

GRADUATE STUDENT COUNCIL (GSC) MEETING – SEPTEMBER 19, 2012



GRADUATE
STUDENT
COUNCIL
EXECUTIVE BOARD

ARKANSAS STATE UNIVERSITY

Sheena Terrell

Sheena.terrell@mail.astate.edu

PRESIDENT

Usha Ramanathan

Ushapriyadarshini.ramanathan@mail.astate.edu

VICE PRESIDENT

Krishna Bista

Krisna.bista@mail.astate.edu

TREASURER

Brittany Reese

Brittany.reese@mail.astate.edu

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I. CALL TO ORDER

- ☞ *Meeting was called to order at 12:30 pm on September 19, 2012. at the board room, Library, ASU presided by Sheena who presided.*
- ☞ *Sign in sheet was passed instead of roll call. (See Figure A)*
- ☞ *A quorum was not established*

II. REPORTS

- ☞ ***President's Report:*** (See Figure B)
- ☞ ***Vice President's Report:*** (See Figure C)
- ☞ ***Secretary's Report:*** (See Figure D)
- ☞ ***Treasurer's Report:*** (No report)
- ☞ ***Action fund Report:*** (See Figure E)

III. NEW BUSINESS

- 2012-213 Proposed Budget-\$12,750 put into the account
- Usha passed around a list for volunteers on the SGOC committees
- GSC and SGOC representatives
 - Liting works with Fletcher and will aid in getting a list serv.
 - Usha made flyers to promote the GSC around campus
 - Lecture Concert Series Committee Report.
- October Activity
 - President asked for ideas for activity.
 - President-Bowling or mixer
 - Bill-Have evening activity but not on the same day every month.
 - Sindhu- Something in office again like last year.
 - Taneka-Review other organization activities and maybe pair with other organizations.
 - Oct. 16 Career Fair

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- President will see about getting graduate student to have more of a presence at the career fair.
- GSC Shirts
 - President explained that shirts would increase visibility.
 - Will be getting quotes.
 - Budget may pay half of cost for shirts.
 - Linting mentioned knowing someone that does shirts.
 - President suggested that the council get polo style shirts.
 - Bill-Has information about a place to do shirts.
 - Next meeting try to have a design and quote for shirts.
- Bill-Suggested having a sign about meetings that are similar to “Football Game Day” signs on campus.
- Sheena-No date on sign just set the sign out
- Meeting with printing services (David Mathews)
 - Brittany will met with him once details of what will be on the sign are figured out
- Action Fund Committee Members
 - Tabled until next meeting

III. OLD BUSINESS

- Nepotism Clause addition to the Constitution
 - Tied vote
 - President produced the bylaws and determined that the executive board had the authority to vote.
 - Nepotism clause and vote on the clause is tabled.
- Insurance for International Students by Jose Tavar
 - Sheena sent an Bailey Gambill was sent an email asking for information about the policy.
 - International tuition fee- operation cost of international programs weekly shopping shuttles to run, student and staff workers

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- Bill suggest that we have Bailey Gambill to be a possible speaker for activity
- Academic Excellence Fee
 - Dollar per credit hour to go toward salaries to teaching and faculty research.
- GA Position
 - Written out criteria for the requirements, waiting for Sustich to see if the GS will able to pay for this position. (See Figure F)

V. OPEN FLOOR

☞ No items

IV. ADJOURNMENT (SEPTEMBER 19TH, 2012 @ 1:15 PM)

Respectfully Submitted,

Brittany Reese on 9-19-12

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Figure A: Sign in sheet

GSC Representative Enrollment Sheet -Fall 2012	
Department	Name
Educational Leadership	Bill Lange
Environmental Sciences	
Heritage Studies	
Molecular Biosciences	
Statistics	
Physical Therapy	
Agriculture	
Biology	
Business Administration	Liting Zhao
Business Technology	
Chemistry	
English	
History	
Music Education	
Physical Education	
Political Science	
Reading	
Sociology	
Communication	

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Studies and Theatre	
Psychology and Counseling	
Accountancy	
Arts	
Communication Studies and Theatre	
Business Administration	
Communication Disorders	
Engineering Management	
Public Administration	
Rehabilitation Counseling	
Computer Science	Usha Ramanathan
Mathematics	
Mass Communications	Tanika Foster
Nursing	
Social Work	
Biotechnology	

Please print your name and department in the table below if we have missed it in the list.

Center-Treasurer	Krishna Bista
International Students	Sindhu Kaimal
Secretary	Brittany Reese



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Figure B: President's Report

Graduate Student Council Meeting

Library Board Room, September 19, 2012- 12:30 p.m.

President's Report

Sheena T. Terrell

- Meeting with Action Fund Committee
 - I met with Sindhu, Traci, and Usha on Thursday September 6, 2012.
 - We reviewed the application and made amendments to the criteria
 - We will no longer require a hearing unless more insight is needed.
 - We have a form to provide accurate documentation of all application material.
- Meeting with Dr. Sustich
 - Usha and I met with Dr. Sustich on Friday September 7, 2012.
 - Notes from the meeting are as follows:

Craig Johnson, Associate Vice Chancellor of Student Affairs

I emailed him and was forwarded to Martha Spack. Dr. Sustich also forwarded me our budget from last year.

- What flexibility do we have to make changes to the Action Fund application and criteria?

It is our money so we can do as we please. Allow Dr. Sustich to review the changes first.

- What should we consider when hiring a GA? Does the application go to the Graduate School? Can we create a document to ensure the applicant is interested in serving as Vice President of the GSC next year?

