Student Council Meeting Minutes 12/3/2014

Attendance: Ryan Hendrix (lync), Paul Baresel, Taylor Wolfgang, Merima Ruhotina, Murtaza Bharmal, Bryce Bludevich, Stephanie Brooks, Andre Robinson, Daniel Haddad, Emily Hadley-Strout, Andy Liu, Rebekah Wieland, Sarah Gardner (lync), Mohammad Mertaban, Liqun Chen, Dean Zehle

Excused: Shravan Rao, Kiersten Hallquist

I. Budget Request- Med Mentors (see below)
   a. Two events
      i. Budget Use form for $100
      ii. Budget Request form for $200- approved for $100
         1. We felt that since the event is so far in advance that we will provide a similar budget as their first event. Although they are planning on expanding the event, we would like more specific information before possibly approving more funds.

II. SIG Renewal: Jewish Medical SIG (see below)- approved

III. LGBT Coalition Budget Request: $1000 request from Charlotte (see below)
   a. We might be able to fund a breakfast or lunch for the event
   b. After student council receives more information we can have an email vote

IV. Winter Soiree- December 5th
   a. Healthy Choices- memes generated
   b. Volunteers as DD’s (discounted tickets)- did not approve of this because we felt like we should not reward DDs and students should be responsible for getting safely home. We will provide taxi information at the dance and encourage professionalism and healthy choices.
   c. Ebola Fundraiser-raffle tickets?- will not be doing

V. UVM COM White Coat/Open House
   a. Subcommittee next year?
   b. Discussed the possibility of being able to invite faculty members to white coat. Andre will look into this feasibility.

VI. Discuss subcommittees in general
   a. Dances (Halloween and Winter Soiree) committee
   b. White Coat and Open House committee

VII. Student Council’s role in assigning locker space in student lounge – this should take no more than 2 minutes. Attached is the document from COMET about what Student Council’s jobs are, and I added two sentences about this particular role. If you could pull it up during the meeting that’d be great (see below)
   a. Duties of managing locker space is now designated to Chair of SIGs

VIII. Residency interviews in MedEd rooms- Dean Zehle will look into this

IX. Possibly creating a 24hr emergency phone number for COMIS support- Dean Zehle will look into the possibility of having loaner computers in the library

X. Future non-drinking event (ice-skating etc)
   a. Looking into having an ice-skating event in January

XI. SIG Specific Meeting Minutes
   a. Meet with SIG advisor once semester (create document to go with that)
   b. President, Treasurer, Event Plan; required to attend one of two SIG forums (plan two dates for SIG forums in January)
      i. decided just to have a main contact person per SIG not president, treasurer and event planner
   c. Get the power point presentation from last year’s SIG forum from Murtaza
   d. Make power point available for new SIGs started throughout the year
   e. People should be able to start a SIG in the summer and encourage them to attend the Fall Orientation SIG Fair
   f. Double check all of the logistical information (i.e. Advisor eligibility) on the SIG application before bringing it to
Student Council
g. Inform SIGs that the Student Council SIG approval discussion is closed

XII. Increasing alumni connections with current medical students
b. Password: Given
c. Previous meeting discussed:
   i. Voted on Creating a chair of alumni connections who will be responsible to connect students with alumni
   ii. Passed to proceed to having school wide vote with 2/3rd participation necessary to change bylaws]
d. Retreat discussed having this position filled by Class Historians
e. Voted on having the class historian taking on the responsibility of alumni connections
   i. Deciding on new name: Student and Alumni Relations Liaison
f. Cristin Gildea who runs the alumni networking website (might attend stu co meeting)
   i. Attended meeting and discussed upcoming events presented by the alumni office.

