Minutes: Official Meeting of the Graduate and Professional Student Senate Finance and Budget Committee  
November 9th, 2012

I. Call to Order  
Meeting called to order at 12:05pm

II. Roll Call  
Chairman Senator Eddie Schwieterman, Astronomy  
GPSS Treasurer Vera Giampietro  
Senator Colin Bateson, Mechanical Engineering  
Senator JD Leahy, Marine Affairs  
Senator Seyda Ipek, Physics  
Senator Finis Ray, Landscape Architecture  
SAO Advisor Rene Singleton @ 12:20;  

Guests  
Sky, representing Department of Geography

III. Approval of the Agenda  
Treasurer Giampietro moved to approve the agenda.  
Senator Bateson seconded the motion.  
Motion approved unanimously.

IV. Approval of the Minutes  
Senator Leahy moved to approve the minutes from 10/26/2012.  
Senator Ipek seconded the motion.  
Motion approved unanimously.

V. Consideration of Departmental Allocations  

Departmental Allocation for Geography: Representative Sky  
Sky, from the Department of Geography, made a request for GPSS funding to try to make their lounge a more communal space for graduate and undergraduate students to meet and interact. Specifically, she made a request for a coffee machine, toaster oven, plates and bowls to encourage students to spend more time in the lounge, eat lunch etc, vacuum to keep area clean, push pins to hang maps and plants to add ambiance.

Senator Schwieterman inquired about the number of graduate students in the department, to which Sky replied between 40 and 50. When discussing the survey, Sky verified that it only reflected students that did not attend a departmental meeting at which 20-30 students were present. Those at the departmental meeting were in agreement about the items needed for the lounge space.

Senator Bateson asked about the funding for cups and coffee, to which Sky said there would be student donations, and a community supply.

Senator Schwieterman and Senator Leahy mentioned that although it was not yet policy, would they be willing to place stickers on the large capital items and take pictures of them for the GPSS website. Sky responded yes they would do that.
Senator Bateson moved to fund total amount requested.  
Vera amends motion to $350.  
Motion seconded by Senator Ray.  
Motion passes unanimously.

**Departmental Allocation for Physics: Representative Senator Seyda Ipek**
Senator Ipek, representing the Physics Department, made a request of $525 to help fund 2-3 new couches, a refrigerator, microwave, toaster, and 5 chairs to put in their graduate student lounge. Currently they have 2 old couches (one is missing a piece), a broken refrigerator, and very small microwave. The lounge is used greatly for TA sessions and studying for both undergraduate and graduate students, of which there are about 196 graduate students. Senator Ipek noted the physics department has not used GPSS funding in over 4 years.

Treasurer Giampietro stated that the GPSS guidelines would allow you $400. Chairman Schwieterman clarified that if the amount allocated exceeds the guidelines of $750 then they need the Executive committee approval. He also noted that in order to allocate more than $400, there needs to be a 2/3 vote, not including himself, to approve for it to pass.

Treasurer Giampietro if there is enough room currently for a full sized refrigerator, and that it would be maintained. Senator Ipek confirmed that there would be enough room.

A discussion regarding the inexact prices was had due to the fact that Senator Ipek is trying to buy several of the items used, and therefore exact prices are not known at this time but they were considering $40-50 per couch (2-3), $150-$200 refrigerator, $50 for toaster/microwave, $15 per chair (5).

Senator Ipek then noted that because the department didn’t get funding last year, the by-laws allow them to request up to %100 over their allotted amount in the guidelines. Treasurer Giampietro confirmed that each department is limited to one application per year. Senator Leahy asked if this was a situation where we could get make money back. Senator Bateson said it could be made a condition, and he would feel more comfortable if a stipulation for getting money back was made.

Chairman Schwieterman expressed concern with staying consistent in the standards for allocating funds to make sure the committee won’t appear to be favoring its own members. Senator Leahy then made the suggestion that this particular by-law be made available on-line, on the GPSS website to address potential unfairness.

Chairman Schwieterman suggested making a timeline whereby departmental purchases must be made by the following quarter, and whatever money wasn’t spent was given back. Senator Ipek said they planned to have everything purchased by February.

**Treasurer Giampietro moves to allocate $525.**
**Senator Bateson amends motion to put a stipulation that we get any money not spent back.**
**Senator Leahy seconds the motion.**
Motion passes unanimously.

**VI. Guideline Updates**

Chairman Schwieterman said information about the stickers needs to be put into departmental allocations guidelines.
Senator Bateson suggested adding the information about getting two years of funding if no funding was provided the previous year to the Departmental Allocations guidelines sheet that is available online. Chairman Schwieterman said language would be decided by the Treasurer, himself, and the budget specialist, and then it can get approved next meeting.

A discussion took place about requirement for funding regarding the stickers and the photos and instead of making it a requirement, instead make there be repercussions. Treasurer Giamptiero suggested after two quarters the money is given back. Rene Singleton discussed preventing them from getting funding for the next two years if they don’t meet suggested use and submission of stickers and photographs. Senator Bateson recommended the guidelines require a proof of purchase, and encourage the photo.

Chairman Schwieterman said the guidelines should say something about if there is any funding leftover, it should be remitted back to GPSS. If the funding isn’t spent within a certain timeline, then GPSS will get the money back.

Senator Leahy pointed out in the bylaws, if we go over the additional 100% then we have to get Executive Committee approval. He suggested the (guidelines) say a part of the merit of applications will include looking favorably upon departments who haven’t been funded in the past. Chairman Schwieterman proposed the wording: The committee looks more favorably on requests from Departments that have not requested funding in the past.

Chairman Schwieterman wanted to add in guidelines for Special Allocations: A Senator or GPSS representative may be required to give a brief presentation at the event.

Senator Ipek noted a typo on the guidelines sheet 251-200 should be 251-300.

Senator Bateson stressed the need for something to make the process of getting feedback more likely to happen. Ideas included photos from the event, emails with photos, how many people attended, breakdown, GPSS advertisement, etc. Treasure Giamptiero suggested having a poster that traveled to events.

In a discussion about how to get feedback from events, either through attending the events personally, emails, etc. Senator Ray said GPSS should be seen more as a helping hand then as a police force.

Senator Leahy inquired about whether or not contact was being made with the RSO or departments to get feedback, and he volunteered to draft up a general form to collect information on what events occurred/items funded, student breakdown etc. Chairman Schwieterman then said every week someone from the committee will volunteer to get in touch with the necessary RSO/departments.

VII. Announcements
Treasurer Giamptiero: Stickers are arriving at 3pm today, cost $80-90 for 200 stickers. Report from Senate meeting will be on the agenda for next week.

Chairman Schwieterman: We may or may not be meeting every other week. You will know by Wednesday at 5pm.

VIII. Adjournment
Meeting adjourned at 1:07