



## Annual Business Meeting

Minutes of Saturday, March 4, 2023

12:30 p.m. EST

Tampa, FL

**Conference Title: Bridges to a Brighter Future in Graduate Education**

President Mary Farmer-Kaiser called the meeting to order at 12: 32 pm EST.

### **President's Welcome – Mary Farmer-Kaiser**

Mary welcomed conference participants to the business meeting. She noted that the organization has undergone two significant changes during the past year, namely a transition between treasurers and the creation of a new website. Mary thanked Peter Harries and Andrea Golato for leading CSGS through these transitions. She also noted that CSGS leadership discovered that we have an archive at Clemson University. During the site visit to Greenville, our conference site for the coming year, Mary and Peter were able to visit the archive and discovered that CSGS has a significant birthday coming soon. CSGS has its roots in a 1925 meeting of the Association of Southern Colleges and Secondary Schools in Charleston, South Carolina. The first meeting of the official “Conference of Southern Graduate Schools” took place on November 26, 1927 in Atlanta, Georgia. We should keep this history in mind when planning upcoming conferences.

### **Reports**

#### **Nominating Committee – Karen Coates**

Karen Coates, as past president, served as chair of the nomination committee and presented a slate of nominees. Members of the committee were André Denham, University of Alabama, George Flowers, Auburn University, Desi Hacker, Norfolk State University, and Lisa Sperling, University of Georgia. The nominating committee was charged with identifying a slate of candidates to fill the following positions: President-elect (vice Brian Kloeppe), Secretary (vice Andrea Golato), Executive Committee (4 positions) (vice Jamillah McDaniel, Julie Goodliffe, Jon Hakkila, and Juan González). Qualified candidates were nominated for these positions, some of whom declined due to personal or professional conflicts or position changes. The following slate of candidates was presented to CSGS membership for consideration for election: President-elect: Jon Hakkila, University of Alabama Huntsville; Secretary: Julie Goodliffe, University of North Carolina Charlotte and Aimée Surprenant, Virginia Tech; Executive Committee: Four to be elected (3 year terms), Ruth Bahr, University of South Florida, André Denham, University of Alabama, Annette Kluck, University of Mississippi, Lidia Kos, Florida International University, Robert Sanders, Rollins College, David Shafer, North Carolina State University, Anne Shaffer, University of Georgia, Robert Wojtowicz, Old Dominion University. Karen further noted that Brian Kloeppe informed CSGS just prior to the conference that he will not be able to serve as president in the coming year. Thus, the executive committee nominated Mary Farmer-Kaiser to serve a second term as president. The senior representative of each institution present at the conference was then invited to vote electronically.

#### **Conference Program Report - Mary Farmer-Kaiser on behalf of Brian Kloeppe**

As president-elect, Brian Kloeppe provided the conference program report. The 2023 joint meeting of the Council of Historically Black Graduate Schools and the Conference of Southern Graduate Schools was held in Tampa, Florida on 01 to 05 March 2023.

Registration: Registration opened in November 2022 and proceeded through February 2023. As of Friday, March 3, we have 211 registrants + 53 3MT competitors for a total of 264 meeting participants. Our demand for hotel space far exceeded our hotel room allotment and overflow space at an adjoining hotel and other area hotels was needed. We have already greatly increased our housing allotment for Greenville, South Carolina in 2024.

We have included the CHBGS and CSGS programs in our archival records and special highlights included:

- Dr. Suzanne Ortega, opening remarks for both the CHBGS and CSGS program and leading the International Enrollment Landscape plenary session.
- Dr. Lidia Kos, Steven Bergman, and Dr. Peter Harries, plenary “Rebuilding Bridges for International Students”
- Dr. Shoba Subramanian and Dr. Mary Farmer-Kaiser, plenary “Academic-Industry Partnerships: Building Next-Gen Workforce and Enhancing Research.”
- Dr. Katherine Stewart and Dr. Peter Harries, plenary, “Make the Most of Mentoring: Strategies for Mentors and Mentees.”
- Mackenzie Murphy-Wilfong, Esq. and Dr. Irene Pittman Aiken, plenary “Graduate Education in a Changing Legal Landscape”

Additionally, the program included 6 breakout sessions, 3 sessions for graduate students, and 53 3MT participants.

