Minutes: Official Meeting of the Graduate and Professional Student Senate Finance and Budget Committee
May 15th, 2013

I. Call to Order
Meeting called to order at 10:27 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

III. Approval of the Agenda
Committee approved the agenda for 5/15/2013 meeting unanimously.

Treasurer Giampietro moved to wait on the discussion of Special Allocations Application. Senator Seyda seconded the motion. Motion passed unanimously.

IV. Approval of the Minutes
Committee approved minutes from 5/8/2013 meeting unanimously.

V. Discussion of Departmental Funding Application
Treasurer Giampietro discussed creating the application as a Google form for applicants to submit which would then be turned into an excel file. We would change the format of the application but not many of the questions. The following changes will be made to the application:

- **Information** – remove the Senator signature requirement. Use applicant UWID rather than an outside email and create a date stamp feature.
- **Budget Information** – separate the email and ph #. Not requiring a signature but will create a way that Budget Coordinators can verify the information before they come to present to the committee.

Chairperson Bateson recommended that it be made into a word document that will be uploaded to Google Docs to share with the committee.

VI. Travel Grants Discussion
Senator Leahy discussed the grading rubric and issues the committee may face if the grading rubric was made public. Applicants who are familiar with the form will be funded and those who are new to applying for the grant will be at a disadvantage. The application needs to make rubric values clear as well as what the committee wants to fund because it will help with fairness for applicants.

Chairperson Bateson added that if the rubric is made public, many of the applications submitted will be written perfectly accordingly to the rubric. Treasurer Giampietro asked the Committee if it wants to change what was provided by the Travel Grants ad hoc Committee or draft a new application altogether. If the Committee changes the application it does not need to be brought before the senate to be approved. An announcement will need to be made to the Senate that the Committee is taking suggestions and comments regarding the application.
Senator Ipek asked for clarification on whether an applicant will be sent a notice that they have been disqualified from receiving funding and what constitutes disqualification. If the applicant does not answer all the questions or include pertinent information – is that enough to be disqualified?

The Committee discussed that applicants cannot submit an application after the conference has occurred and there can only be one application per conference. Applying after going to the conference is not allowed. Also, one application per conference will be the rule.

The Committee discussed the deadlines and moving applications to another quarter if the application is not funded. Discretion will need to be given to the future Travel Grants Committee on how they would like funds to be broken up in the school year and how to disburse grants. The travel Grants Committee can have a standard response informing an applicant that their application has been moved to the next quarter for consideration.

The Committee will take question from the application and make sure it is in the rubric assessment to rank applications. There are small changes that need to be made to the application. The Committee will each take a part of the application and revise them and bring back to the committee.

**VII. Adjournment**
Meeting adjourned at 11:13 am.