XIII. Community Service Coordinator- (Catherine Suppan ’17 and Theo Cisu ‘18)
a. Third Community Service Event - Food Shelf with Thanksgiving
b. Fourth Event-
   i. Saturday, December 6th
   ii. 8:30am-11:30am AND/OR 12:00pm-3:00pm. It takes
   iii. Middlebury Open Door Clinic (100 Porter Drive, Middlebury, VT 05753)
   iv. The Mexican Consulate visits Vermont annually to help guide migrant workers to resources available to them -- e.g. legal aid, health care, education. The Open Door Clinic will be busy informing migrant farm workers of the availability of free health care, and to perform checkups and vaccinate as many attendees as possible. They need our help! Medical students, especially those who speak Spanish, will help in taking blood pressure, BMI, blood glucose, and doing paperwork.
c. Ensure that community service coordinators submit budget use form after completing an event

II. Arts riot- Next year Halloween Dance $1200 for space. Budget from this year was $1850. October 30th available not the 31st – approved to proceed

III. Town Hall meeting- Occurred Dec 2nd- Med Ed 304
a. First years should come!
   b. Bryce will forward invite to first years

IV. Updates from Executive Board
I. Administrative Updates
   a. Dean Zehle has confirmed, Dean Jeffries will be unable to make it and Dean Morin most likely will not be able to make it
   b. Accommodations for exams- Dean Zehle has a meeting with Laurey Burris to discuss students with accommodations, and Access- looked at what is required by Access and what undergrads and grads need/ Also, looked at current process and concerns.
      i. Foundations students will take exams in Med Ed center with TA’s and with support of Tech support
      ii. Clerkship exams will still be taken at Access Center
      iii. Requested regular staff instead of work study students to proctor clerkship exams
   c. Complaint that there maybe some non medical students using the student lounge
      i. Discussion: Perhaps make it card access only
      ii. Decision: Card access only will be cumbersome, so decision to just improve signage to indicate only for medical students.
   d. Leap Committee- Reviewed Danbury Surgery Rotation and made requests to Danbury to make specific changes.
      i. Question that came up: do a lot of schools have a lot of sites
         1. 46% of schools have additional sites
   e. Possibility of thinking about a branch campus- instead of having rotations, certain students selected – students assigned to a specific location.
   f. Ebola more information to students discussion: email went out by John Porter from health center- AAMC put out that Ebola student education would be offered to students
g. Class updates:
   i. 2018- White coat on Friday, Open House on Saturday (have subcommittee chairing it to participate in that day for next year)
   ii. 2017- In Generations, a lot of anxiety and stress towards Step 1: 2017’s don’t think this is necessarily true
      1. Helpful for step 1:
         a. A list of compiles study schedules
         b. Possibly statistical analysis of what resources provided and how this affects step score
         c. A session on how to approach answering NBME questions: will occur in January
   iii. 2016- finishing up clerkships, meeting with class tomorrow and next week, and talk about advanced integration
      1. Should start thinking about graduation speaker
   iv. 2015- interviewing

II. Committee Updates
   a. SC
      i. Increasing Alumni Connections
         1. Include another elected position for alumni connections, role maybe better managed by class historian
         2. UVM Foundations bought the fraternity on North Prospect and Pearl and will undergo renovations. We can possibly host events here and don’t have to use preferred vendor list
         3. White Coat- alumni connection with a note from an alumni
      ii. Event planning and budget approvals in discussion
         1. Smoother way for budget approval process- editing website to not have things buried in COMET
      iii. Had Student Council Retreat
         1. Spoke about things want to work on this year
         2. Increasing transparency
      iv. Dan’s idea: Vertical Integration possibility during match day to have a day where those who are interested in a particular field in the graduating class meet with years below: perhaps just do PCR dinner with all years again (twice a year)
   b. Wellness
      i. Elected new wellness members
      ii. Zehle working on renovating the showers in Given- cannot be renovated because not under our control
         1. Possibly looking for new places for showers to be placed in
      iii. Zehle met with Michael Upton and Individuals from Ppip: to meet to discuss how to manage students who have substance abuse issues and those who receive DIU’s
      iv. Reminder that people know their limits: and remind about not drinking and driving especially at the Winter Soiree
      v. Flu shots were successful and looking forward to do again.
   c. SEG
      i. Four new first years members
      ii. Meeting with Dr. Tracy about quiz annotations
         1. Faculty concerns with quality of annotations
         2. Decreases active learning
         3. Get TA’s to help do quiz annotations
         4. Switched lottery choosing order: First round of lottery every one voted for medicine, second done for specialty: changed to first lottery is for anything and the second for medicine
         5. No student needs to do med AI in Nov-Jan, just offered if students want this option
         6. Talking about clerkship lottery and people were not ok with clerkship: working on guide from Jeffries about why you will end up with what clerkship you end up with
   d. AAMC-OSR
i. Two weekends ago went to national conference and presented survey looking at culture of technology and clinical teaching, especially discussing the use of tablets in the clinical setting
   1. History: OSR went to these meetings in the past and brought the idea of tablets back to UVM COM

