

Graduate Student Organization (GSO)

Spring 2021 General Meeting 3

April 9 at 1:30pm | Location: [Zoom](#)

Meeting Agenda

Tip: Put your Department in your Zoom name, for example: "Kinesiology Liz"

a. **Call Meeting to Order**

President Sarah Smith calls the meeting to order at 1:34 pm.

b. **Attendance** [establish quorum: 50% +1 of current membership]

Quorum established with 20 Representatives in attendance (12 needed for quorum).

c. **President's Welcome**

President Sarah welcomes Representative in attendance and future Representatives attending before they begin their roles.

d. **President's Report:** Sarah Smith

Sarah thanks those who attended garden event and congratulates the Communications Department for being the Most Loved Grad Program of Graduate Student Appreciation Week. Sarah announces that 30 students have signed up to attend the NAPGS South Central Regional Conference that GSO voted to approve funding for last meeting. Sarah updates GSO on the meetings with Dean Farmer-Kaiser that some of the Executive Board members attended, where numerous ideas and practices were discussed for the future that will help GSO continue to improve. Sarah reminds Representatives that there is only one general meeting in the summer, the date and time of which will be decided by the new Executive Board. She also reminds Representatives that only students enrolled during the summer semester are eligible to apply for funding in the summer. Sarah announces that there will be multiple Executive Board elections held at today's meeting and encourages those interested to run. She also assures that the current Executive Board officers will fully support the newly elected officers during this transition.

e. **Vice President's Report:** Patricia Arias Hunt

a. Report from Advocacy Committee Meeting (see minutes posted on website)

Vice President Patricia provides updates from the recent Advocacy Committee meeting and the meeting with the Graduate School. She explains that after the census date each semester, the Grad school will now provide GSO with a list of students from each department to improve communication between Reps and students in departments. The Grad School will also begin advertising important deadlines by emailing all graduate students on behalf of GSO. The Advocacy Committee will continue to work to improve GSO's visibility to all graduate students to increase awareness, especially through increased visibility of GSO Representatives and Officers at in-person events. The Advocacy Committee will continue to meet during the summer and advocate for grad students. Patricia thanks all Representatives for their feedback and involvement.

f. **Treasurer's Report:** Scott Dufreche

a. Report from Funding Committee Meeting (see minutes posted on website)

Treasurer Scott reports on the recent Funding Committee Meeting. The Funding Committee is discussing consideration of funding computer software and the allowable circumstances, which will continue to be discussed during the summer. The Funding Committee has clarified wording for the inclusion of licensure and certification exams in the bylaws, which will be voted on during today's meeting. Scott also updates on current applications under consideration and to be voted on for approval at today's meeting. One application was initially rejected because it dealt with computer software, but is currently under examination after further consideration. Scott also announces that GSO is coordinating with the Graduate School to provide information for a financial audit, but with our well-kept records, this should not be of concern and will lead to greater clarification of our funding process.

g. **Secretary's Report:** Liz Heintz

Secretary Liz announces updates to GSO's website, including having photos of all Representatives, which can be used to help students identify their Representative and by the Graduate School for recognition. The website also now has funding letter templates for each application type to help make the funding process as simple as possible. Liz also thanks Representatives for their feedback in the end-of-semester check-in that was emailed to all Representatives and Graduate Coordinators and asks those who haven't responded to please let GSO know if they are returning in the summer and fall.

h. **Public Relations' Report:** Hilda Ofori-Addo [absent]

a. Report from Communications Committee (see minutes posted on website)

President Sarah provides updates on the Communications Committee on behalf of Public Relations Officer Hilda. At the recent Communications Committee meeting, increasing GSO's presence on social media platforms was heavily discussed as a way to increase communication between GSO and graduate students. The Communications Committee would like to include photos from current events and personal testimonies from students who applied for funding from GSO to show concrete examples of how GSO funding is being used and helping students. GSO is also considering expanding to additional social media platforms for increased engagement and communication.

i. **Old Business**

N/A

j. **New Business**

a. *Vote* on Funding Applications for General Meeting 3 [see budget spreadsheet]

i. "Travel" *With* Academic Duties Appropriations, "Travel" *Without* Academic Duties Appropriations

Treasurer Scott presents travel applications reviewed by the Funding Committee for GSO General Meeting Vote. Motion passes to bulk approve all applications.

ii. Research & Supplies Appropriations, Thesis/Dissertation Printing Appropriations

Treasurer Scott presents applications for research and supplies approved by the Funding Committee for General Meeting consideration. All received applications were approved by the Funding committee with the exception of one that was requesting software, which is being presented to the General Meeting for consideration.

The Funding Committee initially rejected this application but upon further review would like to advocate to approve this application because the software requested is not standard and available elsewhere or required by numerous students; in addition, this software will be used for specific dissertation research. Proxy Nonah asks for clarification between what UL should be responsible for providing students with and what GSO should be able to supplement, as well as what is already available and what is required by certain programs. President Sarah explains that some software should would be better funded through large-scale licenses (like Zoom); the University should be responsible for that license. The software in question is on an individual basis and applies to a single student. VP Patricia suggests investigating why UL will not fund this software or others needed. She also asks why this software is not considered standard and suggests that this be further considered in the summer. Scott will confer with Purchasing Office prior to the summer meeting to confirm the University's or state's specific guidelines (if any) that pertain to using GSO funding for software or hardware.

Motion passes to bulk approve all applications for research and supplies, including the last application for specialized software.