The application is the same as other GA positions and will need to be submitted to the Graduate School. We can create a document for the applicant to sign about the position of Vice President.

- How should we let the SGOC committees know about our representatives for each committee?

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Julie Isaacson, chair of Nursing, is the SGOC chair. She will be emailing me.

- How do we renew our National Association of Graduate-Professional Students membership?

Check their website. It is a \$500.00 fee that was paid by the Graduate School last year.

- How can I get an email/server list for the department chairs and graduate students?

Contact Darla Fletcher in the IT department.

- Who to contact about updating our webpage?

Contact Tracy McMaster

- Meeting with Martha Spack
 - Krishna and I met with Martha Spack on Tuesday September 11, 2012.
 - Notes from the meeting:
 - Last year's budget was \$19,000
 - This year's budget is 12,750, with \$3,702.24 carry over from last year, making a total of \$13,779.52.
 - The current balance of the budget for this semester is \$7,404.52.
 - We were awarded less money this semester because of our failure to complete some of the initiatives that were initially scheduled and planned for in last year's budget. Thus, we have to show them we need the money by conducting programs, etc...
 - We have to submit our budget to the office ASAP. I told her within a week.
 - Funding in the spring is typically made available by the 2nd week of classes.
 - We can post our budget online if we want. So far, no one has required her to do so. It was previously posted on our webpage.
 - Matt Stallings is our account specialist who we need to contact when we want to get money. If in doubt, ask.

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He is our main point of contact. We can be reimbursed money, or bills can be submitted directly to him.

- Use Office Max or Office Depot when purchasing office supplies.
- Stipends of less than \$500 require less paperwork than stipends \$1,000 or higher.
- As for the action fund, students can receive money up front, but the best practice is to complete an Inter-Departmental Transfer if the student is connected with a department for travel. The department will then be responsible for the paper trail, not the GSC.

- She emailed me this information after our meeting:

It was great to meet with you today about the GSC. As discussed, the Graduate Student Council will receive \$12,750.00 this academic year. The funds will be evenly disbursed into your account at the beginning of the Fall 2012 and Spring 2013 semesters. Currently, the organization's account balance is \$7,404.52 due to carry over funds from last year. Therefore, you may plan to budget a total of \$13,779.52 this academic year. As I indicated in the meeting, the organization leadership will need to submit a working budget to the Leadership Center to be placed on file in the office. This budget will also be reviewed by the Student Affairs senior administrative team. I am looking forward to working with you during the next year. Please let me know if you have questions. Thanks, Martha

- Email to SGA President Hunter Petrus
- Email to Bailey Gambill of the International Student Office
- Academic Excellence Fee
- NAGSP membership

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Figure C: Vice President's Report- SGOC Committees Interest List

COMMITTEE	MEMBER
Shared Governance Oversight Committes(2)	
Academic Budge Committee (1)	
Education and Technology Committee (1)	
Faculty Achievement Awards Committee (1)	Krishna Bista
Library Committee (2)	
Building grounds and facilities Committee (1)	
Computer/ Technology Committee (1)	Bill Lange
Development, Communications and Alumni Committee(2)	
Disability Services Committee(1)	
Development, Communications and Alumni Committee(2)	
International Students and Scholars Committee (2)	Sindhu Kaimal
University Diversity and Affirmative Action Committee(1)	
University Planning Committee(1)	
Students Disciplinary Committee(1)	
Lecture Concert Committee(1)	
Graduate Council(2)	Sheena Terrell
Academic Affairs & Research	



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Figure D: Secretary Report: Email to Printing Services

Hey Brittany,

Thanks for asking. Yes we can print signs. However it depends on the type of sign you need. We can print up to 13 X 19 quickly and relatively cheaply (approx 80-90 cents each) on heavy cover stock and in color. A typical size would be 12 X 18 on Gloss Cover stock, about \$0.80 each. If you're needing the plastic type sign that is staked in the ground like political signs you see around town, those may could be done in the ASU Sign Shop in Facilities Management. Flyers are normally 8.5 X 11 size (regular sheet of paper) or half size (5.5 X 8.5). Those are usually around 35 - 45 cent each, depending on quantity.

Do you have an electronic version of the GSC logo? We could develop a sign for you if so.

I'm assuming the GSC has an account on campus. Once we establish what exactly you need and the cost we can get Matt Stallings in the Student Union office to issue a Requisition to us for the project.

Thanks and please let me know if you have any questions.

David Maloch

Arkansas State University Printing Services

PO Box 1930 * State University AR 72467

Phone (870) 972-3372

Fax (870) 972-3328



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Figure E: Action Fund Report

3 applications for Action Fund have been submitted, one is accepted, the other two need more information to complete the application.



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Figure F: GA requirements

The GSC (Graduate Student Council) is currently accepting applications for a graduate assistant position. Graduate students who are interested should be able to perform the following duties:

- Have an interest in the GSC
- Indicate whether he or she has GSC experience at ASU
- Be able to maintain the office
 - Answer phones
 - Be able to answer questions from graduate students or be able to direct them to someone who can better answer their questions
 - Shadow the current Vice President
 - Assist with other duties pertaining to the GSC as needed
- Be able to work in the GSC office 20 hours a week
- Not hold another graduate assistantship position on campus
- Be able to attend GSC meetings on Wednesdays from 12:30-1:30 p.m.
- Willing to serve as Vice President during the 2013-2014 term
- Must submit a class schedule with application

Interested graduate students can download the application from the Graduate School web page.

Applications should be submitted to the Graduate Student Council or to the Graduate School by Friday September 28th.