Brian thanked the 19 university / graduate school sponsors including our Florida host graduate schools for their support of CSGS and our annual meeting. Sponsoring institutions included:

Alabama State University  
Bowie State University  
East Tennessee State University  
Florida A&M University  
Florida International University  
Florida State University  
North Carolina State University  
Old Dominion University  
Texas Tech University  
University of Central Florida  
University of Florida  
University of Georgia  
University of Louisiana at Lafayette  
University of North Florida  
University of South Florida  
University of Southern Mississippi  
University of West Florida  
Virginia Tech University  
Western Carolina University

Brian noted great appreciation for the collaborative work of the Executive Committee, and especially the members who served as the program committee: Irene Pittman Aiken, Morris Grubbs, and Jamillah

McDaniel. Finally, he extended a special thank you to Dr. Ruth Bahr from the University of South Florida for providing support for local arrangements and a warm welcome to Tampa.

### **Graduate Student Program – Karen Coates**

Karen Coates presented the report of the student program committee.

Graduate student breakout sessions were designed intentionally to foster the professional development of graduate students attending CSGS either as 3MT participants or as regular conference attendees.

Three sessions were held for students:

Graduate Student Breakout Session (I): *Nailing that Interview: Interviewing Skills for Academic and Non-academic Jobs*

Chair: Karen S. Coates, Past-President Conference of Southern Graduate Schools, and Associate Provost and Dean of the Graduate School, University of Southern Mississippi

Speaker: Dr. Tracy Costello, Director of Postdoctoral Affairs and Graduate Student Development, University of South Florida.

The session was attended by 28 individuals.

Graduate Student Breakout Session (II): *Preparing to Achieve Your Goals: Creating an Individual Development Plan (IDP)*

Chair: Dr. Karen S. Coates, Past-President Conference of Southern Graduate Schools, and Associate Provost and Dean of the Graduate School, University of Southern Mississippi

Speaker: Dr. Lidia Kos, Associate Dean, Graduate School, Associate VP for Research, Florida International University

The session was attended by 20 individuals.

Graduate Student Breakout Session (III): *How to Get the Most Out of a Mentoring Relationship*

Chair: Dr. Ruth Bahr, Dean of Graduate Studies, University of South Florida

Speakers: Dr. Donna Knudsen, Campus Assistant Dean, Graduate Studies, USF St. Petersburg Campus, Dr. Sandra Stone, Campus Assistant Dean, Graduate Studies, USF Sarasota Manatee Campus, and four USF Graduate Students

The session was attended by 17 individuals.

### **Membership Committee – Sharon James McGee and Juan González**

Juan Gonzalez and Sharon James McGee, co-chairs of the membership committee, met with Peter Harries, CSGS Treasurer, in the late fall. Peter had prepared a spreadsheet of current (2022) and prior institutional members and contact information. In early 2023, membership committee members divided the membership list by states, and each member contacted institutions listed for their assigned state(s). Emails were sent to (1) current members who had not registered for the conference were encouraged to register, and (2) institutions without a current membership were invited to join and register for the conference.

The committee suggests that the membership committee send email reminders to each institution one-two months prior to the conference registration deadline since some of the listserv emails do not make it through server filters, so it is possible that members are not getting timely reminders via the listserv. As next steps, the membership committee may follow-up with first time attendees.

### **Treasurer's Report – Peter Harries**

Peter Harries presented a profit and loss report which is included below.

