



Medical Student Council Meeting  
Wednesday, **December 6th**, 2023 6:00 PM  
Student Center Main Lounge  
\*\*\*Minutes\*\*\*

**Voting Members in Attendance: *Name (proxy for name)***

Hannah Brown, Lulu Wei, Mohamed Heiba, Hayley Carabello, Alberto Barrientos, Michel Liu, Ijeoma Okoronkwo, Kyle Reid, Abiha Naqvi, Christopher Montalvo, Eric Acosta, Rachel Baum, McKenzie Andrews, Liam Deegan, Amanda Azmi (proxy by Ijeoma Okoronkwo), Kunika Chahal (proxy by Alberto Barrientos), Carl-Frederick Janvier (proxy by Alberto Barrientos), Anna Lieberman (proxy by Rachel Baum), Joya Ahmad (proxy by McKenzie Andrews), Alexis Roth (proxy by Liam Deegan)

**Guests in Attendance:**

Lindsay Blank, Adam Burgman, Schuyler Hooke, Jeffrey Putman, Tanveer Singh, Armann Shah

**Minutes recorded by Hannah Brown.  
Amanda Jirgal presiding over the meeting.**

**Call to Order: The Chair, Amanda Jirgal, called the meeting to order at 6:10pm with quorum being present.**

- a. Approved absences for this meeting: Srishty Amarnani, Alexis Roth, Anna Lieberman, Rahat Elahi, Amanda Azmi, Joya Ahmad, Kunika Chahal, Carl-Frederick Janvier
- b. New Business
  - i. Updates from Adam (2026 concern about new clubs on campus)
    1. From comments/concerns:
      - a. Is there a formal process for requesting to start a new club at Downstate? If so, can it be elucidated? Someone has been trying to start a club but isn't sure how to go about it, and wonders if there is/can be a formal process.
        - i. There is a new club application process:
          1. You go to Adam first to present your idea for the club, and he will give you the application
          2. There is a committee that would then review the applications



first week in May

4. Dr. Putman will work with the dean's office to help set up a meeting between MC24 and Dr. Quinn
5. The reason the program is late (in the Spring), is so no one will go into repayment with their loans, because they actually have something at the end of the year

**b. New Issues:**

- i. Starting to plan senior week
- ii. Formally excusing students from rotations on Match Day(s)-2/1 (ophthalmology), 2/6 (urology), 3/15 (general match)
  1. Students who are in the match for the specific day can almost definitely be excused for that day, but Dr. Putman will check
    - a. He will also check if people missing EM rotations need to make up two shifts for missing that day

2. 2025

**a. Ongoing/Repeat Issues:**

- i. Clerkship grades & appeal process for comments/scores
  1. Dr. Jakobson-Dickman is working on these issues
- ii. VSLO
  1. Last meeting they said this is around the time of year they give the information, but students haven't received anything
  2. This is not a Downstate-only issue: there's a lot of schools whose students are trying to get VSLO early
  3. A lot of programs also don't really want applications that early, so it may not even be worth it. But, Dr. Putman agrees that they should get stuff done earlier to help move the process along

**b. New Issues:**

- i. ERAS tokens for recommendation letters
  1. Current MS4s didn't get it until April/May
  2. You can ask your recommenders to hold their letters, and tell them you'll send your AAMC ID at a later time
  3. Recommenders can also send letters to Student Affairs, and they'll hold it in the student's academic file
- ii. CAD availability
- iii. Can you push a rotation to the end if you need to take time off during 3rd year?
  1. Yes! That is very easy to do. Students should reach out to Dean Cristoforou since she makes the schedule
    - a. This doesn't count as taking a formal leave,



