

CSGS Executive Committee Meeting
March 6, 2020
Birmingham, Alabama

Officers present

Kim LaScola (Needy president), Jack DeRochi (president-elect), David Berkowitz (past-president), George Flowers (treasurer), Andrea Golato (secretary)

Executive Committee Members present

Constinia Charbonnette, Ruth Bahr, Mary Farmer-Kaiser, Desi S. Hacker, Sharon James McGee, Cathy Pagani, Troy Terry, Jean Van Delinder, Mary Owens Southall

Others present

Lori McMahan (local host)

Michael Cunningham (Chair of faculty Awards Committee)

Accused absences

Karen Coats

Kim LaScola called the meeting to order at 4:05. Attendees introduced themselves

Kim LaScola provided final details and changes to the conference program

- The 16th Street Baptist Choir canceled but Lori McMahan was able to engage the First United Methodist Choir. They were available only at 5:30 which requires a slight change in the programming. Buses need to leave somewhat earlier. This will be announced at dinner and at breakfast.
- Dinner will start at 5:30, at 6pm short program, welcome to the joint session with Historically Black Colleges, Provost will give remarks and a speaker will follow
- Evaluations: On the app there is the possibility to rate sessions. Committee members are encouraged to remind session attendees to make use of this feature. An evaluation survey will also be sent out at the end of the conference

Recommendation from the Membership Committee

- Executive Committee unanimously approved Virginia State University to become a new member

Planning of the Business Meeting:

- **Membership Committee:** Ballot will be distributed, George Flowers will help count
- **Conference report:** describes the program 4 plenary, lots of breaks with food, smaller because of the breaks, fewer concurrent sessions which hopefully lead to better conversation
- **Membership Committee:** Dean Campbell chair of the Membership Committee will give an update on the membership and announce that Virginia State University is now a member
- **Treasurer:** George Flowers summarized the report he will give at the business meeting on revenues and expenses. He also indicated that CSGS has currently a positive bank balance of approximately \$205k. About \$100k of this will be spent on conference expenses, leaving a positive balance of approximately \$105k gave overview of what he will report as part of business meeting.
 - o David Berkowitz asked if some of these funds can be moved into a CD or a higher yielding savings account.
 - o Andrea Golato suggested that these other assets be included in the treasurer's report.

- David Berkowitz suggested that the committee may consider creating a scholarship for students given that next year the organization will celebrate its 50th anniversary.
 - George Flowers cautioned that conferences vary in cost and that CSGS has had to dip into savings in the past to cover expenses.
 - Kim LaScola Needy needed pointed out that some funds will go towards reimbursing individuals who had to cancel participation due to unforeseen circumstances (illness, natural disasters, etc.)
 - **Audit Committee:** Lori McMahon stated that their committee randomly checked every 7th page of the treasurer's records. Everything was in order last year. They recommended that cancelled checks and itemized receipts be included in the records. Audit committee will meet Friday (before business meeting) and then provide a short report.
 - **3MT Committee Report:**
 - 52 schools (a record) will be participating; there will be 13 students in a heat. We will determine a winner and runner up, as well as a people's choice award in each heat. Only the winner and runner-up in each heat will advance to the final.
 - Students receive a certificate for their participation,
 - There are 4 judges for each of the heats, and one set of judges for final (local businesses, teachers, professors, and community relations. They are all listed in the app)
 - Arrangements were discussed for help with session (Lisa (MC) and Sharon (Timer) will do heat 1 and 3 in Hamilton; Brian (MC) and Ruth (timer) are doing heat 2 and 4 in Cudworth). MC and timer also help with mics (there is also tech support; making sure that slides look good), we will put up a poster that ProQuest will sponsor the finals
 - **Sponsorship Committee:** as of Feb 21, the sponsorship committee has secured \$31,500 in donations. There are three platinum donors (ETS, LiaisonEDU, and ProQuest), six exhibitors, and 18 members who sponsored with \$500.
 - The committee has prepared a ballot to make the sponsorship committee a standing CSGS committee. It provides financial strengths to the organization. If members are unhappy with a given sponsor, they should take their complaint to the sponsorship committee who will review it and provide a recommendation to the executive committee. The next president will appoint the committee.
- Student Award Committee:** Kim LaScola Needy presented a written report submitted by Peter Harries. As in previous years, a program for the awards luncheon has been printed. At the lunch Peter Harries will introduce the recipients. At the business meeting, there will be a discussion and ballot for a "non-traditional thesis or also capstone project" award.
- **Student Track Ad hoc Committee:** Karen Coats will outline Graduate Student Track. A feedback form for the student track will have to be created.
 - **Faculty Awards Committee:** Michael Cunningham will present the faculty awards at the business meeting. He reported having redesigned the evaluation rubric and explained how scores finalists were selected (each member evaluated all submissions but recused themselves from evaluating an individual if there was a conflict of interest). Michael Cunningham calculated the scores for each nomination which resulted in a clear winner. Winners' names were circulated for discussion to the committee. The committee unanimously agreed with the selection. Recommendations for going forward: Nominations should be checked for completeness, a checklist as part of the nomination package might be helpful. It was suggested that Jack DeRochi consider charging the committee to revisit the nomination procedures. CSGS members will be encouraged to nominate, in particular if they are already nominating individuals for the CGS Associate Dean award.

- **New Deans Breakfast:** Mary Farmer-Kaiser and Michael Cunningham are hosting and will give a brief report. There is a flyer for the breakfast. Handouts for helpful resources. Andrea will post handout on website, it is named.
- **CHBGS:** Cosmas Nwokeafor will give a brief report on the business meeting.
- **Past-president comments:** David Berkowitz thanked Lisa Spalding and committee chairs for their work on the operational handbook. It will be sent out after the new committees have been added. David Berkowitz also mentioned that the final walk-through with hotel staff and local hosts was extremely helpful and recommended that this will be done again.

- Dates for June meeting: June 14-16 Raleigh. Be there at 3:00 and leave after breakfast by 11. Marriott Hotel.

Adjourned at 5:28