

GAPSA Assembly Meeting Minutes
September 15th, 2008, Uptown Campus Jones 108 –7:00pm

I. Call to Order

II. Roll Call

A. Executive Council Introductions

- Brief description of each Executive Council member's job included in folder

B. GAPSA Senator Introductions

- Please see attendance below

III. Approval of Minutes

- Minutes from April 16, 2008 approved by unanimous consent

IV. President's Report (Jerina Pillert)

A. Welcome Letter and GAPSA Executive Council information

- Please see information included in folder

B. ASB Meetings

- A set time and date for ASB meetings is needed. Monday at 6:00 p.m. on the same dates as the GAPSA Assembly meetings will not work because SBA meetings conflict.

V. GAPSA Division Reports

A. School of Continuing Studies

- No report

B. Graduate Business Council

- No report

C. Graduate Studies Student Association

- No report

D. Medical School Student Association

- No report

E. Public Health and Tropical Medicine Student Government

- No report

F. Student Bar Association (Law School)

- Has passed its budget for the 2008-2009 academic year
- Has had meetings

G. Student Government Association of the School of Social Work

- Proxies for elected GAPSA Senators attending this meeting; the Senators are currently in India
- Building still badly in need of repair

H. Biomedical Sciences Student Association

- Will be going on a retreat to Ocean Springs, Mississippi

VI. Executive Council Reports

A. Executive VP: Erin Beyerstedt

i. GAPSA Fall Semester Party

- Will October 7 work as a date for the party?—No, SBA has a conflict.
- October 10 and October 18 also do not work.
- Please e-mail other conflict to EVP Beyerstedt (ebeyerst@tulane.edu) ASAP

B. Administrative VP: Andrew Tuozzolo

i. GAPSA Voting Procedures and Rules of Order

- Melissa Swabacker (sic?) will act as Andrew's proxy for the entire academic year.
- Please review the Robert's Rules of Order sheet included in your folders. These rules will serve as the guidelines for keeping order at GAPSA Assembly meetings and ensuring that these meetings are conducted in a timely manner. If you have any questions, comments, or concerns about these rules, please e-mail AVP Tuozzolo (atuozzol@tulane.edu).

C. Downtown Campus VP: Katie Izenour

i. Downtown Safety Commission

- Will meet at 7 p.m. on Wednesdays
- Will meet two or three times each semester
- Needs volunteers from SBA, GBC, and Social Work to serve on the Commission.

ii. Uptown/Downtown Shuttle

- Trying to reorganize it.

D. Treasurer: Kourtney Thomas

i. Finance Committee General Information

- Please see information in folder concerning general information about the GAPSA Finance Committee and the dates and times of its meetings.

ii. Reserve Travel Request Rules and Procedures

- Please see information in folder concerning GAPSA Reserve Fund Requests.
- ALL reserve fund requests MUST go through the Finance Committee.
- The rules concerning reserve fund requests will soon be on the GAPSA website; please refer to the website if you have questions.
- If you are applying for a travel award, please apply to your school before applying to GAPSA.
- GAPSA will provide travel funding only if obtaining funding from your school is no an option.
- Those applying for travel funding must present their requests at the GAPSA Finance Committee meeting or must send a proxy to do so. Applications for travel funding will not be considered if this requirement is not met.
- Travel funding will be given only to those presenting or competing, not to those attending.
- GAPSA will award up to \$500 per student
- SBA requests that these rules be e-mailed to the GAPSA Senators.

E. Secretary: Megan Holt

- Please sign the Attendance Sheet.

VII. ASB President's Report (Tim Cullen)

- No Report

VIII. USG President's Report (Margaret Walker)

- No Report

IX. Adviser Report (Jered Bocage)

- On behalf of ASB President Tim Cullen, announced that ASB would like a legislative agenda.
- Adviser Bocage will set up a Responsible Host Training Session for your school. If interested, please contact him (jbocage@tulane.edu).
- Dr. Cherrey's office will be much stricter about the deadline for contract approvals this year. Under no circumstances will

contracts be approved after an event has already taken place. Contracts should be submitted no later than three weeks prior to the event.

