

Cornell University

Graduate and Professional Student Assembly

Cornell University Graduate and Professional Student Assembly

Minutes of the November 12th, 2018 Meeting

5:30 pm – 7:00 pm

Bache Auditorium, Malott Hall

I. Call to Order

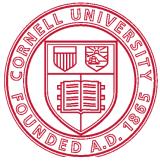
- a. E. Winarto called the meeting to order at 5:31 pm.
- b. *Members present:* K. Angierski, A. Barrientos-Gomez, A. Cohn, K. Krishnan, C. Mittan, D. Arora, D. Geisler, J. Kent-Dobias, N. London, E. Lavin, J. Bogdanowicz, E. Winarto, W. Zhang, C. Pratt, K. Palumbo, S. Chin, D. Parker.
- c. *Members absent:* R. Harrison, A. Viarruel, S. Theobald, A. Belen Ruival, N. Carre, M. Jodlowski, M. Kalaji.

II. Approval of the Minutes

- a. Minutes from the October 29th, 2018 meeting.
 - i. A motion was made to approve the minutes, there was no dissent. The Minutes were **approved** with unanimous consent.

III. Presentations

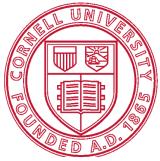
- a. **Beth Yarze, Chair of the Graduate and Professional Student Assembly Finance Commission (GPSAFC) then made her presentation.**
 - i. B. Yarze gave an overview of the GPSAFC. All budget requests are submitted via OrgSync. Signatures by treasurer, president, and advisor are all required. Date, # of attendees, cost/person, and event reasoning are required details. Special approval for off-campus events is necessary.
 - ii. K. Palumbo asked if there's been a change from annual budgets to month-to-month budgets? Is this for an annual budget or for events outside the annual budget?
 1. B. Yarze: it depends. Some groups list their events for the entire year.
 - iii. D. Geisler: all of this information applies to both types of submissions?
 1. B. Yarze: yes.
 - iv. B. Yarze: there are direct payment forms on OrgSync. Wegmans cards are available from Terri Boslett (tb294). Groups must include original receipts within 30 days.



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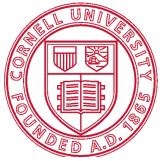
- v. B. Yarze: GPSAFC guidelines were revised in 2017. They established the tier system, changed special project funding requests, and clarified the list of what can/cannot be funded by GPSAFC. If you have suggestions for guideline changes please let FC or B. Yarze know.
- vi. M. Battaglia: earlier the Assembly created more commissioners when we amended the bylaws. Is there anything else we can help with?
 - 1. B. Yarze: soliciting feedback on the guidelines would be the biggest thing right now.
 - 2. A. Loiben: the term for the FC Chair is January-January, so we will be electing a new one soon.
- vii. A. Barrientos-Gomez asked if it's \$200 plus 1 dollar per person per field once a year or for multiple events?
 - 1. B Yarze: it's a one time thing.
 - 2. A. Barrientos-Gomez asked for clarification on whether the GPSAFC does not do retroactive funding?
 - 3. B. Yarze: it does not do retroactive funding.
- viii. D. Geisler: are those guidelines on the GPSA website?
 - 1. B. Yarze: yes
- ix. K. Palumbo: can you clarify how the school year fits into this? If we have a budget approved for following school year in May, what are the restrictions around that?
 - 1. B. Yarze: we do have summer funding. This year we didn't approve annual budgets the spring before. We waited to do it until the fall because we've had a lot of issues with e-boards changing from spring to fall.
 - 2. K. Palumbo: have you talked about soliciting feedback outside of this room? Like sending an email to funded organizations?
 - 3. B. Yarze: last year we had office hours and sent email notices.
- x. N. Rogers: one of the goals with revising guidelines was to reduce stress and workload on FC commissioners, has that worked?
 - 1. B. Yarze: she would say no.
- xi. N. Rogers: what are the contributors to that stress and workload?



