

Nursing Student Council of the College of Nursing, SUNY Health Science Center at Brooklyn.

10/31/2017

Nursing Student Council meeting 1

1:10-2:30pm in 8F-G Health Science Building

Present:

Daniel Traver – president

Nathan McKenney – Vice President

Noah Wiessman – Treasurer

Leanne Rosen – secretary

Richard Bentley – President of FSA

Kumar Ramlakhan –graduate representative

- Begin with introductions

General info:

- Does Dr. Bentley normally come to the NSC meetings?
 - He is here to make sure we know what's going on with our own accounts
- We handed in forms to change the signatures from last year
- Daniel handed it in to the school labeled with his name and phone number
- Budget:
 - We give an allocation (\$1200) to the BFC and it has already been done for this year
 - Period ending 9/30/17- \$1200 was already taken out and transferred by the previous student council
 - To get to needed forms for FSA: on downstate website: FSA forms and documents
 - Downstate.edu/FSA → forms and docs → all student activity fee forms and docs → section with all student activity fees (ex: certified budgets; programs and projects)
 - Programs and projects budget: if programs/projects come up on the fly, we are able to use this allocated money to quickly fund this
 - Bulk of our money went to convocation and white coat
 - Each spring we adopt a budget → hand it in to be certified (need to be looking at what is being rolled over)
 - Great plans in beginning of year, then the plans fall through and we are bringing a lot of money into the next year
 - We tax each student in the nursing program: \$60/annually; all of that total is \$11,000
 - We have been rolling over \$11k each year, so we need to utilize that account and money
 - We are behind in the fall semester, as it is already October and we were just elected in. we need to be active about making these plans so come spring we have things set
 - May 27, 2017: convocation bill was paid by previous council (\$6,900)

- White coat 10/16/17: we have not received a bill for that, therefore it remains unpaid
- ALL financial transactions go through FSA
- Ex: make a motion to move \$500 from programs and projects acct # to ____
- Meeting minutes are very crucial: need to be signed, finalized, submitted to FSA office
- Conferences
 - Ex: we approve a student to go to a conference
 - The minutes document the ultimate decision
 - The person receiving scholarship prints out the FSA minutes, fills out the correct forms, get treasurer's signature and 1 more officer
 - Amy= director of student center and activities
 - Her office is a good home base for forms we need signatures for

Fiscal year = June 1st → May 31st

Kumar

- He brings up the missing representatives, we should have an undergrad representative as part of these meetings
- Hanna Lofgren and Gregory Thompson are on curriculum
- ABSN rep is Nathan (he was elected in the summer)
- Role of rep = you are the voice of the students in your particular program
- Question on research from Kumar's colleagues:
 - They are presenting in the spring semester, and they are looking into financial support for posters
 - He will bring it up when it gets closer and especially when we know specific prices
 - Daniel: \$130/poster, but there's no real cap
 - We can allow that price to fluctuate as needed during the year
 - If we do need to bring a motion forward: 7 voting members of the council: 4 council members, 2 representatives, 1 staff member
 - Faculty advisor: helps with coordination btw the dean's office and the council
 - NSC has a faculty advisor that has a voting power, gives weight for the staff member and them more likely to be an advisor
 - Any restrictions on how we fundraise?
 -
 - Can we file for referendums?
 - Only to future students, b/c we are tied into the bursar's billing
 - Students will also fight it

Student leadership training

- Worked through training slideshow
- List of key contacts
- Financial info (FSAbusinessoffice@downstate.edu)
- Most of the time we are dealing with Deshawn the bookkeeper

- If we want to start a new club: club registration form, have a clear purpose, constitution, faculty advisor, separate council
- Registration form on the website
- If we would like to do a fundraiser or program that would include ANY students, outside of the CON, we should go to the university's student council, we have more money and opportunity if we go about it with the entire school's council
- We also do not technically need faculty advisor to book a room (we most likely had to request for 8th floor b/c it's a specialty floor)
- Student center:
 - Will make copies, fliers
 - Student activity fair: CON wasn't there, not at school yet
- Read our constitution
- Everyone's constitution is very different, we need to be familiar with the nursing constitution
- We can text Dr. Bentley with any questions
- **3/7/18: Annual Med/university council joint planning budget meeting: need a nursing student council rep**
- budget is due first week in may
- can't open a bank account with CON for personal reasons/don't hold money/no outside bank accounts
- treasurer handles all financial transactions: communicate with Noah what we may have purchased while not in his presence
- can always call FSA for our balance
- bank statements take a few weeks for docs to get reconciled
- forms and documents webpage
- how to fill out a payment form (slide 15)
 - food and catering: café 101 catering form that serves as payment form
 - we can cater our meetings, we need to fill out a payment form
 - we can't pay a state employee for doing their own duties and work obligations within their contract (speaking at an event, you can't charge speaking fee)
- general parameters: we need to use most economical means: most economical hotel and flights/driving
- gift cards: can't just order \$600 worth of gift cards on personal visa, and then submit reimbursement. We need to know who and why those gift cards are going. We have 30 days to say where the card is going to, if not: account frozen
- treasurer signs plus another officer
- payment form instructions on website
- catering: attendance record, receipt, menu
- clothing purchases: design with the bookstore and sold thru the bookstore, they have the license of the campus logo and sweatshop free
- can't use our student activity fee for outside non-for profit. We can use fundraised money but not the activity fee. Must be well published why they are being charged
- reserve space in advance
- meetings agendas and attendance forms
- thanksgiving dinner: student center governing board will host that

- if we want to co-sponsor: we want an event but can't afford it, we can team up with another school or council
- title 9: consent, reporting, etc (as a witness, a problem you see brewing, personal issues)
- gender based harassment, sexual assault, bystander intervention (impairment by drugs and alcohol, <17, silence)
- we can always go to shawn dell-goldsmith, UP, the dean, any administrator
- Completed student leadership training + questions
- Text/email/call Dr. Bentley with any questions, concerns
- Staff is there for us with any questions
- Delegate tasks where we can

Daniel:

- New business
- People who have already graduated from the FNP program
- We will look through the minutes, if there's nothing in the minutes, we will bring them in and ask them to present their case again
- Kumar will email Amy
- If they can't make a strong case, we will deny them the money
- Constitution is lacking
- Leanne will look into how to book rooms for these meetings
- Kumar:
 - FNP program more internal problems than those we can help with in the NSC (curriculum)
 - Main: research posters and presentations
 - Daniel: bring a list of grievances to bring to the meeting and we can bring it to the dean
 - Thinking of a networking event: alumni, all of CON, catering
- Noah:
 - Want to bring in professionals for seminars, use this extra money in the best way possible
- Nate:
 - An underclass rep that's not Nathan
 - Send out an email ask who would be interested in being a rep

Daniel Traver

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