# The Conference of Southern Graduate Schools

## Profits & Loss

January 1, 2022 through December 31, 2022

### Income

2022 Membership Fees	\$ 1,200.00
2022 Annual Meeting	
Registration	\$ 49,850.00
Sponsorships	\$ 5,750.00
*CHBGS Membership and Conference	\$ 2,100.00
<b>Subtotal</b>	<b>\$ 58,900.00</b>
2023 Membership Fees	\$ 20,950.00
2023 Annual Meeting	
Registration	\$ 37,800.00
Sponsorships	\$ 2,500.00
<b>Subtotal</b>	<b>\$ 61,250.00</b>
<b>Total Annual Meeting Income</b>	<b>\$ 120,150.00</b>
Interest Earned	
Interest - BOA CD	\$ 12.56
Interest - BOA Savings	\$ 3.01
<b>Total Interest Earned</b>	<b>\$ 15.57</b>
<b>TOTAL INCOME/GROSS PROFIT</b>	<b>\$ 120,165.57</b>

### Expense

2022 Annual Meeting	
Rooms	\$ 9,064.76
Meals	\$ 73,105.47
Travel Reimbursements	\$ 3,976.85
Other	
Honoraria	\$ 2,000.00
Award Payments	\$ 5,000.00
3MT	\$ 3,550.00
Refunds	\$ 1,600.00
<b>Subtotal</b>	<b>\$ 98,297.08</b>
2023 Annual Meeting	
Site Visit (Executive Committee)	\$ 8,514.33
Hotels	\$ 5,361.00
Other	\$ 1,128.75
<b>Subtotal</b>	<b>\$ 15,004.08</b>
2024 Annual Meeting	
Site Visit (Officers)	\$ 673.16

<b>Subtotal</b>	<b>\$ 673.16</b>
<b>Total Annual Meeting Expenses</b>	<b>\$ 113,974.32</b>
General Expenses	
Plaques	\$ 767.36
Services	
Intuit	\$ 72.40
Quickbooks	\$ 367.49
Zoom	\$ 1,990.00
Guidebook	\$ 3,500.00
WIX	\$ 720.00
Accounting Assistance	\$ 3,000.00
Miscellaneous	\$ 346.98
Treasurer Transition Travel	\$ 500.00
<b>Total General Expenses</b>	<b>\$ 11,264.23</b>
Merchant Deposit Fees	\$ 3,588.66
<b>TOTAL EXPENSES</b>	<b>\$ 128,827.21</b>
<b>NET INCOME</b>	<b>\$ (8,661.64)</b>

### **Sponsorship Committee Report – Peter Harries**

The Sponsorship Committee consisted of the following members: Peter Harries (chair), NC State University, Irene Aiken, University of North Carolina-Pembroke, Troy Terry, University of North Georgia. A standing goal of the Sponsorship Committee has been to raise \$20,000 for the Annual Meeting. As of March 2022, we exceeded our goal by raising \$25,600. This includes 2 Gold Sponsors, 2 Silver Sponsors, 4 Exhibitors and 3 Gold Institutional Sponsors, 1 Silver Institutional Member, and 15 Member Sponsors. The sponsors, their sponsorship level, and dollar amounts are listed below.

<b>Company/Institution</b>	<b>Level</b>	<b>Amount</b>
EAB	Gold	\$2,500
ProQuest – a part of Clarivate	Gold	\$2,500
Advantage Group	Silver	\$1,150
educationconnex	Silver	\$1,000
Cayuse	Exhibitor	\$800
EdVision	Exhibitor	\$800
ETS	Exhibitor	\$1,050
Liaison International	Exhibitor	\$800
Florida International University	Gold Sponsor	\$2,000
University of Florida	Gold Sponsor	\$2,000
University of South Florida	Gold Sponsor	\$2,000
Florida State University	Silver Sponsor	\$1,000
Alabama State University	Member Sponsor	\$500
Bowie State University	Member Sponsor	\$500
East Tennessee State University	Member Sponsor	\$500
Florida A & M University	Member Sponsor	\$500
North Carolina State University	Member Sponsor	\$500
Old Dominion University	Member Sponsor	\$500
Texas Christian University	Member Sponsor	\$500
Texas Tech University	Member Sponsor	\$500
University of Central Florida	Member Sponsor	\$500
University of Georgia	Member Sponsor	\$500
University of Louisiana - Lafayette	Member Sponsor	\$500
University of North Florida	Member Sponsor	\$500
University of Southern Mississippi	Member Sponsor	\$500
University of West Florida	Member Sponsor	\$500
Virginia Tech	Member Sponsor	\$500
Western Carolina University	Member Sponsor	\$500
<b>TOTAL</b>		<b>\$25,600</b>

### **Audit Committee – Sanjay Menon on behalf of Annette Kluck**

CSGS Treasurer, Dr. Peter Harries and CSGS Audit Committee met at 4:30 pm in the Garrison Suite at the conference hotel on Friday, March 3, 2023, to perform the audit.