ii. Two of the big discussions from the meeting:
   1. Mentorship and advising structure: GW presenting a PCR type course
   2. Panel on commercial tools, how we can integrate these commercial tools (USC presenting Convergence)
   3. Overall underwhelmed with finding curricular development

iii. Year 4 questionnaire- using this to empower change in their own schools
iv. AAMC- prematuration questionnaire- year 2 questionnaire participation is high (~75%, but can get more responses)
v. GQ (graduation questionnaire) is another questionnaire we will eventually fill out

   e. DACDI

   i. Evaluations two open ended questions were added
      1. What environment the professor creates
      2. How has the professor created diversity
   ii. Working to contact underrepresented admitted students to make sure that they come to UVM COM
   iii. Development of a campus climate: pre-orientation program maybe one day/ starts about talking about diversity and how to work with diverse groups of people: would occur the weekend before orientation
   iv. Social Justice Consortium: leaders from GSA, AMWA, (SIGs involved in social justice) would meet. Currently writing mission statement
   v. Programming that allows more discussion: conversation dinners: previous dinner talked about religion and medicine
   vi. Looking at what a senior elective in social justice would look like

V. **OMSE Question Time** - Any questions for Kiersten
Budget Use Form
For Student Interest Groups

Name of Interest Group:
Med Mentors

Faculty Advisor:
Jim Coneg

Group Contact
- Name: Ryan Sobota
- Phone Number: (949) 373-0684
- Given Box #: 404

Intended Use of Funds
e.g. Arts and Crafts materials for AMWA’s Girls Science Day – face paint, popsicle sticks

<table>
<thead>
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<th>Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name tags for event</td>
<td>$5.00</td>
</tr>
<tr>
<td>Snacks for event</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sandwiches for 10-15 guests &amp; 5-10 organizers</td>
<td>$70.00</td>
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TOTAL AMOUNT $100.00
Budget Request Form
For Student Interest Groups

The purpose of this form is request funding from Student Council for SIG events. This form should be used if you plan to request funds that are ABOVE your approved budget allocated by Student Council. For any amount WITHIN your allocated budget, please complete the “Budget Use Form” and submit to Student Council Chair of Finance (Murtaza.bharmal@med.uvm.edu).

Name of Interest Group:
Med Mentors

Group Leaders:
Ryan Safiez, Kay Schmer, Laura Leonard, Doug Cheffe & Greg Frechette

Faculty Advisor (Budgets cannot be funded without an advisor):
Jon Carmey

Group Contact (Please try to have a group member attend the Class Council meeting to answer questions about requested funding):
- Name: Ryan Safiez
- Phone Number: (344) 678-0654
- Given Box #: 40A

Amount requested (Note: Please read the “Purchasing & Reimbursement” rules prior):
$200

Have you or do you plan to fundraise?
Not this year (although things might change)

Reason for Funding Request (Please be as specific as possible and include a description):
The target audience for the group is expanding and we expect an increase in visitor attendance in the next year and beyond.

Intended Use of Funds
e.g. Arts and Crafts materials for AMWA’s Girls Science Day – face paint, popsicle sticks

<table>
<thead>
<tr>
<th>Items Requested</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering for 15-20 guests &amp; 8-10 group members.</td>
<td>$150.00</td>
</tr>
<tr>
<td>Supplies for suturing session</td>
<td>$</td>
</tr>
<tr>
<td>Supplies for injection session</td>
<td>$</td>
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</tbody>
</table>
Date of Application:
   Monday, November 10, 2014