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1. B. Yarze: you don't establish a relationship with the people whose budgets you're looking at. It changes month by month. We're thinking about assigning specific groups to specific commissioners.
- xii. K. Krishnan: how does the FC deal with co-sponsorships? And what are things that you won't fund?
 1. B. Yarze: we have a list in the guidelines of items we don't fund. Both organizations will submit their budgets and they will mention it's for co-sponsorship.
- xiii. E. Law: DISC and SAC have been getting feedback pretty regularly that student organizations don't understand the guidelines. He thinks that the communication of the guidelines to student group leaders may not have been efficient. One idea people have brought up is to hold a training for the fiscal officers of these organizations.
 1. B. Yarze: yes. The Law and Vet Schools do training. She could email everyone in the broader Graduate School community so they can do that.
 2. K. Krishnan wanted to emphasize the lack of communication.
 3. A. Barrientos-Gomez: this presentation is part of that, we're trying to get the word out.
- xiv. A. Maloney (treasurer for the Black Graduate and Professional Student Association and Women in Public Policy): A lot of the things that treasurers learn about the guidelines are from peer to peer interactions with other treasurers. The guidelines include everything, but they're very dense. Maybe if there was a video it would help. She is hoping there's an opportunity where FC will ask other treasurers what suggestions they have. It would be helpful to submit suggestions through a google form. Thank you for answering our questions and the work you do.
- xv. J. Hart: a few years ago we decided we needed a website to host GPSA and undergraduate organization information. OrgSync was purchased to do that. We compiled a list of things for OrgSync that we want them to do. But they sold OrgSync, and they put revamps on hold. We're hoping that we'll find out what it will look like by next fall. There were trainings not too long ago,

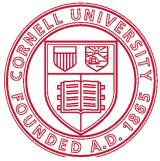


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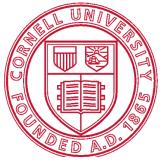
but they weren't very well attended. We're waiting to see what the next product is to do trainings again.

- xvi. S. Chin: are reimbursements for organizations or could students submit them?
 1. E. Winarto: FC is only for organizations.
- xvii. K. Palumbo: since there are a lot of visitors in the room, she wanted to state that you don't have to be a member to make a comment or ask a question.
- xviii. M. Battaglia: some of the things that are prohibited for funding are IRS regulations.
- xix. Trey, from the Graduate Swing Dance Society: if you make a budget request for an event that doesn't end up happening, can you reallocate those funds?
 1. E. Winarto: generally no, unless there are really extenuating circumstances.
 2. Trey: what is the status of the tier request?
 3. B. Yarze: the spreadsheet on OrgSync isn't updated, but if your appeal went through you're good.
- xx. An audience member asked if there is going to be a review of the list of 20 things that are prohibited?
 1. B. Yarze: yeah, she will probably send out a form for feedback on the guidelines. If you have things about the form, email B. Yarze.
- xxi. An audience member asked do you have to say exactly what the field funding is for?
 1. B. Yarze: Yes.
 2. The audience member continued that their budget was approved with an event off campus. Will that jeopardize their funding?
 3. B. Yarze: if your budget was approved, you're fine. If it was approved with this in it, then you adequately explained the extenuating circumstances so you're good.
- xxii. W. Zhang: if someone gets hurt from a funded event, is the GPSA responsible?
 1. E. Winarto: club insurance is part of the student activity fee.
- xxiii. An audience member asked if their budget is partially approved, can they do events under the approved part?



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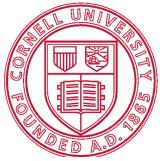
1. B. Yarze: yes.
 - xxiv. Audience: how do we prove how many students we have?
 1. B. Yarze: talk to your Director of Graduate Studies (DGS), and ask how many students are in your field. If you say you spoke to your DGS and that's the number, she'll believe you.
 - xxv. K. Palumbo: could you talk about the process to move up a tier?
 1. B. Yarze: the process is in the fall, and there is an appeal process if the group is not satisfied. The guidelines say what you have to do.
 - xxvi. An audience member stated that the number of PhDs in her field is small, and that as a result increasing club membership is basically impossible.
 1. B. Yarze: that's something that isn't accounted for in our current guidelines. We will make a note of this.
- b. Terri Boslett, Associate Dean of Students, Finance Administration, then made a presentation on reimbursements with J. Hart.**
- i. T. Boslett: we were hearing complaints about how long it takes to get reimbursements. We're trying to think about ways to make this easier.
 - ii. T. Boslett: one possibility is introducing preloaded credit cards. It's been delayed as University leadership has come back with questions. They are reviewing it right now.
 - iii. J. Hart: the hope is to implement a pilot group this semester.
 - iv. A. Maloney: if they were misusing the card they would be held personally responsible?
 1. J. Hart: Yes, as well as penalties for the organization.
 - v. Trey asked would they only be able to use the card after the budget was approved?
 1. T. Boslett: Yes.
 - vi. A. Barrientos-Gomez: after money was allocated by FC, a lot of organizations got lowered a tier because there were middlemen that didn't do their jobs. Once the money is allocated, the treasurer has to request the reimbursement?
 1. J. Hart: yes. If groups don't submit paperwork then the funds won't be reimbursed or credited to the club.
 - vii. T. Boslett: some ways to spend money other than out of pocket.:



