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Fall 9-5-2018

## Graduate Student Government Meeting Minutes

Graduate Student Government

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GSG Meeting 9/5/2018

Meeting called to order at: 12:01 pm

Approval of minutes from 5/2/2018: Majority apparent, 1 abstain, approved

#### President

The GSG Executive Committee is working on cutting back on the length of meetings. We would like to increase the involvement of senators during our meeting times, which included adding in time for committees during the meeting hour. We are also looking to increase the GSG's presence on campus.

The president passed around the committee sign-up sheet and elaborated on what each committee does. The committee list can be found attached to the meeting minutes.

The President presented the following fellowship to the senate: The NIH National Cancer Institute has a nice, relatively new fellowship that supports the transition between graduate cancer research to postdoctoral research, the F99/K00. This transition award provides up to 6 years of funding: 1-2 years dissertation support plus up to 4 years of mentored postdoctoral training. The award also, amazingly, has no citizenship requirement. A campus may nominate only one student. The RFP from last year is here: <https://grants.nih.gov/grants/guide/rfa-files/RFA-CA-18-001.html>

#### Vice President

The Student Symposium for 2019 will be held on Wednesday, April 10, 2019. The SS has reserved the Cross Insurance Center the night before the event to set up. The vice president is looking for feedback on how last year's Student Symposium went and if there is anything she can do to improve. The vice president also mentioned that all poster board rentals are now going through the GSG.

#### Treasurer

N/A

#### Grants

N/A

#### Secretary

Passed around Attendance sheet. The Secretary mentioned changing how she gets attendance during meetings. The Secretary is working on pushing GSG to be paperless. Right now, attendance is taken by passing around a sign-in sheet. She mentioned perhaps making senators go to her to sign-in and receive their name tent. There was some opposition to this. A senator suggested creating a bin where senators who attended the meeting can place their tree tents at the end of meeting to signify they were present.

The Secretary navigated the senators through the GSG website to show them the new updated GSG directory. Each senator will have their own page on the website. The Secretary will be updating this directory as new senators join GSG or leave.

The Secretary mentioned the Graduate School Picnic that is Wednesday, September 12, 2018 from 4-6 PM at the Stodder Hall patio. A flyer was passed around.

#### Board of Trustees Rep

The Board of Trustees (BOT) Rep talked briefly on her role as the voice for graduate students to the Board of Trustees. She mentioned what topics can be addressed by the BOT, for example, the change of spring break from two weeks to one week. She mentioned that this is a permanent change but was worth her time to speak to students about.

#### Associate Vice President for Graduate Studies and Senior Associate Dean

There will be a workshop on September 6, 2018 at Noon in 57 Stodder Hall named "UMaine NSF Graduate Research Fellowship Workshop".

Public Transportation for UMaine Students - The University is working on renegotiating the Orono bus route. The University is working on having Old Town added to this route. This bus route will run until 10 PM and will go from every half hour to once an hour. The Graduate School is also looking into carpool options for late night Bangor runs.

#### Old Business

N/A

#### New Business

OPD Officer - The President spoke on reinstating the Outreach and Professional Development (OPD) Officer to the Executive Committee. This motion will be voted on September 19, 2018.

2018 - 2019 Budget - The Treasurer presented the budget for 2018-2019 to the senate. (The budget can be found attached to the end of the meeting minutes or on the GSG website.) There was discussion about the increase of funds to grants and socials.

Voted: 21 - yes, 0 - no, 6, abstain , approved

Increased Grant Funding - The grants officer proposed options to the senate on what to do with the increase in grants funding. The two options are as follows, 1 - the grants cap may be increased from \$850 to \$1000 and fund the same number of people OR 2 - the grants officer can fund more individuals at the original \$850 rate. The senate was torn between which option to choose. The grants officer will come back to the senate with a detailed outline on each option for the senate.

