



GPSGA General Assembly Meeting

Sep. 7th, 2016 5:30 pm

NRC 207

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 Moheballi
 - f) Parliamentarian – William Mimbs – **Roberts Rules of Order Review + Handout**
 - 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**

- a. 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