



Delegate Meeting Agenda

Date July 19, 2013 (3rd Summer Delegate Meeting)
Location Ohio Union, Senate Chambers

Ohio Union Rm 2088A | 1739 N. High Street | Columbus, OH 43210 | (614) 292-4380 | cgs@studentlife.osu.edu

1. STATEMENT OF PURPOSE

1.1. To effectively advocate and program to ensure that The Ohio State University graduate student experience is the best it can be.

2. APPROVAL OF MINUTES

2.1. Minutes from June 14th meeting

3. OFFICER REPORTS

3.1. President	Coy.82
3.2. Vice President	Crowsley.1
3.3. Secretary	Lang.279
3.4. Treasurer	Cichon.8
3.5. Chief of Staff	Wiggins.106

4. NEW BUSINESS

4.1. ACT 1314-008: Amending Bylaw Article II, Section 1, Advisory Roles

5. STANDING COMMITTEE REPORTS

5.1. Grants Administration	Sandoval.32
5.2. Diversity & Inclusion	Bryson.53
5.3. SERC	Mills.532
5.4. Governmental Relations	OPEN
5.5. Health & Wellness	Deshpande.39
5.6. International Relations	Dong.209
5.7. Academic Relations	krygowski.5
5.8. Communications	OPEN
5.9. Ray Travel Award	Smith.5973
5.10. Career Development Grant	Wiggins.106
5.11. Global Gateway Grant	Lang.279

6. DISCUSSION

6.1. Delegate Issues and Concerns

7. ANNOUNCEMENTS

7.1. Additional Summer Meeting Dates

7.1.1. Executive Committee Meeting	August 23, 2013
7.1.2. Welcome Week Autumn Picnic	August 23, 2013
7.1.3. 1 st Autumn Delegate Meeting	August 30, 2013
7.1.4. Executive Committee Meeting	September 13, 2013
7.1.5. 2 nd Autumn Delegate Meeting	September 27, 2013

7.1.6. Executive Committee Meeting	October 4, 2013
7.1.7. 3 rd Autumn Delegate Meeting	October 18, 2013
7.1.8. Executive Committee Meeting	November 8, 2013
7.1.9. 4 th Autumn Delegate Meeting	November 22, 2013



Delegate Meeting Minutes

Date June 14, 2013 (2nd Summer Delegate Meeting)
Location Ohio Union, Senate Chambers

Ohio Union Rm 2088A | 1739 N. High Street | Columbus, OH 43210 | (614) 292-4380 | cgs@studentlife.osu.edu

1. STATEMENT OF PURPOSE

1.1. To effectively advocate and program to ensure that The Ohio State University graduate student experience is the best it can be.

2. APPROVAL OF MINUTES

2.1. Minutes from April 19th and May 17th Meeting

2.2. Seeing no objections - approved

3. OFFICER REPORTS

3.1. President

Coy.82

3.1.1. Website: please check it out; this is our main way of communicating.

Posted recently: parliamentary procedure tips. Crowsley.1 will have delegate orientations soon and will ask that delegates review these procedures prior to small group orientation.

3.1.2. 1st Executive committee meeting July 5th. Most committee chair positions are filled; still looking for a Government Relations and a Communications Chair.

3.1.3. Graduate student financial wellness information currently up on CGS website. Jonathan Nutt, previous CGS President, is pursuing a grant from the Council of Graduate Schools to help with graduate student financial wellness. Coy. 82 is drafting a letter in support of his efforts.

3.1.4. Student health “one issue per visit” problem is being resolved. Coy.82 met with Dr. Jacobs (Director of Wilce Health Center) and Dr. Jacobs is drafting a policy that explains how visits should work; Coy.82 will share with delegates once he has this. Dr. Jacobs has also already let his staff know via memos that should not happen. Graduate students can directly write Dr. Jacobs or Coy.82 if they face this issue.

3.1.5. Fee increase for summer term issue. Coy.82 shared table explaining the changes in fees for summer with the switch to semesters (specifically in the recreation, student activity, and student union fees). Coy.82 has met with Geoff Chatas, CFO, to argue that summer term should be equivalent to what summer quarter was. Chatas agreed and noted he will go to the board about this issue and hopes they will issue a refund for this summer. Coy.82 will keep delegates updated.

