Minutes: Official Meeting of the Graduate and Professional Student Senate Finance and Budget Committee
May 22th, 2013

I. **Call to Order**
Meeting called to order at 10:02 am

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

III. **Approval of the Agenda**
Committee approved the agenda for 5/22/2013 meeting unanimously.

IV. **Approval of the Minutes**
Committee approved minutes from 5/15/2013 meeting unanimously.

V. **Discussion of Departmental Funding Application**
The Committee discussed the basic look of the application. Chairperson Bateson asked how well the new application captured the previous discussions. Treasurer Giampietro stated it added departmental guidelines, considering this application had the least amount of work to be done.

The Committee has decided to make the application a working document and will make changes as needed.

VI. **Discussion of Special Allocation Applications**
Senator Ipek asked for clarification on why the application is now asking for maximum and minimum capacity for venues. Senator Firth stated it is to better understand the amount of people they are expecting and how much the room can actually hold. The Committee decided to leave that question off the application, instead there will be an informational appendix for each Senator’s binder with a list of rooms on campus and their maximum/minimum capacity.

Senator Kaufman discussed the possibility of providing a template form for itemized budget for students to use as opposed to allowing them to submit their own version. Senator Ipek stated that it would create more work on the RSO’s end because they already have budgets set up on their end that they would then need to transcribe their budget into the template provided. Senator Kaufman’s concerns were in regards to SAO’s comments that groups that are more experienced in applying for funding will submit better applications and budgets. Chairperson Bateson commented that the Committee needs to focus on the application as a whole as opposed different pieces of the application. Senator Firth commented that this incentivizes the RSO to already have a budget in place to submit.

Senator Ipek recommended uploading an example of a good application on the website for RSO’s to reference what we are looking for when reviewing applications and encouraging RSO’s to meet with ASUW before meeting with GPSS based on percentage of graduate student
membership in RSO. It will be the job of applicant screener to see what the percentage is of grad student in organization.

Chairperson Bateson reiterated Advisor Singleton’s suggestion that a graduate student member be the one to present on behalf of the RSO. This process would ensure the RSO is seeing ASUW first and there is a graduate student presence in the RSO. Senator Firth recommended that as opposed to describing the graduate membership, the application could instead ask what percentage of the RSO is made up of graduate students.

Senator Ipek brought up the issue of returning portions of the funds awarded to the RSO back to GPSS if they aren’t using all of the funds. ASUW has it in their guidelines that the money must be returned if there are any left over. Treasurer Giampietro stated that there is ambiguity between the RSO, GPSS and SAO because the funding does not specifically allocate for certain items. It is hard for GPSS to know where the money is specifically being spent without having them submit itemized receipts. Senator Firth suggested writing a clause that stipulates if a cheaper quote is available elsewhere; the RSO should use the money towards other programming needs.

Chairperson Bateson recommended writing a separate guideline for Advisors, and Senator Kaufman also reiterated the need for a clause stipulating the use of extra funds.

VII. Travel Grants Discussion

The Committee discussed what monetary limit should be set for grant awards: $300 for domestic and $500 for international conferences. Although the amount doesn’t cover too many costs, it still provides some assistance to the student. Senator Ipek and Senator Firth suggested putting the pressure back onto departments to assist in providing funding for students. Treasurer Giapietro questioned where would the departmental funding coming from. Senator Firth recommended that after funding is approved or during the application process, the Committee could ask departments what their ability is to fund students since the Committee is considering the funding.

Senator Kaufman was concerned that interdisciplinary programs have small budgets and worried that if we ask department to match, they will not be willing to do so. Senator Ipek stated the committee should focus on the metrics provided for the Committee and attempt to base awards on that.

Treasurer Giampietro has uploaded the application and requested that the Committee revise the document together. The Committee is tasked with ensuring the rubric matches the questions being asked of the applicant. Senator Kaufman will fill out an application and the Committee will use this application to do a pilot run of the rubric.

VIII. Other Business

The Committee has scheduled a meeting for 6/5.

The 5/29 meeting will be spent discussing the final travel grants application, reviewing the Special Allocation Applications, and creating guidelines for Advisors.

IX. Adjournment

Meeting adjourned at 11:25 am.