External Affairs, whose subject was Elections and Committees. Sanguma started off by saying that GSS allows for the bringing together of student governance, and that we are the organization for voices and advocacy. These organizations can bring about change on campus ASUSF Senate, GSS, and RHA & C.

- Litowitz, Vice President of External Affairs, said that GSS stood for making student experience more student friendly, customer service orientated.
- Elsie Guerro, College of Arts and Sciences Representative, said that GSS is for scholarships.
- Sally Hirsch, Vice President of Treasury, said that GSS is can take a look at ASUSF Senate for an example, and can use them as a resource and model.

Sanguma then outlined some of the things that ASUSF Senate brought to campus:
- Muni Pass
- Library 24/7, changing services can be addressed
- Policy, tobacco ban, teaching evaluations
- GSS, student initiative fund, grad orgs plan events

Sanguma then presented on the ASUSF Senate/GSS/RHA&C – Elections timeline
Sept 22, 6-8 is time for mingling for GSS candidates and the executive board.
- Thompson, President, asked a question regarding if the seats are not filled. Sanguma said that SLE coordinates logistics for elections, crucial for seats to be filled, after elections appointments may take place.
This is the website for elections so that people can find more information: Usfca.edu/sle/elections

Marcela, Student at-large, asked a question regarding how to publicize your candidacy more for elections? Guererro, College of Arts and Sciences Representative said that you could promote yourself by presenting in class. Get creative with the way that you present yourself. How will GSS promote itself? Get people to like our social media so that the word can be done. Model after the ASUSF Senate. Address the lack of graduate environment on campus; it would be better to have graduates around.

Break
A motion was made by Guererro, and seconded to move into a five-minute recess. The motion carried unanimously. Renfield, called for the five-minute recess to begin at 7:15 p.m.

Executive Reports
The President reported that she has been busy since her appointment. She introduced the Executive Assistant, Martin Juarez. She said that she is here to support senators and everyone else for events for both the fall and the spring. Mindful with spending to ensure that we get the most out of the money that we are using. We still need to fill in the seats and go along with collaboration with other groups as well. Have speaker series. Have any ideas for the board of trustees that will benefit the graduates, just come and talk to her. Committee meetings all set and will start next week. Met ASUSF President Eva, collaborative work with the undergraduates. Initiatives that we can move on, we cannot work on what we do not know. We all need to do community service. Thinking about ideas that we can do with community service.

The Vice President of Internal Affairs reported about trying to get a full GSS, committee meetings start next week, talk about the meeting, taped meetings will begin next meeting, produce DVD and link so that there will be a record. Reestablish commitment. Emails response is great so far from the Senators. GSS area is free to go over there and do your work and get other things done for GSS. Establish office hours so that people know. Resume and LinkedIn promote and show what GSS is. Have any ideas for speakers, come and talk to her. Sign up for OrgSync, so that people can follow what we are doing and invite people to show how to navigate is. She is here to provide one-on-one help to those who need it.

The Vice President of Treasury reported that she has connected with ASUSF Senate, and invited VP of PR from ASUSF for a meeting to talk about publicity strategy. Very effective marketing and they can serve as a support system as well. Emailed over the summer so that summit could be moved from September 22 to October 21 so that there is enough time to prepare. Taylor, School of Nursing and Health Professions Representative motioned to change the date of Graduate Student Summit from September 22 to October 21. There was no discussion and the motion went to a vote. The motion passed unanimously. Summit will provide graduate students with professional development, social, networking, awareness of grad services, sit down dinner. More structured mingling.

The Vice President of External Affairs reported that if there is any graduates are interested in grant applications and or reimbursement for attending conferences they should contact her soon. This will be her main way of conducting outreach.

Advisors’ Report
Brittany Sanguma, Assistant Director for Campus Engagement reported that the Phoenix is a very important tool for publicity, every Monday this newsletter is sent out. Any feedbacks just come and talk to her, use her as a resource for people you represent. GSS funding has bee updated. Details and budget template for initiative plans all on website.

Senator Reports
College of Arts and Sciences
Colleen Buganski: she is looking into initiative funding, will be contacting her continuants through Facebook cohort pages. Budget to use – ideas was to pay for speaker to speak at a night event for educational focus. Use Facebook to get word out about voting and link to website. Update to run for VP of Administrative Affairs. Provide resources and understanding, rate of health insurance, tell students because of ACA. Why USF does what they do.

School of Nursing and Health Professions
Tawney Taylor: looking for the different ways to spread the news of GSS. Networking and mixers are what in mind for events. Member of Clinical Nurse Leader Associations, speaker had a big turnout, get marketing model. Campus catering required for on campus event.

Announcements
Thompson, President announced to the senators to that the semester is going to go by very quickly, by the end of the month have an idea of the type of event you will like to do. Email on ideas for events to be planned.

Adjournment
A motion was made by Guererro, and seconded to adjourn the meeting. The motion carried unanimously. Renfield adjourned the meeting at 7:55 p.m.
General Meeting Agenda
Monday, October 6, 2014 | UC 402/403 | 6:00-8:00pm

1. Roll Call

2. Approval of Agenda

3. Approval of Minutes [6:05]

4. Open Forum
   a. Anyone who would like to address the senate
   b. Presentation: Navigating OrgSync [6:05-6:30]
      By: Megan Sykes, Graduate Intern for Student Engagement, Student Leadership and Engagement
   c. Presentation: Funding [6:30-6:50]
      By: Sally Hirsch, Vice President of Treasury

5. Old Business

6. New Business
   a. Discussion: Graduate Student Senate Summit [6:50-6:55]
      By: Lindsay Litowitz, Vice President of External Affairs
   b. Presentation: Induction of New GSS Officers [6:55-7:00]
      By: Azalea Renfield, Vice President of Internal Affairs

Break [7:00-7:05]

7. Executive Reports [7:05 - 7:20]
   a. Alexia Thompson, President
   b. Azalea Renfield, Vice President of Internal Affairs
   c. Lindsay Litowitz, Vice President of External Affairs
   d. Sally Hirsch, Vice President of Treasury
   e. Jessica Frazier, Vice President of Administrative Affairs

8. Advisor Report [7:20 - 7:30]
   a. Brittany Sanguma, Assistant Director for Campus Engagement

9. Senator Reports [7:30 - 7:50]
   a. Steven Broudy, Branch Campus Representative
   b. Colleen Buganski and Elsie Guerrero, College of Arts and Sciences
   c. Stephanie Carlson and Seth Leonard, School of Education Representatives
   d. Daniella McCormack and Elizabeth Ramos, School of Management Representatives
   e. Tawney Taylor, School of Nursing and Health Professions Representative

         Yuki Cruse Law School

10. Announcements [7:50-7:55]

11. Adjournment
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 4th Floor Room 402/403 on Monday October 6, 2014. Chairperson Azalea Renfield, the Vice President of Internal Affairs, called the meeting to order at 6:01 p.m. Martin Juarez, the Executive Assistant, will record minutes for this meeting.

