



School of Public Health Student Senate Meeting Agenda

Tuesday, 2/14/2023

6:00 PM - 7:30 PM CT, Mayo D325 or Zoom if needed

Senators in Attendance:

1. Welcome, grab food, and get settled

2. Overview of Election Process and Each Leadership Role

- a. [Link to Constitution](#) which fully outlines the roles and responsibilities
- b. Election Process
 - i. Transition Date: End of April/Beginning of May formally
 - ii. Announcements of new Eboard made: April SPHSS Meeting
 - iii. Voting closes: April
 - iv. Voting opens: April
 - v. Nominations close: March
 - vi. Nominations open: March
 - vii. Voting on qualtrics.umn.edu
- c. President Role:
 - i. Administrative Tasks
 1. Presence, room rentals, create agendas, run meetings
 2. Organize elections and new senators application process
 3. In charge of the SPHSS email inbox
 - ii. External Tasks
 1. Appoint to all the external committees and student government bodies
 2. Sit on the EPC committee
 3. Meet with Jenny every two weeks
 4. Meet with the Executive team (Deans and heads of departments) for DEI meetings, other meetings that you're invited to
 - iii. Advocacy
 1. Lead student advocacy for issues that come up
 - iv. **Requirements-** you have been on senate for 1 year, ability to work on some senate stuff over the summer
 - v. Hours- 5 hours on a light week to 12 hours on a heavier week
- d. Vice President
 - i. Events Committee Leader
 1. ~About 2-8 hours per week, only heavy during intense planning/hosting weeks

- 2. Wide variety of tasks
 - 3. Must like events :)
 - ii. Supports the President's work
 - iii. Collaborates with the Communications Director
 - e. Director of Finance
 - i. ~1 to 4 hours a week
 - ii. More of the heavy work is during the summer
 - 1. Creating budget & getting it approved by SPH Dean's Office
 - a. Get acquainted with the finance contact in Dean's office
 - 2. Applying for grants (PSG, SSF/SUA if necessary); can work with these contacts on Senate too
 - 3. Update grants application and post on website
 - iii. During school year:
 - 1. Check grant applications and post them to Slack for voting
 - a. Answer any questions regarding grant applications & opportunities sent via email
 - 2. Update grant opportunities spreadsheet
 - a. Mostly Google searching for conferences
 - 3. Purchase food & snacks for SPHere, meetings, and events
 - 4. Update budget as purchases are made and make sure SPHSS stays within budget throughout the year
- f. Director of Communications
 - i. 1 to 3 hours a week, give or take. More at the beginning of the term getting everything set up.
 - ii. Managing Twitter, Instagram, LinkedIn, and Facebook.
 - 1. Collaborate with the UMN SPH pages, reshare and have them share our content
 - 2. Help the VP promote events, make fliers / materials in Canva
 - 3. Manage materials in google drive and LinkTree, keeping things up to date (photos, promo, etc.)
 - iii. Communicate with the SPH website managers / event calendar
- g. Secretary
 - i. Administrative tasks
 - ii. Minutes
 - iii. Runs the E-Board Elections
 - iv. About 2 Hours a week
- h. If interested in any position, reach out to the current person to connect, ask questions, and learn more!

3. Officer Reports

- a. President

- i. Recap of meeting with Dean Beebe
 - 1. Dean Search
 - 2. Intranet
 - 3. SPAR
 - a. Feb. 23 [Community Forum](#)
 - b. How to [report bias incidents](#)
 - c. Student SPAR Committee
- ii. Research Day
 - 1. Deadline to register to present is March 3rd
 - 2. <https://www.sph.umn.edu/events-calendar/research-day/>
- iii. Commencement
 - 1. Need a first year student to serve on planning committee
 - a. Student rep for commencement planning committee e
Low time commitment (flexible with time constraints) → it was biweekly end of Feb to mid-May!
 - b. Give student feedback
 - i. i.e. swag or student speaker
 - c. Don't actually have to go to commencement
 - d. Email meghan with questions or more details
- iv. SPHere/Facility Updates
 - 1. Meeting with Jenny and CeCe
 - a. Things were ordered for SPHere
 - b. I am working on some posters highlighting vending machines and gender neutral bathrooms in Mayo
- v. USG Basic Needs Assessment
 - 1. Care corner/ food pantry
 - 2. Culturally appropriate
 - 3. Electronic loans
- vi. CHIP Stakeholder Feedback [Sessions](#)
 - 1. Email received
 - 2. Meet with CHIP for feedback
 - 3. Questions to Cailynn
- vii. Meeting with Julian and Betsy on Friday, February 17
 - 1. Please submit questions! By end of day 2/14
- b. Vice President
 - i. Co-led for the semester: Emma!
 - ii. Rest of updates in events
- c. Communications
 - i. No updates!
- d. Finance

- i. Share out with folks that people can apply for grants!
 - 1. Get money to students!!!!
- ii. We are buying Canva Pro, just FYI!
 - 1. \$100
 - 2. Brand kit or poster, social media, etc. to meet guidelines from University
- e. Secretary
 - i. None

4. **Committee Reports**

- a. Alumni Committee
 - i. Work with us for spring event, yay!
- b. Events Committee Updates
 - i. No set dates for most things yet, but coming soon!
 - ii. Tentative events: trivia night off campus, bowling, grad cap decorating, Goldy's run (April 2) spring party (likely May 8th)
- c. Grants Committee
 - i. No updates, thanks for being great at voting!
- d. Council of Graduate Students
- e. Professional Student Government
 - i. PSG Gala March 17th
 - 1. Should have received an email, RSVP quick spots fill fast
 - ii. No Money 😞
 - 1. Not a lot of money for grants so make your application convincing
 - iii. Email erin collins with any questions
- f. University Senate
- g. EPC
 - i. MCH epi– new course!
 - ii. PH informatics is getting a permanent course number
 - iii. Evaluation II is taught by a new professor
 - iv. Email Quin if you have any questions or concerns
- h. Research

5. **Old Business**

6. **New Business**

- a. Advocacy committee
 - i. [SPHSS_Advocacy Committee_Proposal to Bylaws](#)
 - ii. Please read through before March

7. **Adjournment**