



Executive Committee Meeting

Minutes of Thursday, February 17, 2019

8:00-9:00 a.m.

Crown Plaza Hotel

Knoxville, Tennessee

Conference Title: Enhancing the Graduate Student Experience

Attendees: Ernest Brothers, Jean Van Delinder, Ruth Bahr, Mary Farmer-Kaiser, Sharon James McGee, Jack DeRochi, Troy Terry, Brian Kloeppel, Lisa Sperling, Karen Coats, George Flowers, Jelah Rezaie (CHBGS representative), David Berkowitz, Kim LaScola Needy

Kim opened the meeting and welcomed the new board members.

Board Member Roles and Responsibilities:

Kim described the roles and responsibilities of the CSGS Executive Board members. They are as follows:

- Act as ambassadors for CSGS by encouraging people/universities to join, become involved, present projects at the regional meeting and to come to the regional meetings.
- Keep Board momentum going throughout the year. To assist with this, Kim proposed a monthly phone conference, which can be cancelled if there is no business to discuss. The calls may include only the Executive Board, all Board members, or committee members as needed. Kim will propose a variety of meeting times and individuals can attend as they are able. These phone conferences will last about an hour.
- Attend the conference site visit in Birmingham to be scheduled in early June 2019. At this time, we will stay in the hotel, plan the conference, visit local restaurants, and tour reception venues. The meeting will convene on Sunday afternoon around 3 pm and will close on Tuesday around noon. The following people are a maybe for attendance at the June meeting: Jack, Karen, Cosmos. Everyone else in attendance indicated that June 2-4, 2019 would be acceptable. CSGS will cover participant costs for airfare/mileage up to \$500, hotel accommodations, and meals with receipts.
- Consider joining and/or attend the Council of Historically Black Graduate Schools (CHBGS) meeting, which is held the day before the CSGS meeting in the Spring. The Executive Board will explore the possibilities of joint memberships with CHBGS

The Executive Board will also try to take advantage of other face to face meetings, such as the CGS Summer Institute (in San Diego this July) and a breakfast meeting at the annual meeting of CGS (in Nashville this December).

In our Thursday meeting, we discussed having Board members either Chair or participate on all committees, as a best practice. This ensures continuity between Board and committee activities. Here are the current committees that have Board members on them:

Membership Committee: Troy Terry will serve and Dean will continue.

Nominating Committee: David Berkowitz will serve as Past President.

Audit Committee: George Flowers and Lisa Sperling will serve.

Faculty Award Committee: This committee needs a Board member to serve and probably needs more members to participate when others have to recuse themselves due to a conflict of interest.

Student Award Committee: This committee needs a Board member to serve.

3MT®: Jean and Ruth will continue on this committee. This committee needs to become a permanent committee and added to the By-Laws.

Sponsorship: Kim and George work on this committee. It could benefit from more committee members. This committee needs to become a permanent committee and added to the By-Laws.

Over this year, David will develop operating manuals for each committee (i.e., criteria, time lines, etc.).

Future Meetings:

Next year's meeting will be in Birmingham, AL. The goal is to get the website with information up sooner to help promote this meeting. The conference theme will center on diversity and inclusion in graduate education, with a focus on challenges and opportunities. This theme ties well into the location of our meeting. One of the venues will be the Civil Rights Museum. Kim will come up with a conference theme/title and seek approval from the board. Perhaps this theme can tie in with the CHBGS conference theme. We hope to launch a stronger partnership with CHBGS at this meeting.

There have been two proposals for the 2021 meeting site. Morris Grubbs from the University of Kentucky is investigating the possibility of a CSGS meeting in Lexington, KY and Peter Harries is looking into the possibility of hosting the meeting in Raleigh, NC. David will send the meeting proposal form to both individuals. It was stressed that university financial assistance is necessary to keep costs down.

Regarding the meeting held in Knoxville, Jack suggested that we ask for a partial refund because the AV coverage was poor. George said that he would look into this.

We need to send out the Conference Survey. Ernest indicated that Sean probably has something ready to send out. Next year, we hope to exclusively use the Conference app (Guidebook) for all conference surveys.

Need to Compensate Administrative Support:

George and Ernest made a request to compensate administrative staff who assist with financial management and web/app management. CSGS covers the travel expenses of many of these individuals (Kim's university covers the cost of those who help her), but they are not compensated for their time. David made a motion that we compensate Julie Reece \$3000 as the Accounting Specialist assisting George Flowers with the Treasurer's duties. It was seconded by Lisa. This motion passed with one

abstention. David then motioned that we compensate Sean Hendricks \$1500 for his assistance with the Conference app. This was seconded by Troy. The vote was unanimous. Kim agreed to contact both Julie and Sean and George agreed to send checks to these individuals. We will formalize this practice at our June meeting, along with the consideration of an Assistant Treasurer.

Kim adjourned the meeting at 9:10.

Action Items

- Set up monthly phone conferences (Kim).
- Explore the possibilities of joint memberships with CHBGS including membership and registration costs (George).
- Determine committee membership and board members who will serve (presidents).
- Get Birmingham website up (Lori McMahon, et al.).
- Develop 2020 conference theme/title (Kim).
- Send host meeting proposal form to University of Kentucky, North Carolina State and University of South Florida (David).
- Talk with Crowne Plaza about refund for poor AV (George).
- Send out conference survey (Ernest/Sean).
- George will send checks to Julie Reece and Sean Hendricks for their help with finances and the Conference app.
- Discuss compensation of financial and app assistance, along with the Assistant Treasurer at the June meeting (Kim).

Submitted by Kim Needy.