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1. Petty cash can be dispersed if it's less than 50 dollars. We are hoping to increase that to \$75. They try to turn those around really fast.
 2. There are Wegmans cards that you can borrow.
 3. Go to Willard Straight 401 for both of those.
- viii. A. Maloney: could there be consideration for a Walmart card?
1. J. Hart: we've looked into similar things for restaurants and such, and it hasn't worked. The University has a contract with Wegmans. If you're buying something from a department on campus (Big Red Barn, Cornell Dining), we can facilitate that for you. The Club doesn't have to pay up front.
- ix. J. Hart: a year from now we're implementing a new budget system, hopefully these will be worked in.
- x. An audience member asked if they don't spend the totality of a budget request, is there a way to modify it?
1. B. Yarze: the amount requested by the group is the amount put in FC's budget, that does count against you as far as tier allocation goes.
- xi. An audience member asked does it have to be a specific event or can it roll over?
1. B. Yarze: it should really be as intentional as possible. Sharing any receipts and attendance is really important.
- xii. E. Winarto: when in doubt reach out to B. Yarze and T. Boslett.
- xiii. N. Rogers: the detail FC requests is not supposed to be a punishment. The reason is to reward the people who really know how much they're going to spend.
- xiv. K. Palumbo: for direct payments to vendors, what are the restrictions?
1. J. Hart: anything you have a budget for can be paid through our office. Email lag19, who deals with students.
- xv. K. Krishnan: is tax reimbursable? If not now, will it be with the p-card system?
1. T. Boslett: if you end up paying tax, she can reimburse.



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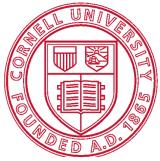
2. J. Hart: to receive tax exemption you have to use a University payment method, not pay out of pocket. Independent organizations can't use the tax exemption.
- xvi. K. Krishnan: if your deadline's Oct. 30th, and you have an event Nov. 2nd, and FC won't meet until Nov. 5th, how do p-cards handle that?
 1. J. Hart: p-cards likely wouldn't work for that. If a group can't pay out of pocket, reach out, and we will help you.
- xvii. E. Winarto: how much time do they need to process that scenario?
 1. J. Hart: three weeks is a good timeline to work with.
- xviii. An audience member asked how do reimbursements work for tipping?
 1. J. Hart: detailed receipts are expected, including where you signed for the tip. We take care of tips.
- xix. Audience: is there a cap on tips?
 1. J. Hart: the University does have numbers. If you tip what's reasonable that's fine.
- xx. An audience member asked about the three week timeline J. Hart said earlier.
 1. J. Hart: when he said three weeks, that would be helping someone avoid making an out of pocket payment.
- xxi. Trey asked how do we check the status of reimbursements?
 1. T. Boslet reaches out with questions when she has them. You can reach out to her if you have questions.

IV. Division Breakout

- a. A motion was made to reduce the time of the division breakout by five minutes, there was no dissent.

V. Committee Updates

- a. Committee Updates are in the meeting packet.
- b. A. Barrientos-Gomez: the next meeting has a full agenda so he will not be requesting additional items. Mary Opperman will be talking about Policy 6.4 and also the University Mission Statement. Dean Knuth will be talking about assistantships. It may run longer than it should. You should all have received an email to fill out a mental health survey.



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- c. E. Law: DISC is hosting a What's Your Story event with Dean Knuth, Nov. 13th, 4:30-6:30 pm, in 701 Clark Hall. There have been few registrants, so please sign up.
- d. M. Battaglia motioned to extend the meeting by five minutes, there was no dissent.
- e. E. law: DISC is hosting a Community Conversation on November 26th, 12:30-1:30 pm, in Plant Science 336.

VI. Open Forum

- a. A motion was made to adjourn, there was no dissent.

The meeting was adjourned at 7:01pm.

Respectfully submitted,

Matthew Ferraro

Clerk of the Assembly