Roll Call
Juarez conducted roll call. The following members were present:
Alexia Thompson, President
Azalea Renfield, Vice President of Internal Affairs
Lindsay Litowitz, Vice President of External Affairs – Absent
Sally Hirsch, Vice President of Treasury
Daniella McCormack, School of Management Representative
Jessica Frazier, Vice President of Administrative Affairs
Steven Broudy, Brach Campus Representative
Colleen Buganski, College of Arts and Sciences Representative
Elsie Guererro, College of Arts and Sciences Representative
Frankee Carlson, School of Education Representative
Seth Leonard, School of Education Representative
Daniella McCormack, School of Management Representative – Late Arrival, 6:47
Elizabeth Ramos, School of Management Representative – Absent
Tawney Taylor, School of Nursing and Health Professions Representative
Yuki Curse, Law School Representative
Martin Juarez, Executive Assistant
Brittany Sanguma, Advisor, Assistant Director for Campus Engagement

Position Not Filled:
School of Nursing and Health Professions Representative (1)

Positions Not Present:
Lindsay Litowitz, Vice President of External Affairs
Elizabeth Ramos, School of Management Representative

A total of 16 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 Sally Hirsch to remove item c. Funding under Open Forum to her Executive Report. Another motion was made by Jessica Frazier to change the date of the Agenda to October 6, 2014. There was no discussion and a vote was taken. The vote was unanimous and the agenda was approved with the following amendments.

Approval of Minutes
The approval of the Minutes was tabled for next meeting.
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.

Renfield introduced the guest speaker Megan Sykes, Graduate Intern for Student Engagement, Student Leadership and Engagement, whose subject was Navigating OrgSync. This is the website that all student organization use as a portal for themselves and their members. Sykes will walk through the GSS portal as an example. You log in with your USF username and password. It’s a website that USF uses for student organizations. OrgSync is set up like Facebook. You have a profile and have a membership to organizations. You will find the GSS page and you can post things just like other social media sites. You can post about events. In the profile you can have a welcome message, and currently GSS does not have that but it can be your values and or your mission so that students can know what you are about. This is where you will see the people who are a part of the GSS OrgSync page. When graduate students need funding they need to be there in the forms tab. You can put up events far into the future so that these all will be noticed. There can be put up into the different umbrellas so that the event can be advertised to. OrgSync is well put with the colors. You can create a form for events, such as sign up for volunteers, evaluations, easy way to format your form. Everyone has a file, you can put all of your resources or files, and this will be great for transitions. Right now they have 0 items. All the forms that GSS uses will be there. The finance committee will use it for funding requests. You can post things here for the news post, and this will show. Photos can be put up to advertise. There is a discussion board to talk about any topic, and the calendar and you can add events to your Google calendar as well as iCal. You can chose and see who gets to see the event, if you do want people to see it include. There is a to-do tab, and create a checklist and invite people, create a task to keep track. Videos, last year they had this so that GSS members can show the people who they are.

- Guererro, College of Arts and Sciences Representative, asked a question regarding how do you obtain a password to get on? Sykes answered by saying that they should contact the administrator to get access. This is done to ensure that you are a graduate student.
- Cruse, Law School Representative asked a question regarding the confusion over the law school representation due to the community at the school being small? Sanguma answered by saying that anyone with a USF username and password can access it.

Old Business
Guererro, College of Arts and Sciences Representative, spoke about possible ideas for community service events. Events can be done with CAPS, feed the homeless at Glide, Lung Cancer Walk, clean the city streets. Once the Vice President of Administrative Affairs gets more acquainted with her position we can move forward. Thompson, President said that as GSS we have to do community service as a way to give back. Renfield, Vice President of Internal Affairs said that if there were any more ideas just to send them to her.

New Business
There was no New Business.

Break
A motion was made by Frankee Carlson, and seconded to move into a five-minute recess. The motion carried unanimously. Renfield, called for the five-minute recess to begin at 6:47 p.m.

Executive Reports
The President reported that she was happy to have the new senators here. She also explained the purpose of executive reports as it serves as a source of information for the senators to see what the executive officers are doing. Introduction. She attended a board meeting with the Board of Trustees; got together with Father Fitz to help him transition into the USF community. Trying to get him to attend the GSS summit, Oct 21, consist of different speakers and branch campuses, learn about what people are doing and the research they are doing. Because he is very busy, we are trying to get him to come. The Board of Trustees is doing a $300 million fundraising campaign, and are currently working on that. Transitional Advisory Committee is looking for different
ideas to connect with students, and my role is to be there for the graduate students, and one thing that she is looking at is the branch campuses. Work with all the different campuses. Met with Peter Novak to see what they can do to improve university life for graduate students. Branch campuses as well as getting graduate students close together. SIF each has a $1000 to put on an event, and what we want to do is actually put on the event. Want to here about your ideas, and we want to be intentional with the money, $1000 per semester, advertise your event. M 2-5 on 4th floor. Committee meetings and ask around to see of there will be involvement. Look for an email from Lindsey for the summit. Ask around for what can be done for the school.

The Vice President of Internal Affairs conducted the ASUSF Senate Induction Ceremony, initiating the following new members:
Jessica Frazier, Vice President of Administrative Affairs
Steven Broudy, Brach Campus Representative
Frankee Carlson, School of Education Representative
Seth Leonard, School of Education Representative
Vice President of Internal Affairs reported that packets for all the new members and the paper work that needs to be filled out will be given at the end of the meeting. Committee meetings for the new senators will have to integrate themselves and will find out more information at the end of the meeting. She said that she was here to help with the facilitation of the event. Office hours is required, all are welcomed to use the GSS space, to let people know when you are available, picture are also needed to put up on the website and brochure. All should be in attendance of GSS summit, Oct 21 6-8. If you want to be on the agenda just let me know.

