

GSC CABINET MEETING MINUTES
Monday, October 10, 2016, 3:30 pm
201 Rosen

ATTENDING: McAllister (coadvisor), Cantu (coadvisor), Johnson, Blanchard, Sims, Jeter, Hawkins, Ward, Wilkinson, Park, Vranovci, Burbridge, Nguyen

I. CALL TO ORDER: Johnson, 3:33 pm

II. ATTENDANCE: see above

III. APPROVE MINUTES LAST CABINET MEETING: approved

IV. APPROVE AGENDA: no action taken

V. SPECIAL ORDERS:

- a. COADVISOR CANTU: reminded everyone of this Thursday, Oct. 13—next GSC seminar in the Fine Arts building—Using Technology in the Classroom.
- b. COADVISOR McALLISTER: not much from the OSA. Encouraged members to reach out to Jody and him re: funds.

VI. PUBLIC COMMENT: None

VII. REPORTS:

- a. SPEAKER:
 1. PROVOST CANDIDATE: The Provost search committee has narrowed down to 3 final candidates visiting this and next week. Each will give a town hall. All encouraged to attend. There's a link on the Chancellor's website. Since the Provost is the number 1 academic officer, we need to attend the town halls and give feedback.
 2. JR 1: Joint Resolution 1 (Confederate flag and Bikes, Blues, and BBQ). Passed and back to Senate, and the Senate amended it. The 2 versions don't match. There will be a reconciliation meeting with Senate and 4 GSC reps will attend to pass the same version.
 3. COMMITTEE APPOINTMENTS: another round at the next general meeting. The Director of Campus Life will submit a list of appointees for the next meeting.
 4. NOVEMBER: gone early November to New York for the National Association of Graduate and Professional Students national conference. Will not be at the November Cabinet meeting; Ward will preside. Intends on being at the November general meeting.
 5. END-OF-YEAR REPORTS: Johnson distributed a list of what goes into an EOY report. We should start preparing now for this report, each compiling a report to pass onto successor information regarding what each of us faces in the job. We should

include the timeline during the summer, namely, what you wished you had known or prepared for about/in the job. This will go the end of the semester fall 2016, with a half-year report, which each will submit to the Speaker.

b. VICE-SPEAKER:

1. COMMITTEES: all committees assigned, with chairs. They must give him a report of attendance figures.
2. HOURS: will be sending an email re: office and service hours. If reps come to the professional development or tailgating, they will receive due credit for contact with constituents.
3. CAUCUS CHAIRS: still waiting to hear about this area.

c. SECRETARY: no report

d. TREASURER: will be scheduling meeting to review finances with Jody hopefully this week.

e. PARLIAMENTARIAN: no report (see below)

f. LEGISLATIVE AFFAIRS/ADVOCACY: the Election Commission needs pollworkers; the training is 1 day, with 1 day of actual service. Voters' registration ends Oct. 11.

g. INTERNATIONAL CONCERNS: No report.

JOHNSON: wants documents that would help international grad students assimilate into University life: housing, shopping, etc., and which we could distribute.

h. EXTERNAL AFFAIRS/MARKETING: WILKINSON REPORTING. Let us know of events in November. October 10 week events are on Newswire. Ward will send a calendar; he sent one today to Dean Koski.

i. SOCIAL CHAIR: this week—Grad Appreciation Lunch at Gearhart 11:30 am to 12:30 pm. No coffee event in November, but there will be one in December. Possible bowling event in November. JOHNSON: this could be a service hour. WARD: crowd control is an issue during the lunch event. EMILY: will try to get to the lunch event an hour early. WARD: wait till 11:30 am to serve; if food supply is insufficient, graduate students will be very unhappy.

Coffee event every month and 1 big lunch per semester.

j. FACILITIES COMMITTEE: No report. See below.

k. GRADUATE LIFE CHAIR:

1. COMMITTEE: meeting this Thursday, 10/13

2. FOCUS GROUPS: Engineering this week. Legislation may come out these groups' informational input.
1. PARLIAMENTARIAN: committee meeting this week to discuss Constitution and Code.

