



MEMORANDUM

TO: Adithya Muralli, President, Graduate Student Organization
Disha Ghoshal, Treasurer, Graduate Student Organization

FROM: Dr. Richard J. Gatteau, Vice President for Student Affairs Richard J. Gatteau

DATE: May 30, 2023

SUBJECT: Certification of the GSO Academic Year Budget 2023-2024

In accordance with SUNY policies and procedures, I am recertifying the Graduate Student Government (GSO) 2023-2024 academic year budget (attached). The approval assumes that the appropriate GSO student officers and staff have complied with all rules and regulations governing development and release of these budgets.

You have available the **Student Activity Fee Guidelines**:

- Of particular importance, student activity fees must be allocated in a viewpoint neutral manner; including any future distributions from resources pooled in the programming account;
- Expenditure of student activity fee funds and any proposed sources of revenue must be in compliance with Board of Trustees Policy regarding the use of funds (8 NYCRR section 302.14, paragraph 3);
- Charitable donations to a nonprofit organization may be funded only from the net proceeds of a fund-raising activity;
- A designated independent fiscal agent must be utilized to disburse funds;
- An annual audit of student activity fee funds must be conducted by an independent auditor.

To the best of my knowledge, I recognize that you are in compliance with these guidelines, in addition to observing the current constitution and local fiscal policy. I also encourage the officers of GSO to carefully work with the GSO Senate to ensure that there is a common understanding and agreement on expenditures.

I would like to congratulate you on the quality of the process budget document, both its layout and explanatory notes. If you have any questions, please do not hesitate to contact me.

cc: L. Gomes, Vice President for Finance
D. Panico, Assistant Vice President, Audit & Management Advisory Services
C. Marshik, Dean of the Graduate School
D. Kubik, Executive Director, Faculty Student Association

