

## *GSA Council Meeting Minutes*

September 13, 2021

7 pm via Zoom

- I. Introduction of Executive Members
- II. Review of GSO Rights and Responsibilities
  - A. Meetings are held the first Monday of every month from 7pm - 8:15pm, next three meetings are 10/4, 11/1, 12/6
  - B. Our new website <https://sites.rutgers.edu/gsa/>
  - C. <https://gsa.rutgers.edu/about-us/governing-documents/>
  - D. Constitution:  
<https://drive.google.com/file/d/1R1CoAc3w5eN4SBKeU8r8DRa6gDQq7S2t/view>
- III. Review of Reimbursements and Funding Guidelines
  - A. Post-Event Reports (PER)
    1. Submitted no later than 2 weeks after an events is held
  - B. Honoraria
    1. GSO's can be reimbursed for a guest speaker
    2. GSO's can request to receive a check prior to the date of an event to ensure that a guest speaker receives payment on the day
  - C. Durable Goods
    1. Long lasting decorations
      - a) Think of items that do not get "used up" (games, tea trays, Keurigs)
  - D. Note: GSO's that overspend their budget will not be reimbursed for the overspent amount
  - E. Procedures & Policies regarding all reimbursements will be detailed in a separate presentation and/or "how to" video
  - F. Funding Limits and Prohibitions
    1. No GSA shall be allotted funding:
      - a) to pay honorarium to personal or students of RU
      - b) to pay for alcoholic beverages
      - c) to pay for durable goods (i.e. office supplies, sports equipment, kitchen equipments, etc)
      - d) However, GSO's may receive funding for semi-durable goods that can be reused for future events such as decorations, posters, and name tags
      - e) to pay for or contribute towards payment for prizes (i.e. monetary awards for papers or any exhibited work, gift cards, etc.) or any fundraising events

- f) for events involving religious proselytizing
- g) for events that violates the laws of NB, the county of Middlesex, NJ, or the US or any jurisdiction which is relevant to the event in question

#### IV. Report on State of GSA

##### A. President's Report:

1. Launched new GSA website <https://sites.rutgers.edu/gsa/>
2. Advocacy for Graduate Students
  - a) GSA signed the Letter Advocating for the Right of Graduate Assistants to Unionize
  - b) More information here <https://docs.google.com/document/d/1YN-X6botvefgNKVBkRdYjVq39f-38GIWjJavTOIXd28/edit>  
<https://www.congress.gov/bill/116th-congress/senate-bill/3219/text/is?format=txt>
3. Eagle Act
  - a) Work visas given on first come first serve basis
  - b) More information here <https://docs.google.com/document/d/1xXTEPwubFaabOyg-OmjfzP04520mUEdRsCOH857-Bik/edit>
4. NAGPS Immigration Services Workshop
  - a) Register for this event here [https://us02web.zoom.us/meeting/register/tZYqf-6sqjopHNA6cm\\_XLwzIz5Mses5\\_liq0](https://us02web.zoom.us/meeting/register/tZYqf-6sqjopHNA6cm_XLwzIz5Mses5_liq0)
5. GSA worked with the FAARM project to discuss
  - a) Next steps to End Sexual Harassment in Federally-Funded Science
  - b) Graduate Student Mental Health Crisis
  - c) Congressional Outreach about graduate student life
6. Fall 2021 Bus Schedule
  - a) Met with Antonio Calcado and Henry Velez to improve bus routes
  - b) Went back to routes pre-pandemic
7. Questions?
  - a) Email: [president@gsa.rutgers.edu](mailto:president@gsa.rutgers.edu)
  - b) Office Hours: Virtual and weekly
  - c) Zoom Info: GetInvolved platform

##### B. Executive Vice President's Report

1. Update on In-Person Events
  - a) Rutgers Event & Activity Certification System (EACS)
    - (1) GSA and Rutgers abide by CDC
    - (2) All events must be submitted through EACS
      - (a) Event = 25 persons or more

- (b) Virtual events exempt
  - b) After 9/1 only reporting required by EACS
  - c) Department leadership should review programming and content regardless of size
  - d) Guidelines <https://ipo.rutgers.edu/events>
- 2. GSA In-Person Event Guidelines
  - a) All GSOs must obtain explicit, written departmental review for any in-person event
  - b) Obtain explicit, written departmental review for any in-person event
  - c) Submit documentation via the website for GSA pre-approval
  - d) Submit events to EACS where necessary (25+ attendees)
  - e) Provide documentation of submission and outcome
  - f) Must complete these steps & receive GSA clearance before holding event
  - g) Documents must be included in final reimbursement submission
  - h) Masking still required at all times indoors
- 3. Update on getINVOLVED
  - a) All GSOs must advertise events on getINVOLVED for reimbursement
    - (1) No exceptions
    - (2) Provide documentation in reimbursement submission
  - b) Future GSA meetings:
    - (1) Remote: Zoom link shared via getINVOLVED
    - (2) To do:
      - (a) Visit: <https://rutgers.campuslabs.com/engage/actioncenter/organization/gsa>
      - (b) Ask to join GSA organization
      - (c) An officer will approve your request
- 4. University Senate
  - a) Two vacant seats
  - b) Email: [evp@gsa.rutgers.edu](mailto:evp@gsa.rutgers.edu) to learn more