The Vice President of External Affairs did not have anything to report.

The Vice President of Treasury reported that she attended the Board of Trustees meeting and went to the finance meeting specifically. Financial orientation always towards the mission, all based around the mission when talking about finances. Nice to hear about the commitment that they have. We have a good financial rating and attractive to investors. There will be a tuition increase of 2.9% that will be voted on, and law school will have a larger increase. The amount of money coming from the law school is lowering. Funds for senators are there so if senators want to put on an event do so promptly. Committee meeting is only for 1 a month, and students can apply as individuals to go to conferences, or to put on an event for organizations. Established clear guidelines, and will be reviewed. There is a form on OrgSync to apply for funding for all students. There is room in the committee, Friday 10-1. Senators can apply for funding as well.

The Vice President of Administrative Affairs reported that she will make sure that GSS is in line with the mission and values of the university, we are recruiting for committee members and working together to make events. Considering a trick-o-treat for canned goods, tabling it from October to November. SAPA mentioned in helping high school students with their resumes.

Advisors’ Report
Brittany Sanguma, Assistant Director for Campus Engagement reported that she is here to play a advisory and source of support for the members of GSS. Supports in the SIF, if there are any questions contact her or Megan. Hirsch the Vice President of Treasury is the primary contact for anything to do with the Senator Initiative Fund. Elections are an area that I work with, any feedback please let me know as we try and improve.

Senator Reports
Steven Broudy, Branch Campus Representative
Downtown, Pleasanton, San Jose, Santa Rosa, and Orange County are the branch campuses. He is hoping to be serving in the finance committee. Geographic diversity among the students, work with the students who do tickets to get discounted tickets for students.

Colleen Buganski and Elsie Guerrero, College of Arts and Sciences
Bugansku: SIF next year for the spring, bring together of recent graduates to answer question about job-hunting resumes as the people in the cohort will be graduating. Any leads on any recent graduates send them my way.
Budget will go to advertising and food. Themed event, geek is the new chic, fun to do while meeting people. Looking to partner with NGO to do a donation space for giving. First couple weeks after we get back. Not paying speakers more like thank you gifts.

Guerrero: Event or sports management, and sent an email, good ideas. Holiday network mixer, with raffle that prizes that relate to the different programs. Event after finals are over, have a holiday and network, and do a donation drive. Good turnout if at the end of the semester. Just brainstorming the ideas, advertise now, not just have an event but also get a good turnout. Having SFSU and get them together, she doesn't know if that's possible. Write them a letter of recommendation? You can use as an organization for resume, and this can be discussed. If we were to do that, we need to make sure that we know who it is, and where they are applying. We must see how we can get the best option for the event. If you want to do event with SFSU money must be used for USF students.

Frankee Carlson and Seth Leonard, School of Education Representatives
Carlson: Idea to work with Taylor to see for collaboration. Talk to the people at my school to see what can be done and connect with Seth.
Leonard: Looking at an event where students can mingle with the dean of the school and 1-2 faculty members and attract, and network with the members. Know someone is leaving at a school advertise jobs and what positions are available.

Daniella McCormack and Elizabeth Ramos, School of Management Representatives
McCormack said that in the past there have been good events that have taken place, and she is looking at making a trivia night during a Saturday evening.

Tawney Taylor, School of Nursing and Health Professions Representative
In the process of recruiting someone to fill the other position for her pair. Would like to get a movie screening and documentaries that are coming out. Working on a budget. Worst comes to worst, charge $3 to $5 to watch during an evening on the 3d week of November. Great turnout and that we advertise food and drinks. NSA, mainly undergrads and they do a sock drive. Clean new underwear was a huge necessity, way to incentivize people. As entry people can bring what they need. Doesn't just apply to nurses.

Yuki Cruse Law School
Her role is to be a liaison and learn and incorporate here the graduate students, and sharing resources. Law students get consumed in their everyday. Sharing resources, and career opportunities can get in on. School of Law website we have student bar association; we post all vents on that site. Receptive or not, how is the relationship? And come up with the concrete answers. We are a community but money does get in the way. The law students are so in there head. Burst that bubble we are right across the street. If someday we can have an event, joint event 12-1 and 5:30-6:30 a bloc. Law students are always welcomed.

Announcements
Frazier, Vice President of Administrative Affairs, announced that if there are senators that want to make sure that their events align with the mission come and talk to her.
Thompson, President, announced that the meetings are being recorded and that they are made public to all.

Adjournment
A motion was made by Guarro, and seconded to adjourn the meeting. The motion carried unanimously.
Renfield adjourned the meeting at 7:24 p.m.
General Meeting Agenda  
Monday, November 3, 2014 | UC 402/403 | 6:00-8:00pm

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes [6:05]

4. Open Forum
   a. Anyone who would like to address the senate
   b. Presentation: Marriage and Family Therapy Graduate Association [6:05-6:30]  
      By: Sara Thorsen, President, Marriage and Family Therapy Graduate Association
   c. Presentation: Any Senate member presentations [6:30-6:50]

5. Old Business

6. New Business
   a. Discussion: Initiative Funding [6:50-6:55]  
      By: Colleen Buganski, College of Arts and Sciences Representative
   b. Presentation: Induction of New GSS Officers [6:55-7:00]  
      By: Azalea Renfield, Vice President of Internal Affairs

   Break [7:00-7:05]

7. Executive Reports [7:05 - 7:20]
   a. Alexia Thompson, President
   b. Azalea Renfield, Vice President of Internal Affairs
   c. Lindsay Litowitz, Vice President of External Affairs
   d. Sally Hirsh, Vice President of Treasury
   e. Jessica Frazier, Vice President of Administrative Affairs

8. Advisor Report [7:20 - 7:30]
   a. Brittany Sanguma, Assistant Director for Campus Engagement

9. Senator Reports [7:30 - 7:50]
   a. Steven Broudy, Branch Campus Representative
   b. Colleen Buganski and Elsie Guerrero, College of Arts and Sciences Representatives
   c. Frankee Carlson and Seth Leonard, School of Education Representatives
   d. Daniella McCormack and Elizabeth Ramos, School of Management Representatives
   e. Tawney Taylor and Alex Wong, School of Nursing and Health Professions Representative

