Minutes: Official Meeting of the Graduate and Professional Student Senate Finance and Budget Committee
May 8th, 2013

I. Call to Order
Meeting called to order at 10:15 am

II. Roll Call
Chairman Colin Bateson, Mechanical Engineering
GPSS Treasurer Vera Giampietro, Landscape Architecture & Urban Planning
Senator JD Ross Leahy, Marine and Environmental Sciences
Senator Seyda Ipek, Physics
Senator Alexandra Kaufman, Nutritional Sciences
Senator Finis Ray, Landscape Architecture

Guests
Daniel Coslett for Built Environments
Dylan Gary for Chemistry
Essen for MSA
Emily for Aquatics and Fishery Sciences

III. Approval of the Agenda
Chairperson Bateson moved to move MSA as the last presenter.
Senator Kaufman seconded the motion.
Motion passed unanimously.

Chairperson Bateson moved to discuss the budget balance before we adjourn.
Senator Ipek seconded the motion.
Motion passed unanimously.

Treasurer Giampietro moved to moved MSA back to the second presenter.
Chairperson Bateson seconded the motion.
Motion passed unanimously.

IV. Approval of the Minutes
Committee approved minutes from 4/24/2013 meeting unanimously.

V. Consideration of Departmental Allocations

Built Environment
Daniel Coslett, GPSS Senator for three years, presented on behalf of the Built Environment PhD program. He stated that in all his years as a Senator, this is the first time his department has asked for funding. Built Environments is requesting funding to purchase a flat bed scanner so that PhD students can scan notes and make print outs and also for furniture for incoming cohort. Currently there are no available scanners or printers in their department that they can utilize without having to pay. The department used to have one but it broke down and ever since that one was thrown away, the department hasn’t funded a new scanner. The department has limited funds and chooses to allocate those funds toward travel grants as opposed to capital items. The furniture is also part of the request because of the need for incoming cohort of 6. The furniture will be purchased at UW Surplus and if there is left over money from the purchase, they will add more items.
Chairperson Bateson asked where the items will be located and stored. Daniel answered that the items will be in a room where only graduate students have access to by the use of a key. The door is always locked and you need a key to get in.

Senator Leahy stated that one of the restrictions of funding is that it is not to be used towards supporting the institutional mission of the university and asked that Daniel explain how this benefits students. Daniel replied that this assists students because it helps them prepare for tests and transcribing handwritten notes.

Senator Leahy asked for clarification as to why the department is not funding the capital items especially if it is to be used for incoming cohort. Daniel stated that with the lack of funding, they prefer that the departmental funds available be allocated to fund travel grants as opposed to capital items.

Senator Leahy asked if Built Environments will be able to purchase the items by the end of the quarter. Daniel stated that they should be able to depending on how quickly the funding is allocated. Senator Leahy informed Daniel about the requirement to post GPSS stickers on items.

Senator Kaufman asked for some clarification on the budget breakdown and how it shows that they need more furniture but not money. Daniel clarified that there was an updated budget submitted and they need $275 for the scanner and $75 for furniture for a total of $350.

**Senator Kaufman moved to fund Built Environment at $350.**  
**Senator Ipek seconded the motion.**  
**Motion passed unanimously.**

**Muslim Student Association**  
Essen, MSA President, presented on behalf of MSA. This year they are holding Muslim Awareness Week to take back the narrative on who Muslims are in the society. The MSA is currently trying to get as much funding as much as possible and anything that GPSS can provide would be greatly appreciated.

Chairperson Bateson stated that GPSS wont be able to fund the full request of $900 and would like MSA to state how this will affect the event and what kind of trade-offs will be made. Essen stated that the event will take place regardless and they are trying to cut down on the costs for decorations and work with speakers to reduce the need for projectors or other AV. Chairperson Bateson asked if they have identified any other source of funds. Essen stated that they have sent emails to other departments requesting funding but because of the timing there are no funds available.

Senator Kaufman asked if the event was at all subsidized by MSA membership dues. Essen stated that no, there were no membership dues being used and it is a free event.

Senator Leahy asked who the speakers are. Sheikh Hamza Maqbul, Dr. Johnathan Brown, Dr. Michael Perez, and Lesley Hazelton.

Treasurer Giampietro asked if they have UW faculty as speakers. Yes, the last two listed are UW faculty. Treasurer Giampietro informed MSA of the fact that GPSS cannot provide honorarium for UW faculty. Essen stated that the funds requested are for room fees and possibly airfare for visiting speakers.

Senator Leahy asked for clarification on where the money is being used. Essen stated that it will go towards paying for the room and the rest will be used to pay for airfare.
Treasurer Giampietro asked whether the costs are for the course of the week or just one day and whether food is also included. Essen stated that the room cost is for the course of the week and for food they are just having small snacks.

