

**GRADUATE STUDENT CONGRESS CABINET
GOALS & STRATEGIES RETREAT,
JULY 12, 2016, AU640, 9 AM – 5 PM**

SECRETARY'S NOTE: THIS RETREAT TRANSPIRED IN TWO SESSIONS, WITH SEPARATE MINUTES FOR EACH SESSION.

ATTENDING: Mike McCallister, Katherine Selman, Scout Johnson, Josh Burbridge, Jason Phillips, Arley Ward, Jesse Sims, Rainer Gall, Dean Melissa Harwood-Rom (Student Affairs), Jody Preece (OSA financial), Mary Skinner (Dir, Student Activities), Garrett Jeter (Attending only a portion: Selman, Gall, Harwood-Rom, Preece, Skinner) (Unable to attend: Blanchard, Hawkins, Park; invited guest Amanda Cantu unable to attend)

I. ***OPEN*** at 9 am: Johnson

II. ***APPROVAL*** of attached agenda

III. ***WELCOME/INTRODUCTION/GUESTS***

1. SCOUT: we want openness, clear goals, clear purpose, and to be able to articulate them to the constituency.

Mike McCallister is the new GSC co-advisor.

Working with Connor Flocks, new ASG President (unable to attend due to work schedule)

Mary Skinner and the deans are available to all.

Discussed the problematic 2014 voting transport issue, remarking that the legislature sets rules. WARD noted that we had gotten ahead of ourselves in this area.

Discussed problems with use of the logo.

2. GALL: outlined his duties as RSO advisor.

We can talk with the Deans at any time w/o going through Mike.

Added that he will work with budgets.

3. HARWOOD-ROM:

Referenced the current election cycle (2016), and that we as a body must be viewpoint-neutral. We may entertain personal opinions and encourage personal expression, but in facilitating and formulating initiatives re: student participation, we must remain viewpoint-neutral because of the use and presence of state resources. She referred to the fall 2014 initiative to transport students for the purposes of voting and the problems that that initiative presented.

Anything within the 1st Amendment is allowed, but the legislature allocates money, but cannot suppress exercise of that amendment's rights. The POC for this area is Randy. Randy reaches out to the legislature, to local politicians and chairs, higher ed committees and reps in the state legislature. Harwood and Skinner emphasized the need to stay balanced.

Mentioned Bill Kincaid as an advisor for vetting initiatives where such may present political-viewpoint issues. She noted that we can receive help through University Relations for vetting.

Asked that we keep her and relevant admin officials informed so that they know what is coming up into the meetings.

Dr. Robinson is a good advocate that we can use. We can get initiatives on the calendar so that we can work with Dr. Robinson and legislators. He has an open door.

She would like to see an increase in the use of social media and NewsWire. We can provide them with info and sum of initiatives to them for more info-sharing and publicization. Asked for news releases (Scott Flanagan) for the NewsWire, as many as possible. We must be sure to communicate with him.

Harwood encouraged us to promote student voting and initiatives, encouraging this set of initiatives to go to the NewsWire.

3 areas of policies that we need to know:

- 1) University of Arkansas, Fayetteville, campus policies
- 2) Board of Trustees policies. This area covers employees and organizations within the system
- 3) Legislative policies. This area applies to state employees

We have to meet the 3 above in our work.

The legislature in Little Rock determines policies, rules, and allocations

Harwood closed with a mention that her door is open.

4. MARY SKINNER:

We represent all grads and must stay neutral. We must stay in communication. She is here to support grads and advocate for the graduate student, which she has done insistently in meetings. The OSA is a big advocate.

Although it's not required that we contact Mary and her office during activities, but asked that we keep her apprised of what's going on.

She noted that the 1st Amendment issues were a part of the past and wanted to move beyond that to new things.

Mike M and Mary can review flyers for events, vetting for logos, etc.

She has an open door to all.

5. JODY PREECE:

Reviewed financial affairs with us. We must have receipts NLT 2 days after travel and NLT 15 days after for wrap-up. These timelines come from her superiors.

Discussed request procedures.

Discussed timelines. Asked us to help her ensure timely completions of activity.

Her door is open to all.

Asked us to take ownership of roles and positions.

Asked and emphasized that minutes be thorough and complete.

6. MIKE McCALLISTER: new Asst Dir of Student Govt and co-advisor

Has been meeting w/ each of the Cabinet for goals and objectives

Wants us to have presence and visibility as big goals within the colleges/schools. Wants to improve our role in those areas, to emphasize that the GSC is the body to act for grads and take on leadership.

