

UNIVERSITY GRADUATE STUDENT ASSOCIATION

All-Council Meeting Minutes

August 31, 2015 - Senate Chambers, Talley Student Union

		Est. Time
I. Food Served -6:45 PM-		
II. Call to Order		
III. Roll Call	5 min	7:00 pm
IV. Advisor/Guest Speaker	15 min	7:05 pm
A. Dr. George Hodge: Assistant Dean Graduate School		
<i>Please take advantage of Grad School initiatives to support grad students: Thesis and Dissertation Support Services, Three Minute Thesis competition, Preparing Future Leaders; ask faculty members for mentoring (e.g. feedback on your projects)</i>		
<i>Learn skills not taught in class: event management, social media, etc.</i>		
<i>Grad students can affect administration by participating in committees, hiring review boards, etc. – even if you don't see an effect at a meeting, grad student participation makes a difference in the long run.</i>		
V. Executive Officer Introductions (2 min each)	<15 min	7:20 pm
A. President	Jacob Majikes	
<i>Goals for this year: Meetings should end on time or early. Reps should discuss and work on issues they care about, rather than meetings being driven by the exec board.</i>		
B. Vice-President of Internal Affairs	Doug Czajka	
<i>Manages internal committees, GSA good standing, helps departments get more involved in UGSA.</i>		
C. Vice-President of External Affairs	Tyler Allen	
<i>Helps grad students join university standing committees and other forms of involvement. Runs the meeting in President's absence.</i>		
D. Vice-President of Academic Affairs	Jessica Nash	
<i>Liaison to the Research Recognition Committee, which handles conference travel award. Trying to get university to fund more grad student travel (currently, UGSA funds are the only university-wide source of grad student travel funding).</i>		
E. Vice-President of Communication	Veronica Catete	
<i>Manages the email list, website, and newsletter (Pawprints).</i>		
F. Treasurer	Mohamed Desoky	
<i>The money guy. Encourages reps to spend our healthy budget, which comes from grad student fees. Some of the budget goes back to individual GSAs as rebates at the end of the year, but if UGSA doesn't spend all its money we could get less in the future.</i>		
G. Secretary	Susan Rodriguez	
<i>Organizes and labels things.</i>		
H. Public Relations Officer	Charlena Wynn	

The woman behind all our social media. Please send her photos, events, and anything else you'd like to see go on UGSA's Facebook and Twitter. She also works on Pawprints.

VI. Intro to Rep. Packet

5 min **7:35 pm**

A. Benefits and Expectations

Benefits for GSA chapters in good standing: rebates, block grants. Benefits for any grad student: awards for teaching and conference travel.

Expectations: follow instructions in rep packet to make sure your GSA is in good standing by September all-council meeting. Reps need to attend all-council meetings and internal committee meetings.

** New this year * GSAs that have let their rebates build up will need to spend them down! Ask the exec board for more help with this if you need it.*

B. Meeting Order & Robert's Rules

Purpose: make the meetings smooth, quick, cooperative (see below)

C. Budget & Funding

UGSA's budget should be transparent and appropriate, so please say something if it doesn't make sense.

** Special notice from the President * Did you know that you can apply to have beer on campus, as long as it's not paid for by university funds?*

D. Committees (Internal & Standing)

See descriptions below.

VII. Letter of Credentials

10 min **7:40 pm**

To be filled out online – see link in rep packet. September meeting is fuzzy deadline for this. If your department has more than one GSA, each GSA must fill out its own letter of credentials. The letter of credentials is not related to registration on getinvolved.ncsu.edu (required by Student Involvement).

VIII. UGSA Internal Standing Committees Explanations

25 min **7:50 pm**

Notice: All reps need to be on an internal committee. Reps present at this meeting should have turned in their preferences then; if you weren't present, email Doug at ugsa-vpinternal@ncsu.edu. Also, all committees will need to elect a chair at their first meeting (until then, the exec liaison will be in charge). None of the committee chairs from last year seem to have returned this year. ☹️ Chairs do a lot of work, but they do get paid \$300!

(Limit to 5 minutes per committee)

A. Special Projects and Political Action Jacob Majikes

For important non-recurring things, like getting the university to hire an ombuds.

B. Departmental Outreach & Leadership Doug Czajka

Outreach to departments with no GSAs. This committee makes sure GSAs are in compliance, although it's not a big focus. Administers Best Practices Award. Also runs a leadership workshop in the spring, which has had attendance problems and might need revising this year.

C. Community Service Tyler Allen

Runs 1-2 service projects per semester, at least 3 per year.

D. Research Recognition Jessica Nash

Administers conference travel award (committee members evaluate applications) and coordinates the Graduate Research Symposium with the Grad School.

E. Publicity Veronica Catete & Charlena Wynn

Puts together Pawprints, helps with social media, website.

F. Social Mohamed Desoky

Organizes social events such as trivia bowl, movie nights, end-of-year social.

G. Teaching Effectiveness Susan Rodriguez

Organizes social event for teaching assistants; administers Teaching Effectiveness Award (DGPs submit applications for teaching assistants, lab assistants, grad students who mentor undergrads; committee evaluates applications and runs award ceremony).