10. Other Reports [7:53 - 7:55]
    a. Yuki Cruse, School of Law Representative

11. Announcements [7:55 - 7:58]

12. Adjournment [8:00]
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 4th Floor Room 402/403 on Monday November 3, 2014. Chairperson Azalea Renfield, 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:
Alexia Thompson, President – Absent
Azalea Renfield, Vice President of Internal Affairs
Lindsay Litowitz, Vice President of External Affairs – Absent
Sally Hirsch, Vice President of Treasury
Jessica Frazier, Vice President of Administrative Affairs
Steven Broudy, Brach Campus Representative – Absent
Colleen Buganski, College of Arts and Sciences Representative
Elsie Guerro, College of Arts and Sciences Representative
Frankee Carlson, School of Education Representative
Seth Leonard, School of Education Representative
Daniella McCormack, School of Management Representative – Late Arrival
Elizabeth Ramos, School of Management Representative – Absent
Tawney Taylor, School of Nursing and Health Professions Representative
Alexander Wong, School of Nursing and Health Professions Representative – Absent
Yuki Cruse, Law School Representative
Martin Juarez, Executive Assistant
Brittany Sanguma, Advisor, Assistant Director for Campus Engagement

Position Not Filled:

Positions Not Present:
Alexia Thompson, President
Lindsay Litowitz, Vice President of External Affairs
Jessica Frazier, Vice President of Administrative Affairs
Steven Broudy, Brach Campus Representative
Elizabeth Ramos, School of Management Representative
Alexander Wong, School of Nursing and Health Professions Representative

A total of 12 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 Tawney Taylor to approve the agenda. This motion was seconded. The agenda was approved as written.

Approval of Minutes
A motion was made by Sally Hirsch to amend the minutes from October 6, to amend the Treasury report, from saying that is her committee meeting time to her office hours. The motion was seconded. The minutes were approved with the amendments made by Hirsch.

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.

Renfield introduced the guest speaker Sara Thorsen, President, Marriage and Family Therapy Graduate Association, whose subject was Marriage and Family Therapy Graduate Association (MFTGA). Thorsen began the presentation by saying that they have created this organization with other students within their school. Thorsen is a 2nd year MFT student at the School of Education. Inspiration to start up MFTGA: difficult experience in the MFT program (how the program was advertised, cost and funding opportunities, multiculturalism: does not encompass all marginalized communities, we only get one course, many have less than positive experiences in that course) Motivation for change (commitment to program, connection with others, prior organizing experience and interest). What have we done so far, behind the scenes (meetings with faculty, connecting with other organizations and entities on and off campus, MFT representation), Events (meet and greets: introduce the officers to the students/build up membership: town hall meetings: get students to share with us the experience in the program so that we can better advocate for their needs and make changes where changes need to be made and acknowledge what is going well, traineeship peer Q&A: we have gotten some 3rd years so that we can get information as we go into traineeship). Dr. Baily, the department chair, and the associate dean to the School of Education has been great resource. Professor Patterson, who specializes in ethics, provided us with another resource. Over the summer, we have worked hard to be a recognized organization and we just have been recognized. We have met with the GSA here and we have also spoken with other GSA in Santa Clara. More in getting the word out, and looking to getting more representation and presence known. We are the largest programs in the School of Education. We have lots of ideas starting in the spring. Goals for the future: increase visibility and membership, networks, professional development, advocate MFT interests, and build relationships with USF and MFT admin.

- Renfield, Vice President of Internal Affairs said that it is impressive what they have done because they are the largest student group within the School of Education. Renfield said that in her program they have less than 20 members. Thorsen said that their meetings set up in constitution, but meet and greets are set, town hall meetings are all set for the coming month: 11/5 – 6:15–7 Rm 307 in ED, 11/13 same time and room, 11/18 same time and room. Trainee ship Q&A tentative date is 11/20 same time and room 110.
- Fraizer, Vice President of Administrative Affairs asked Thorsen if the GSS could support MFTGA in any way? Thorsen said that they are still trying to figure that out, biggest hurdle they are facing is having missed their funding deadline, so they are paying out of pocket. Trouble of getting a hold of the GSA for the School of Education, and interested in what their role is. Meagan is my peer advisor and is awesome and getting our questions answered.
- Buganski, College of Arts and Sciences Representative said that MFTGA could use the Phoenix, which is USF’s newsletter to get the word out. Thorsen said that that can be helpful, but she does not know if all graduate students receive the newsletter let alone do MFT students get it or not.
- Hirsch, Vice President of Treasury said to make sure that MFTGA members are aware of OrgSync, have a really good presence on OrgSync and use it as a way to advertise and connect with other students. Help getting people into OrgSync just asked the graduate student interns. Thorsen said that it seems like an extra thing for students to do. Thorsen also said that it is a platform that people don't know about; we are having a hard time getting people involved. Hirsch said that the idea of a guest speak is fantastic idea, Thorsen can apply for event funding for support, and this can help increase their presence at the School of Education.
- Renfield, Vice President of Internal Affairs asked for Thorsen’s contact info. Thorsen gave them her official email, but they are still working on getting a website to put up all their information.
- Fraizer, Vice President of Administrative Affairs that GSS is here to support her organization and that they can be used as a way to get the word out as well.
Renfield, Vice President of Internal Affairs asked whether this group was just exclusive to MFT students? Thorsen said that MFT were the only ones granted the right to vote, but all students undergraduate and graduate could attend the meetings and the events.

**Old Business**

Elsie Guererro, College of Arts and Sciences Representative, brought up a topic for discussion regarding the use of the GSS Letterhead for letters of recommendation.

- Sanguma, Advisor, Assistant Director for Campus Engagement said that it was up to the GSS to decide what they wanted to do regarding this topic.
- Fraizer, Vice President of Administrative Affairs said she has some concerns regarding supporting someone that they have no context of, you can use your title within GSS but not the letterhead.
- Hirsch, Vice President of Treasury said that it depends on what the letterhead will be used for, for what position is the person applying for. The best way to manage this is to bring it up individually and judge on a case-by-case basis. There is clout that surrounds the use of the letterhead so they have to be careful with its use.
- Leonard, School of Education Representative said that it had to be a student represented by GSS, and that they must come and formally present on why they needed the letter of recommendation. It can be made a case-by-case thing.
- Fraizer, Vice President of Administrative Affairs said that she liked the idea and that GSS should be able to do this in order to be inline with the mission to represent graduate students. Fraizer wants to operate from a place of yes, a positive place where they want to do the best for the students they represent.