Challenges to new reps' roles—external and internal transitions, intensity of proceedings

Will meet with Dean Koski and Amanda Cantu.

Concerned with advisor support, especially since he is the 3rd in 3 years—concerned w/ consistency and historical instability.

7. REPORT FOR CANTU (WARD): she meets with Dean Koski and other deans regularly. She is a great help and resource to us, and is able to assist with TA training.

IV. CABINET UPDATES:

1. JOHNSON: discussed expectations and events

Start and finish strong.

a. We will be hosting the NAGPS Leadership Summit in August.

b. What is our theme for the year? We need to formulate this theme today, along with goals, objectives, and priorities.

c. Fall Cabinet meeting—meet week beforehand to set schedule

We need to set dates of general meetings

d. All Cabinet members have dedicated GSC (ASG) emails. Use it to send all official email from the GSC. Remember that all email is subject to the FOIA and open for public review. We must remember that we represent UA, GSC/ASG as official and should thus use proper etiquette when sending out emails.

e. Professionalism—we represent constituents, UA, etc.—be professional in representation
We will have a Meet Your Representatives page on the website.

f. She needs from each a rep a paragraph bio that includes contact info, committee assignment(s), college/school

g. Changes to the office this year. The Speaker will not be in the GSC office, but with the ASG undergrad exec comm (C Suite). Both legislative bodies will now share the GSC office. GSC Secy will need an OSA-dedicated laptop.

h. Recruitment for fall vacancy elections can be through the proxy system.

i. Discussed the Election Reform Bill of the past spring, including the election quiz opt-out: pass and change.

j. Ex Affs/Mktg can improve communications w/ the NewsWire, getting out more info to highlight and raise awareness.

k. We will need to coordinate with Will because the Code and Constitution are a mess. Specifically, there are grammar, etc. errors that need editing. We need to review legislation from the 1st year, checking for updates and needed changes to docs, ensuring that all look professional.

l. If we work w/ legislators, we MUST let Dean Koski know beforehand. Koski received angry phone calls after the GSC failed to let her know in advance that we had been invited to speak at the Higher Ed Committee in LR.

Events:

a. NAGPS Leadership Summit 8/1 -8/3, with regional board meeting 8/3-8/5. We need registration staff. Discussion of food arrangements. All need to register on the NAGPS site with “uark” as the code. Sent updated schedule. We are finalizing the agenda. Mike and OSA staff will determine who from the office will participate. Need help with transport from/to the airport. We need transport to Crystal Bridges 8/4 afternoon.

- b. New Grad Orientation 8/17/16, with info table. Need cohort leaders, info table staff, and grad panel
- c. Fall vacancy election opens 8/15 w/ applications. We need to recruit 30-some students because we did not reach the number that we wanted in the spring. At all proper events (orientations, etc.) we need laptops to encourage application for candidacy. Need a 1page info sheet for new students; Mary has such info in a brochure.
- d. The Law School will be coming in this year. We have no LS reps. Need someone to present at 8/18 orientation.
- e. 9/21/16: Inauguration. Dress: business/formal for pix.
- f. 9/23: All-ASG Retreat. GSC will start at 9 am for business following feedback—grads wanted to start early and finish early.

2. WARD:

- a. Goal to work with Amanda to ensure smoothness, ensure that things work smoothly and to ensure that we do things ahead of time.
- b. Wants to start with TA training--6 training dates, all events at Thursdays at 3 pm (may change in the spring):
 - 9/22: support for mentally distressed TAs to create better instructors. Uses software program
 - Oct: tech in classroom
 - Nov: preparing for the job search—CV, interview skills
 - Feb: Alt-ac
 - Mar: TA refresher. BB use and policies
 - Apr: etiquette mixer and professionalism
- c. Discussed the Welcome Back Kickoff on 8/20/16. Amanda will be taking care of this.
- d. Discussed fall vacancy elections and strong recruitment during orientations and other appropriate events. At orientations, Welcome Back Kickoff, and info sessions, we can set out a table, recruit, bring laptops for sign-ups. Recruitment needs to be continual and strong. Recruitment can be through the proxy system. He would like to have at each event an “I Joined GSC Because -----” with photos of reps, w/ dissemination through social media.
- e. Flyers: Arley wants to have a completed packet with flyers for every event, in advance.
- f. Discussed the spring 2016 Election Reform Act. The candidacy quiz electronic opt-out discussion was not productive, w/ pushback on language, not intent. We can pass this bill at the fall All-ASG Retreat. Said he would write 2 bills re: this area
- g. Arley will track office hours as service hours and coordinate it with GivePulse as a tracking mechanism. Maybe we can bank hours. Catherine will work as moderator of the GSC GivePulse. He would also like us to emphasize service so as to make reps available for special GSC-granted awards.