IX. University Standing Committees (Tyler) 10 min 8:15 pm

See attached Powerpoint for descriptions. Note that the committees listed on the sign-up sheet are not current – some positions have been filled. The list on the Powerpoint is up to date.

** Special announcement * Congratulations to the Textiles Association of Graduate Students, winner of the Spring 2015 Best Practices Award! The TAGS officers made a short speech about TAGS's successes last year: (1) because their GSA is so large, representing many programs and a diverse student body, they had lots of ideas for great events; (2) they were able to get faculty members and the Dean of the College of Textiles involved in events; (3) they communicated student feedback to CoT DGPs.*

X. Stretch Break/Meet your Neighbor 15 min 8:25 pm

During which reps filled out the committee preference form.

XI. Survey Information (Jacob) 10 min 8:40 pm

A. Committee Preferences

Done at the break. Email Doug if you haven't specified your committee preferences.

B. Rep. Diversity Survey

This is to find out how well UGSA reps represent the NCSU grad student body in terms of demographics. The link was sent out by email and you can also find it [here](#).

XII. Meeting Order & Robert's Rules (Doug) 10 min 8:50 pm

Doug has provided laminated sheets with the most important points of Robert's Rules (this was also sent by email). The purpose is to make sure reps know what their rights are in meetings. Key ideas:

- *Everyone has the right to speak once before anyone can speak a second time on the same subject*
- *If you want to speak, raise your hand: the President will keep track of who wants to speak and in what order*
- *The reverse side of the Robert's Rules sheet gives rules for how to make different motions, including when it's appropriate to interrupt someone (if they're running over time, if you can't hear them)*

XIII. Example Motion: Dress Code Sept. Meeting

15 min **9:00 pm**

Question: currently all-council meetings have a business casual dress code. Do we want to enforce business professional dress at the September meeting in honor of the Provost and Chancellor's attendance?

A motion was made to keep the September dress code business casual. The motion was seconded and the floor opened for discussion.

Discussion: Provost and Chancellor should understand we are coming from class or work; dress doesn't define professionalism; administrators may listen to us better if we are dressed nicely; dressing up for meetings is good practice and gives us a chance to build professional wardrobes.

A motion was made to call the question, which succeeded by more than the 2/3rds required. We then voted on the question and the majority voted yes to keeping the September meeting business casual.

XIV. Open Floor – Comments and Announcements – (Limit to 2 minutes per representative)

15 min **9:15 pm**

Chris Yoder (Mechanical & Aerospace Engineering): Asked Dr. Hodge for more information about faculty mentoring. Reply: Faculty being encouraged to meet with advisees, use GSOARS, DGPs involved in promoting mentoring. Encourages grad students to ask for mentoring. Addendum from President: mentoring not currently part of tenure review but it will be in 3-4 years with the Provost's support.

Benoit Sabourin (Higher Education): In capacity as assistant in Grad School, reiterated what Dr. Hodge said earlier about Preparing Future Leaders, Three-Minute Thesis, and Thesis and Dissertation Support Services.

Wayne Roper (Soil Science): Question for exec board: Will information on UGSA Twitter and Facebook be archived on the website? Response from VP Communications: Yes, and actually website updates are now automatically pushed to Facebook and Twitter, so some content there originates with website.

Jacob Majikes (President): Some announcements that weren't in the agenda:

- *Grad students need representatives on Student Senate (note that UGSA is an advocacy body, not a governing body – Student Senate governs). Some of the seats designated for grad students are currently filled by undergrads because not enough grad students were interested. Let's change this – think about whether you're interested and promote it in your departments. Time commitment is about 10 hours per month (evening senate meeting plus committee).*
- *Possible ad hoc committee of 2-4 members to plan inter-university events with UNC, Duke, NCCU – following up on meeting of exec boards this summer. Please contact Jacob (ugsa-president@ncsu.edu) if you're interested.*
- *We are making a change from last year to the meeting format: much less time for guest speakers at the beginning of meetings, so that everyone has energy for business. Please let exec board know if you have thoughts about this format.*

Dr. Hodge: The graduate school will fund at least one person to go to the NC Council of Graduate Schools, which meets in Asheville in November. If interested, please contact Dr. Hodge for more information (ghodge@ncsu.edu).

Jessica Nash (VP Academic Affairs): Addendum to information about conference travel award: The fall semester application is due September 15 and covers travel between February 2015 and February 2016. Award money will be paid by refund: traveler must pay up front and then request reimbursement from UGSA. Applications must be for a specific conference, so you can't win an award for one conference and use it on a different one.

Veronica Catete (VP Communications): Please submit announcements to Pawprints online at go.ncsu.edu/pawprints!

Mohamed Desoky (Treasurer): Information about reimbursements from UGSA: See the form on the UGSA website, where you upload scanned receipts and other information. You will either get a check in the mail, or (if your address on MyPack Portal is consistent with your NCSU employment information) a direct deposit in your bank account.

XV. Adjournment

9:30 pm

Next scheduled meeting of the UGSA Council: Monday, September 28 at 6:45 PM