- iii. At this point everyone *should* be able to access Healthbridge remotely. If they don't, they should reach out to Dr. Putman
- d. Shuttle issues
  - i. Dr. Putman talked to the transportation people:
    - 1. They said people should be able to call in the morning
    - 2. Dr. Putman asked what to do if the shuttle doesn't show up, and he hasn't received an answer yet, but he will ask him again
  - ii. If students have an issue, send an email to Dr. Putman and student affairs at the time of the issue so they know when it happened. Knowing the time and date of the issue allows them to figure out the schedule
  - iii. MC25 should be sending the shuttle schedule every month to MS2s, MS3s, and MS4s
    - 1. They can put in the monthly email that they should email about the date and time of any issue
- e. Access to hospital entrances in early morning
  - i. This is a staffing issue, but Dr. Putman is looking into it
  - ii. Dr. Putman is going to ask that the doors be staffed starting early in the morning
  - iii. Main Hospital entrance (with blue awning) is *always* open (24/7)
- f. Reserving private spaces in the library for meetings, etc.
  - i. They're looking at the policy that the upstairs study rooms in the library can only be for groups
  - ii. In the Spring, there will be more rooms available (not even just in the library!)

## 2. New Issues

- a. Restocking the Snacks for the Lounges
  - i. <https://docs.google.com/spreadsheets/d/1CLfGi4v0RsuPQIju3lE98he-rM1WHAFQH1L9y5eZv8c/edit#gid=0>
  - ii. Maybe there could be an account made so that someone could just order snacks straight from the account
- b. Conference Funding Guidelines Updating
  - i. Students submitting need to include their SID, Graduation Year
  - ii. Need to explicitly state that journal submissions is not included
- c. Remove Jack Nassar from Med Council
  - i. He has not been present at the meetings, and he hasn't responded to emails
- d. Event about Gaza & Petition
  - i. The event has been postponed
    - 1. The scheduling conflict with the first night of chanukah was a true scheduling conflict
  - ii. The school approved this event
  - iii. The organizer of the event has no repercussions coming

to her from the school

1. She has the school to protect her, and was told who she can reach out to

v. Budget Requests

1. Radiology Club - **\$500**

- a. Program coordinator of the Memorial Sloan Kettering summer program attending Downstate to speak about the program
  - i. Request is for food and gift for the speaker: \$300-\$350
- b. Meet and greet with radiology department
  - i. Request is for refreshments: \$50
- c. Unit 3 anatomy review session
  - i. Request is for refreshments: \$50
- d. Notes:
  - i. They have \$250 in their account already
  - ii. They've had other events already: 110 students at a virtual review session, and 37 students at another review session; intro meeting with a lot of people; workshop with current students on applying to conferences

2. ENT/Otolaryngology Club - **\$1,494**

- a. ENT Journal Club (December 2023-May 2024 about every other month) (4 meetings total): \$800
  - i. Paper plates, utensils, cups, soda juice, water, pizza - \$200/month x 4 months = \$800
  - ii. This is the first time they'd be hosting journal clubs
  - iii. Get MS1s/2s more acclimated to the world of research
  - iv. Estimated turnout is around 15-25 students (number of students who sounded like they were interested at the student activities fair)
- b. ENT/Peds Gift Basket Event December Holidays: \$150
  - i. paper, crayons, pencils, coloring books, kids books, Small toys, Scarves/hats/socks - \$150
  - ii. The materials are to make the gift baskets and cards for children in the hospital
  - iii. They're not sure if this is counting as their service event
    1. Clubs can't use their funds for donations for service events
    2. They will need to check with Adam to figure this out
- c. Free Head and Neck Cancer Screening: \$272
  - i. Food for 20 volunteers: \$10 per person x 20 = \$200
  - ii. Printing for fliers, pamphlets and educational reading materials 100 fliers/pamphlets: \$0.20/copy = \$20
  - iii. 4 Posters x \$13.00 = \$52
  - iv. They did this event last spring, and it was in March/April, which coincided with unit 3 for the MS1s, so it's good timing
  - v. Hoping to get around 20 volunteers
- d. Free Audiology Screening: \$272

- i. Food for 20 volunteers:  $\$10 \times 20 = \$200$
- ii. Printing for fliers, pamphlets and educational reading materials 100 fliers/pamphlets:  $\$0.20/\text{copy} = \$20$
- iii. 4 Posters x  $\$13.00 = \$52$
- iv. This is a new event, and they're still figuring out when they could host it (trying to get attendings)
- e. Note: They already have \$400 in their account

