**SEC Meeting Minutes**

**September 13, 2013**

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

**Attendees:** GSS Senate Executive Committee

Everyone was in attendance except for Erin Baker, Chris Thomas, and Vivienne Felix

**Meeting Location:** 309 BTSU

**Handouts:**

* American College & University Presidents' Climate Commitment
* Career Center Fall 2013 Events
1. Call to Order

Lingxiao called the meeting to order at 3:04 pm.

1. Old Businesses
2. Regalia Award
	* Application form is online and a non-public link on orgsync that Martha will send out.
	* Martha is chairing the Regalia Award Selection Committee, and will serve as one of the three grads; this committee will be added to the list of committees on which senators can serve.
	* Deadline is October 4th, but the deadline on Orgsync is October 8th or 10th.
3. Goals of the year
	* Lingxiao: Success of each SEC member through the year; improve communication with GSS senators and graduate students; enrollment; benefits of graduate students
	* Martha: GA meetings as efficient and effective as possible; ease of senator communication to GSS and to on-campus and online constituents; opportunities to help grads network and gain skills to be effective in academia or the job market.
	* Rachel: Stand up for graduate rights in relation to work hours, job descriptions, and acts of discrimination
	* Jigar: Improve communication between ISS and international students in both directions; increase international enrollment at BGSU
	* Mike: Maintain budget and make sure we spend money as planned; spend down the $24,000 surplus in a way that is beneficial to all students; managing and maintaining Professional Development awards; determining how monies are distributed on campus to graduate students; working with the Shanklin’s again; train the next Treasurer
	* Amy: Better publicize the events GSS puts on to graduate students including social and non-social events
	* Dinah: Get to know the offices she works with to better understand how GSS can collaborate; Identify domestic students who do not patronize MSS services on campus; Project Search involvement and encouragement
	* Liz: Effective communication between GSS, senators, and their departments and among departments; effective and accurate record keeping, including monitoring the BG news in relation to grad students
	* Elizabeth & Ryan: Liaison between SEC and GA; attend as many GSS events as she can, as well as other graduate student events; be as useful as liaisons as SEC, senators, and students want us to be; make clearer to grad students what the work is that GSS does, and its importance
	* Arpan: 100 people in attendance at a GSS forum
	* Expectation of SEC – we will review these goals at the end of the semester and year; work as a team and ask for help when you need it; keep track of the work you do to effectively transition to the next person to hold your position
4. Campus Fest
	* We did not have a terrific space, but we did get our name out to graduate students who were not aware of our existence or of what we do
	* We will also table at the graduate fair; the date will be announced soon.
5. Grad Night
	* Approximately 30 students attended; many different departments were in attendance
	* Suggestions for next time: nametags, perhaps a different location; sign-in sheets
	* Amy reported that the next grad night will be at an off-campus location or perhaps in the bar section of the Black Swamp Pub; DiBenedetto’s
	* Like the Facebook page for GSS
6. GSS reception
	* Googlemap link of Stone’s Throw for the invitation/announcement
	* September 20, 2013 at 5:30 pm (reservation is set)
	* Open to graduate students (partners welcome)
	* 20% discount on our total food order; we will subsidize a part of the food (approximately $50)
	* Mike proposes a budget for social chair for next year
7. New Businesses
	1. General Assembly
* Volunteers needed – at least one SEC member to stand in the back for sign-ins and to monitor tardiness and early departure. The more SEC members to greet people, the better
* Communication – SEC will sit in designated seats; agenda items will now be reviewed by all of SEC; When someone speaks, they will say name/department as well; people will be prompted to come to microphone (Martha will look into a wireless mic); GA is for the senators, so we should voice concerns at SEC – this will allow us to ask the speakers to address our concerns in their speeches; This is not an order, but an intentional suggestion to keep the GA as senator-centered as possible
