

CONFERENCE OF SOUTHERN GRADUATE SCHOOLS

Executive Committee Meeting
The Hilton DeSoto
Savannah, Georgia
June 18-19, 2009

The President of the Conference of Southern Graduate Schools (CSGS), Patricia Bishop, convened the meeting of the Executive Committee (the Committee) at 8:35 am on June 18, 2009, in the Ossabaw Room of the Hilton DeSoto Hotel. In attendance were Philip Cohen, Dianne Barron, Larry Lyons, Elaine McNiece, Philip Langlais, Max Poole, Jean Pugliese, Bob Roer, Sherry Sandkam, Susan Sell, Maurice C. Taylor, Troy Terry, John Watret, and Karen Weddle-West. Also in attendance were Andrew Sustich, Judy Milton, and Edward Dupuy.

The Committee reviewed the Minutes of their June 21-22, 2008, Committee held at the Marriott Norfolk Waterside hotel and upon motion duly made and seconded the Minutes were approved.

The Committee then reviewed the Minutes of the 38th Annual Business Meeting of the Conference of Southern Graduate Schools held on February 28, 2009, at the Marriott Norfolk Waterside hotel and made several corrections to the names of Committee members. Upon motion duly made and seconded the Minutes were approved as amended. The Committee agreed that both sets of Minutes are approved for posting on the CSGS web site.

Upon the call for committee reports the Treasurer, Max Poole, disseminated several financial reports including "Revenue and Expense Statements," "Comparison of Expenses Over Last Five CSGS Meetings," and a "Annual Meeting Revenues and Expenses 2009." The Committee observed that for the period beginning January 1, 2009 through June 15, 2009, CSGS collected revenues of \$58,865.24 but incurred expenses, largely related to the 2009 Annual Meeting and Program of \$66,497.13 resulting in a loss of \$7,631.89. Upon review of the revenues and expenses related to the 2009 Annual Meeting and Conference, the Committee observed that revenues from registrations, exhibitors, sponsorships, reimbursements, miscellaneous collections totaled \$67,051.25 compared to a total of all 2009 conference expenses of \$64,833.19. The Treasurer reported that CSGS' current ending cash balance is \$80,122.19, an increase of \$2,686.92 over the ending cash balance of \$77,435.27 reported as of June 21, 2008. Upon motion duly made and seconded the Treasurer's report was accepted.

In reviewing a Comparison of Expenses Over Last Five CSGS Meetings, the Committee Executive noted that 2008 Conference in Austin, Texas with expenses totaling \$74,846.97 is the most expensive exceeding the 2009 Conference in Norfolk by close to \$10,000 and was more than \$48,000 more expensive than the 2005 Conference in Biloxi, Mississippi. The Committee observed that prior to 2009, expenses had exceeded revenues over the last three conferences. The Committee agreed on the need to carefully review all aspects of the annual

meetings and programs to focus on improving programming but containing costs. Patricia Bishop opined that the 2010 Conference format attempts to improve programming while containing cost by identifying CSGS members to serve as keynoters in the plenary sessions and to encourage more round table discussions in lieu of concurrent sessions.

Next the Committee discussed cities to host the CSGS 2011 annual meetings. The Treasurer distributed a "Comparison of Hotel Proposals for 2011 CSGS Meeting. The Committee reviewed the benefits of holding the annual meeting in Alabama, Florida, and Kentucky. After further discussion and upon the votes of Committee members, it was

RESOLVED: that Huntsville, Alabama is selected to serve as the host city for the CSGS 2011 annual meeting.

Next, the President reviewed the appointments to the Audit, Awards, and Membership Committees. She stated that each committee now has a full contingent of members and that Paula Williamson (Texas State University), Mark Garrison (Morgan State University) and Patricia Koski (University of Arkansas) have agreed to Chair respectively the Audit, Awards, and Membership Committees. Phil Langlais reported that currently two members of the Nominating Committee have agreed to continue with their service on the Committee. He stated that he has identified several prospective Committee members and he expects to receive their confirmation very soon.

The Committee reviewed proposed changes to the CSGS Constitution. The President stated that Article II, Section 1 is being expanded to reflect CSGS' broader purpose. She noted that Article IV, Section 1 is being amended to more accurately reflect when the annual meetings could be held and how voting on CSGS business would be conducted. The Committee observed that the duties of the Officers as found in Article V, Section 3 is being expanded to reflect the primary duties of the Vice President/President Elect. The Committee also noted the clarification of the voting in Article VII, Section 2 that would be needed to amend the Constitution. The Committee recommended that a "simple majority" be the standard throughout the Constitution by which initiatives are passed. They requested that the Secretary incorporate the edits and send a second electronic markup of the Constitution to Committee members.

The Committee engaged in a lengthy planning session to establish the theme and the format for the 2010 Annual Meeting program. It was agreed that the theme for the 2010 Annual Meeting is "Translating Theory To Action." The President noted that the opening plenary session is jointly organized with the Council of Historically Black Graduate Schools (CHBGS) and that the President of CHBGS, Dorris Robinson-Gardner, will serve as co-Chair for the session. Patricia Bishop stressed the importance of having all sessions reflect how member institutions incorporate successful graduate program initiatives within their regular institutional operations and/or budget. The Committee agreed that rather than being followed by concurrent sessions the five plenary sessions will be followed by several round table discussions. The President assigned Committee members as chairs of the plenary sessions with responsibilities for organizing the round table discussions.

Judy Milton and Edward Dupuy presented several venues for the reception as well as several options for walking and bus tours of Savannah. The Treasurer noted the necessity of incorporating the expense of tours into the planning and publication of the conference program. The Committee noted the advantage of a venue to where the conference participants could walk to the reception. They agreed to walk to the reception venue located at one of the facilities of the Savannah College of Art and Design.

The next day, the President convened the meeting at 8:30 am in the Ossabaw Room. The Committee reviewed the initial draft of the 2010 Annual Meeting and Conference Program. The Committee agreed to incorporate state and local elected officials where appropriate to participate in the plenary and round table sessions. The Committee noted that the perspectives of legislators representing education and/or budget committees would be particularly instructive to CSGS members attending the conference. In order to facilitate the participation of elected officials, the Committee agreed to switch plenary session 3 from Saturday to Friday and plenary session from Friday to Saturday.

Dianne Barron, Vice President/President Elect, reviewed the timeline for submitting the abstracts, speakers, and panelists for the conference program. The Committee discussed capturing the best practices identified by conference participants and posting those practices on the CSGS web site. The Committee agreed that the Chairs of each conference session are responsible for collecting the summaries from their sessions and forwarding them to the Vice President/President Elect. The Committee agreed to an October 1, 2009, deadline for the conference session chairs to submit the organization, including abstracts, speakers, facilities needs, and projected expenses to Dianne Barron. The President encouraged the Committee to attend the Council of Graduate Schools (CGS) annual meeting in San Francisco in December (2009). She noted the CGS meeting is the last CSGS Committee meeting prior to CSGS 2010 Annual Meeting and Conference which is scheduled for February 25th through the 27th.

Following their discussion of the annual meeting program, the Committee toured the hotel facilities. There being no further business, the Executive Committee meeting was adjourned at 10 am on Friday, June 19, 2009

Respectfully Submitted
Maurice C. Taylor
Secretary