Elsie Guererro, College of Arts and Sciences Representative, brought up a topic for discussion regarding the GSS community action plan. GSS can adopt a street here in the city and clean it up. Participate in multiple walks such as the Breast Cancer Walk and or the Lung Cancer Walk that is this coming Saturday at 8 AM in Golden Gate Park. GSS can also reach out to ASUSF Senate to collaborate in other event they can do together.

**New Business**

Renfield introduced the guest speaker Colleen Buganski, College of Arts and Sciences Representative, whose subject was Initiative Funding. Buganski wanted to bring up the idea that in order to receive SIF she knows that there is a 6 business week turn around time. The more she thought about it she came to the conclusion that this is not the best way to serve students. Wondering if we can take a look at retroactive reimbursement, for those were unable to pay for things such as this, opportunity lost if people are not able to take advantage that we have.

- Hirsch, Vice President of Treasury said that the Finance Committee is revising event funding and is looking at the guidelines, and request to be reviewed and changed. There is a 6-week turnaround, the Finance Committee has 30 applications for individual funding and a majority has been approved. Deadline for the application is there so that the Finance Committee can be able to review them in time.
- Sanguma, Advisor, Assistant Director for Campus Engagement said that GSS developed criteria this for various types of funding and decided not to get into retroactive funds, the processing of funding is unique at the university level, we need to provide documentation, when folks are awarded, they need to show pictures and receipts and in detail what happened. Again, retroactive v. 6 weeks, awards have been awarded less than 6 weeks, defining limitations for how this can be used.
- Hirsch, Vice President of Treasury said that we want accountability for that funding, your money is being divided up.
- Buganski, College of Arts and Sciences Representative said that in order to qualify for retroactive funding they then must follow certain rules that have been set up. If not they need to make the process of applying for funding easier and accessible, for students who need opportunities like this.
- Hirsch, Vice President of Treasury said that something that can be worked on.
- Sanguma, Advisor, Assistant Director for Campus Engagement said that there can be flexibility around the 6 week turnaround, difficulty behind retroactive, eligibility is around good standing, and how would that work when events have already occurred.
In terms of community action, 80% of GSS members must be in attendance. Fraizer, Vice President of Administrative Affairs said that she is currently thinking of opportunities but you can always go to community service events and represent GSS there. One is required per academic year, but we are welcomed to do more. What Fraizer has been thinking is doing more of a passive program. The idea of a passive program can work better because it allows for everyone to participate and can be used as a chance to get GSS’s name out there especially at the branch campuses. Any ideas just share with Fraizer.

Break
A motion was made by Frankee Carlson, and seconded to move into a five-minute recess. The motion carried unanimously. Renfield, called for the five-minute recess to begin at 7:00 p.m.

Executive Reports
The President was unable to be in attendance due to class, but she is working on her Quarterly Report to the Board of Trustees and if there was anything else that needed to be added just let her know.

Vice President of Internal Affairs reported that she wanted to announce that the executive members have discussed giving the senators some type of monetary award for all the Senators hard work. She wanted to recognize the time commitment made and she was so grateful of the things that they were able to do. The details were still in the works. In that case she is solidifying Senator job descriptions, Finance Committee with determine where the funds will come from, and it will be brought up to a vote by the all GSS members at the next meeting. Hirsch said that this all happened very quickly and that she is going through the budget to see how she can allocate funds and make it work. Fraizer said that was an equity issue. Renfield said that all senators are required to go to their committee meetings because it all depends on them and the chair cannot do it by themselves. If you are unable to attend just send an email to the chair explaining why you could not go. She is also putting the handbooks together, Spring retreat, the date is set for 1/24/15. If you have any ideas for what to do that day just talk to her. But it is typically is mix of skill building, team building, and internal work. Next meeting is the last one, so there will be food, and something nice to network and get to know each other, incorporate it at the end of the meeting.

The Vice President of External Affairs reported that the summit that they had this past semester was attended by 24 people and that included 7 senators. The President’s greeting was very engaging. Changes that will be made are a more structured first hour, next time she wants to get the word out to more people, use their cohort information.

The Vice President of Treasury reported that the Finance Committee has been very busy. In the past 2 meetings, they have had 27 individual applications, and 5 organization applications turned in. A variety of events have been approved and they have allocated less than half of the budget. The biggest obstacle for organization is that they can only apply once a year, but organizations want to apply multiple times for smaller events. Senators do not have to create and host large events, they can host smaller events as well, and larger events can be overwhelming. All that needs to be done is filling out the form on OrgSync, if you need any help just ask Meagan who is a great resource or ask Hirsch herself. There is one last Finance Committee meeting on 11/10 and anyone is welcomed to join.

The Vice President of Administrative Affairs reported that she met with Ale from the Intercultural Center to talk about ways we can incorporate the work that is done there with the GSS. Talked about finding a way for GSS to get published. Doing a writing workshop, informal academic and get constructive criticism, get it a published on informal and or the formal platform. In her committee meeting they talked about graduate student support for queer students and undocumented student and navigating how that will look like, planning and implementation for next semester. They are on going initiatives. Discussed doing a panel, creating a dialogue around social justice, and getting the schools to come and be together. Getting insights from different perspectives. She is currently seeing if it’s something possible for the coming semester.

Advisors’ Report
Brittany Sanguma, Assistant Director for Campus Engagement reported that USF is undergoing major reconstructing on website, with a hopeful timeline on getting it done next year. One component is an internal interface, for students. Looking for student input, what is used, and what is meaningful and practical. GSS voice great to be heard there, and if it was not sent to them, then she would share it all with the GSS members.

Senator Reports
Steven Broudy, Branch Campus Representative had nothing to report.

Colleen Buganski and Elsie Guerrero, College of Arts and Sciences reported:
Buganski is actively recruiting for people to be on her panel for her event, which is planned to be held on in the Spring, around the first week of February. If you know anyone just let her know. She also wants to work on bettering turnout for elections.
Guerrero had not updates other than her participation in the Lung Cancer Walk.