3. JETER:

- a. Discussed fall focus group project as a form of outreach
- b. Discussed wanting to join up with the Coalition of Contingent Academic Labor and Campus Equity.
- c. Wants to reach out to online grad students and maybe add seats for representation in that area.
- d. Discussed building relations with the Deans and admin through dialogue.
- e. Wants to see a voluntary workshop on writing legislation

- f. Wants to see a voluntary session on duties and responsibilities of reps
- g. Invited Cabinet members to submit ideas or material for the So Cent Region NAGPS newsletter.

4. PHILLIPS:

- a. Has set the budget for the 2016-17 year, posted online.
- b. Some lines on the budget are changing.
- c. *During Phillips's presentation, the meeting entertained the attendance of Jody Preece as support* to discuss allocation and spending of funds. Preece stated that in passing legislation and spending funds, we need to define clearly from where in the budget funds originate and whether it goes to allocated or unallocated funds. What happens to money not spent? Preece stated that we should not legislate blanket funding, but define each line-item clearly and specifically, how funds are spent. She noted the need to coordinate with the Social Chair. Also noted that OSA would be changing financial forms this fall to streamline the process for FY17.
- d. Will continue working with Arley on the budget.

5. BURBRIDGE:

- a. Committee needs info re: fiscal legislation
- b. Discussed clarifying legislative process, what kept, what removed, clarifying ambiguities.
- c. Discussed clarifying Standing Rules and Code issues and our becoming a self-determining body. SRs: document needs to be coherent.
- d. Discussed decorum, such as the regulation of making motions during meetings.

6. SIMS:

- a. Met w/ Rachel Spencer (P&P)
- b. Discussed the voting place—the Election Commission with treat the issue this month.
- c. Working w/ Rep. Leding re: grad student stories.
- d. Discussed his concern for renters' rights. Arkansas has the worst in the US. He would like to address this area before Jan 2017. Can present on renters' rights in town halls, and would like funding for it.

7. HAWKINS (BY REPORT THROUGH WARD):

- a. Monthly coffee events rotating between schools.
- b. No more grad student lunches. Will be by college/school
- c. Working w/ Deans to come to these social events
- d. Lunch w/ Deans: 1 fall, 1 spring. We will coordinate w/ Homecoming for the fall event for pizza.
- e. We'll buy for 500 so as to have enough and give leftovers to grads.
- f. All events include recruitment.
- g. Working on extra mixers w/ no funding: bowling, Dickson St. gatherings, etc.

8. BLANCHARD **

9. PARK (NO REPORT)

V. **ADJOURN:** 12 noon

** THIS REPORT ACTUALLY OCCURRED DURING THE SECOND HALF OF THE DAY

GOALS & STRATEGIES WORKSHOP, 7/12/16 AFTERNOON

ATTENDING: Mike McCallister, Scout Johnson, Josh Burbridge, Jason Phillips, Arley Ward, Jesse Sims, Garrett Jeter, Katy Martens
(unable to attend: Blanchard, Hawkins, Park; invited guest Amanda Cantu unable to attend)

I. **OPEN** at 1:50 pm: Johnson

II. MISCELLANEOUS INFO:

- a. All emails and official communication to the body through Secretary, 1 person.
- b. Last year, the body was unhappy with communication from the Cabinet because of a perception that the Cabinet operated in secrecy, no transparency.
- c. For purposes of official communication and transparency to the body, we need to tend to the GSC's Blackboard site.
- d. Division of communications between Ex Affs (events) and Other-related (involving Speaker and Koski)
- e. Setting up system/procedure for continuity between predecessor and successor Legislative Affs Dirs because some legislation may take more than 1 year to go through LR legislature.

III. REPORT OF BLANCHARD (BY EMAIL REPORT THROUGH WARD):

- a. Wants to see funding rules and food insecurity issues conclude this year.
- b. He is willing to sit on the funding committee
- c. Has worked in setting up a law clinic. Willing to help set up one. Has contacts w/in the law school. Wants to draft legislation to support a law clinic and reconcile the law school plan with the ASG President's plan, since the ASG Pres is also working on this area.
- d. Supports the focus group plan. Willing to help.