Name of Group:
   Jewish Medical Student Interest Group

Officers, list all with their positions/responsibilities/class year:
   President: Nathaniel Sugiyama 2018
   Event planner: Taylor Wolfgang 2018
   Treasurer: Moshe Bitterman 2018
   Education Chair: David Harmel 2015
   Chair for the advancement of forward thinking: Yakov Moscowitz 2018

Primary Group Contact Information:

   Nathaniel Sugiyama – nsuqiyam@med.uvm.edu – 213-399-1455

Faculty Advisor, Department (contact info, email):

   Dr. Alan Rubin (alan.rubin@med.uvm.edu)

Events Completed this last semester (description of event, including date, attendance, and if you received funding from Student Council):

   N/A

Membership Roster (List of Members active in the Student Interest Group):

   Nathaniel Sugiyama
   Taylor Wolfgang
   Molly Markowitz
   Stephanie Brooks
   David Harmel
   Yakov Moscowitz
   Ethan Harlow
   Sheriyln Destephano
   Debbie Shamzian
   Lynn Sipsey
   Moshe Bitterman
   Miles Grunvald
Membership Guidelines (what are the requirements to be considered a member of this Student Interest Group):

Current Medical Student & Must attend at least 1 activity

Events Planned for the next Semester (description of planned events):

Shabbat Dinner (TBD)

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No group or organization can deny consideration for membership to any student because of sex, race, religion, creed, national origin, handicap, sexual orientation, gender identity, or marital status. The Office of Medical Student Education is not responsible for the recruitment of members or the development of group activities. The group is solely responsible for funding and expense issues. By signing this document, you agree to abide by the University of Vermont’s policies and the UVM COM SIG Policy and Procedures.

Submitted By: Nathaniel Sugiyama
Date: 11/11/14

Please email form to Stephanie Brooks (Stephanie.A.Brooks@med.uvm.edu)
LGBT Coalition Budget Request

The money (we estimate costs will total approximately $1000) will go towards funding the first kick-off meeting for a consortium of New England medical school LGBTQ groups. The meeting will be held on **December 12th, 2014** following Dr. Imbasciani’s lecture. So far we have confirmation from Yale, Harvard, Dartmouth, UNECOM, BU, and UConn, bringing us to an estimated total of 10 and 15 visitors. In order to ensure that we have adequate representation from each of the schools, we’re requesting funds for travel as well as meals. Most students plan to come on Thursday evening and leave Saturday morning. As this is the kick-off meeting organized by UVM COM medical students, UVM stands to play a unique role in organizing what would be the first regional (hopefully national) chapter of LGBT medical school groups. The aim of the meeting is to share knowledge about LGBT activities and curricular initiatives at each school, discuss longer term goals, and establish organizational structure and leadership roles. We hope to come away from the meeting with a strategic plan which we will bring to contacts at AAMC and AMA with the aim of establishing a national organization.
First Year:

- End of October: Halloween Dance (second years will do most of leg-work for the planning, but expected to help with event)
  - Acquisition of space (Billings)
  - Decorations,
  - Food/drinks,
  - Bar service,
  - Security,
  - DJ,
  - Alcohol permission,
  - Ticket sales

- Week after Thanksgiving: Winter Driving Course
  - Sgt Garry Scott: gscott@dps.state.vt.us
  - Noon slot – need to reserve room (MedEd 300)

- First week of December: Winter Soiree
  - Alcohol permission,
  - Bar service
  - Space acquisition (Mariott)
  - Menu
  - Ticket sales
  - DJ

- January: Administer Election of Advancement Committee Representative
  - Send out an e-mail telling the class what it is
  - Collect statements
  - Administer election through COMET
  - Report winner to the Deans as our “suggestion” and wait for admin to extend invitation to that individual

- February: Mandatory SIG orientation meeting (may also have on in the fall)
  - Go over Student Council policies

- March: Talent show (used to be in Atrium)
  - Get judges
  - Order pizza
  - Marathon team bake sale
  - Technology set-up

- Before Spring break: Osler Video
  - Will be played at Osler banquet in May, but need to start process early
  - Created a video tribute for the fourth years at the Osler banquet in the spring, involved recruiting first year students to write skits, act in skits, and get faculty members to be involved in written skits. Needed someone for filming and editing. Is shown at the Osler banquet. 15-20 min.

