Graduate Student Association

Student Council Meeting
October 04, 2021
I. Vote: Professional Development Director and SGS Senator

II. Review of Reimbursements

III. Review of Funding Allocations

IV. Report on State of GSA

V. GSA’s open positions

VI. Update: Senate

VII. GSO Announcements

VIII. Any Other Business

IX. Adjournment
I. Vote to Approve GSA Appointments
Newly Appointed GSA Members

Ashley Bernstein
Senator

Nicole Sandeliers
Professional Development Director
II. Review of Reimbursements
Reimbursement Types

I. Post-Event Reports (PER):
   A. Submitted no later than 2 weeks after an event is held

II. Honoraria:
   A. GSO’s can be reimbursed for a guest speaker (See reimbursement limits & speaker qualifications)
   B. 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 (See deadlines)

III. Durable Goods:
   1. Long lasting decorations
      a) Think of items that do not get “used-up” Ex: Games, Kuerigs, Tea Trays, Posters etc.

NOTE:
1. GSO’s that overspend their budget will not be reimbursed for the overspent amount
2. There are two special cases where funding can be requested and provided prior to the date of an event:
   A. Honoraria (e.g. guest speakers)
   B. Large expenses (> $500 with an attached invoice)

3. Procedures & Policies regarding all reimbursements will be detailed in a separate presentation and/or “how to” video
Pre-Approval Packets for In-Person Events

1. Record of departmental approval
2. EACS approval (for events with 25+)
   a. This can take 2-5 days: plan accordingly
3. GetInvolved Post
4. A description of the COVID-19 precautions
5. An estimated budget

This needs to be submitted in PDF form through the portal. You will then receive a confirmation of approval within 24-48 hours of your submission.
Post-Event Reports

- Are required for all GSO’s that host events, even if no reimbursement is required.
- The policy is that PER’s must be submitted within 90 Days of the event
  - Highly recommend submitting two weeks following your event for timely reimbursements & to keep track of GSO spending
- What Do I submit?
  - Complete PER Form
  - Pre-Approval Packet
  - Original Receipts
  - A sign in sheet reflecting the actual attendance of event
  - Email advertising the event
- Under “Name of Payee”
  - Please indicate who the check will be made out to & write the address underneath
  - If multiple checks are required
    - Please indicate each name, address & the amount for each check in this section
- Reimbursements will be processed within two weeks of your submission and an email will be sent once your check has been mailed.
Honorarium

- GSO may request that a check be made available to be presented to the speaker at their event. For the check to be prepared in time, the GSO must submit an “Honorarium Request Form” available from the GSA website.
  - must be submitted at least two weeks in advance of the event
  - four weeks in advance if the recipient is a non-US citizen
- The speakers address & Social security number will be required.
- No GSO shall be allocated funding to pay honoraria to personnel or students of Rutgers, the State University of New Jersey.
- Speakers and Invited Participants: Funding cannot exceed the following
  - $1000 honoraria per person
  - $1000 per person in travel expenses to and from the event
  - $250 per person per night of lodging
  - $46 per person per day of meal expenses
- A PER must be submitted following your event w/Honorarium attached (even if no further reimbursement is required)
Durable Goods

1. Durable Goods Form
   a. Students can be rem. Long lasting decorations (things that don’t get used up)
   b. Students can request: Games, Kuerigs, Tea Trays
   d. Need to know: what are you going to buy & how are you going to keep it stored
      i. Can’t be stored at home
      ii. Needs to be available for all grad students
      iii. Include photos of item pre-purchase
      iv. They need to send a follow up image that item was purchased
      v. Anything under $100 can be approved
      vi. Anything over $100 needs to be approved Dean Bender
      vii. If price changes or goes up you can reimburse it
Durable Good Form

- May apply once every 3 years
- Applications on a rolling basis at EC discretion
- Absolutely **NO durable goods** may be purchased with expectation of GSA reimbursement **without EXPLICIT APPROVAL** signed by the GSA and SGS **prior to purchase**.
Funding Limits and Prohibitions

I. No GSO 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)
      1. However, GSO’s may receive funding for semi-durable goods that can be reused for future events such as decorations, posters, and name tags
   D. 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
   E. for events involving religious proselytizing
   F. 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.
Virtual Office Hours

Tuesday evenings between 5:30-6:30pm to answer questions.