Frankee Carlson and Seth Leonard, School of Education Representatives reported that:
Carlson spoke with the MFTGA Chair and is working with her to get them a representative in the GSO. She is trying to get them on their feet by providing her support.
Leonard said that he is a member of MFTGA, attended their events, and plans on supporting their future events and in getting their feet of the ground. Connected on personal basis, for GSA officer to get in contact and express the resources that we have available. Next semester increase the awareness of SIF, not many students know that it exists. Lastly do it a grassroots level: there is a holiday dinner at the 1st week of December, children without shelters, dinner is put on for families from these shelters that many volunteers are required good opportunity to get out name out there.

Daniella McCormack and Elizabeth Ramos, School of Management Representatives reported:
McCormack said that she is trying to connect with Elizabeth, speaking with people in her cohort, doing professional mixer for her Senate event, since we are downtown campus, hard to incorporate with the schools here on the main campus. Not sure where to go with that though. She wants to further discuss with Elizabeth.

Tawney Taylor, School of Nursing and Health Professions Representative reported:
Taylor said that her event is up and running for the screening of Code Black on 11/19 shown in McLaren 250. Food beverages will be available. Asking attendees to bring new socks and underwear to donate to the homeless people of the city. Haven’t worked with Meagan yet but seems to be an excellent resource. Alex is her pair and she is looking forward to doing event with him and getting jump-start on next event. Have started talking to people in cohort to see what else can be done, connected with other teachers, hopefully advertising. 70-100 people. Sarah’s talk brought up a lot of topics, pass on to Alex to discuss graduate students of the Nursing school in order to improve the relationship with faculty members, and issues with faculty and the lack of understanding on where responsibility lies. Recognize, that they are working really hard, I am rep for cohort, get an insight look. Improve experience for my students. Code black: doc, busiest emergency room in LA, spot in the ER in that spot with most death and life, medical students and their experience and working in the emergency department. Medical system is preventing them, shut down by the system. 6:30-7 reception, 7 movies starts, MC 250. Discussion may happen if time permits. People can drop in, but would like a count.

Yuki Cruse Law School reported:
How to connect, make concrete relations, law school has specialized organizations, connect those president leaders with these senators, you guys can get to talking, make connections, immigration panel done at the law school, join resources. We have immigration clinic, and can get professors there. Foresight nor next semester. Want to change and build relationship. Anyone with USF log in has access to OrgSync so that is another way to begin the process of collaboration. Law school has a service Saturday, students sign up for different services – send to Jessica, passive is good, and food drive would be great. She asked about the general sentiment about BonApp, and most of it is bad. Undergrads have food committee, on food relations. Lindsay Litowitz works with BonApp a lot and can help with communicating with them. Strict budgets in place, a guideline on food and contract with them restricts us. Love it to be a possibility to get catering to be brought in. concern on law and
BonApp not good, bring our own food, and save. BonApp contract is sole caterer, EMGS sole, food trucks can be allowed, coordinate with events management, food service in School of Education, something around hours. Club Ed are not priced well, partner with them, they attend staff meeting with BonApp. Collaborate and attend with. Plug for tomorrow 6-8. Environmental law society, specialized things and love to have more bodies there, panel, emerging trends in urban development. Phoenix is newsletter. Highlights different events.

Announcements
Frankee Carlson and Daniella McCormack’s headshots are needed for the website.

Adjournment
A motion was made by Guererro, and seconded to adjourn the meeting. The motion carried unanimously. Renfield adjourned the meeting at 8:00 p.m.
General Meeting Agenda
Monday, December 1, 2014 | UC 402/403 | 6:00-8:00pm

1. Roll Call

2. Approval of Agenda

3. Approval of Minutes [6:05]

4. Open Forum
   a. Anyone who would like to address the senate
   b. Presentation Item: Board of Trustees Quarterly Report
      By: Alexia Thompson, President [6:05 - 6:15]

5. Old Business
   a. Discussion Item: Community Action Plan
      By: Jessica Frazier, Vice President of Administrative Affairs (Mission) [6:15 - 6:20]

6. New Business
   a. Presentation Item: Amending Governing Documents
      By: Azalea Renfield, Vice President of Internal Affairs
      and Megan Sykes, Graduate Intern for Graduate Student Engagement, SLE [6:20 - 6:40]
   b. Presentation: Amending Event Funding
      By: Sally Hirsch, Vice President of Treasury [6:50 - 7:00]
   c. Presentation: Senator Code and Responsibilities
      By: Azalea Renfield, Vice President of Internal Affairs [7:05 - 7:15]
   d. Presentation: Implementing Senator Compensation
      By: Sally Hirsch, Vice President of Treasury [7:15 - 7:35]

7. Executive Reports [7:35 - 7:45]
   a. Alexia Thompson, President
   b. Azalea Renfield, Vice President of Internal Affairs
   c. Lindsay Litowitz, Vice President of External Affairs
   d. Sally Hirsch, Vice President of Treasury
   e. Jessica Frazier, Vice President of Administrative Affairs

8. Advisor Report [7:45 - 7:50]
   a. Brittany Sanguma, Assistant Director for Campus Engagement

   a. Steven Broudy, Branch Campus Representative
   b. Colleen Buganski and Elsie Guerrero, College of Arts and Sciences Representatives
   c. Frankee Carlson and Seth Leonard, School of Education Representatives
   d. Daniella McCormack and Elizabeth Ramos, School of Management Representatives
   e. Tawney Taylor and Alex Wong, School of Nursing and Health Professions

10. Other Reports [7:55 - 7:57]

Break [7:00 - 7:05]
a. Yuki Cruse, School of Law Representative

11. Announcements

   a. Spring GSS Retreat
      Sunday, Jan. 25 | 9:00 - 5:00 pm | University Center
   b. Graduate Student Welcome and Reception
      Monday, Jan. 26 | 5:00 - 7:00 pm | McLaren Complex
      All welcomed, sign up
   c. Involvement Fair
      Thursday, Jan. 29 | 11:30 am - 1:00 pm | University Center
      Sign up, Litowitz will be there
   d. First GSS Meeting
      Monday, Feb. 2 | 6:00 - 8:00 pm | UC 402/403
      Contact Litowitz if you need anything.