The meeting was chaired by Dr. Sanjay Menon who was standing in for Audit Committee Chair, Dr. Annette Kluck, who could not attend in person. Committee members Drs. Greg Bell and John Lopes attended in person while Drs. Karen McCaleb and Annette Kluck attended via Zoom.

The audit was carried out as follows:

Treasurer Peter Harries first presented the Profit and Loss Statement for the 12-month period starting January 1, 2022 and ending December 31, 2022. Next, the committee reviewed every 10<sup>th</sup> transaction in the bank statement of the checking account and reconciled with supporting documentation. The committee also reviewed the beginning and ending balances for the checking and savings accounts.

The CSGS Audit Committee unanimously found that the financial records for the 2022 calendar year to be generally in order and appropriately documented. It had no reservations about the handling of the organization’s funds. It did have some recommendations that it will pass on to the treasurer.

**3MT Committee – Jill Huerta**

The 3MT Committee consisted of the following members: Jill Huerta, Chair, Angela Barlow, Jon Hakkila, Jennifer O’Brien Brown, Aura Young

CSGS held a face-to-face 3MT competition during the 2023 annual meeting in Tampa, Florida. The process to register competitors changed to a two-step procedure. First, as part of conference registration, institutions indicated their intent to send a 3MT competitor, without providing specific competitor information. Second, institutions completed a 3MT Competitor Information form to report the names and contact information of competitors. The 3MT committee chair then reached out directly to competitors with instructions for submitting their slides, presentation titles, photo release forms, and headshots for the guidebook app.

Fifty-three institutions sent competitors who competed in four simultaneous preliminary round heats on March 3, 2023. They were judged by 21 preliminary round judges, and the two highest scoring competitors from each heat moved on to the final round competition. The final round was held on March 4, 2023 and was judged by 6 judges from varied backgrounds.

The judges determined first and second place winners and the audience voted for the People’s Choice Award using Mentimeter. Prizes were awarded as follows (this information was added after the business meeting):

Award	Competitor Name	School Name	Presentation Title
First Place (\$1000)	Shiva Nageswaran	Auburn University	Saving Lives with Safer Seatbelts
Second Place (\$500)	Sabrina Zequeira	University of Florida	Cannabis and the Aging Brain
People’s Choice Award (\$250)	Elizabeth Tagg	University of Alabama	Gender Expression & Perceptions of Honest Communication

Each finalist received \$150. Treasurer, Peter Harries, issued the students checks for their awards just after the final round.

**Student Awards Committee – Robert Wojtowicz**

The committee members for 2022-2023 were as follows: Robert Wojtowicz, Old Dominion University (chair), Clay Gloster, North Carolina A & T University, Caterina Bristol, Alabama State University, Ethan Carver, University of Tennessee at Chattanooga, William Huckle, Virginia Tech University, Lidia Kos, Florida International University, Eric Paulson, Texas State University.

The committee received 11 nominations for the category of Humanities and Fine Arts, 12 for Mathematics, Physical Sciences, and Engineering, and six for the Non-Traditional Thesis/Project: 6

A call for nominations for the student awards was sent to the CSGS membership on Monday, September 19, 2022, and an organizational meeting of the student awards committee members was held by Zoom on Thursday, November 17, 2022, two days after the call for nominations closed. A final meeting to evaluate and judge the proposals was convened on Tuesday, January 10, 2023, three days before the deadline for reporting results to the CSGS leadership.

All committee members reviewed all thesis submissions, with those holding expertise in pertinent subject areas helping to guide the deliberations as needed. Members used a spreadsheet that allowed them to rate each nomination in terms of clarity, scholarship, methodology, and contribution to the field. The final score was added to a summary scoresheet that contained the ratings from all members. Winners in each of the categories were determined – after robust discussion – by consensus, with members recommending corresponding honorable mentions.

