



## Executive Committee Meeting

Minutes of Thursday, February 14, 2019

4:00 p.m.

Crown Plaza Hotel

Knoxville, Tennessee

**Conference Title: Enhancing the Graduate Student Experience**

### **Attendees:**

David Berkowitz, Kim Needy, George Flowers, Lori McMahon, Jack DeRochi, Jean Van Delinder, Brian Kloeppe, Troy Terry, Ruth Bahr, Karen Coats, Abhijit Bhattacharyya, Ernest Brothers, Peter Harries, Michael Cunningham, Desi Hacker, Jeannine Perry, Cosmas Nwokeafor, Dean Campbell

David called the meeting to order at 4:11 and reviewed the agenda.

### **Final Conference Details:**

Various actions/updates were discussed.

- The new conference APP is working very nicely!
- There are two new sponsors.
- There are two new entrants for the 3MT competition.
- Need to update the static slide for CSGS 2019.
- George has secured computers in each of the presentation rooms. Plenary leaders should assist their presenters with loading their presentation onto the computer.
- Ernest will announce to the attendees on directions to the football skybox for Friday night's reception.
- Mark Garrison and George Flowers will be hosting the Bill Carr New Deans and Associate Deans Breakfast on Saturday.
- Andrea was not able to attend the meeting due to illness, so Kim will take the minutes at the Saturday business meeting and Ruth will take the minutes at the Sunday meeting with the new board.

Committee reports were given.

### **Faculty Awards Committee:**

Michael said that the Faculty Awards Committee needs to work to secure more nominations in the future. For example, there were no nominations for Outstanding Contributions and only 6 nominations for the Outstanding Mentor Award. Sarah Morgan from Southern Mississippi was the winner of this award. It is recommended that the committee get the word out sooner for nominations, revise the

selection rubric as it does not align with the award criteria, and enlarge the committee in the case of conflicts of interest with nominations for the committee member's home institution.

#### **Student Awards Committee:**

Peter discussed the two student awards. In the area of Math, Physical Science and Engineering, there were 9 nominations. Scott "Andrew" Holcomb from the University of Kentucky was the winner. For Humanities and Fine Arts, there were 14 nominations. Laura Nelson from the University of George was the winner. There were no nominations for the Digital category. The committee will provide a recommendation on a third category. There was a recommendation to have the nominees provide an abstract for the lay person and why the research matters. Peter agreed to write-up the chair duties for this committee.

#### **Membership Committee:**

Dean provided the report for the Membership Committee. They discussed professional development ideas about how to engage members in between conferences. He forwarded those thoughts to everyone on the committee. He also discussed ways to engage other institutions that are not members to grow membership. The transition process needs to be addressed. Dean agreed to lead this committee again for next year.

After some discussion about having some continuity between the board and committees, a motion was made by Michael to make sure that a member from the executive committee be on each standing committee. This was seconded by Peter and the vote carried unanimously.

#### **Treasurer and Audit Report:**

Lori reported that upon examining the financial records, the audit checked out perfectly. George discussed the finances. He stated that the organization was in very good financial shape. The numbers through January 2019 show a bit of a surplus from a year ago by approximately \$20K. The organization has about 300 members. We discussed the concept of a Treasurer-Elect to shadow George prior to him stepping down as treasurer. George and the Audit Committee will work on the rules for Treasurer-Elect and the process for backup for fiscal responsibility.

#### **Nominating Committee:**

Ernest report on the Nomination Committee. A full slate will be presented at the business meeting on Saturday.

#### **3MT Committee:**

Jean reported on the 3MT competition. There were two schools which entered late. We need to be sure that in the future all submissions are entered by the deadline. There are 46 teams competing. The Peoples' Choice Award will be determined in each heat and the first, second and Peoples' Choice will be determined for the Final. Each heat will have two winners who will advance to the Final. David will run the Final.

#### **Sponsorship Committee:**

Kim reported that to date we raised \$27K in sponsorships. The final number is still being determined. Sponsors included 3 platinum, 4 silver and 13 member sponsorships.

#### **CHBGS Debrief:**

David indicated that the CHBGS meeting held earlier in the day was a great success. He indicated that it represented a great opportunity for further collaboration with CSGS, and that all CSGS members should consider becoming a member of CHBGS.

**Future Venues for Annual Meeting:**

At the Sunday meeting with new board, we will discuss venues for future meetings. For 2021 we are considering North Carolina and Kentucky as most likely locations. The 2022 destination will be in Tampa (South Florida).