Chairperson Bateson asked how MSA is targeting the non-Muslim audience since this would be more effective if they reached that audience. Essen stated that they have emailed professors and have made students aware with fliers and they will be advertising in classes.

Chairperson Bateson asked what expected attendance is. Essen stated 200 people. Senator Leahy asked for clarification if 200 was for the whole week or for each event. Essen stated that it is for each day and the event will be held for 2 hours.

Treasurer Giampietro asked how many MSA members are there. Essen stated there are 35 active members but there can be as many as 100 graduate students and have asked them to advertise and invite people.

Senator Leahy moved to fund MSA at $655.42. Senator Ray seconded the motion. Motion passed unanimously.

Aquatics & Fishery Sciences
Emily, 1st year masters student presented on behalf of Aquatics and Fishery. Aquatics and Fishery is requesting $500 for a departmental retreat that takes place during the 1st week of fall quarter. The purpose of the retreat is to help new students meet older students and for them to get to know each other. The request is to fund the vehicles, ferry, and lodging. The Aquatics and Fishery Department and the student group has already contributed funds.

Senator Ipek asked if students are being asked to pay any part of the cost for the retreat. Emily stated that if they can't reach their goal they will ask students to contribute. Chairperson Bateson asked what the attendance level was. Emily stated that last year 20 people participated and the year before 30 people participated.

Chairperson Bateson asked if Emily participated this past year. Emily stated she did participate and found it valuable to meet people who she would not have the opportunity to attend classes with. The retreat not only allows people to connect but it provides a Q&A and what to do and what not to do in graduate school information session. It helps students get a bigger picture of what is going as a whole.

Chairperson Bateson asked where they are planning to host the retreat this year. Emily stated that last year they held it at Friday Harbor and this year they are looking at Olympic National Forest in Forks. Senator Kaufman questioned whether funding can be provided for events outside of UW property. Treasurer Giampietro stated as long as the property is owned by the state, GPSS can allocate funds.

Senator Leahy asked what academic or professional component of the retreat is. Emily stated that the retreat is an introduction to what every lab is doing and how to survive graduate school. There are requests this year for more presentations on how to publish, giving talks, maybe a short session where older students can guide and mentor students. Senator Leahy asked how many nights the retreat will be. Emily stated just one.

Senator Kaufman stated that if 20 people are going, it becomes $20/person which is higher than what we normally fund. Treasurer Giampietro stated that we haven't evaluated departmental retreats on a per person cost basis, which is something we have done for special allocations. Chairperson Bateson clarified this department didn't get funding last year. Senator Leahy stated that the per person cost assessment is something that the committee created over
the course of the year in order to evaluate Special Allocations applications. Since there was no guideline provided, the committee created one. In the case of Departmental Allocations, the guideline is written out, where department size indicates how much funding they can receive. Therefore the per person cost is already made clear in the guidelines.

Senator Ipek moved to recommend that the 2013 – 2014 Executive Committee approve the funding request made by Aquatics and Fisheries at the summer meetings.
Senator Kaufman seconded the motion.
Motion passed unanimously.

Chemistry
Dylan Gary, Senator from Chemistry presented on behalf of the Chemistry Department. Dylan is aware that Chemistry is asking a lot in terms of funding but the poor state the lounge is an ongoing problem. The request is to purchase capital items such as couches, chairs, and paint to repair holes and patch paint jobs in the room. There may be some wiggle room in the cost if they spend less on decorations. The lounge is currently only accessible to students who have a key. Students will take on the project of painting the room. Dylan proceeded to show pictures on a slideshow of the current state of the room.

Senator Ipek asked when the work will get done. Dylan stated that it will be done over the summer when students have the time. Senator Kaufman asked if it is locked. Dylan stated that it is locked and keeps out undergrads. Senator Ipek asked whether the department can help. Dylan stated that he is not sure because they haven’t asked, but historically they allocate funding for social events, so it is possible.

Senator Leahy asked for clarification about whether they are requesting pool cues. Dylan stated that yes, current ones are warped and in bad shape.

Treasurer Giampietro asked if Chemistry would be able to get all the items purchased by the end of the quarter. Dylan stated yes. The painting will be done over the summer.

Senator Leahy asked if their request is for the full $800. Dylan stated yes. Senator Kaufman asked whether they had received prior approval from Facilities Management to paint the walls. Dylan said no. Senator Kaufman voiced concern about facilities management the importance of getting approval to paint. Dylan said that although he hadn’t yet asked about it, that he would make sure to do so before any work was to be done.

Senator Ipek moved to fund Chemistry at $800.
Senator Ray seconded the motion.
Motion passed. Senator Kaufman abstained.

VI. Schedule for future meetings.
Senator Leahy, moved to transfer money from Special to Departmental Allocations in the amount that would balance both funds.
Senator Kaufman seconded the motion.
Motion passed unanimously.

VII. Adjournment
Meeting adjourned at 11:08 am.