## Senator Updates & General Announcements

Educational Leadership - All new international teaching assistant graduate students please reach out to Andrea Mercado. She is helping to put together a four series workshop. [andrea.mercado@maine.edu](mailto:andrea.mercado@maine.edu) ;

Health Insurance Committee - Please remember to re-enroll in your graduate student insurance plan. You are not immediately enrolled in the plan starting the new academic year.

Chemical Engineering Graduate Student Club - The Chemical Engineering Club plans on having a meeting on Friday, September 7th. More information to follow in the week.

Meeting adjourned at 1:10 P.M.

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### **Graduate Student Government (GSG) Committee Directives**

#### **Academic Year 2018-2019**

This document serves as a guideline for GSG senators serving on committees. GSG senators are required to serve on AT LEAST one committee. Senators who choose to serve on multiple committees must be able to commit to the added time responsibility this will require. By serving on any committee, you will establish professional relationships with University administrators, including the Vice President for Research/Dean of the Graduate School (Kody Varahramyan), the Associate Vice President for Graduate Studies (Scott Delcourt), and directors of myriad centers throughout UMaine.

Each committee has a direct report in a GSG executive officer, and a committee chair whose responsibility is to steer the committee to reach its goals. Committee chairs are approved by the GSG officer who is the direct report for the committee. Volunteering as committee chair is strongly encouraged. Below is a brief description of the purpose of each committee and the GSG officer to whom each committee directly reports.

#### **Finance Committee**

Direct Report – Treasurer, currently Jeanne DuShane

The Finance Committee works to reconcile GSG spending with the annually approved budget. This committee will also work with administrators to give budgetary status updates and report any potential shortfalls.

Committee Size Limits: Senators: 3 Non-senators: limit dependent on Direct Report with consultation from Committee Chair

Current Members (Committee Chair in bold)

### **Student Symposium Committee (two-semester commitment)**

Direct Report – Vice President, currently Elisabeth Kilroy

The Student Symposium Committee serves to organize the UMaine Student Symposium. This is an annual event (Spring Semester) that showcases student research and creative activities. Faculty, alumni, and industry professionals judge these presentations and top individuals are recognized with monetary awards. The Student Symposium acts as a forum for research centers and future employers across the state of Maine and New England to market their needs to students. Additionally, the Student Symposium serves as a platform for professional development and networking. Therefore, the responsibilities for this committee include planning a successful event by increasing student participation, community attendance, and sponsorships. There are currently 10 subcommittees that focus on specific aspects of the event such as

sponsors, marketing, submission management, judging, entertainment, gifts, venue, etc. By serving on the Student Symposium Committee, you will establish professional relationships with the Vice President for Research/Dean of the Graduate School (Kody Varahramyan), the Associate Vice President for Graduate Studies (Scott Delcourt), as well as the Center for Undergraduate Research.

Committee Size Limits: Senators: 10 Non-senators: limit dependent on Direct Report with consultation from Committee Chair

Current Members (Committee Chair in bold)

### **Grants Committee**

Direct Reports – Grants Officer, currently Michael Wilczek

The purpose of the Grants Committee is to assist the Grants Officer with processing individual grant applications and to review and approve club and organization grant applications. Committee members are expected to file initial grant applications, serve as grant readers as needed, and prepare scored grants for return to applicants. The committee will also draft new rules or adjust old ones as needed to ensure the Grants program best serves the graduate student body.

Committee Size Limits: Senators: 10 Non-senators: limit dependent on Direct Report with consultation from Committee Chair

Current Members (Committee Chair in bold)

### **Health Insurance Committee (Spring semester only)**

Direct Reports – President, currently Jon Bomar

The Health Insurance Committee serves to guide the graduate student body in their decision to choose which insurance plan to buy, by providing information on available options, including costs, and benefits of each. This committee also works with administrators to negotiate the best possible plan.