	1. American College & University Presidents' Climate Commitment
* University needs to decide on a target date to become climate neutral
* Since Oct 2012, we have registered four projects under the ACUPCC
* We need to support this from GSS point of view
* There will be a committee serving towards campus climate neutrality comprised of students, faculty, and staff – more information to come
	+ This information was emailed out from Dr. Hennessey/Campus Operations via Campus Update earlier this week
1. Officer Reports:
2. Academic Affairs Rep / GAR – Rachel
	* Dr. Ogawa spoke at Graduate Policies and Standards Committee of the Graduate Council e; Non-academic grievance policy being lead by the Academic Affairs rep of Graduate Council
	* Language workshops occurring from October 15th - November 14th through the Language Services Group at BGSU.
3. Student Affairs Rep – Erin
	* Not present
4. Professional Development Chair – Arpan
	* 12 people came; only two graduate students in attendance; we need to advertise more; The next forum speaker is Dr. Brown regarding research – choosing it; etc
5. Multicultural Affairs Chair – Dinah
	* Met with Multicultural Affairs director: opportunities for presentations, teching, pro-devo, practicum in office for graduate students; calls will be sent out for people who are interested in teaching re: multicultural issues and diversity for next semester and next year; Sept. 17 & 26: NCBI (National Coalition Building Institute) - 2 hour programs; Theme is Prejudice Reduction; free pro-devo opportunity; certificates will be given; a Fall Break (Oct 10) day workshop will also occur; others are occurring
6. International Affairs Chair – Jigar
	* No report
7. Social Chair – Amy
	* Grad Nights
	* GSS Study Session
8. Publicity Chair - Chris
9. Representatives-at-Large – Elizabeth & Ryan
	* No report
10. Secretary – Liz
	* File Cabinet is updated and working.
11. Treasurer – Mike
	* One week for professional development money requests
12. Board of Trustee Graduate Student Rep – Vivienne
	* No report, not present
13. Vice President – Martha
	* New format for GSS blurb; Martha will do an email re: regalia, committees, Twitter and Facebook
	* On Title IX Committee and on subcommittee for writing an official BGSU Title IX policy.
14. President – Lingxiao
	* PACODI: President’s Advisory Council on Diversity and Inclusion
* Firelands Subcommittee
	+ Faculty Senate: issues related to GSS include staffing of Faculty Senate (Re: Sharing Alice); Senators are not satisfied with this resolution; dissonance of OED Office location swap with Faculty Senate.
	+ Graduate Council / Academic Agenda: Dr. Ogawa announced that our graduate enrollments are reducing, but this year we got 11 more students, but the Graduate College is spending over $1 million more this year; Graduate College wants to hire a director of graduate admissions to increase enrollment and minimize costs; academic agenda is going out every Friday; Announcement about Student Technology Assistance Center (Library rm. 122) for OHIOLink-related dissertation processes
	+ Career Center: New director (Jeff Jackson); handout of events provided – includes job/internship fair and interview day on Oct 1st and 2nd; senior reception open to all students (9/19) networking event/social
	+ Enrollment Management Council – Looking at how to increase enrollment at BGSU to get state budget back in our favor. Provost Rodney Rogers suggests special programs for continuing education for those already working but who need another degree to advance in their field.
		- Alternative space has been selected for Math Emporium
		- Commuter lounge name might change since commuters are not the only ones using it
1. Issues & Concerns
	1. Rachel is going to the University Council on Monday in Lingxiao’s stead.
	2. Elizabeth asked if SEC minutes can be approved electronically by the SEC before uploaded. SEC all agreed – we will do that now
	3. Elizabeth interested in when there are guest speakers, if that can be at the top of new business so we can prep.
2. Announcement
3. 2nd GA: September 20, 3-5pm, McFall Gallery
* Guest speakers: President Mazey, Provost Rogers, Graduate Dean Ogawa, USG President Alex Solis
* SEC report to Martha and Lingxiao by 5pm on Wednesday before GA
1. Next SEC: September 27, 3-5pm, 309 BTSU
2. Adjournment
* No objections to adjourning – Lingxiao adjourned at 5:09 pm.