**SEC Meeting Agenda**

**August, 2013**

**3:00-5:00pm**

**Attendees:** GSS Senate Executive Committee

**Meeting Location:** 309 BTSU

**Handouts:**

Regalia Rental Award draft;

BGSU’s 2013-2014 Student Health Insurance Policy Benefits at a glance;

Parliamentary Procedure

Lingxiao called the meeting to order at 3:02 pm

The entire SEC was present except for Amy Wrobel and Chris Thomas.

1. Call to Order
	1. Lingxiao distributed folders and polos to those who have not yet received them
	2. Introductions & positions
2. Old Businesses
3. GSO/Grad Bash
	* Lingxiao expressed gratitude for help with GSO and Grad Bash
	* Next year for Grad Bash – no more than two slices of pizza/person
4. Regalia Rental Award
* Jodi, Martha, Lingxiao drafted Regalia Rental Award
* Next week, Lingxiao and Jodi meeting with BGSU Bookstore regarding how to provide awarded regalia to students
* Mike announced that GSS has a surplus of $24,000 that needs to be spent down before any additional budgeting can be requested
	+ Cannot be used for mainline budget regularly; To be used for special projects and necessary budget boosts (e.g. for Professional Development)
	+ Mike proposes we allocate $12,000 to the Regalia Rental Award over a 5-year period
		- $2500/year appropriately allocated for August ($400), December ($700), and May ($1400).
		- To be determined: How many Ph.Ds and how many Master’s?
	+ Erin and Rachel suggested idea of purchasing a certain number of regalia to have on hold
	+ Lingxiao nominated Martha as the chair of the Regalia Award Selection Committee; Martha accepted. Committee is still in need of a Master’s student and at least one senator.
	+ SEC reviewed Regalia Rental Award, suggested changes, voiced concerns regarding name (remove “Rental”) and eligibility criteria (include proof of meeting departmental graduation requirements).
1. Profile Updates for GSS website (by September 5th)
	* [www.bgsu.edu/gss](http://www.bgsu.edu/gss)
	* Lingxiao requests a photograph and small “About Me” – department, title, committee service, etc.
2. New Businesses
	1. Shanklin Issue

Shanklin numbers – Mike

* Budget review: We have $1500 (and need approximately $6000)
* Mike suggests we can get rid of or reduce costs of some aspects (food, keynote, musicians, professional photographer, decorations, supplies) to reduce cost by approximately $6000; Specific prices of awards have been removed from website.
* Discussion of renaming and rebranding the Shanklin Awards name
* Still trying to maintain connection with Shanklin family
* The Shanklin Colloquium will remain as is
* Vivienne inquired as to whether the Shanklin Foundation was an open account into which grads could donate
	1. Changes – Alice
		+ Because faculty senate has lost their full time senate, Alice will now be the secretary for Faculty Senate, GSS, and USG.
		+ Responsibilities now need to change to allocate what Alice used to do
			- Mike will be entirely in charge of budget report
			- Liz will be in charge of sending and uploading minutes directly
			- Arpan and Amy to co-chair committee to plan the Shanklins
			- Lingxiao is interested in having a monthly or bi-weekly meeting with each SEC member
			- Try to direct questions to Lingxiao, Mike, or SEC listserv instead of Alice
	2. Campus Fest (11am-3pm, Thursday Sept 12th, 2013)

(Volunteers needed)

