

Senate Meeting Minutes

October 20th

Approval of the Agenda

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V: Hello everyone! Today is our second senate meeting but some of you are new. So, I am going to repeat some of the things we talked about at our last meeting. About the checks, all the checks will be issued in three weeks. However, if the check amount is more than \$1000, it will take more than three weeks to issue the check. No emails will be sent out when your check is ready. You need to go to the office three weeks after you submit your receipts to pick up your check. We have a lot of checks from last year, and we are wondering why people don't come to pick up their checks. Please make sure that people in your department know about the process. Checks should be picked up & cashed within 6 months. Otherwise, they will be void. To reissue a check, \$35 will be deducted from your check to cover the university's fee for reissuing the check.

S: Can you mail the checks to the one who apply for it?

V: Yes, if you give us an envelope with address on it, we can mail it to you. But please remember to notify us if your address changes.

V: About senators and funding, if your department doesn't have a senator, you can apply for RAP, but you will not receive club funding and department allocation. We have sent emails to chairs of the departments that didn't have senators and we asked them to encourage their students to be active in GSO. Please check the senator list on the website, the list is updated. If your email address is not correct or if your name is misspelled, please contact Linrui and she will change it.

One more thing about club is that people from different departments have asked us if they are registered with us or if we have approved their club. You should know that GSO is not involved in club registration. Clubs must be registered with the Student Activities Center to be eligible to receive funding. If your club is not registered, you can't apply for club money. Today we have Rose here, she will talk about club registration. You need to re-register your club every year. To know if your club is registered or not, you should check the stonybrook.edu/sblife website

About the Distinguished Travel Award, please make sure people in your department know about this award. We have sent mass emails about it through the graduate school. We have also sent you an email about DTA, please make sure that you forward the email to your department. The deadline to submit an application is on November 15th at 11:59pm. We have the form online, If your application is not complete, it will not be processed. If any of you have any questions about DTA, please contact Ramiro at speaker@sbgso.org.

About committees, we have all the info on the Google spreadsheet, which was shared with you. New people, if you don't have access to the Google spreadsheet, ask Linrui to send the link to you. All senators should serve at least on one committee. Committees are different, some committees will meet every two weeks, some committees will meet every month, and some committees might not meet at all. If there's no info about meeting time in the Google spreadsheet, it means that we don't know the meeting dates yet. When we are informed about the dates, we will let you know. Those of you who haven't signed up yet, please make sure that you do it soon.

We have a new policy, after each meeting, you need to send us a summary of the meeting. It's important to share with us the info about the committees, so after you attend committees, please write down a brief summary of the meeting and email it to us. The email should include name of the attendees, time, location, the main ideas discussed at the meeting, your questions, concerns, and so on. Please start to do it next time you go to the meeting. And if you have any question or anything you want to say, please feel free to bring it up in this meeting here so that people can give their ideas and we can talk about it.

Senator: What if we have more than one senator in the committee, who should write down the summary?

V: In this case, we can help you to select a chair for the committee or people in the committee can take turns in writing the report.

Senator: I have one small concern, what if the committee should have a close meeting, and the info in the meeting shouldn't be open to everyone.

V: That's a different story. First of all, the summary will stay within the eboard, so the info will not be open to anyone unless there's a general issue that should be discussed in our meeting. So, you should talk with the chair of that committee and ask if you can share the agenda and minutes of the meeting with us.

Senator: I went to a University committees. There are a lot undergraduate students, and no graduate student in there. I think we should ask grad students to take part in it, so that grad students are respected in these administrations since they know that we care about it. I think we should increase the number of senators in university committees and maybe decrease the amount of internal committees.

V: Yes, attending the university committees is important. All the university committees are filled and we have only 2-3 committees that needs graduate student representation. we hope that we will have people sign up for those committees soon.

V: About Grant writing workshop, I want to give you an update. We will have grant writing workshops in the spring semester. We will have different informational sessions for different disciplines and we will invite different faculty from different departments. In each session, we will give information about the process of grant writing application, where to start, resources, tips on

how to write persuasively, and so on. We hope that we will have a couple of actual grant writing workshops, where people will bring their proposals and the faculty will help them to improve their application.

This semester, on Nov. 18th, we will have Fulbright Scholarship info session. If you get Fulbright scholarship, you will go aboard for a year to study and you will have an opportunity to live in a different country. They will cover all the expense for the year. We will send you the flyer when it is ready, please let your department know about it.

V: About programs and events, we will have a workshop with our lawyer regarding landlords and leases. It will be on Nov 9th at 5:30 in SAC302. We will send you an email about the workshop. So make sure that your department knows that we are having this workshop and they can come and bring their question. All the information about our events and programs is available on our website and Facebook page. We will have Movie night on Oct 26th in Staller Center, the Silence of the Lamb, and we will have Halloween party on Oct 30th at 8pm at UCAFE.

When you forward our emails to your department, please do not just forward them. Add one or two sentences so that people know what the email is about.

About Ucafe, it is not just for GSO, if you want to hold an event at UCafe, you can book it through the Student Activities Center.

Senator: Do they charge for it?

V: I don't think so, but I can double check and get back to you.

Senator: Do we need a separate license for alcohol?

V: No, the food vendor already has it. You just need to coordinate with them in advance. Please take advantage of UCafe since it will be closed soon.

Senator: So what we should go through if Ucafe is closed? What did you do about it?

V: We have met with different people on the administration and we are looking for a new place. But the problem is that Ucafe has very unique features, there are no classrooms around Ucafe, it's a private place, it has sound equipment for music and concerts and there is alcohol. We haven't found a place like UCafe yet. We have some options like Wang center, Staller Center and SAC, but they don't like to give us a room that we can change it and make it suitable for concerts or serve alcohol. If you have any ideas about the location, please let us know.