VIII. OLD BUSINESS:

- a. GRAD STUDY SPACE—MULLINS LIBRARY: no more grad study space in the library. It's gone. We can think about what we might want to see for that space when the library repurposes it. Library staff should be available to discuss what new purpose to go in there. HAWKINS: *The Arkansas Traveler* has researched about this study space.
- b. 2017 GOALS: Johnson distributed a list, "GSC Goals 2016-2017," which the Cabinet generated at its summer retreat in July (reference Cabinet meeting minutes for the July retreat). Discussion proceeded from the "Little Things" list to the "Big Things" list.
 1. WARD: tied constituent engagement and recruiting and wants engagement with the deans of schools.
 2. JOHNSON: emphasized visibility because people don't know we exist.
 3. WARD:
 - a. Bring up print station with the library staff.
 - b. The print quota is not high enough.
 - c. Grad organizations: good way to get representatives
 - d. We could partner with undergrads to get them to apply to grad school
 - e. Football seating: coordinating with Athletic staff to get grad seating and/or family seating, especially since grads have small children.
 - f. GSC Alumni group: McCALLISTER—Alumni Association is gearing up.
 - g. Shelby Cormack is working on finances to get family-friendly policy for activities for grads.
 4. JOHNSON then discussed the "Big Things."
 - a. Food security: biggest priority. Claire Allison will speak at the general meeting on the 20th.
 - b. Student parents: we need a childcare facility that is reasonable cost.
 - c. Life event: Johnson will send this Joint Resolution to the Senate and to the Faculty Senate, then to the Chancellor
 - d. Travel grants: we passed a framework for the process. There is a question as to where the money originates.
 - e. Undergraduate research: set of programs that we need to set up.
 - f. Stipends: Finance Committee will research and benchmark. It will target benefits, not just pay.
 - g. Housing: the Chancellor was shocked to hear we had no grad housing. Grads tend to be better tenants.

- h. Office space: Alex Marino is working on that.
 - i. Blackboard/Course Management System: survey of teaching assistants on their satisfaction with this system. BURBRIDGE: went to Computing Activities Council and joined the Blackboard Committee. Blackboard will be staying for a while—too much money invested. The committee will not be attending to this area for a while. JOHNSON addressed the Board of Trustees stance—cost issues.
 - j. Summer bus schedule: Facilities Committee. Bus usage falls lower in the summer, which calls into question how much it runs. VRANOVCI: discussed bus stops and strange schedule. SIMS: maybe if the bus stopped at every place on campus. JOHNSON: discussed non-stickered parking. VRANOVCI: discussed bus not running on Sunday. JOHNSON: we can contact the Parking and Transit point of contact and Tristan Locke, student director of parking and transit issues.
 - k. Chartwell's: people are meeting about the bids. McCALLISTER: no committee for bids formed yet, as far as he knows. We can contact Lynne Bell at Student Affairs, which administers relations with Chartwell's.
 - l. By the next Cabinet meeting, committees need to meet at least once to discuss the big and little things. What does success look like for this year?
 - m. BURBRIDGE; discussed parking for athletic events at Lot 56. s
5. FACILITIES COMMITTEE CHAIR (from above): Nguyen sent out a Doodle Poll and contacted the Parking Office.
- a. Discussed parking limit times, such as after 8 pm, green- and yellow-stickered parking. Discussion of how the parking impacts teaching assistants.
 - b. Housing: grads need an on-campus sleep and shower place. PARK: works with off-campus property management companies, but they're all expensive; their list comes from Off Campus Connections.

IX. NEW BUSINESS:

- a. VACANCY ELECTIONS: JOHNSON: 26 open seats. Can we call for a vacancy election before spring? Cory English will contact Johnson this week for a possible 2nd week of November for this.
 - 1. BLANCHARD: we can have a vacancy election now. February would be too short to allow meaningful participation for the rest of the year.
 - 2. HAWKINS: wait till February and we have time to get the word out—more time.
 - 3. JOHNSON: we can't just add 3 people—would burden OSA and ASGJ.
 - 4. BLANCHARD: a few in the fall focus groups showed interest. 15 added would be an unrealistic goal.
 - 5. JOHNSON: unrealistic to ask 1 representative each to bring 1 person with him/her. 2 weeks to get an election up is unrealistic.
 - 6. McCALLISTER: realistic to have a timeline for open of applications, time to verify candidates, other checks, then campaign and voting. Lead time would be 1 week to get everything ready, posted, etc.

7. JOHNSON: 1st week of November would be an election and maybe have representatives at the November general meeting.
8. WARD: we could talk to the body to help recruit.
9. BURBRIDGE: instead of elections, maybe there could be appointment by representative body or Executive Committee.
10. JOHNSON: mentioned the Razorback Representative Recruitment Program (R3)
11. WARD: we could connect with people coming in to be proxies and work on committees.
12. JETER: Dean Koski's listserv information is not getting to all graduates. She cannot place all grads on the listserv because of University policy (privacy).
13. CANTU: information comes by the Newswire
14. PARK: newsletter issues from the International Students and Scholars office updated each week.
15. JOHNSON: we can walk away now with some direction. Recruit by R3?
16. WARD: likes R3. It's a matter of selling it to the body. We want people to start coming next month.
17. HAWKINS: November is too late for a fall election.
18. SIMS: agreed—too late.

- b. EMAIL ADDRESSES: not everyone has an official GSC email. All Cabinet members need to have one for sending out official GSC correspondence.

X. ANNOUNCEMENTS:

- a. CANTU: Three-minute thesis contest
- b. Food and coffee events this week
- c. All meetings in the future: AU640

XI. ADJOURN: 4:48 pm

SUBMITTED FOR REVIEW:

Garrett C. Jeter

Garrett C. Jeter
Secretary