Graduate Student Organization Budget Proposal, Fiscal Year 2023 - 2024

Project Code	Category	FY 2023-2024	Notes/Justification
Income			
01-4020	Activity Fee (Fall and Spring)	\$660,000.00	Projected; will need to verify with Bursar and FSA offices
01-4060	Interest	\$500.00	
01-4116	Distinguished Travel Award: Graduate School	\$10,000.00	
01-4041	RAP: Graduate School	\$18,000.00	
01-4043	RAP: Office of the President	\$10,000.00	
01-4070	Productions/Events: Office of the President	\$10,000.00	
01-4071	Productions/Events: Graduate School	\$2,000.00	
01-4114	Misc. Income: Equipment Rental	\$400.00	
01-4118	Orientation: Graduate School	\$4,500.00	
01-4047	PDF: Office of the President	\$10,000.00	
01-4046	Graduate Student Emergency Support Fund (Giving Day)		Stony Brook Foundation account
01-4200	Rollover/reserve funds	\$200,000.00	Need to reserve \$69,166.23 (5% of total revenue for the year) per SUNY guidelines.
	Total Income	\$925,400.00	Will need to verify with Bursar and FSA offices.
Expense			
GSO Office			
01-5300	Office Equipment and Supplies	\$3,000.00	
01-5065	Telephone	\$800.00	
01-5067	Insurance	\$20,000.00	
01-5100	Worker's Comp	\$2,624.00	
	Disability	fringe	
	Total GSO Office	\$26,424.00	
Payroll			
	President	\$8,500.00	10 hours/week, \$16/hr
	Vice President	\$8,500.00	10 hours/week, \$16/hr
01-5001	Treasurer	\$8,500.00	10 hours/week, \$16/hr
	Secretary	\$8,500.00	10 hours/week, \$16/hr
	Speaker	\$8,500.00	10 hours/week, \$16/hr
01-5002	Office Manager	\$10,400.00	hourly, 5-29 hours/week, avg 10hrs, \$20/hr
	Administrative Manager	\$52,000.00	part-time professional staff
01-5004	International Student Advocate	\$5,000.00	5 hours/week, ~\$20/hr
01-5006	Productions Directors (2)	\$14,000.00	7 hours/week, \$16/hr, 2 PD's, \$7,000 each
01-5007	Media and Communications Specialist	\$5,000.00	5 hours/week, ~\$20/hr
01-5010	Assistant Treasurers (3)	\$24,000.00	10 hours/week, \$16/hr, 3 AT's, \$8,000 each
01-5525	Fringe	\$20,800.00	fringe for all employees
	Total Payroll	\$173,700.00	
Accounting			
01-5800	FSA Administrative Fee	\$59,800.00	20% of FSA fee, USG pays 80% (remainder of FSA fee)
01-5323	External Auditor	\$8,800.00	
	Total Accounting	\$68,600.00	
Internal GSO Functions			
01-5052	Meetings	\$4,000.00	Catering for Senate meetings
01-5210	Miscellaneous Expenses	\$1,500.00	contingency
01-5063	Committee Expenses	\$5,000.00	GSO committee expenses for events, meetings, etc.
01-5110	Event Managers	\$5,000.00	\$20/hr per event manager, per event
	Total Internal GSO Functions	\$15,500.00	
Contributions & Public Services			
01-5042	GSO Orientation	\$4,000.00	Orientation in the fall
	Departmental Orientations	\$12,000.00	\$100 per GSO senator hosting semesterly orientations
01-5043	Tax Preparation for International Students	\$4,000.00	Sprintax codes for federal and state taxes
01-5036	WUSG 90.1 FM	\$3,500.00	Biweekly Grad Radio Hour
01-5032	Stony Brook Child Care	\$15,000.00	Financial assistance for grad students with children
01-5097	PhD Works	\$10,000.00	\$750 per award
01-5200	PhD Career Ladder Program	\$5,000.00	\$200 per student leader, per semester
01-5107	Thesis Writing Bootcamp	\$2,000.00	Dissertation bootcamp for grad students
	Total Contributions & Public Services	\$55,500.00	
Program Funding			
01-5048	Student Clubs & Organizations	\$15,000.00	\$200 per graduate student, up to \$1,600 per club
01-5035	General Cultural & Social Events	\$18,000.00	\$2,000 max per event
01-5054	Speaker Series and Conferences	\$18,000.00	\$2,000 max per event
01-5038	Department Allocations	\$70,000.00	ranges from \$1,600 to \$3,500 depending on number of students
01-5037	Resource Access Project	\$120,000.00	\$1,000 max per student
01-5098	Professional Development Fund	\$150,000.00	\$600 max per student
01-5527	Distinguished Travel Award	\$40,000.00	~11 awardees per semester; \$1,750 max per awardee
01-5044	Inter-University Doctoral Consortium	\$1,600.00	\$400 max per student
01-5093	Internship Travel	\$8,000.00	Clinical rotations, internships, fieldwork placements; \$400 max per student
01-5109	Graduate Research Travel	\$5,000.00	Research rotations in CSH, BNL, etc; \$400 max per student
01-5045	Recreation: Fitness	\$30,000.00	\$300 max per student
01-5245	Recreation: Cultural & Social	\$30,000.00	\$300 max per student
01-5074	GSO Productions and Outreach	\$80,000.00	GSO events
	Total Program Funding	\$585,600.00	
Total Expenses		\$925,324.00	



**Graduate Student Organization
Senate Meeting Minutes
April 5th, 2023
Meeting @ 5:30 - 7:30 p.m.
Student Activity Center, Room 305**

