



## DRAFT

### Conference of Southern Graduate Schools MINUTES - Executive Committee Meeting Greenville, SC, February 21, 2013

The President of the Conference of Southern Graduate Schools (CSGS), Jeannine Blackwell, convened the meeting of the Executive Committee (ExCom) at 4:00 PM on June 21, 2013 at the Hyatt Regency Hotel, Greenville, SC. ExCom members in attendance were Jeannine Blackwell, Edelma Huntley, Nancy Marcus, Andrew Sustich, Duane Larick, Maureen Grasso, Carolyn Hodges, Bryan Noe, Paula Williamson, Jennifer Keane-Dawes, Mark Garrison, Len Robertson, Dorothy Flannagan and Dennis Grady. Amy McCandless, Chair of the Awards Committee (faculty awards) was also present.

#### 1. Old Business

- a. ExCom members were asked to introduce themselves around the table.
- b. ExCom members were made aware of upcoming meetings including the Sunday, February 23, 2013 breakfast meeting in Greenville (Conference 2014 planning kickoff with new President and ExCom) and at the CGS Winter meeting.
- c. Approval of minutes from the June 8, 2012 ExCom meeting (Greenville, SC). Minutes were approved with one name corrected and will be posted.
- d. Approval of minutes from the December 7, 2012 Excom meeting (Washington, DC). Minutes were approved with one name correction and will be posted.

#### 2. New Business

- a. Treasurer's Report – Andrew Sustich delivered the Treasurer's report and disseminated a Revenue and Expense Statement for the period beginning January 1, 2012 through December 31, 2012. The Committee noted a beginning cash balance of \$106,579.99 as of January 1, 2012 and an ending balance of \$112,280.13. The Treasurer indicated CSGS was \$5,700.14 ahead (Net Profit) for the year. The Treasurer indicated that under General Expenses there was a new fee for Bank Service Charges listed. The current charge (12/31/2012) was \$573.51. This is a 2.3% transaction fee for credit card payments and it is anticipated this will likely increase to ~\$2000 once fees associated with the Annual Meeting are entered. The Treasurer's report also included a Meeting Expense Report for the Jacksonville meeting. Total expenses for the Annual Meeting in Jacksonville were \$56,992.45. Finally, the Treasurer's report also included a Meeting Expense Report for the ExCom Meetings with the total expenses reported being \$11,379.91. The Treasurer's report was accepted.
- b. Officers and Executive Committee Information Updates – President Blackwell is updating the information on the CSGS website and is requesting that Officers and Executive Committee members send updated information to her.
- c. Committee Appointments – President Huntley will be making new appointments to the Audit, Awards, Master's Thesis/ETD Master's Thesis, Membership and Nominating Committees as soon as possible. Please forward to her any recommendations you have.

### **3. Annual Meeting 2014 Update**

- a. Selecting 2014 Site – The Executive Committee visited 5 hotels and potential venues in San Antonio, TX and a site, the Omni La Mansion Del Rio was selected.
- b. Venues for 2015 and Beyond – Possible venues discussed included New Orleans for 2015 and Wilmington and Memphis/Nashville for a later date

### **4. Committee Reports**

- a. Audit Committee – The audit committee was currently reviewing the financial documents and a report will be prepared for the next ExCom meeting.
- b. Membership Committee – There is an interest in identifying ways to increase membership; especially in LA since the 2014 meeting will be there. A one page flier on CSGS and the Annual meetings was proposed.
- c. Nominating Committee – Input was sought from all committee members and a slate of officers was developed for presentation at the Business Meeting. Nominations will be sought from the floor. If there are none, a motion will be made for an acclamation vote. If there are nominations, a ballot (with space for write-in candidates) has been prepared and will be distributed. Jeannine Blackwell will serve as Chair of the Nominations Committee for the 2014 ballot.
- d. Awards Committee (faculty) – Nominations were solicited and received. Recipients for the three faculty awards were identified and will be presented at the Awards Luncheon. The Chair reported that the CSGS/ETS Award for Excellence and Innovation in Graduate Education had low submissions that might be increased by updates to the website and getting the awards posted as soon after the Annual Meeting as possible. It was also recommended that we consider broadening the scope of the award to include the pipeline from recruitment to completion much like the CGS Award.
- e. Thesis Awards Committee (students) - Nominations were solicited and received. Recipients for the three faculty awards were identified and will be presented at the Awards Luncheon.

### **5. Review of the Program – Last Minute Assignments**

- a. Given the potential for adverse weather in the mid-west, please confirm all speakers attendance; some potential travel conflicts have already been identified.
- b. Please recall that all breakout sessions are intended to be interactive
- c. New Dean's breakfast case studies have been revised.
- d. We need help distributing pamphlets at each breakfast and awards brochures at the lunch.
- e. State meetings will be held in the break-out rooms with sign-up sheets being available at the registration desk.
- f. A big Thank You goes out to Troy Terry for all his organizational efforts and the SC Deans for their many contributions.

### **6. Other Business**

- a. The next Executive Committee meeting will be held Sunday morning and will include the new ExCom Officers.

Respectfully Submitted  
Duane Larick  
Secretary CSGS