2022-2023 CSGS Outstanding Thesis Award – Humanities and Fine Arts

Bianka Adamatti, East Tennessee State University

"The Tangled Roots of the Holocaust: An Analysis of the Evolution of Colonial Discourse through the Prohibition of Sexual Relations and Marriages between Races"

Thesis directed by Dr. Stephen G. Fritz

*Honorable Mention*

Rolando J. Rodriguez, University of Georgia

"'It tends to set the price of all things:' The Political Economy of Manioc in Seventeenth- and Eighteenth-Century Bahia"

2022-23 CSGS Outstanding Thesis Award – Mathematics, Physical Sciences, and Engineering

Eric Webb, University of North Carolina at Charlotte

"Reanalysis of the Extended Multivariate ENSO Index"

Thesis directed by Dr. Brian Magi

*Honorable Mention*

Ruchitha Chinthala, University of South Florida

"An Internet of Medical Things (IoMT) Approach for Remote Assessment of Head and Neck Cancer (HNC) Patients"

2022-2023 CSGS Outstanding Thesis Award – Non-Traditional

Rachael Bradley, West Virginia University

"The Way Things Come Back and Other Essays"

Thesis Directed by Dr. Mark Brazaitis

*Honorable Mention*

Fox Schwach, University of Louisiana at Lafayette

"Field Modes: A Tripartite Uni-Directional Compound Improvisation"

**Faculty Awards Committee – Aimée Surprenant**

The awards committee members for 2022-2023 were as follows: Aimee Surprenant (chair), Virginia Tech, James Nguyen Spencer, Louisiana State University, Heather Greenhalgh-Spencer, Texas Tech University, Rob Sanders, Rollins College, Cherisse Jones-Branch, Arkansas State University,



Mary Anne Templeton, Troy University, Brian Dominy, Clemson University, Matthew McCullough, North Carolina A&T.

The committee received 9 nominations for the Outstanding Mentor Award. The committee reviewed the nominations and gave each one a rating of 1 - poor, 2 - fair, 3, Good, 4 - very good, or 5 – Excellent. All the nominees were great and are deserving of recognition. The committee was very impressed by the quality of the nominations and it was a pleasure to read about the wonderful colleagues. The recipient of the award is Dr. Jeffrey Rimer, University of Houston. The committee received 1 nomination for Outstanding Contributions Award. The committee determined that this nominee met and exceeded the criteria for the award. The recipient of the award is Dr. Sheryl Tucker, Oklahoma State University.

Thanks to the committee members for their generous donation of their time and expertise for this very important activity and a thank you to the nominators for taking the time to nominate such great candidates.

### **William “Bill Carr New Deans Breakfast Report – Mary Farmer-Kaiser on behalf of Troy Terry**

Troy Terry and Karen DePauw facilitated the breakfast for new deans. Seven new deans attended the session and engaged in a robust and valuable discussion with the new deans. Information on the new deans was collected and CSGS will reach out to them. Mary also asked the audience to make an effort to get to know new deans at the conference.

### **CHBGS Debrief - Mark Garrison**

Mark Garrison reported that CHBGS experienced considerable turn-over in virtually all the leadership positions, except for his position, prior to the conference. The officer positions have now all been filled. A larger number of members than expected participated in the in-person conference, which led to fruitful discussion and lots of engagement. Mark encouraged CSGS members to also become CHBGS member.

### **Election Results – Karen Coates**

Karen reported that the following individuals were elected:

President: Mary Farmer-Kaiser

President-elect: Jon Hakkila

Secretary: Julie Goodliffe

Executive Committee: Ruth Bahr, Andre Denham, Lidia Kos, Robert Wojtowicz.

### **Recognitions**

Mary Farmer-Kaiser recognized the outgoing past-president, Karen Coates, and the outgoing secretary, Andrea Golato, who has served as secretary since 2018, with plaques and thanked them for their service.

Mary Farmer-Kaiser adjourned the meeting at 1:45 p.m. EST.