- Financial Associate problem and possible solutions:
 - There is no longer a Financial Associate. Karen Rodrigue, who was responsible for processing reimbursement paperwork for GAPSA and its constituent schools, has retired. There is currently a hiring freeze, so there will not be a new Financial Associate in the near future.
 - Possible Solution 1—Hiring a temporary worker
 - Possible Solution 2—Student governments would take control of the Financial Associate position (USG and GAPSA would share the cost of the Financial Associate's salary; each government would contribute approximately \$20,000 each year).
 - Reasoning behind Possible Solution 2—A) The work of the Financial Associate is generated by the student governments. B) It would help to speed the reimbursement process. C) It would do away with the issue of cost recovery.
 - USG is supportive of Possible Solution 2
 - Question from SBA—"What exactly was cost recovery and why was it an issue?" Answer—Adviser Bocage provided a brief summary of the history of cost recovery; last year's cost recovery request was passed around the Assembly.
 - Remark from Public Health—"Possible Solution 2 sounds identical to cost recovery."
 - Question from Downtown VP Izenour—"What would stop people from then asking for more funding for more positions?" Answer from Adviser Bocage—"Nothing. However, we created the need for a Financial Associate when we created the Student Activities Fee. No other position was created as a result of Student Activities and the need for reimbursement. We hope to restructure the duties of this position in response to student input, and we hope that reimbursements will be issued much more quickly than before."
 - Question from AVP Tuozzolo—"Could we hire student workers to do the work of the Financial Associate?" SBA Senator Zimmerman has the same

question. Answer from Adviser Bocage—“Student workers would be an alternative solution to hiring temp workers. However, students are not permitted access to some Tulane computer system and would therefore be unable to process some paperwork.”

- Comment from SBA Senator Cancio—“We need to revise the duties of the Financial Associate.”
- Questions from SBA—“What are the steps of the reimbursement process?” “Why does it take so long?”
Answer from Adviser Bocage—“Post-Katrina the length of time for reimbursement to be issued increased; checks are now cut on a weekly basis rather than a daily basis. We would like to reduce the amount of reimbursements by possibly giving the new Financial Associate a P-Card, thereby eliminating the need for student governments to front funding for some of their activities.”
- Question from GSSA—“Where would the GAPSA portion of the Financial Associate’s salary come from?”
Answer from Adviser Bocage—“The GAPSA Reserve Fund is currently approximately \$400,000 from unspent school funds, plus interest. Please keep in mind that GAPSA used to pay \$25,000 each year to a Technology person, a cost we no longer have.”
- Comment and question from SBA—“People do not know when their reimbursement checks have been issued. How can we be notified?”
- Comment from MSG—“We have our own person who notifies us, but it is not faster.”
- Question and comment from SBA—“Could the Schools take a more active role in the reimbursement process?”
The person at the Law School takes wonderful care of us.”
- Question from Social Work—“How long is the hiring freeze?” Answer from Adviser Bocage—“Indefinite, which is why we are going to get a temp and try to figure out a more long-term solution.”
- Question from AVP Tuozzolo—“What is the game plan from here? Answer from Adviser Bocage—“A written proposal will come to GAPSA ASAP.”
- Question from Secretary Holt—“Who would oversee the new Financial Associate were USG and GAPSA to pay the salary?” Answer from Adviser Bocage—

“Ideally, USG and GAPSA. We could create some kind of mechanism for overseeing the FA.”

X. Old Business

A. BMSSA Constitution – first reading

- Please see the folder for the proposed BMSSA Constitution. We will vote on whether or not to approve this constitution at the next meeting.

B. GAPSA Constitution/Bylaws Changes – first reading

- Please see the folder for both documents and their changes. We will vote on whether or not to approve these changes at the next meeting.

XI. New Business

- SBA—The Public Interest Law Foundation will be requesting funding for travel at the next meeting. Its members will be attending a conference.
- GSSA—One of our Representative brought up the issue of student health insurance. Do we want to make this issue GAPSA-wide?
- LOTS of interest in the student health insurance issue. It is now a GAPSA issue.

XII. Open Forum

- Question—How will ASB meetings take place on Monday if ASB President Cullen has class that night? Answer—We will need to figure out at day and time that is convenient for both USG and GAPSA.
- Question—How far in advance of Finance Committee meetings are Reserve Fund Requests due? Answer—Please send all Reserve Fund Requests to VP of Finance Thomas (kthomas@tulane.edu) no later than twenty-four hours before the Finance Committee meeting at which the request will be discussed.

XIII. Announcements

- Tulane Entrepreneur Associate would like to invite anyone who is interested to their events. You can Google “TEA Tulane” for meeting times and information about the Monday Speaker Series.
- President Pillert will e-mail announcements about events at each School.

XIV. Adjournment

- Meeting adjourned at 8:25 p.m.

Attendance

Continuing Studies

Josh Barnett

Graduate Studies (GSSA)

Rebecca Powers

Joyce Bennett

Jeremy Nelson

Scott Jared

Lisa Hua

Public Health (SPHTM)

Laura DeBoer

Tamala Gondwe

Katie Reilly

Allison Brennen

James Morrison

Marco Vincenti

Biomedical Sciences (BMSSA)

Bryan Kaplan

Graduate Business Council

Brigham Hall

Medical School (MSG)

Cain McClary

Chris Stark

Crystal Janani

Law School (SBA)

Melissa Swabacker

Sara Lewis

Guillermo Cancio

George Wendt

Lauren Zimmerman

Social Work

Jennifer Herbert

Amelia Doty

Evelyn Owhar