Meeting Agenda & Minutes

I. **Call to Order 5:30 pm**

II. **Approval of Last Meetings Minutes - April 20, 2016 – approved 5:30 pm**

III. **Officers Report** (introductions)
   a) President - Solmaz Bastani
   b) Vice President – Kendall Scarlett
   c) Secretary – Jessica Schnaiter
   d) Treasurer – Phoenix Huang
   e) Intergovernmental Liaison – Milad Mohebali
   g) Communication Director – Prashanth Busi Reddy – please watch our promotional video here: https://gpsga.okstate.edu/
   h) Social Chair – Alisa Wei

IV. **Guest Speakers and Student Concerns**
   a. **Guest Speaker:**
      i. Dr. Ken Clinkenbeard- Graduate College – communicates with Dean Tucker for us
         1. Look in University catalog on the registrar’s site for policies
         2. Graduate college communicates with us via Monday memo and d2l site
         3. Issues – tuition waivers: employment information just added last week, waivers are being entered manually will hopefully be done this week, health insurance also must be posted manually but will take until next week
            a. If you have questions about health insurance, please call Human Resources
   ii. Mr. Victor Baeza- Advisor –
      1. Good standing: attend general assembly meetings, if you cannot attend, please fill out a proxy form, be active in a committee
      2. Funding forms – All on our webpage, will be added to our CampusLink page sometime soon
      3. How to be included in GPSGA (new groups) can fill out paperwork with Student Life, give a presentation, and after a year of good standing can be recognized and eligible for funding
Please email gpsga@okstate.edu with recognition in the email title if you are interested in presenting at the next general assembly meeting to become a part of GPSGA.

4. Graduate Digital Badges: a way to be recognized for our “soft skills” as graduate students, can be added to LinkedIn accounts.
a. Please visit http://info.library.okstate.edu/GraduateDigitalBadges for more information.

V. Old Business
a. Parking Letter
   i. Original email was sent to Mr. Spradling last year regarding parking issues brought up at 2015-2016 GPSGA general assembly meeting.
   ii. Answered 8/24/2016 – Pete’s Posse lots cannot be changed, but each department can send an email to gpsga@okstate.edu explaining when a parking spot is needed, why it is time-sensitive, and include an endorsement from an advisor or department head to strengthen letter.
      1. Keep in mind, spaces are limited so consider car-pooling and ride-sharing with colleagues.
      2. Please send requests as soon as possible so that GPSGA can better assist you with finding a parking spot!

VI. New Business
a. Responsibilities of a GPSGA Representative – Jessica
   i. Attend meetings or send a proxy
   ii. Be actively involved in a committee
   iii. Forward minutes to members of your group, department, or program

b. Absences and Proxy Forms - Jessica

c. Committee Descriptions
   i. The Constitution and By-laws Committee – William
      a. Member Requirement: At least 4 members
      b. Description: Review and draft by-laws and constitution
      c. Time required: 1 hour/week maximum
   ii. The Policies and Procedures Committee – Kendall
      a. Description: investigate, formulate, and recommend policies
      b. Time required: 1 hour every other week maximum
   iii. The Communication and Publication Committee – Prashanth
      a. Description: update social media, publish GPSGA newsletter
      b. Time required: 1-2 hours/semester
   iv. The Intergovernmental Liaison Committee – Milad
      a. Description: attend SGA meetings/oversee SGA elections
      b. Time Required: 1-2 hours/semester
   v. Finance Committee – Phoenix
      a. Member Requirement: at least 4 members
b. Description: review funding applications (co-sponsorship, travel funding, materials grants, etc.)
   c. Time Required: 1 hour/week maximum

vi. Social Relations Committee – Alisa
   a. Description: organizing and coordinating social events for graduate and professional students
   b. Time Required: 1 hour/week maximum

vii. Ad Hoc Committees – Kendall
   1) Phoenix Awards Committee (Spring)
      a. Description: review Phoenix award applications
      b. Time Required: 1 hour/month during spring semester

viii. Campus-wide Committees - Jessica
   1) Diversity Board (1-year term, 1 member)
   2) Grade Appeals Board (4 members)
   3) Library Advisory Board (2 members)
   4) University Scholarship Committee (1 member)
   5) Student Media Board (1 member)
   6) Traffic Appeals (1 member)
   7) FC Academic Standards & Policies (1 member)
   8) FC Campus Facilities, Safety & Security (1 member)
   9) FC Diversity Committee (1 member)
   10) FC Students Affairs & Learning Resources (1 member)
      a. Description: varies depending on each committee
      b. Time Required: depends on each committee
      c. More information: contact Jessica Schnaiter through gpsga@okstate.edu
      d. Dr. Clinkenbeard: important for students and provides opportunities to learn how the university works

d. Committee Sign up Procedure – Deadline for signing up September 12th @ midnight (at least 4 members for standing committees) – Prashanth
   i. Please find sign up link on GPSGA website and sign up for at least one GPSGA standing committee
   ii. If you wish to sign up for campus-wide committees, please contact Jessica or Solmaz through gpsga@okstate.edu with paragraph explaining why you would be a good choice to serve on campus-wide committees
   iii. If you wish to serve on Phoenix Award committee, please email Kendall at gpsga@okstate.edu

e. Announcing the standings – Jessica
   i. 5 programs currently in bad standing from last year
   ii. Please check website for information regarding meeting attendance, committee attendance, and standings

f. Services, Awards and events

 g. Funding Applications – Phoenix
i. Travel Grants – check application deadlines on our website
ii. Research Material Grants – must be money already spent that is reimbursed!
iii. Group Funding – must be in good standing for 2 semesters, support for a group for the whole year
iv. Co-Sponsorship – support one event/activity

h. Charity Nomination Application – Alisa
   i. Please nominate a charity you think GPSGA should support this year. Charities should be:
      1. Located in Stillwater
      2. Non-profit and non-denominational (religious)
      3. Willing to work with students

i. GPSGA social media – CampusLink, LinkedIn, Facebook, twitter, Instagram
   i. Please follow/add GPSGA for networking and updates

VII. Good of the Order
   a. Clarification on Travel Grants dates, travel funding does not apply to field trips, *travel funding can only be awarded once per year per person!* 
   b. OSU has increased fees, but not salaries – this is due to current budgeting as explained by Dr. Clinkenbeard
   c. Oklahoma Recreation and Parks Society is accepting donations of sports equipment for kids through “Cleats for Kids” more information coming soon
   d. Wes Watkins lecture on Iran/America Deal on 9/9 @ noon - snacks provided

VIII. Adjournment – Motion to adjourn passes at 6:43 pm
IX. Minutes Approved at 7:10 pm