## V. Questions

- A. When creating events on getINVOLVED, what specifically needs to be checked off to be compliant with guidelines to open all activities to all graduate students ?
  - 1. Post event on getINVOLVED and follow instructions to do so
  - 2. Take a screenshot of your posting so we know that you did post the event
  - 3. Be careful if undergraduate students register for your events because GSA can not reimburse

4. Consider putting on your event that it is a graduate student event
- B. If you have less than 25 people at your events do you need to go through EACS?
  1. If less than 25 people, you don't need EACS submission. However, you still need departmental and GSA pre-approval.
- C. If our GSO is non academic, how do we get departmental approval?
  1. Send VP an email
- D. What's the procedure with the funds leftover from last year? Do they roll-over?
  1. Yes they do, funds do not go back to SGS

## VI. Treasurer's Report

- A. Funding Recognition and Allocations Form due 9/15
  1. All GSOs must submit this form found on the new website under Graduate Organizations
  2. Maximum requestable amount for GSOs found at the above page and is calculated as per GSA Constitution.
  3. Academic Year allocations to be determined and announced by October 1st, 2021.
  4. If you are planning to hold an event before allocations are announced, you must reach out to the Treasurer directly ([treasurer@gsa.rutgers.edu](mailto:treasurer@gsa.rutgers.edu)) for event permission, and your event must abide by the requirements in the GSA Funding Guidelines Section 4.1.2.
- B. General Funding and Reimbursement Questions
  1. All GSO representatives are expected to familiarize themselves with the GSA Funding Guidelines document found on the new website under Records > Governing Documents. This outlines many of the requirements and stipulations for funding reimbursements.
  2. Business Manager and Treasurer will hold a workshop session as an overview of reimbursement procedures in the coming weeks.

## VII. Health and Nutrition Committee

- A. Fall 2021 Goals
  1. To provide opportunities for graduate students to build meaningful relationships and discuss health and nutrition.
  2. To promote health and nutrition by posting food and nutrition knowledge on social medias
  3. To educate graduate students on nutrition and health by holding food events and explaining nutrition facts
- B. Upcoming Events
  1. Fall semester kick-start with Milk Tea in mid October
  2. Cook with Us Overnight Oats in November
  3. Apple Cider and Hot Chocolate in December
- C. Questions?

1. Email: [healthandnutrition@gmail.com](mailto:healthandnutrition@gmail.com)
- VIII. Mental Health Committee
- A. Mental Health Survey
    1. Survey opened May 2021
    2. 216 responses so far
    3. Deadline to take the survey: 10/31/21
    4. Take survey:  
[https://rutgers.ca1.qualtrics.com/jfe/form/SV\\_4GH9M9TB3Gu4hRI](https://rutgers.ca1.qualtrics.com/jfe/form/SV_4GH9M9TB3Gu4hRI)
  - B. Goals for 2021
    1. Analyze the data from the Graduate Student Mental Health Survey
    2. Create new mental health resources to support grad students
    3. Reduce stigma around mental health/seeking help by creating a safe space and community
    4. Reach out to other GSOs and have a representative for mental health advocacy
  - C. First meeting on 9/29/21 at 7pm
- IX. Launch of GSA's official website
- A. Events
    1. You can use this form to advertise your events through the GSA  
<https://sites.rutgers.edu/gsa/advertise/>
    2. GSO's can share their events to be listed on the GSA website.
  - B. Discontinue using the old website it will be shut down by end of September
- X. GSA Awards 2020-21
- A. Award certificates to come
- XI. GSA's Open positions
- A. Vice President of External Affairs
  - B. Vice President of Events and Programming
  - C. Professional Development Director
  - D. Academic Development Director
  - E. SGS Senator (2)
  - F. Please reach out to [president@gsa.rutgers.edu](mailto:president@gsa.rutgers.edu) for more info
- XII. GSO's Announcements
- A. None
- XIII. Any Other Business?
- A. None
- XIV. Adjournment
- A. Meeting adjourned at 8pm