Sarah announces that very few funding applications have been received this semester and there should be an abundance of available funding for the summer and fall semesters.

b. Elections to fill Executive Board vacancies (see Agenda page 2 for table with more info)

i. *Nomination and election of President*

President Sarah explains the roles and responsibility of President. She also specifies that the bylaws require GSO President to have previous Executive Board experience.

Vice President Patricia Arias Hunt self-nominates for the role of President. The motion is seconded. Patricia is elected as President.

Sarah congratulates Patricia and assures GSO that Patricia has been an excellent Executive Board member as both Secretary and VP and has a heart for graduate student leadership that will fit well in the role of President.

ii. *Nomination and election of Vice President*

Sarah explains the roles and eligibility requirements of VP.

Representative Victoria Mello is nominated by her proxy, Katherin Langford. The motion is seconded and Victoria is elected as VP.

Sarah explains that Victoria has been a committed Representative and will be dedicated to her work on the Executive Board.

iii. *Nomination and election of Public Relations*

Sarah explains the roles and responsibilities of PR.

Destinee Smith self-nominates for the role of PR. The motion is seconded and Destinee is elected as PR. Sarah offers that it seems a great fit for a PR Officer to be filled by a Communication representative.

The motion to accept an Executive Board member without prior GSO experience passes.

iv. *Nomination and election of Secretary*

Sarah explains the roles and responsibilities of Secretary.

Representative MaKensey Sanders self-nominates. The motion is seconded and MaKensey is elected as Secretary.

Sarah explains how MaKensey has contributed as a Representative and has been very active in GSO in her short time here.

Motion passes to accept an Executive Board member without a full semester of GSO experience.

c. *Finalize Bylaw proposal for certification exams or licensure (see Agenda page 2 in red/blue)*

Representatives are polled for their preferred bylaw wording.

Patricia asks for clarification as some programs will and will not require certification exams, and thus, she would like to make these funding categories more inclusive for use by all programs.

Victoria L. offers that if wording is tied only to thesis or dissertation, MAT students would be ineligible.

Representative Maggi proposes wording the bylaw with and/or language to be more inclusive.

Sarah clarifies that this bylaw would allow \$160 for a single exam per semester and students could only apply for funding for a certain exam once.

Motion passes to adopt the bylaw for exams that are “related to thesis or dissertation research, required for degree fulfillment or partial degree fulfillment, or provide demonstrated enrichment of a student’s degree program.”

k. **Other Advocacy/Concerns/Questions**

l. **Announcements**

- a. Putting the “FUN” in GSO’s Friday FUND-day meetings!
- b. After this meeting, GSO will follow-up via email to Reps with notes you can relay to your departments’ students.
- c. Summer GSO applications will be accepted beginning on June 7, 2021 (first day of classes). The next GSO General Meeting will be held in summer, with a funding deadline to be announced.

Sarah clarifies that students who are enrolled in at least 3 credit hours are eligible to apply for funding during the summer semester.

m. **Adjournment**

Meeting adjourned at 2:32pm.

Minutes prepared by Elizabeth Heintz, GSO Secretary

Bylaws page 6, section V Appropriations

3. Funding up to \$160.00 will be considered for the following:

- a. Expenses directly related to thesis or dissertation research.
- b. Expenses directly related to comprehensive exam preparation. This is to include testing fees and the purchase of texts for exam preparation, provided a letter of faculty support is included, specifying that these fees/texts are necessary, and are not required for general coursework (including independent study). When applying for funding to offset the cost of text resources, the applicant must also provide a document providing proof that the library does not carry these materials in any form (print or electronic).
- c. Project expenses incurred by those students in non-thesis degrees. Expenses must be related to a project that is a requirement for graduation. The term does not include research papers for courses (including independent study).
- d. Funding for interlibrary loan requests limited to information needed for classes in a particular discipline. Funding is limited to interlibrary loan costs that have been incurred by the student and for which receipts (in compliance with university policies) for such costs are included with the application. These requests will not be considered until the second meeting of a semester (should the meeting take place in the summer semester; these requests will be heard after research and travel request by individuals with scheduled academic duties).

[proposal for Meeting 3].

Funding for professional certification or licensure exams for professional or academic development that ~~complement/ enhance / enrich / are required / partially fulfill / are tied to thesis or dissertation research in~~ a student’s degree program. Applications will be individually reviewed on a case-by-case basis by the Funding Committee prior to presentation at the General Meeting.

- i. These requests will not be considered for funding prior to the second meeting of a semester (or, after all travel and other research funding has been heard at a summer meeting).
 - ii. Requests for a specific exam will be allowed only once during a student’s tenure in said graduate program.
- e. Funding requests up to an additional \$100.00 will be considered for reimbursement of expenses incurred in physically producing a thesis, dissertation, or graduation project.
- i. These are one-time grants that will not be considered for funding prior to the second meeting of a semester (or, after all travel and research funding has been heard at a summer meeting).
 - ii. This grant will be allowed only once during a student’s tenure in said program.

GSO Department Representatives List for Meeting Attendance:

red = absent, green = present, gray = vacant

1. Accounting
2. Architecture
3. Biology
4. Business Administration
5. Chemical Engineering
6. Civil Engineering
7. Communication
8. Communicative Disorders
9. Computing & Informatics
10. Counselor Education
11. Criminal Justice (proxy)
12. Educational Curriculum & Instruction
13. Educational Foundations & Leadership
14. Electrical Engineering
15. English
16. Geosciences
17. History
18. Industrial Technology
19. Kinesiology
20. Mathematics
21. Mechanical Engineering
22. Modern Languages
23. Music
24. Nursing
25. Petroleum Engineering
26. Physics
27. Psychology