IV. THE MEETING PROCEEDED TO BRAINSTORMING: STRATEGIZING AND GOAL-SETTING. THE FOLLOWING INFORMATION REFLECTS MEMBERS' IDEAS FOR CONSIDERATION, HOW WE WILL TREAT THEM AS TO SIGNIFICANCE, AND HOW AND WHETHER WE WILL MEASURE SUCCESS AT THE END OF THE YEAR.

PHASE I: BRAINSTORMING

1. LEGACY:
 - a. job descriptions for each position and successors
 - b. end-of-year reports from predecessor to successor: historical aspect, info for historical trends, consistency.
2. CLARIFYING RELATIONS AND STRENGTHS: GSC-rest of ASG
3. TA PROFESSIONALISM: TRAINING AND DEVELOPMENT
4. DEPTH OF ENGAGEMENT/INTERACTION W/ CONSTITUENCY
5. VISIBILITY
6. RECRUITMENT
7. FOCUS GROUPS
8. TRANSITION
9. STIPENDS
10. CHILD CARE
11. OFFICE SPACE
12. HOUSING
13. ACCESS TO RESEARCH/LIBRARY RESOURCES
14. PARKING. This area impacts TAs, including those who teach in the late afternoon and evening
15. TRAVEL FUNDING: increased transparency
16. GRADS AND UNDERGRADS ON MAJOR COMMITTEES AS REPS
17. PRINT-CENTER STATION IN THE LIBRARY: GRAD STUDENT STUDY ROOM
18. INCREASED PRINT QUOTA
19. NORMALIZED SUMMER BUS SCHEDULE
20. COMPETITIVE BID SCHEDULE FOR THE DINING SERVICE. Bidding needs to be competitive and not an automatic award to Chartwell's or any other contractor period to period.
21. BLACKBOARD AND COURSE MGMT SYSTEM (CMS)

22. FOOD SECURITY
23. STRENGTHEN TIES W/ OTHER ORGANIZATIONS
24. REDOING CONSTITUTION AND STANDING RULES
25. INCREASING RELATIONSHIPS W/ DEPTS AND ADMIN
26. OFA RULES
27. GRAD STUDENT PARENTS
28. EX-REPS RETURNING AS STUDENTS: how they might still be involved—aid, research, etc.
29. FUNDRAISING
30. SUPPORTING UNDERGRAD RESEARCH: GRAD PIPELINE
31. GRAD MENTORING OF UNDERGRADS: APPLYING TO GRAD SCHOOL
32. FACULTY MENTORING OF GRADS ENTERING THE JOB MKT
33. GRAD STUDENT SEATING AREA AT FOOTBALL GAMES
34. LIFE EVENT LEAVE (this issue is separate from FMLA)

PHASE II: DIVISION OF IDEAS ABOVE BETWEEN INTERNAL & EXTERNAL ISSUES

INTERNAL

COMMUNICATIONS
LEGACY
CLARIFY RELATIONS W/ REST OF ASG
TRANSITION
CONSTITUTION/CODE/SR
OFA RULES
GSC ALUMNI
FUNDRAISING

EXTERNAL

ALL OTHERS NOT LISTED AT LEFT

COMMENTARY ENSUED on the above:

- a. Legacy and timeline: Arley
- b. P and P will tend to clarifying/strengthening ASG-GSC relations

- c. Joint committee meetings—liaison between ASG Senate and GSC meetings. We need to recruit liaisons
- d. We need to recruit grads to sit on OFA and Judicial committees/positions
- e. GSC alumni: how to utilize former reps and maintain relations w/ ex-reps. This area will involve tracking the list of grads and a newsletter highlighting achievements. Involves treatment of ex-reps as constituents. One way is creating and maintaining a proxy list. Discussion of ASG Alumni Assn.
- f. Fundraising for travel awards, emergency loans, childcare, short-term loans. We need a valid framework for how to handle funds that we award—identifying, allocating funds, how to handle and award monies. Discussion of individual donors, funds allocation, use, procedure. We can reach out to Susan Harris for fundraising help. This is a job for the Finance Committee.