3.1.6. Safety alert issue for central Ohio. Coy.82 noted the recent hate crime that took place against members of the gay community in a section of Columbus close to campus (details, related news story links are posted on the CGS website). Coy.82 noted he has contacted the Vice President for Public Safety for a formal OSU safety alert, but has yet to receive a comment back. Coy.82 noted that OSU police did post a Facebook update after he sent an email to them about the issue. Coy.82 highlighted he is concerned with the lack of

action thus far from the university and has requested a formal meeting with the Director of Public Safety. He asked that delegates help spread the word about this safety concern by sharing related emails and blog posts sent by CGS.

3.1.7. Highlighted NAGPS leadership summit occurring August 5th – 7th in Chicago (see <http://nagps.org/events/leadership-summit/>). Coy.82 noted he will be going, but encouraged delegates to check out the conference and email him directly if they are interested in participating. Will come back to delegate body with request to approve funding. Coy.82 noted they we will likely also take a group to the national conference later this year.

3.1.8. Lastly, Coy.82 noted his efforts to reach out and establish relationships with the greater Columbus community. In particular he has been working out a deal to connect with the HighBall Halloween festivities in the Short North area of Columbus. It will be a 2-day long event this year. He hopes DTik will agree to fund 1000 tickets to graduate and professional students and Coy.82 is working with OUAB to covering busing. Coy.82 noted CGS and partners are also working on adjacent programing , e.g., perhaps an event for families over at Buckeye Village to make your own costume.

3.2. Vice President

Crowsley.1

3.2.1. Highlighted how she and Coy.82 have used the news feed/blog portion of the CGS website to update delegates and the graduate student body on projects/issues they are working on, and how the website will offer a record of activity for future administrations. However, updating the website to be a usable/useful, transparent space of information is taking some time; not everything is up to date. Crowsley.1 noted CGS is developing a stronger relationship with IT services and has developed a list of projects to fix (she referenced this list on the website, the current priority of different tasks, and target completion dates). Two of the most crucial projects on the list are fixing the elections system in time for upcoming delegate elections fall semester (i.e., making sure people can appropriately vote for candidates in their departments) and reapportionment for various departments/colleges (i.e., updating the number of delegates from particular TIUs based upon enrollment). Crowsley.1 stated the rationale for such a strong investment in the website is to provide greater transparency to and communication with the wider graduate student body. One of the future projects will hopefully streamline the election process, publishing election results directly and automatically to the website and automatically updating delegate assignments based upon election results. Delegate Weber.460 asked if more meeting materials (e.g., previous acts, agendas, minutes) could be added to the documents portion of the website, perhaps in chronological order. Chief of Staff, Wiggins.106, highlighted that at least the acts from the previous year have been loaded and in chronological order. Crowsley.1 noted that CGS will work on this at some point, perhaps in consultation with IT to make this space more user-friendly, however due to the nature of the other projects this is not a high- priority task at this time. Crowsley.1 invited delegates to email her or Wiggins.106 if they have input about the website or could offer technical assistance.

3.2.2. External committee assignments: Crowsley.1 noted she is currently working on getting updated information regarding all the university committees (e.g.,

collecting updated information on current chairs and how delegates are elected/assigned). She hopes to have a full list around August and to complete external (university) committee assignments at that time. This will be discussed in more detail during the delegate orientations this summer. Delegate Himmel.14 asked if returning delegates assigned to committees last year should still attend their external committee meetings over the summer. Crowsley.1 answered yes. Delegate Dong.209 asked how external committee assignments take place and if delegates' interests will be taken into account. Crowsley.1 noted that it is the Vice President's responsibility to assign, however she hopes to involve everyone as much as possible to determine the right committee for each delegate. She emphasized how important graduate student representation on these committees is to make the graduate student experience better. Crowsley.1 stated that there are approximately 55 different committees for which we need at least one graduate student representative, sometimes more, resulting in approximately 100 different seats. She mentioned that in addition to student interest, she will need to consider schedules and time commitments when assigning delegates. Dong.209 asked if delegates will be permitted to trade assignments. Crowsley.1 responded yes, as long as CGS knows which delegates are going where and members are bringing back information to CGS. Delegate Jayakumar.5@ asked if there was a specific place to check all the different committees, a central list. Crowsley.1 explained she is currently compiling this; she has to physically gather and update the information for the website. Once again, by the end of the summer we should have an up-to-date list.