****Attendance: Please complete this [form](#).**

**** Reminder:** Alternate senators cannot vote if the primary senator is present.

**** [Robert's Rules](#) reminders:**

- Please provide a signal (e.g., raising a hand/placard, Zoom gesture), in order to speak at the appropriate times. Attendees will be permitted to speak in order of signaling; attendees who have not spoken yet will be prioritized.
- No one recognized by the Speaker may be interrupted except for a point of privilege (rights of attendees, e.g., difficulty seeing/hearing, comfort, technical issues, etc.) or a point of order (rules of order have been broken).
- Subsidiary motions: Motion may be: amended, substituted, referred to committee, postponed, or tabled, or have its debate/discussion time modified. This requires majority approval (eligible for unanimous consent)
- Six-Step Motion Process: Motion > Second > Speaker Restates Motion > Discussion (Subsidiary motions occur here) > Voting > Results
- For the sake of time, the Speaker may demonstrate **unanimous consent** by asking for objections to subsidiary motions. If there are no objections, we may skip the Six-Step motion process.
- Only voting members (certified GSO senators) may make motions

**** Senate Meeting Rules:**

- The Speaker will try to assign time limits to agenda items and discussion periods approximately proportional to the number of agenda items; generally, 2 minutes per person, 10 minute discussion time. Speaker may end discussion early with unanimous consent if there is no interest.
- Please introduce yourself everytime you speak: “[Name], Primary/Alternate Senator from [Department]”
- The Speaker may (at any time via Point of Privilege) be asked to provide additional accommodations to ensure all attendees have fair and equal access to all meeting elements (e.g., verbal description of a poster/image).
- Anyone may attend GSO Senate meetings, however non-voting members must request speaking rights during discussions by having a senator/officer yield the floor to the non-voting member.
- Each senator/officer may only speak up-to-two times during the same discussion

period (answering directed questions, points of order, and points of privilege are not included).

****Attendance: Please complete this [form](#).**

1. Meeting called to order at 5:48
2. **Announcements:**
 - a. GSO Lounge Grand Reopening on April 6th, 2023
 - i. SAC Room 145 (across from cafe)
 1. *Speaker Wadolowski announced the grand opening celebration for the new lounge from 1-2PM on Thursday, April 6.*



GRAND OPENING OF THE GRADUATE STUDENT LOUNGE

The much-awaited Grand Opening of the Graduate Student Lounge is finally here, presented by the Graduate Student Organization! Join us for an afternoon of celebration, and indulge in free food and beverages while you explore the newest hotspot in SAC. As a student, you'll have the chance to discover a variety of exciting features. We invite you to be a part of this momentous occasion and enjoy at the Graduate Student Lounge.

**APRIL 6TH, 2023
1:00 PM TO 2:00 PM
GRADUATE STUDENT LOUNGE, SAC**

GSO WELCOMES ONE AND ALL!




- b. [Sprintax codes](#) - still have codes left!
 - i. *Speaker Wadolowski encouraged senators to share Sprintax applications with their constituents*
- c. [Regalia Loan Program](#) - May Commencement
 - i. *Treasurer Wang encouraged senators to inform their constituents of the regalia loan program. The program provides money for regalia and commencement expenses for students who need it.*
 1. *Students cannot access this fund if they requested their student activity fee be returned to them.*
- d. DTA Spring 2023 Cycle
 - i. *Speaker Wadolowski announced that the Distinguished Travel Award application would be released soon .*
- e. [Free Legal Services](#)
 - i. *Speaker Wadolowski reminded senators of the legal clinic.*
- f. [SBU Recreation Center 1-month gym membership](#)

- i. *Treasurer Wang announced that campus recreation center memberships will no longer be processed through reimbursement; they will instead be processed through a monthly application. Memberships must be utilized for 6 days a month to be eligible for renewal.*
 - 1. *These memberships will be distributed only for the campus recreation center.*
- g. [LeetCode 1-year subscription](#) - still have ~150 codes left!
- h. *Rally for Fair Parking*
 - i. *The Rally for Fair Parking will take place on April 12 at Main Hospital Garage, 11:30 - 1 PM*