Committee Size Limits: Senators: 5 Non-senators: limit dependent on Direct Report with consultation from Committee Chair

Current Members (Committee Chair in bold)

### **Professional Development & Social Engagements Committee**

Direct Reports – President & Treasurer, currently Jon Bomar & Jeanne DuShane

One role of this committee is to increase professional development opportunities for grad students. This includes organizing workshops and collaborating with established groups on campus, such as the Career Center and Center for Teaching Innovation and Learning. The other purpose of this committee is to organize social and networking events throughout the year.

Committee Size Limits: Senators: 10 Non-senators: limit dependent on Direct Report with consultation from Committee Chair

Current Members (Committee Chair in bold)

### **Public Relations Committee**

Direct Reports – President, Vice President, & Board of Trustees Rep; currently Jon Bomar, Elisabeth Kilroy, & Abby Roche

The purpose of this committee is to increase exposure of graduate student research, and service activities, throughout UMaine and the community at large. The committee should endeavor to promote graduate student achievements, increase stakeholder buy-in, and serve to represent the public image of graduate students, and strengthen community ties.

Committee Size Limits: Senators: 10 Non-senators: limit dependent on Direct Report with consultation from Committee Chair

Current Members (Committee Chair in bold)

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Proposed Budget for Graduate Student Government, FY 2018-2019						
Revenue	Fall 2017	Fall 2018	Spring 2018	Spring 2019	AY 18-19 Sum	Officer Stipends
Activity Fees	\$ 57,126.00	\$ 58,500.00	\$ 48,583.00	\$ 48,900.00	\$ 107,400.00	President \$2,142.00
Unified Fees	\$ 16,000.00	\$ 16,000.00			\$ 16,000.00	VP \$1,686.83
Poster Board Rentals	\$ 3,440.00	\$ -				GO \$1,349.46
Investment Returns						Treasurer \$1,349.46
Foundation Account Transfers						Secretary \$1,349.46
Previous FY Carry-Over						BOT \$1,349.46
Interest from Money Market Acct			\$ 170.00			OPD \$1,349.46
Regalia Rentals						
<b>Total Revenue</b>	<b>\$ 76,566.00</b>	<b>\$ 74,500.00</b>	<b>\$ 48,583.00</b>	<b>\$ 48,900.00</b>	<b>\$ 123,400.00</b>	
<b>Expenses</b>						
	Fall 2017	Fall 2018	Spring 2018	Spring 2019	AY 18-19 Sum	
Fall Grants	\$ 32,000.00	\$ 34,000.00				<b>Total</b> \$9,226.67
Spring Grants			\$ 42,000.00	\$ 45,000.00	\$ 79,000.00	<b>With OPD</b> \$10,576.13
Clubs & Orgs	\$ 9,500.00	\$ 9,500.00	\$ 2,500.00	\$ 2,500.00	\$ 12,000.00	
Officer Stipends	\$ 5,536.02	\$ 6,345.70	\$ 3,690.65	\$ 4,230.43	\$ 10,576.13	
Grad. Research Expo			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Socials & Activities	\$ 500.00	\$ 750.00	\$ 500.00	\$ 750.00	\$ 1,500.00	
Auditor	\$ 3,600.00	\$ 3,600.00			\$ 3,600.00	
Office Supplies	\$ 150.00	\$ 150.00	\$ 250.00	\$ 250.00	\$ 400.00	
Grant Expenses	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 500.00	
Miscellaneous	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 650.00	
Mentor Award Expenses	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 700.00	
Orientation Week Expenses	\$ 500.00	\$ 500.00			\$ 500.00	
Philanthropy	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 400.00	
K-12	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 400.00	
Hooding Ceremony Music				\$ 300.00	\$ 300.00	
State of Maine Filing Report				\$ 35.00	\$ 35.00	
<b>Total Expenses</b>	<b>\$ 53,111.02</b>	<b>\$ 56,170.70</b>	<b>\$ 60,265.65</b>	<b>\$ 64,390.43</b>	<b>\$ 120,561.13</b>	