3.2.3. Delegate orientations. Crowsley.1 explained that we are mandated to have delegate orientations by our constitution and that she plans to hold small group orientations, 30-45 minutes in length, with 8-10 people per session in the CGS office. The goal will be to get acquainted with a number of things about CGS including parliamentary procedures (Roberts rules). She will send emails out in the next week or so to sign up, using Doodle (please no more than 10 people per meeting time). Crowsley.1 noted Coy.82 and Wiggins.106 will likely be present for some of the orientations. For delegates not here this summer, we'll see what we can do and perhaps arrange one session early fall, however she hopes to bring everyone up to date before then so people are ready to be involved come autumn semester. Crowsley.1 asked if a delegate cannot make any of the proposed dates to please contact her.

3.3. Secretary

Lang.279

3.3.1. Lang.279 noted she is only sending the CGS news updates when there is enough information to share; these updates will likely become more frequent towards the start of autumn semester. She again invited delegates to pass on news items to her.

3.4. Treasurer

Smith.5973

3.4.1. No updates, see Ray Travel details below

4. NEW BUSINESS

4.1. Treasurer Election (occurred after acts and resolutions below). Crowsley.1 noted that Wiggins.106, Chief of Staff and Vice Chair of Organization and Elections, will be presiding over the Treasurer election. Crowsley.1 highlighted the roles and responsibilities of the treasurer on the website and invited Coy.82 and Smith.5973 to elaborate on duties and

goals for this year regarding the treasurer. These individuals discussed responsibilities including the creation of an operating budget, learning and using professional software to do this, keeping track of the budget, approving expenditures (there can be many to keep track of), reporting on budget during meetings, drafting amendments to the budget, formulating an annual report, overseeing the Ray Travel Award, and attending weekly CSA meetings during autumn and spring semesters (and a few over the summer). Crowsley.1 noted there were five applications total for treasurer but two candidates withdrew and one was not yet enrolled and hence was ineligible. The two remaining candidates were Cichon.8 and Yates.155. Crowsley.1 called for any further nominations. Seeing none, nominations were closed.

4.1.1. Wiggins.106 explained the election procedure: Each candidate has 5 minutes to speak following by 3 minutes of questioning. A delegate can motion to extend the time for questioning for a certain set of minutes if desired. When questioning concludes the candidates will be asked to leave and the delegate body has 10 minutes to debate/vote. If you are a delegate or an alternate you have a right to vote; senators and/or committee chairs who are not delegates, and officers cannot vote.

4.1.2. Cichon.8 noted she is currently the food science delegate. She earned her B.S. degree in financial economics and chemistry. Since coming to OSU she has been involved in the food science club and was elected as treasurer for 2 years, overseeing a \$10-12 thousand budget. Her responsibilities included overseeing fundraising and managing the checking account, writing checks, working with the president to set the annual budget, setting event budgets, making purchases, and managing member dues. In addition, Cichon.8 noted she has a unique graduate student position as a lab manager in her department, and in her role she oversees purchasing of all supplies, inventory, training of new students, working with her advisor to monitor department funds and research grants, which total approximately \$1.5 million. Cichon.8 noted these experiences have given her the skills to succeed at treasurer, and that she believes Coy.82 and the executive team has good ideas that she would like to help with. Delegate Brown.3799 asked if Cichon.8 had experience using financial software; Cichon noted she did not, she has used Excel previously but is excited for the opportunity to learn something new. Delegate Vang.18 asked about Cichon's ability to adequately handle the time commitment. Cichon.8 noted she is no longer the Food Science Club treasurer and that she has trained more lab staff and thus feels more comfortable taking on other responsibilities at this time; thinks she has the supports in place she will need.