GSA Reimbursement Office Hours:

https://rutgers.zoom.us/j/92384579715?pwd=eVZYNnpobVJJWjRZQWE0dWhpZVdrQT09

Meeting ID: 923 8457 9715
Password: 639608
IV. Report on State of GSA
President’s Report
Planned Meetings

I. Planned meetings with:
   A. Dr. Jonathan Holloway, President
   B. Dr. Salvador Mena, Vice Chancellor for Student Affairs

II. To discuss the issues affecting graduate student community:
   A. Delayed paychecks for grad students at Department of Physics and Astronomy.
   B. Discuss the transparency in student fees distribution.
   C. Discuss the state of the GSA.
   D. New ideas to bring transparency between the graduate student community and the Higher Administration through accountability/town hall meetings.

Want to bring attention to another issue, please email me.
Welcome Reception and Resource Fair

I. Rescheduled for October 15, 2021

II. Location: The Graduate Student Lounge (GSL) and Morrell Street to the Right of Panera and Next to the College Avenue Student Center

III. Still deciding on the agenda and speaker list.

The event is for ALL GRADUATE STUDENTS.
Questions?

• Contact:
  ○ Email: president@gsa.rutgers.edu
  ○ Office Hour:
    ■ Virtual and Weekly
    ■ Zoom information shared via GetInvolved Platform
Executive Vice-President’s Report
Electronic Lab Notebooks (ELNs)

- SGS Deans Alder, Millonig, Gelinas
- Vice Chancellor Scotto
- New VP for Research Mike Zwick
- Options:
  - Lab Archives?
  - SciNote?
  - Arxspan?
- Draft Senate proposal
Update on In-Person Events
Rutgers Event & Activity Certification System (EACS)

I. Top priority is **health and safety**

II. CDC, NJDH, and Rutgers University guidelines

III. All events must be submitted through EACS
   A. An event is 25 persons or more
   B. Virtual events exempt

IV. After September 1st, only reporting required by EACS

V. Department leadership should review programming and content regardless of size

VI. Reporting is not an approval of event or content, programming & merit
Rutgers Event & Activity Certification System (EACS)

Must follow complete EACS guidelines on EACS website

https://ipo.rutgers.edu/events
I. GSO's must:
   A. Obtain explicit, written departmental review for any in-person event
   B. Submit documentation via the website for GSA pre-approval
   C. Submit events to EACS where necessary (25+ attendees)
      1. Provide documentation of submission and outcome
   D. **Must complete these steps & receive GSA clearance before holding event**
   E. Documents must be included in final reimbursement submission
   F. Masking still required at all times indoors

**GSA In-Person Event Guidelines**
I. All GSOs must advertise events on getINVOLVED for reimbursement
   A. No exceptions
   B. Provide documentation in reimbursement submission

II. Future GSA meetings:
   A. Remote: Zoom link shared via getINVOLVED
   B. To do:
      2. Ask to join GSA organization
      3. An officer will approve your request
University Senate

I. GSA appoints all SGS senators
   A. One vacant seat

II. Monthly meetings (Friday afternoons) with additional sub-committee duties

III. Recommend changes across all aspects of RU to administration

IV. Email: evp@gsa.rutgers.edu to learn more

Senate Webpage: https://senate.rutgers.edu
Treasurer’s Report
I. Funding Allocations for the 2021-2022 AY were posted on the GSA Website on October 1st, 2021 here: AY 2021-2022 GSO Funding Allocations

   A. Late Group Funding for GSOs who missed the September 15th deadline is on a rolling basis until funding is exhausted and can be applied for here.

II. The GSO's Total Entitlement (Allocation) is the sum of the Minimum Annual Entitlement, Standard Annual Entitlement, and Advanced Annual Entitlement (if applicable).

   A. Minimum Annual Entitlement - $1000

   B. Standard Annual Entitlement - Each GSO who submitted by the September 15th deadline’s amount is based on the requested amount minus the MAE the result of which is then scaled down uniformly based on the funding available for all GSOs combined after subtracting the MAE for all GSOs.

   C. Advanced Annual Entitlement - GSOs with Advanced Status (meeting certain criteria for the previous academic year) have additional funding as indicated by the AY 2021-2022 GSO Funding Allocations.

III. This is as outlined in the GSA Constitution.
General Funding and Reimbursement Questions

I. 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. Consult this document before emailing the Treasurer and Business Manager.

II. Questions and concerns may be directed to treasurer@gsa.rutgers.edu (Treasurer) and help@gsa.rutgers.edu (Business Manager). Please cc when discussing funding and reimbursement concerns.
Health and Nutrition Committee
Health and Nutrition Committee

October Event
--- Bubble Tea
--- Oct 12th, Tuesday
--- 9-10:30 am

Find this event on GetINVOLVED to sign up!
Spots limited!
https://rutgers.campuslabs.com/engage/actioncenter/organization/HNC-GSA/events/calendar/details/7475699

Fall semester kick-start with Milk Tea

Where?
semi-outside - grad student lounge
When?
Oct. 12th 9-10:30am
What else?
bring a friend & a mask

Health and Nutrition Committee presents...