- May: Senior gifts
  - Given at Osler banquet, bought VT prints and presented them to outgoing fourth years as a thank you

- May: Big Sib/Little Sib committee
  - Through Laurey Burris
Select committee of four individuals, one in each community, who will be responsible for pairing Big Sibs with Little Sibs over the summer. Must send our questionnaire to both classes and pair up within Community. Need to do mugs/luncheon.

**Second Year:**
- **Orientation week (August):** SIG fair
  - Required that one representative from student council attend
- **Friday of Orientation Week (August):** Welcome back BBQ
  - Reserve space (North Beach)
  - Buy food for BBQ
- **September: First year representative elections**
  - Introduce yourselves to first years and describe what student council does
  - Collect paragraphs
  - Administer elections through COMET (including for historian and comm. Service)
- **End of October: Halloween Dance**
  - Acquisition of space (Billings)
  - decorations,
  - food/drinks,
  - bar service,
  - security,
  - DJ,
  - alcohol permission,
  - ticket sales
- **November: Executive Board Election**
  - One member of first year class elected via internal election for Executive board
- **November: White Coat/Family day**
  - Input to Barb
  - Help with invitations
  - Activities
  - Organize/recruit faculty/student volunteers
  - Registration
- **First week of December: Winter Soiree (support first years)**
  - alcohol permission,
  - Bar service
  - space acquisition (Mariott)
  - menu
  - ticket sales
  - DJ
- **End of January: Foundations Awards and After party**
  - Awards go to faculty, staff, students
  - Barb sends out votes
  - We present the awards
  - After party at Halvoersen’s (regular event stuff like alcohol permission, food acquisition, space reservation)
- **February: Mandatory SIG orientation meeting (may also have on in the fall)**
  - Go over Student Council policies

**Third Year:**
Serve as mentors for younger classes, attend as many meetings as possible

March: Election of president-elect
  - President collects statements
  - Administers elections through COMET – voted on by members of that person’s class

Fourth Year:

- September: Yearbook
  - Negotiate contract with Jostens

- January: Yearbook
  - Send out ad stuff for yearbook
  - Class Historians will start putting together pages

- March: Match Day/Week
  - Will get decorations for match day
  - Make a slideshow for match day
  - Match day after-party at Halversen’s (alcohol permission, space acquisition, food)

- May: Graduation Week (Including Osler Banquet)
  - Need to get all the permissions together for the week
  - Osler Banquet is one of the nights
  - Budget stuff for the week
  - Ticket sales

All:

- First Wednesday of every month 5:30-7 monthly meetings MedEd304
  - President will reserve room/send invites
  - Chair of Communications will send/collection agenda and take minutes
  - Chair of Communications will send blurb about meeting to Carol Whitaker

- Fall and spring semester: Budget Meetings
  - Overall budget reviewed
  - SIG budget reviewed and allocated

- Rolling: New SIG approvals
  - Via full council vote
  - SIG chair maintains current list of SIGs ensuring faculty advisor and up to date paperwork (reapplication, attendance of SIG orientation meeting)

- Rolling: Budget Maintenance/Approval Requests
  - Mostly Melanie Sestokas and Chair of Finance

- Rolling: Maintenance/Updating Bylaws
  - Any changes need to pass first by student council vote, then by 2/3 student body vote

- Rolling: One member elected from each class internally to attend executive council (fourth year is president, third year is president-elect)

- Rolling: President and president-elect serve on Medical Alumni Executive Committee

- Rolling: Chair of Finance serves on Travel Awards Committee

- Rolling: Attempt to improve transparency through keeping COMET site updated and instructions for budget/SIG requests clear

- Class Sweatshirts if desired: Come up with design, get design approved through Barb, need to get quotes from three companies, use as class fundraiser if extra money

- Various other fundraisers

- Rolling: Community Service Events
- Once/mo managed by Community Service Coordinator
- Will keep track of attendance to events
- Will publicize opportunities to volunteer

- **Rolling: Student Lounge**
  - Manage and ensure appropriate use
  - Allocate storage space to SIGs upon request passed by student council vote