4.1.3. Yates.155 opened with a quote from Allen Proctor emphasizing that finance is at the core of a non-profit's success. Yates.155 noted he is a master's student in the finance program and his undergraduate degree was in mathematics and communication. He noted his goal is to change how non-profits work financially and he has a great deal of pride in OSU. As an undergraduate at OSU he directed the "Pay it Forward" campaign including planning events and programming. He also managed the budget for OSU votes, which included a donation from CGS. He noted he has worked on many OSU university-wide committees to improve the OSU student experience. He noted he has read through the website and met with Coy.82 and

Crowsley.1 many times to understand the administrations goals/objectives. Gambrel.15 asked about Yates.155 involvement in the tobacco free policy and expressed concern about his communication with students in this process. Yates.155 noted he was drawn into the tobacco free conversations somewhat late in the game. Townsend.681 asked how Yates.155 would bring strategic budgeting to CGS. Yates.155 noted he would like to assure that CGS is allocating its money in a way that is aligned with what we want the organization to do, he values open communication and wants decisions with regards to spending to come from the Council. Brown.3799 asked if Yates had been a delegate before. Yate.155 replied no, but that he has been meeting with a CFO in the College of Nursing and saw the CGS treasurer posting. Jayakumar.5 asked if Yates.155 knew accounting software. Yates replied that like Cichon.8 he does not currently, has previously used Excel, but is eager to learn. Crowsley.1 noted that historically CGS has not used professional accounting software but that the elected treasurer will work with the President to help select the software.

4.1.4. Cichon.8 was elected treasurer for 2013-2014 academic year. Crowsley.1 and Coy.82 noted that with a petition of 25 student signatures that Cichon's department can fill their now open delegate seat with a new member.

4.2. ACT 1314-003: Amending the Budget

4.2.1. Coy.82 noted CGS gets the majority of its income from the student activity fee and we will get an updated income value in autumn based upon enrollment. Any questions? Objections? Seeing none, act passed.

4.3. ACT 1314-004: Concerning the 2013-14 Standing Committees, creation of the "Grants Administration" Chair

4.3.1. Coy.82 explained the formation of the grants administration chair. He noted we already have someone who has stepped in to fill this role, Elizabeth Sandoval.32. She helped run the Career Development Grant with Wiggins.106. If approved, she will assist with running all the grants/awards, e.g., helping to coordinate judging, collecting and distributing applicant information. Any questions? Objections? Seeing none, act passed.

4.4. RES 1314-05: Support of Student Representation in the University Presidential Hiring Process

4.4.1. Coy.82 noted this is the first CGS resolution of the year. He also encouraged delegates to bring forward resolutions; it is a great way for delegates and CGS members to direct the CGS officers. This particular resolution is to advocate for student representation at the table if a president search takes place. The resolution is written so that that president can delegate his seat on the search committee if needed based upon the time commitment. Coy.82 noted that if there is an actual search, CGS may consider an internal ad hoc committee related to the presidency upon which he and/or the CGS president search committee designee would sit. Any questions? Objections? Seeing none, resolutions passes. Coy.82 noted he will move ahead and send this to upper administration.

4.5. RES 1314-006: Support of Graduate Administrative Associate Appointment for the CGS Treasurer

4.5.1. Coy.82 noted that with regards to the treasurer position he had about 10

people contact him to seek more information and most backed out as soon as he explained the time commitment. He also argued he believed the treasurer should be a position with greater clout than it currently holds and that a GA position can help provide this additional layer of authority, equivalent to the large amount of responsibility that the treasurer has. Coy.82 added that advocating for additional GA support further professionalizes CGS. The funding would need to come from Student Life and Coy.82 is unsure right now if this is possible, but with delegate approval he wants to advocate for this with Dr. J. (VP over Student Life). Delegate Himmel.14 asked if Student Life is unable to fund, is it possible to divide up the money we currently receive for the President and Vice President and offer perhaps a 10% appointment for the treasurer. Coy.82 noted the benefits, etc. that come with these graduate appointments are what is still too expensive, and likely this will be a “yes or no” response from student life. The treasurer could potentially be a paid position and not a GA appointment which would lessen the cost. However, we are advocating for a GA position to attract really good people. When we do not have strong people in this role we can put the organization at risk. Roberts.1007 (alternate), asked about the 25% appointment, and if the treasurer will be taking on an overloaded position (i.e., be 75% time, e.g., by tacking the 25% on to their existing 50% appointment) and did Coy.82 see any issues with this? Coy.82 noted that we could question candidates to see if they are the right person for the job; and this is where delegates are really needed to ask the right questions. Kerry Hodak (advisor) added that if the 25% treasurer appointment is approved, Student Life would have to pay the associated benefits/fees if an elected treasurer does not have a 50% appointment elsewhere (they could share the fees with another 25% appointment). Fidai.1 asked if the Treasurer and Secretary still receive parking passes. Coy.82 replied yes, due to the number of meetings each must attend, and that there is no plan to remove this benefit. Dogn.209 asked if we plan to ask for a similar position for the secretary. Coy.82 said he thought it was best to try one thing at a time as he is already sensing some resistance to funding one 25% GA appointment from Student Life. He also noted the differences in roles/responsibilities of the secretary vs. the treasurer and noted the treasurer’s assigned workload is more. Any further questions? Objections? Seeing none, resolution passed.