12. Adjournment
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 4th Floor Room 402/403 on Monday December 1, 2014. Chairperson Azalea Renfield, 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:
Alexia Thompson, President
Azalea Renfield, Vice President of Internal Affairs
Lindsay Litowitz, Vice President of External Affairs
Sally Hirsch, Vice President of Treasury
Jessica Frazier, Vice President of Administrative Affairs
Steven Broudy, Brach Campus Representative – Not in attendance
Colleen Buganski, College of Arts and Sciences Representative
Elsie Guererro, College of Arts and Sciences Representative
Frankee Carlson, School of Education Representative
Seth Leonard, School of Education Representative
Daniella McCormack, School of Management Representative – Not in attendance
Elizabeth Ramos, School of Management Representative
Tawney Taylor, School of Nursing and Health Professions Representative
Alexander Wong, School of Nursing and Health Professions Representative
Yuki Cruse, Law School Representative – Not in attendance
Martin Juarez, Executive Assistant
Brittany Sanguma, Advisor, Assistant Director for Campus Engagement

Position Not Filled:

Positions Not Present:
Steven Broudy, Brach Campus Representative
Daniella McCormack, School of Management Representative
Yuki Cruse, Law School Representative

A total of 14 members were present. Quorum was met and business was conducted.
A total of 0 speaker was present.

Approval of Agenda
A motion was made by Tawney Taylor to approve the agenda. This motion was seconded. The agenda was approved as written.

Approval of Minutes
A motion was made by Elizabeth Ramos to approve the minutes from November 4, 2014. 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.

Renfield introduced the guest speaker Alexia Thompson, President, whose subject was Board of Trustees Quarterly Report. For the last meeting of this semester she spoke to the GSS about the Board of Trustees Report. Each semester the President of the GSS is suppose to give a report to the Board of Trustees; University Life is the committee she sits on along with the President of ASUSF Senate. Brief descriptions on what the GSS worked on this past semester. Talked about the elections (most of the Senators here were elected, as well as the election from the past semester), Membership (addressed the fact that the GSS wanted to see more students participating in our meetings as well as our committee meetings to let them know that the GSS is here to support them), Initiatives (committees have come up with initiatives, senators, and outreach), Funding (how were are seeing our numbers increase, and a possible fee increase for the increased number of student, if approved not implemented until fall 2016). The GSS wants to partner with ASUSF Senate, bridge the gap between graduate and undergraduates. Anything else you want to add for the next report just let me know.

Old Business
Renfield introduced the guest speaker Jessica Frazier, Vice President of Administrative Affairs (Mission), whose subject was Community Action Plan. During her Mission Committee Meeting, the members decided that they wanted to work with Project Night, Night. It will serve as a passive Community Action service, and will work best so that the GSS does not have to work around everyone's schedules. If there are any ideas just send them to Frazier so that she and her committee can review them. Frazier said that this was going to be the official CAP but there is room to do more.

- Hirsch, Vice President of Treasury asked a question regarding whether the service could become a long-term thing?
- Buganski, College of Arts and Sciences Representative answered by saying that this service could become long-term, this can work best for us due to the large number of different locations that we have.
- Hirsch, Vice President of Treasury said that charities appreciate relationships that are long-term, and they could come to rely on a certain amount of donations. It would be nice to do something long-term so that will help the organization in the long run.

New Business
Renfield introduced herself as the guest speaker and Megan Sykes, Graduate Intern for Graduate Student Engagement, whose subject was Amending Governing Documents. We have been restructuring GSS’s constitution, by-laws, procedures and policies, and committee codes. Hierarchy of documents: constitution, bylaws, then policies and procedures and codes. Constitution serves as the foundation for organization, amended by graduate student vote. Bylaws serve as the basis for internal functioning. P&P are the how-to and rules, Codes: purpose and guidelines. Constitution: added mission statement, and added VP of mission instead of admin. Affairs We have added senator responsibilities, and we will have a conversation about that.

- Litowitz, Vice President of External Affairs asked a question regarding where they could find these documents?
- Renfield answered by saying they can be found on OrgSync and are housed in JADE. They will also be emailed out, all changes will be voted on during the first meeting of GSS in the spring.
- Ramos, School of Management Representative asked a question regarding the timeline for the voting to occur on the new documents?
- Renfield by saying that they will have this done at the beginning of the semester. We can put the purposed edits on the website, social media, and the phoenix.
- Hirsch, Vice President of Treasury asked a question regarding formalizing a relationship between the charity and us?
- Renfield said that it depends how formal you want to be about it. If it's something we want to be a part of our organization. We haven't established the relationship to do that, but it can go in the mission committee code.
Renfield introduced the guest speaker Sally Hirsch, Vice President of Treasury, whose subject was Amending Event Funding. Hirsch wants to change the current system in place and change it to better address the needs of graduate students. Currently there is only 1 approved award per academic year, which is up to $5,000. The proposed system to take it place, 1 approved award per semester up to $1,500 or 1 approved award per academic year up to $3,000. They must submit 2 weeks before the Finance Committee meets and 6 weeks prior to the event. They want to make these changes so that they can promote more organizations to put on more events, instead of applying for one large event.

- Ramos, School of Management Representative asked a question regarding how many graduate student organizations there are in the school?
- Sykes said that there are currently 8 graduate student organizations, but many of them do not use any type of funding, or they do not know how to access it.
- Buganski, College of Arts and Sciences Representative asked a question regarding where the money that is not used go?
- Hirsch said that the left over money goes into reserves, but what they want to do is make it more accessible to graduate student organizations.
- Ramos, School of Management Representative asked a question regarding if non-graduate student organizations apply for the money?
- Hirsch said that the money is specifically for graduate student organizations, and there is a separate pot of money for just graduate students.
- Buganski, College of Arts and Sciences Representative asked a question regarding letting graduate students know that there is money for them to use?
- Hirsch said that with the change it would reduce the amount rewarded, as the resources will be shared.
- Sykes said that many organizations that she has spoken with have asked her about getting funding, and that is what brought about the change in position.

Break

A motion was made by Frankee Carlson, and seconded to move into a five-minute recess. The motion carried unanimously. Renfield, called for the five-minute recess to begin at 7:00 p.m.

Renfield introduced herself as the guest speaker, whose subject was Senator Code and Responsibilities. Renfield started off by saying that their senators will be getting paid for their commitment to the GSS. Passed out Senator Responsibilities. During the read through they discussed the hour commitment that each will have. 8 hours per semester, and 16 hours per academic year. Senator pairs will work differently for those who are not on this main campus.