* Rain date is Sept 19th
* Lingxiao explained Campus Fest and what to mention.
	+ - Set-up @ 10am: Lingxiao, Erin, Elizabeth, Mike S, and Arpan
		- At the table 11 – 12: Mike S. and Lingxiao
		- At the table 12 – 1: Liz and Dinah
		- At the table 1-2: Ryan and Liz
		- At the table 2-3 Rachael and Martha
	1. Falcon Health Center and Student Health Insurance
		+ Cost increased by $210 from last year
		+ Max coverage has increased to $500,000
		+ Falcon Health Center is a preferred provider and is effectively the same as Wood County Hospital. There is no Student Health Center anymore.
		+ There is a $20 copay for the FHC (75% of the negotiated charge as well); additional cost of $10 if you don’t have copay at appointment; $10 is dropped if you pay within a week.
		+ No Show fee: 1st offense – warning; 2nd offense - $50; Walk-ins now welcome
		+ Concerns of fees preventing students from using FHC and needing to pay to get Doctor’s excuse from classes.
		+ FHC won’t hit the bursar bill at all. Billing will be through WCH.
	2. Clean Air & Smoking Policy
		+ Lingxiao announced that this will become effective January 1, 2014.
		+ As of now, this will be self-policed
	3. GSS social events
		+ Grad Nights: Bi-weekly (SEC/Payweek) in the Black Swamp Pub for all grad students
		+ Vivienne suggests and will chair academic “lock-ins” at opportune times for graduate students
		+ GSS Reception downtown: Co-sponsored with Downtown BG
		+ Stone’s Throw or a similar location on Friday, September 20 after the second GA
	4. Goals of the year
		+ Lingxiao requests everyone send a paragraph regarding goals for SEC/GSS of September 5th
1. Robert’s Rule of Order Training Session

Martha passed out Parliamentary Procedure handbooks and trained SEC on Parli-pro

* Senators will receive the handbook and be trained in the first GA
* The official up-to-date copy of Parliamentary Procedure is in the GSS Office
* Vivienne requests that a digital copy of this Parliamentary Procedure be sent to the contact person for each department and organization so it can be provided to proxies and in transitions.
1. Officer Reports:
2. Academic Affairs Rep / GAR – Rachel
	1. Presented to the international student organization on Monday, 8/26
3. Student Affairs Rep - Erin
4. Professional Development Chair – Arpan
	1. NIOT Presentation
	2. The GSS Forums
		1. September 6: Advocacy Training Program; invitations have been sent out – Open to all (including undergraduates) – 11:00 am to 12:30 pm; SEC does not need to help – attendance is requested, but please remind your graduate coordinators. Julie Snyder and Tobias Spears are facilitating the event.
		2. There will be three speakers.
			1. Speaker for second forum has been selected; Third will be announced. These two are Ziggy Point Events.
5. Multicultural Affairs Chair – Dinah
	1. Met with Assistant Dean of Grad College; Expressed concern about participation at Project Search events
	2. Emailed Director of Multicultural Office
6. International Affairs Chair – Jigar
	1. Meeting with director of ISS
	2. New initiatives: academic achievement awards for IS; meeting space available for international students
	3. Kenyan ambassador- September 5th, 10:45 am – 12:00 pm in Union 208
7. Social Chair – Amy
8. Publicity Chair - Chris
9. Representatives-at-Large – Elizabeth & Ryan
10. Secretary - Liz
11. Treasurer – Mike
	1. 9/20 is the final date for Pro Devo fund requests.
	2. A number of reimbursements will be dispersed in the coming weeks.
12. Vivienne
	1. Board meeting with Kent’s Board of Trustees
13. Vice President – Martha
	1. Met with 16 of the 40 graduate coordinators over the summer.
	2. 5pm Wednesday – Any officer announcements in writing pre-GA meeting
14. President – Lingxiao
15. Issues & Concerns
	* Erin – Parking ticket puts an enrollment hold for classes
		1. No payment plan, must pay in full
16. Announcement

Frist GA: September 6, 3-5pm, McFall Gallery

Guest speakers: Dr. Margaret Zoller Booth; Falcon Health Center Staff

SEC report to Martha and Lingxiao by 5pm on Wednesday before GA

Reporter from BG news will be sitting in meetings – report will be online.

1. Adjournment
	1. Motion to close by Arpan (as far as I remember) I missed this in my notes!, Second by Ryan.