RUHealth&NutritionCommittee
@HealthNutritionGSARU
@healthnutrition_gsa_ru
@Health_GSA_RU
Rutgers University Graduate Student Associate
Health and Nutrition Committee
Planning Events

GSA Health and Nutrition Committee presents...

Cook with Us
Overnight Oats

Where? outside College Ave
Student Center
When? November
What else? bring a friend & a mask

Also Apple Cider and Hot Chocolate in December!
**Happy National Potato Month**

- A versatile ingredient
  - Can be used and cooked in many cultures.
- Packed with nutrients:
  - Good amount of Carbs and fiber, as well as vitamin C, vitamin B6, potassium and manganese.
- Contain antioxidants
  - Reduce the risk of chronic disease.
- Provide resistant starch
  - Help digestive health.
- Can be satiating
  - High fiber and density.

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**Happy National Quesadilla Day**

Quesadilla can be a healthy and balanced meal! It contains **protein**, **vegetables**, **grain**, and **dairy**! Try to use **lean meat or plant-based protein** and **whole wheat tortillas** to boost healthy fat intake and fiber intake.

Check this healthy chicken quesadillas recipe!

https://www.slenderkitchen.com/recipe/healthier-chicken-quesadillas

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**Happy National Pumpkin Month!**

- Health Benefits from its vitamins, minerals, and its low sugar and high fiber content:
  - May improve immunity.
  - May benefit for eye health.
  - May be good for your skin.
  - May supports heart health.
  - May help to regulate blood sugar.

**Cooking ways:**

- Roast it with other vegetables.
- Combine it with coconut milk and spices and turn it into a creamy vegetarian soup.
- Make a pumpkin pie.
Health and Nutrition Committee

Social Media posts
Questions?

Email: healthandnutrition@gmail.com

Actively Recruiting Members!
Mental Health Committee
MHC Goals for 2021-22

Goals for 2021:

- **Analyze results of the Graduate Student Mental Health Survey**
- Create new mental health **resources** to support graduate students
- **Reduce stigma** around mental health/seeking help by creating a safe space and community
- More virtual wellness events
- Reach out to other GSOs → Representative from GSOs to act as a **Mental Health Liaison** in their GSO!
  - Pass on info and news about events from the MHC
  - Advocate for mental health resources/events
Mental Health Survey

Survey opened in May 2021
228 responses

Deadline: October 31, 2021

Link: https://rutgers.ca1.qualtrics.com/jfe/form/SV_4GH9M9TB3Gu4hRI
Upcoming events for Fall 2021

Yoga at The Yard with MHC!
with Marcus Allen Reynier Pabellon

GARDEN OF HEALING
YOGA & WELLNESS

Emotional Wellness & Mental Health in Graduate School

Dr. Francesca Maresca
Interim Assistant Vice Chancellor for Health & Wellness,
Director of Health, Outreach, Promotion & Education (HOPE)
The MHC is recruiting new members!

Rutgers Graduate Mental Health Committee

Please contact us if interested:
mentalhealth@gsa.rutgers.edu
V. GSA’s Open positions
Current Open Positions

- Open Positions:
  - Vice President of External Affairs
  - Vice President of Events and Programming
  - Academic Development Director
  - SGS Senator (1)

- Interested in serving for any of the positions? Want more information?
  - Please reach out to us at president@gsa.rutgers.edu
VI. Update: Senate
Update: Senate Meeting

- The University Senate met on September 21, 2021
  - Meeting agenda
  - President Holloway gave address to senate
  - Discussed charge: Best practices for asynchronous instruction
    - Senate voted yes to approve the recommendations from the Instruction, Curricula and Advising Committee
  - Discussed: Proposed resolution on Mandatory Vaccinations for Faculty and Staff
    - Senate voted yes to approve the resolution: Be it resolved that the Rutgers University Senate urges the administration to require all faculty and staff of the university to be fully vaccinated against Covid-19.
- Next Senate Meeting: October 22, 2021 at 1:10pm
- Senate Eboard is still looking for student representatives for each campus
  - Details of what being a Eboard student representative entails are available in the Senate Handbook
VII. GSO’s Announcements
VIII. Any Other Business?
IX. Adjournment