



**Reminders/Follow-up:**

**Chairs:** Schedule individual committee meetings, prepare budget proposals, ? for grad survey

**Executive Board:** meeting next week Wed. 5 pm.

**Lewis G:** email on Faculty Governance Graduate Rep positions, email summary list of events

**Agenda:**

1. Intro/Orientation
  - a. General responsibilities
2. Committee Formation
  - a. Social (Cat F.): FUN events (alcohol and non-), TGs
    - i. Doug meeting with Laura Crandall about the bar
    - ii. Tom B: investigating bar supplies, maybe invest in our own
  - b. Prof. Dev (Whit M.): packets, panels, workshops, disseminate information to grad students, various topics, Spotlight on Research
  - c. Speaker (Scott S.): 2 main speakers, student speaker series
  - d. Int. (Michelle M.): International Night, International Student Rights Panel
  - e. Proposed communications committee (Jesse)?
    - i. Responsibilities: publicize events, maintain website
    - ii. Communications liaison maybe, a go-to for info from each committee
    - iii. Chairs responsibility to get info to Jesse, and will be web administrators
    - iv. Document for how to publicize events: (Whitney M and Abbie L)
    - v. Also a page to advertise student achievements, publishing or capstones – office locations
      1. Google calendar (Andrea W)
    - vi. Maybe not a committee, see how it goes
- \*might need communications meeting, if not committee, in the future
3. Faculty Governance Graduate Reps
  - a. Multiple committees to join, Lewis G will send out information in an email.
  - b. Sending out email with more details
4. Budget
  - a. Hand out of last year's planned and actual spending
    - i. \$1-2,000 extra unallocated funds
      1. Allocate based on committee proposals
      2. Tom (motion), none opposed
        - a. Chairs submit committee budget proposal (Whit M)

- ii. Give all outstanding receipts and gift cards to Jen
- iii. Grants and Awards Committee (Unofficial)
  - 1. RIN, Travel, Awards
  - 2. Keep track of timeline and protocol
- 5. Extra Business
  - a. Get rid of old website (Jesse)
  - b. Committees check out pages, send Jesse more info to post
  - c. Post PhD comic movie screening at SU?
    - i. Maybe on calendar, not on page
  - d. Consolidation of grants list
    - i. Whitney M will send to Jesse
- 6. New Committee Meetings
  - a. Organize independent committee meetings
  - b. What questions do you want to include on the graduate student survey
    - i. Survey Monkey, unlimited # of ?s
    - ii. Send out copy of last year's survey (questions and answers)
  - c. Lewis will send out list summarizing events of the past
- 7. Executive Board meeting next Wednesday
  - a. All committee chairs, president, vp, treasurer, secretary

**Attendance:**

Doug Morrison	X	Bali Quintero		Andrea Webster	X
Lewis Grove	X	Jenny Wang	0	Nick Pasco	X
Jennifer Yantachka	X	Scott Sveiven	X	David Schmidt	X
Abbie Larkin	X	Michelle Molloy	X	John Paul Buyondo	
Jesse Robinson	X	Kat DeVilbiss	X	Tom Brumbelow	X
Cat Foley	X	Kelly Fitzsimmons	X	Stephanie Figary	0
Whitney L Marshall	X	Lindsey Perez	X	Natasha Karniski	X
Lori Cornell	X	Emily Johnson	X	Alex Levine	X