3. Election 2023 Campaign Statements:

- a. *Each candidate present at the meeting was given time to announce their candidacy and elaborate on their campaign statements. Senators then had an opportunity to question the candidates.*
- b. Candidates:
 - i. Marlene Patti - President
 - 1. [Campaign statement](#)
 - ii. Naika Jecrois - Secretary
 - 1. [Campaign statement](#)
 - iii. David O'Donoghue - Secretary
 - 1. Campaign statement
 - iv. Mahsa Bargahi - Treasurer
 - 1. [Campaign statement](#)
 - v. Disha Ghoshal - Treasurer
 - 1. [Campaign statement](#)
- c. Candidates present in the room:*
 - 1. Adithya Muralli - President
- d. "Meet the Candidates" event will likely be on 4/12 from 1 - 2 pm; more info to come

4. Starting Procedures

- a. Determine quorum
 - i. *Quorum was met with 39 senators present.*
- b. Approval of meeting minutes
 - i.  [March 7, 2023 Senate Meeting Minutes](#)
 - 1. *Minutes approved unanimously without objection.*
- c. Adoption of today's agenda (eligible for unanimous consent)
 - i. *Agenda adopted without objection.*
- d. Fix the time at which to adjourn the senate meeting to 7:30PM (eligible for unanimous consent)
 - 1. *Adjournment time set for 7:30 PM without objection.*
 - ii. Actions items not reached in time will be tabled to the next meeting.
 - iii. Committee and officer reports not verbally presented may be read.

Action Items

5. Voting Items:

- a. **Batch Vote:** Approve use of listed funding lines (approved by the Budget Committee) to fund the respective listed [event proposals](#):
 - i. **Tool Use Behaviors of our Closest Relatives** (hosted by the Graduate Archeology Society & Behavioral Ecology Group) for **\$2,000**
 1. Speaker & Conference Series
 2. Proposed expenses for speaker honorariums
 - ii. **Galician Literature Day 2023** (hosted by the Hispanic Languages and Literature Department) for **\$1,840**
 1. General Cultural & Social Events
 2. Proposed expenses for speaker honorariums & travel, musicians' honorariums & travel, food
 - iii. **Facilitating Awareness: Career Exploration for Scientists** (FACES; hosted by the Pharmacology Department) for **\$2,000**
 1. Speaker & Conference Series
 2. Proposed expenses for food catering
 - iv. Vote to approve use of listed funding lines to fund above event proposals
 1. *Discussion period opened and closed without comment.*
 2. *Vote held: 33 senators in favor of passing approving funding for the above events; 0 against (33 Yes; 0 No).*
- b. Vote: Approve [Budget Proposal Fiscal Year 2023 - 2024](#) (approved by the Budget Committee)
 - i. [GSO Administrative Manager](#)
 - ii. [Departmental Orientations](#)
 - iii. *Treasurer Wang introduced a budget proposal and reviewed each major item on the budget. The major additions to the budget are 1) the allocation of funds to hire and payroll an Administrative Manager, and 2) the allocation of stipends for senators who present information to their departments.*
 1. *It was determined that the administrative manager would be hired through FSA and would have to satisfy their requirements, including any they have for a diversity statement.*
 - iv. Treasurer Wang continued going through the budget, line by line. Another new item to be considered is an allocated fund that would provide money to pay senators for orientations.
- c. Vote to accept budget proposal:
 - i. *Vote held: 35 senators in favor of passing the new budget; 0 against. (35 Yes; 0 No)*
- d. Vote: Confirm New Senator Committee Assignments
 - i. Yi Wang (Public Health) -- Elections Committee
 - ii. Alexis Aparicio (Physiology) -- DEI Committee