PHASE III: DIVISION OF TALKING POINTS INTO BIG (MULTI-YEAR), LITTLE (MEASURABLE OR ACCOMPLISHIBLE IN 1 YEAR), AND HYBRID AREAS. AFTER THE DIVISION, THE GROUP ASSIGNED THESE AREAS TO THE APPROPRIATE COMMITTEES:

A. BIG THINGS

- 1. FOOD SECURITY
- 2. UNDERGRAD RESEARCH PIPELINE
- 3. STIPENDS
- 4. CHILDCARE
- 5. LIFE EVENT LEAVE
- 6. OFFICE SPACE
- 7. HOUSING. Need info-gathering.
- 8. SUMMER BUS SCHEDULE
- 9. CHARTWELL BID PROCESS
- 10. BLACKBOARD/CMS
- 11. STUDENT PARENTS

B. HYBRID THINGS

- 1. GRAD LAW SERVICES: V-Sp, possible law school caucus, work w/ Connor
- 2. LIBRARY ACCESS: Facils Comm. Get full version of EndNote this year? We can talk w/ constituents re: what to bring into the library as resources, do surveys, work through caucuses, contact Library staff

C. LITTLE THINGS

- 1. PROF DEVELOPMENT/TRAINING: Grad Life Committee
- 2. CONSTITUENT ENGAGEMENT: V-Sp, caucus
- 3. VISIBILITY: Ext Aff/Mktg and Social
- 4. RECRUITING: V-Sp, caucus

5. FOCUS GROUPS: Secy
6. STUDENT REPS ON MAJOR COMMS: V-Sp
7. PRINT STATION IN LIBRARY: Facils
8. PRINT QUOTA: Finance
9. TIES W/ GRAD ORGS: Ext/Mktg, V-Sp, Grad Life
10. DEPT/ADMIN RELATIONS: Sp, V-Sp
11. UNDERGRAD MENTORS/APPLYING TO GRAD SCHOOL: Finance
12. JOB MKT FOR GRADS: Grad Life
13. GRAD FOOTBALL GAME SEATING: Grad Life
14. GSC ALUMNI/NEWSLETTER OF ACHIEVEMENTS/ASG ALUMNI ASSN: Mike
15. OFA RULES (internal): Finance
16. TRAVEL AWARDS: Finance. More transparency needed because constituents are asking questions about award process and expressing discontent with it. We can produce a white paper this year about them.
17. PARKING: Facils. A grad-only pass, color-coded, for 5-8 pm for TAs. Discussion of dedicated TA space. Should grads pay more for dedicated space?

The committees will work out the logistics of these areas. The committees have until the 2nd Cabinet meeting to determine the measure of success for the year.

Discussion of grad teaching, re: the advantages and benefits of teaching/being able to teach at UA. White paper needed. Assign to the Grad Life Comm.

PHASE IV: PRIORITIZING IN ORDER THE 11 BIG THINGS LISTED ABOVE, NO. 1 BEING THE TOP PRIORITY. NOTES FOLLOW EACH LISTING.

1. FOOD SECURITY: pantry, punch card—in process
2. STUDENT PARENTS: Grad Life. Ward mentioned ability to negotiate w/ the planning committee to build a childcare facility.
3. LIFE EVENT LEAVE: Grad Council resolution to support extending support to grads leaving for a time and for funding for emergency leave
4. TRAVEL FUNDING: legislation how allocated, how donated, how donors can donate
5. UNDERGRAD RESEARCH PIPELINE: Burbridge will be POC, will work w/ partners. 1-year measure of success: set of programs available to undergrads and transmitted info to the undergrad population, assembling set of resources.
6. STIPENDS: Finance Comm. FC will complete research w/ benchmarking and where Arkansas stands. This area includes benefits, not just pay

7. HOUSING: Facils Comm. Univ-managed housing. Get w/ planning committee. We need a report dedicated to housing. Get w/ apartment complexes as to why they want/should have grads as tenants.
8. OFFICE SPACE: need research from last year.
9. CMS/BLACKBOARD: IT Committee. What is the solution? What can we get to replace CMS? Recommend survey to TAs for feedback—collect data.
10. SUMMER BUS SCHEDULE: Facils Comm. Need data re: summer bus usage by the end of year. What are grad needs in this area?
11. CHARTWELL'S AND COMPETITIVE BID PROCESS: Ward. He discussed the factor of upgrading and remodeling technology in food service.

IV. ADJOURN: 5 pm.

SUBMITTED FOR REVIEW

Garrett C. Jeter

Garrett Jeter
GSC Secretary