- Brittany Sanguma, Assistant Director for Campus Engagement said that this document is centralizing something that already exists; the addition would be the required office hours. As it stands it does not mean compensation, just setting the expectation.
- Carlson, School of Education Representative asked a question regarding how are they going to be held accountable and how will that be verified?
- Sanguma said that they have trust in the Senators, and hope that they themselves can keep accountable whether or not they hold office hours or not. The goal is to have consistent weekly hour that will be self-reported. Setting wise, it is up to the Senator where they will be holding their office hour. It is something for the GSS to discuss and decide. But something consistent.
- Buganski, College of Arts and Sciences Representative asked a question regarding whether it is okay that work is being done outside regular hours?
- Sanguma said that is fine, but they must set a parameter for people and the GSS must discuss this.

Renfield introduced the guest speaker Sally Hirsch, Vice President of Treasury, whose subject was Implementing Senator Compensation. Senator roles are now more centralized. There needs to be equity, you must get paid for the work that you do. Presented the Proposed Compensation. The 9 Senators will be compensated for the work that they do. There will at $15 pay rate. The hour expectation break down is: Retreat 7.5 hours x 1, Senate Meetings 2 hours x 4, Committee Meetings 2 hours x 3, Summit 2 hours x 1, this comes to a total of 23.5 hours per
semester or 47 hours per academic year. Senators will not get paid for office hours. The current cost per senator without the office hours being included equals $789.60, and for the 9 of them would equal $7,106.40. With office hours the cost per senator would be $1,797.60 and for the 9 of them would equal $16,178.40.

- Buganski, College of Arts and Sciences Representative asked a question regarding how they will vote on the compensation?
- Hirsch said that the voting would occur in the next meeting and that in regards to getting paid, you will receive payment for that work that you do in your respective roles. The responsibilities depicted are an accurate representation of a senator’s role.
- Thompson, President said that she hopes that all this information is coming across clearly to everyone. If we were to not include the office hours then there will be no need to raise the student activity fee for the graduate students.
- Sanguma ended the discussion by saying that as long as the lines are not being blurred it is something that can be voted on. Measuring all these aspects is very difficult so make sure that people are accounted for. Look at your role and see if this is enough to fulfill everything that needs to be done.

Further discussion on this topic was tabled for the next meeting.

Executive Reports
The President reported that Board of Trustees meeting this week with updates next week. We have a lot of events planned for the next semester. Spring semester is all about graduation, and we want to put on resume workshops to help graduating students.

Vice President of Internal Affairs reported that she is re-emphasizing committee meetings, if you are not there we will start dropping people, so make sure people are attending the committee, this will decide if people are not doing their job. Retreat is January 25. Team building planned, a lot of activities planned, any ideas you want to incorporate tell me. Next meeting is Feb. 2. That is all she have for now.

The Vice President of External Affairs reported that she really appreciate it for a response, since there is no response here is a sign up sheet. Let her know by today for tabling for senate week.

The Vice President of Treasury reported that she wanted to thank for her hardworking committee members. We have had over 50 apps we had to review. Approval for 35 individuals, 3 internal, 1 event funding, and 2 senator funding. Hard work done during the committee meeting. We have delivered $11k for students. The word is starting to get out and we are seeing a lot more apps. Recognize event funding is still here. Next meeting in February.

The Vice President of Administrative Affairs reported that we have talked about our social justice panel, working with the undergrads to work in a graduate panel during senate week. Having for graduate students and advertise heavily for grads and allow all people to go. Project Night Night and we are moving forward to that. We are thinking of creating a literary magazine for graduate students. Make sure it’s not a space of competitiveness, having different volumes, open to feedback.

Advisors’ Report
Brittany Sanguma, Assistant Director for Campus Engagement reported that SLE will be hosting another grad student welcome reception, come and meet new grad students, also bee a table where Lindsay will be coordinating. Meet your constituents. Involvement fair that is targeting for undergrads, but there are grads that comet through. Cultural centers, on campus interviews for the director that take place this and next week. If you are planning your events during the break, I will be around, event logistics.

Senator Reports
Steven Broudy, Branch Campus Representative had nothing to report.
Colleen Buganski and Elsie Guerrero, College of Arts and Sciences reported: Bugangski gave an update on her event, student panel on March 3, and 10 confirmed panelists. Make it before spring break and take the time to apply for jobs. Any tips to get the word out, great opportunity, exchange of knowledge. Project Night, Night excited to help out and build relationships. If it’s applicable then you can partner up with others.

Frankee Carlson and Seth Leonard, School of Education Representatives reported that: Leonard met with VPAA, and plans for next semester, coffee pastry morning for teaching weekends, and not pay for things at café Ed, law school rep got us in contact wit family law, foster cooperation, and be beneficial.

Daniella McCormack and Elizabeth Ramos, School of Management Representatives reported: Ramos said that she wants to change the student life, and looking forward to talk about what that would look like, because the school is in the middle of the financial district.

Tawney Taylor and Alex Wong, School of Nursing and Health Professions Representative reported: Taylor said her event went really well, great reviews, event was advertised, did get a ER nurse from LA, she came up to see it. Great discussion afterwards. Issues about healthcare system. Totally do it again, try and get the word out more and sooner. Concentrate the grads and undergrads as well. Looking forward to making next event with my pair. Wong said that he wants to create another event, trivia night, and collaborate with others as well.

Yuki Cruse Law School reported:

Announcements
- Spring GSS Retreat
  - Sunday, Jan. 25 | 9:00 - 5:00 pm | University Center
- Graduate Student Welcome and Reception
  - Monday, Jan. 26 | 5:00 - 7:00 pm | McLaren Complex
  - All welcomed, sign up
- Involvement Fair
  - Thursday, Jan. 29 | 11:30 am - 1:00 pm | University Center
  - Sign up, Litowitz will be there
- First GSS Meeting
  - Monday, Feb. 2 | 6:00 - 8:00 pm | UC 402/403
  - Contact Litowitz if you need anything.

Adjournment
A motion was made by Guererro, and seconded to adjourn the meeting. The motion carried unanimously. Renfield adjourned the meeting at 8:00 p.m.