- iii. Valentina Pucci (Hispanic Languages) - Housing Committee
 - iv. Ian Maywar (SoMAS) - Housing Committee
 - 1. Discussion opened and closed without comment.
 - 2. New Committee Assignments confirmed without objection.
6. **Actions items from the floor (if any)**
- a. Jason Withorn (Primary, Chemistry) raised the following: Are there any updates for the winners of the Fall DTA?
 - i. Speaker Wadolowski announced that those who won have been notified; rejection letters still to be sent out.
 - b. Jacqueline Martin (Primary, Neurobiology): What is the deadline for the submission of this semester's DTA application?
 - i. Speaker Wadolowski informed the senate that the application is currently due on June 2, 2023.
7. **Discussion Items (Non-binding Resolutions):**
- a. Floor yielded to Prahathish: Is there any possibility of purchasing linkedin subscriptions in bulk to distribute to graduate students?
 - i. Tresasier Wang: This is one of the bulk purchases being considered to make the reimbursement process more efficient.
 - b. Haley Briggles (Primary, Music and Election Committee Member): The Election committee received an application from at least one applicant who did not attend two senate meetings; can we accommodate them so they can be advanced to candidacy?
 - c. Floor yielded to Charles Hsueh:
 - i. Charles pointed out that the Senate meeting minutes, Executive Committee meetings, and minutes of standing committees have not been published online for a number of months, despite the fact that the Constitution requires the Secretary and Media Relations Specialist to do so. Why is this?
 - 1. Speaker Wadolowski clarified that the Secretary still needs to learn how to navigate the website software.

Committee and Officer Reports

- 8. **President's Report:** Manjot Singh
 - a. No report.
- 9. **Vice President's Report:** Donal Thomas
 - a. Graduate Student Lounge Opening: April 6th Thursday, at 1 PM
 - b. International Culture Festival, April 12, Wednesday, SAC Ballroom A, 07:00 PM - 09:00 PM
 - c. DEI Committee Meeting: March 10 and March 31, 2023
 - d. [DEI Committee Draft \(Working Document\)](#)
 - e. Outdoor Event
 - f. Jigsaw Jam, March 28, Tuesday, SAC Ballroom A, 07:00 PM - 09:00 PM
 - g. Game Night, March 9, Thursday, SAC Ballroom A, 07:00 PM - 09:00 PM
 - h. **Productions Directors' Report:** George Osei and Siri Naganoor
 - i. Coordinating all GSO events

10. **Treasurer's Report:** Christine Wang
 - a. Budget report update
 - i. No budget lines in the negative
 - ii. Please apply for departmental allocation funds!
 - b. Giving Day updates: \$2,230 so far!
 - i. [Graduate Student Emergency Support Fund](#)
 - c. Meetings
 - i. Recreation packages (shows & transportation)
 - ii. Fitness - SB gym memberships, other gyms
 - iii. GSO workflow processes
 - iv. SB Child Care Services
 - d. Reimbursement application status
 - e. **Assistant Treasurers' Report:** Chandrasekhar Thammisetty, Akshay Kurup, Mahsa Bargahi
 - i. Processing fall and spring 2022 reimbursements
11. **Secretary's Report:** David O'Donoghue
 - a. Compiling Attendance Data
 - b. Organizing and Consolidating Records
 - c. Confirming Committee Assignments
 - d. Placing New Senators on Committees
12. **Speaker's Report:** Robert Wadolowski
 - a. March Legal Clinic Held
 - i. April Clinic Scheduled for 20th, form coming out soon
 - b. DTA Committee Meeting
 - i. Announcement of Fall 2022 DTA Awardees
 - ii. Spring 2023 cycle
13. **Officer Reports**
 - a. **Graduate Student Advocate's Report:** Alexandra Checkers
 - i.
 - b. **International Student Advocate's Report:** Gaelle Aminata Colin
 - i. New round of ERF reviewed
 - ii. Giving Day communication
 - iii. Working on international culture day with PDs
 - c. **Media & Communication Specialist's Report:** Tiffany Martino
 - i.
14. **Committee Reports**
 - a.
15. **Old Business**
 - a.
16. **New Business**
 - a.
17. **Adjourned at 7:32**

Signature: *Richard J. Gatteau*
Richard J. Gatteau (May 30, 2023 12:44 EDT)

Email: richard.gatteau@stonybrook.edu







GSO Academic Year 2023-2024 Budget Certification Letter 05.30.23

Final Audit Report

2023-05-30

Created:	2023-05-30
By:	Kelly Hui (kelly.hui@stonybrook.edu)
Status:	Signed
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