

Graduate Student Association General Meeting Minutes

Date: M/D/YEAR



Reminders/Follow-up:

- Review if/how you would change the GSA constitution
- Committee Leaders -send draft list of events and budget to

General Meeting

Committee Chairs, Please Bring:

- Draft list of events
- Draft of idealized budget – no major decisions will be made yet
- Draft of mission statement

Old Business:

1. Review last week's minutes
2. Updates on the Fall 2012 budget (Steve)
 - a. Budget sheet estimations gone over, final numbers still TBD. ~\$5,000 to utilize after "Research in Need" grants are taken care of.
 - b. Staples gift card, american express etc. gift cards do still have money on them if any committee is in need
 - c. Committees were given updated amounts for budgets, some may be higher than
 - d. Liability insurance costs increased this year because the percentage of graduate students has increased. This will roughly be a ~\$2200 increase.
 - e. Would it be possible to pass money for outstanding grants off to another
 - f. Procurement card updates
3. Updates on Board of Trustees meeting (Kat)
 - a. Bruce would like to address the GSA personally
 1. Choices seem to be to decrease the number of TAs in order to increase the amount given for stipends.
 2. Ability to increase the amount of money in the pool is

- focused in more “traditional” as opposed to specialized schools like ESF.
- c. John Hassett- Policy is changing on MS and PHD Thesis, in the future a proposal will need to be completed and approved 2 semesters before defending for MS students and a proposal before candidacy exams for PHD students. This is a school-wide decision requirement, but the guidelines vary by department and committee.
3. Upcoming registrar and career services interview updates
 - a. Abbey-went to the interview with Mary Carrol. The major decision is whether or not the candidate knows the Banner software or not. The candidate had experience in switching software systems but not with Banner specifically.
 - b. Emily Hughes: “Keep in mind that we should be giving our feedback on these candidacy interviews to help in the choices. Don’t just attend, but make your decisions known.”
 4. Formalize the process for inviting faculty and asking departments to co-host
 - a. Develop a list of department contributions (e.g. poster money, presentation collaborations, etc.)
 - b. Decide which events are appropriate for faculty solicitation
 - c. Use a formal letter (see template)
 1. Want to have a formalized way to invite speakers and faculty to events for speaking etc.
 - a. Emily-There should be a formal document template that we can use for speakers etc.
 2. Also want to develop a list of department contributions. Will help reflect on which departments are collaborating with us well as an organization and which are not. Will also help GSA to decide which departments to lend help to when in need.
 5. Committee updates
 - d. Grant Committee
 - i. Working on templates for grants, will hopefully be able to present them to GSA next meeting and offered to students late in the semester.
 - ii. Budgets - some department heads have agreed to help aid in more robust research grants. Want to up the “research in need” grants to \$500-\$750 grants.
 - e. Professional Development Committee
 - i. Wanted to wait for survey results, but may not be able to this semester
 - ii. November Event-Grant opportunities through GSA, Jessica Clemens presenting on searching for grants online
 - iii. Elevator Pitch Event-In Spring, as well as other past successful events
 - f. International Committee
 - i. International Student Panel Event-Mid-November (13/14th)
 - ii. Budget needs to be re-worked to have
 - g. Speaker
 - i. Biotherapeutics research speaker in the works.
 - ii. February-Climate Science researcher that Dr. Hall is trying to

bring in to speak, will give part of budget to speaker visiting.

- h. Upcoming events in October?
 - i. International Committee update (Prajatka)
6. GSA Grad Student Survey – E-mail
- a. Still being worked on and will hopefully be up for review next meeting

Upcoming Activities:

- **Tuesday, October 2** @ 11:30 – 12:30 pm – Student Lunch with Career Services Internship Coordinator Candidate Pamela Noel (110 Moon)-Requires RSVP to John Turbeville
- **Wednesday, October 17** @ 12:45 – 1:45 pm – College Governance Meeting (Baker 146)
- **Friday, October 19** @ 11:30 – 11:15 pm – Student Lunch with Registrar Candidate Christian Hansen (409 Marshall)

Next meeting:

- 1. **Constitutional Review (Abbie, John, and David)**
 - a. Proposed protocols and timeline
 - Reference documents for alternate format/structure include GSO Constitution, Faculty Governance, others?
 - b. Brief overview of what is missing in constitution/revision needs
 - c. Additional volunteers for the constitutional review subgroup

****Please meet with committee before next meeting on Monday, October 15th @ 5:00 pm and draft a short description of your committee, including the number of members, your mission, and any other relevant information.**

Attendance:

Doug Morrison		Steve Balogh			
Whitney Carleton		James MacCarthy			
John Wiley		Jessica Bouchare			
Abbie Larkin		Matthew Regan			
Emily Hughes		Kat DeVilbiss			
Cat Foley		Tom Taggart			
David Schmidt		Kapil Mandrekar			
Jen Yantachka		Michelle Hueinazer			