J: The school wants data about Ucafe, like how many people attend the events. So it's important that we attend the events and promote it well, so we can say that this is why we should keep it to contribute to students' life.

V: That's why I told you to book Ucafe for your department events. You can take your department to Ucafe for parties. when we are talking with administration, we can tell them that the departments are using UCafe too.

V: The next senate meeting will be on Nov.17th, and the last one will be on Dec.8th. All the dates are posted on the website.

Senator: How much money we can get for club?

J: It depends on how many people you have in your department. The maximum is \$800.

Senator: Do you still have Karaoke?

V: Yes, we have it on Thursdays but not every Thursday. We have Jazz night every Wednesday. All the event dates are on the website and Facebook.

Senator: Can you post the dates of Senate meeting on Facebook?

V: Yes, sure.

R: Next is Rose from SAC, and she is going to introduce club registration.

Rose: Hi everyone. My name is Rose, and I'm a programing advisor in Student Activity. We got many question about graduate clubs, so I'm here to give the presentation today. When you check on SB Life, and you don't see the clubs you want to join in, that means that they are not recognized by university right now. So even if they exist there last year, they might not re-registration this year again, so they are not recognized by office. This is how to start a club. You need to register it every year. The information will be up in mid November, in few weeks, and the process begins in mid November into February. So people have time to work on it. And in February, we will have new club workshop. So with that, your club registration needs permission from your organization. It will have four positions, president, VP, secretary, treasure. If you want to be a graduate club, these four people have to be grad students. Then you need a faculty to be advisor, and that could be your professor or any faculty on campus. Any question?
Senator: What's the faculty advisor?

Rose: If you have question about what you are doing, he will give you the programing advise.

Senator: If I need a supervisor, does it have to be a staff or faculty?

Rose: Yes. You do need a faculty advisor. It can either be a faculty member or professional staff member. It has to be an employee. Thus, if you are a PHD, you can't be an advisor, even for undergraduate clubs.

Senator: What about post-doc?

Rose: As far as I know, they are not allowed to. If you have more question, you can email student activity center and schedule a meeting with us. Thanks.

R: Thank you Rose. Now we are going to have Kate Kasten talking about library resources for grad students

Kate: Hi, everyone. I'm Kate Kasten, and I'm the head of Humanities & Social Sciences. This is Bob Tolliver, he is the head of Science & Engineering. There're a lots of things we can do with library. So we are here to give you an idea what we can do with library to contribute to your work.

Bob: First, here's the resources library has. We have the research guide, especially for graduate students. They have different resource for different area. The second link I have here is lead to the library liaisons, you can find subjects in library, science, and liaisons. There are different libraries based on different background and subjects areas. If you have difficulty in finding data or resources for your topic, it is really helpful to find materials of the topic. Also, we can lead to kinds of library locations, there're main library and also library for science & engineering. So it's useful to find different resource locations. Additional, we have databases for primary and secondary texts. There's different topics of all the field you might need for your research.

Kate: I also want to talk about the data base we have. You can Google it if you want, but it will be better and easier to go with our link. And there are also resources for professional development. We also have WorldCat and accessing to other libraries. You can find your database there and there's a lot good content. And you can also search books and papers through OCLC. And here's the resources for professional development. We do have many workshops in library, so you can find their schedule by this link. And there's a lot of publishing opportunities in library which you can find it through this link. And if you are teaching, here's something you want to check out. It will help you on teaching by a tour or instruction sessions as well as how to use library. And I want to share with you our contact information, if you have any problem, we'd like to help.

R: Thank you very much. The next is treasurer's report.

A few of the senators motioned to have \$1000 cap on funding Social/Cultural and Speaker Series events. The senate discussed pros and cons of having the cap. The senate voted to approve the \$1000 cap.

R: The next we will have Marc talking about suggestions when meeting with administration.

Marc: Hi, I'm Marc, nice to meeting everyone. Based on my experience, here are some unsolicited suggestions when meeting with Deans / Provosts / your fellow committee members. When you going to the meeting, you should come with a fine plan. When you talking to the deans with proposal, just thinking in a business way. Ask yourself when you asking for something, how it going to help them? How much you want, how you want, and why. And when there's one coming in in the budget committee, you should state the return of our investment. A fact about the school you are representing. "We've grown 10% and this can increase our exposure." And also you should always have a "next step". When you doing teamwork, usually you don't get the result you want. So it's all about being collaborative, compromising and compassionate. When you talking with the deans about your proposal, you need to ask if there is anything you can do to help them. And you need to show that you care about Stony Brook University, not just your agenda. When you go to a job interview, you should listen to others' suggestions, like no hat, and being on time. Being on time is big thing when you meeting with committees or deans. This is the first thing to show your respect. And a thank-you email and a one-page recap with next steps are important. And also summaries of committee meetings. Every meeting has to have had at least 1 salient point or why else did you have the meeting? You should know what you are doing and give your point. We are student leader, everyone involved as much as we talk about. That's all, thank you!

R: Thank you Marc! Here's some postcard from university MOE bill. The state legislator understands that SUNY and CUNY cost money to operate. The MOE will ensure that the state must put up the money to do so. Otherwise, the students' tuition will just continue to increase to cover these costs. It's very important and when you sign it, it's our voice and pressing the governor to sign the bill. Take some to your department, and ask people in your department to sign it. After you sign it, you can just drop it to GSO office.

Adjourn