4.6. ACT 1314-007: Amending University Senate General Requirements in the Bylaws

4.6.1. Wiggins.106 explained that historically the senator positions are from 10 college clusters originally established by the Graduate Council, but that that this College Cluster structure is no longer followed and this amendment is to change our bylaws to follow our actions. Townsend.681 asked if this meant there had been an improper senator election process since not all previously elected senators were not from their specific clusters? Wiggins.106 explained according to the University Senate bylaws CGS is allocated 10 spaces, our ability to fill those 10 seats is dictated by the Senate. This was perhaps originally instituted to assure representation across graduate programs, however we have historically had difficulty securing the full 10 seats with candidates only running for their associated cluster. Himmel.14 asked if that meant future senator elections will be open (i.e, not to represent a certain college). Crowsley.1 emphasized yes, actually senators are supposed to

represent graduate student voice collectively, not the interests of their specific department or college (a mission that is different from that of delegate representation on CGS). Wiggins.106 noted the college clusters are no longer relevant at the university level. Sadvari.1 noted that the proposed amendment does not eliminate the cluster idea entirely, it just falls on the delegate body to elect representation from across the university. Stech.6 asked why we did not choose to strike the cluster language entirely in the amendment. Roberts.1007 (alternate) suggested that with the current amendment language we are not abandoning the idea of representation, but rather not legislating it; noted it is helpful to have diversity but also be able to adequately fill the 10 senator slots. Townsend.681 asked about the strategy to recruit senators, could we further reach out to departments in the clusters that have historically not had candidates run. Crowsley.1 emphasized again the nature of the jobs between delegates and senators is different (the latter being university level, macro-level policy focused). Lang.279 also noted it might be better to have those who have already spent some time involved with CGS as senators as they have a stronger sense of collective graduate student concerns/voice. Coy.82 did note we can do a better job advertising these roles and we will look to make this easier for delegates to spread the word. Any further questions? Objections? Seeing none, act passed.

5. STANDING COMMITTEE REPORTS

5.1. Chief of Staff

Wiggins.106

5.1.1. Career Development Grant first round went well: 9 winners from a variety of departments. We are currently in period two, we will be switching to 3 funding cycles in the future – the funding cycles for the Career Development Grant and the Ray Travel award are on the website under “funding.”

5.1.2. Working on updating bylaws/constitution available on the website to reflect the acts that have taken place over the past 12 years. Past administrations have used very different management systems and not all previously passed acts have been integrated into the bylaws and constitution. Wiggins.106 noted he will keep everyone posted when updates are made and highlight changes for the delegate body. Emphasized that these are not truly new changes; but rather updates to reflect acts already passed.

5.2. Diversity & Inclusion

Bryson.53

5.3. SERC

Mills.532

5.4. Governmental Relations

OPEN

5.5. Health & Wellness

Deshpande.39

5.5.1. Excited to be a part of this

5.6. International Relations

Dong.209 - hi

5.7. Academic Relations

krygowski.5

5.7.1. Says hi, currently running camp for children w/hearing loss

5.8. Communications

OPEN

5.8.1. Coy.82 would really like someone in this seat, particularly someone who is good with social media to help get the word out. This person would also help run the delegate outreach program

5.9. Ray Travel Award

Smith.5973

5.9.1. Most recent competition ended May 17th, there were 44 applications and 13 awards. Thanks to all the judges, in the process of updating the website with the winners names and department information.