### **Closed Meeting:**

- i. Motioned by Rachel
- ii. Seconded by Eric

**iii. Meeting is now closed.**

### **New Business**

- 1.) Approval of November Minutes
  - a. Motion to approve November minutes made by Amanda
  - b. Seconded by Mo
    - i. Vote:
      - 1. For - 20
      - 2. Against - 0
      - 3. Abstain - 0

**Motion passes to approve November minutes**

- 2) Voting to update conference guidelines
  - a) Students should put their student ID and graduation year on requests
  - b) Explicitly state that we don't fund journal submissions

**Motion passes to update conference guidelines**

- 3) Voting to remove Jack Nassar
  - a) He has not come to meetings
  - b) He doesn't respond to any communication from us, and does not appear to want to be on Med Council

**Motion passes to remove Jack Nassar from Med Council**

- 4) Budget Requests:
  - a) Radiology Club - attachment #1
    - i) Options: Fund \$250
    - ii) Motion to fund \$250 made by Mo, second by Rachel
    - iii) Vote:
      - (1) For - 20
      - (2) Against - 0
      - (3) Abstain - 0

**Motion passes to transfer \$250 from Projects and Programs (40-70174-012-30001) to Radiology Club (40-70177-012-30001)**

b) ENT/Otolaryngology Club - attachment #2

- i) Options: Fund \$344 (\$200 for a journal club, \$272 for one screening event, and \$272 for the other screening event), and an additional \$150 *pending* discussion with Adam that the peds event is not their community service event
- ii) Motion to fund \$344 and \$150 pending discussion with Adam made by Mo, second by Liam
- iii) Vote:
  - 1) For – 20
  - 2) Against – 0
  - 3) Abstain – 0

**Motion passes to transfer \$494 from Projects and Programs (40-70174-012-30001) to ENT/Otolaryngology Club (ENT) (40-70154-012-30001)**

Motion to end meeting by Rachel

Seconded by McKenzie

Meeting Closed at 7:54

**Minutes were scribed by Hannah Brown**

**Approved by Hannah Brown - Medical Council Secretary**





11/28/2023

Please check one box:

University Council Funding ONLY

Med Council Funding ONLY

Other: \_\_\_\_\_

**ORGANIZATION NAME:** The Radiology Club

PRESIDENT: Mousa Payinkay

VICE PRESIDENT: Monique Leninen

BOX #: \_\_\_\_\_ TELEPHONE: 6466449746

TREASURER: Armann Shah

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Program coordinator of the Memorial Sloan Kettering summer program attending Downstate to speak about the program	\$500 for food		\$500	

Please check one box:

University Council Funding ONLY

Med Council Funding ONLY

Other: \_\_\_\_\_

**ORGANIZATION NAME:** ENT/ OTOLARYNGOLOGY CLUB

PRESIDENT: Elana Cohen

VICE PRESIDENT: Tiffany Voon

TELEPHONE: 347-589-1345

TREASURER: Tanveer Singh

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
ENT Journal Club (December 2023-May 2024 about every other month) (4 meetings total)	\$200/month x 4 months -paper plates, utensils, cups, soda juice, water, pizza	\$0	\$800	0
ENT/Peds Gift Basket Event December Holidays	\$150 -paper -crayons -pencils -coloring books -Kid's books -Small toys -Scarves/hats/socks	\$0	\$150	0
Free Head and Neck Cancer Screening	Food for 20 volunteers: \$10 x 20 = \$200 Printing for fliers, pamphlets and educational reading materials 100 fliers/pamphlets, \$0.20/copy = \$20 4 Posters x \$13.00 = \$52	\$0	\$272	0
Free Audiology Screening	Food for 20 people: \$10 x 20 = \$200 Printing for fliers, pamphlets and educational reading materials 100 fliers/pamphlets, \$0.20/copy = \$20 4 Posters x \$13.00 = \$52	\$0	\$272	0

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.