5.10. Career Development Grant

Wiggins.106

5.10.1. Looking for judges for the Career Development Grant, volunteers held up name tags

5.11. Global Gateway Grant

Lang.279

5.11.1. Meeting about funding; will keep you all posted.

6. DISCUSSION

6.1. Delegate Issues and Concerns

6.2. Weber.460 noted the nursing college got an email a month ago noting their program specific fees will increase by several hundred dollars, Recognizes this is probably to keep teacher-student ratios low and to be in correspondence with accrediting body. Kerry Hodak (advisor) noted that these college specific fees have had much less oversight. We could potentially take up this issue with the Graduate Council. Question raised on whether or not funded graduate students should have all fees, including college-program specific, funded. Coy.82 noted he would look to see who we could speak with at the university about this issue.

7. ANNOUNCEMENTS

7.1. Additional Summer Meeting Dates

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|--|-----------------|
| 7.1.1. Executive Committee Meeting | July 5, 2013 |
| 7.1.2. 3 rd Summer Delegate Committee Meeting | July, 19, 2013 |
| 7.1.3. Executive Committee Meeting | August 23, 2013 |
| 7.1.4. Welcome Week Autumn Picnic | August 23, 2013 |
| 7.1.5. 1 st Autumn Delegate Committee Meeting | August 30, 2013 |

ACT 1314-SU-008

An Act Amending Bylaw Article II, Section 1, Advisory Roles

Author: Josh Coy, President

Sponsor: The Executive Committee

WHEREAS the purpose of this act shall be to revise and add to Section II.1 of the Bylaws of The Council of Graduate Students (CGS); and

WHEREAS the Council has historically had a single advisor chosen from the faculty of the University; and

WHEREAS Article II, Section 1 of the CGS Bylaws currently reads as follows:

“Section II.1: Advisor- The Executive Committee shall select a faculty advisor for CGS.

II.1.A. The faculty advisor shall assist the treasurer in finding faculty representation for the Edward J. Ray Travel Award Committee. The advisor shall also assist the Vice President in finding faculty representation for the Edward F. Hayes Research Forum.

II.1.B. The advisor shall attend one executive or delegate meeting a semester.

II.1.C. The advisor shall serve a renewable, one-year term.” ; and

WHEREAS a single advisor model may limit the ability of the Council to maintain adequate advisory support year to year; and

WHEREAS the Council has a need for further support from other areas of the University administration in addition to faculty support; and

WHEREAS other areas of primary advisory need are within the Graduate School and The Office of Student Life; and

WHEREAS it is necessary to have an advisory role within the Graduate School to ensure that CGS and the Graduate School and that both are meeting the needs of the graduate student body; and

WHEREAS it is necessary to have an advisory role with the Office of Student Life to help ensure a smooth transition between CGS administrations and that a reasonable level of institutional memory is maintained; and

WHEREAS in order to increase such advisory roles, Bylaws Section II.1 needs to be amended,

THEREFORE LET IT BE RESOLVED that Bylaw Article II, Section 1 shall read as follows:

*“Section II.1: Advisor- The Executive Committee shall select **three advisors; an member of the University Faculty, an administrator from the Graduate School, and an administrative professional from within the Office of Student Life.***

*II.1.A. The faculty advisor shall assist the treasurer in finding faculty representation for the Edward J. Ray Travel Award Committee. The **faculty advisor and Graduate School** advisor shall also assist the Vice President in finding faculty representation for the Edward F. Hayes Research Forum.*

II.1.B. The advisors shall attend one executive or delegate meeting a semester.

*II.1.C. The **faculty and Graduate School** advisors shall each serve a renewable, one-year terms.*

*II.1.D. **The Student Life advisor shall serve a renewable, two-year term.**” ; and*

LET IT BE FURTHER RESOLVED that this act seeks to increase the available support for the Council, further professionalize the relationships of the Council with all the respective departments included, and allow for a continuity of advisory support for the Council when one advisor is unavailable that is currently not allowable within the Bylaws.

Date Approved: _____

Josh Coy, President
The Council of Graduate Students
The Ohio State University