

Minutes
CSGS Executive Committee Meeting
September 9, 2026

1:00 PM EDT, 12:00 PM CDT via Zoom

Attendees: John Lopes, Julie Goodliffe, Irene Aiken, Sharon James McGee, Jessica Queener, Troy Terry, Debra Jackson, Desi Hacker, Annette Kluck, Brian Wayne, Shannon Acosta, Bob Stackman

1:06 call to order

Overview

The CSGS Executive Committee meeting focused on conference planning tasks (plenary speakers, program and awards committees, submission and registration deadlines) and committee/role assignments for the upcoming meeting cycle. Key deadlines discussed include proposal submissions due October 9, 2026; session selections by October 27, 2026; thesis and faculty awards submissions due November 2, 2026; and early-bird registration on December 1, 2026.

Key Decisions and Confirmations

- Plenary speakers: Sarah Spreitzer, Makenzie Wilfong, Ben Cecil, Ahmad Ezzeddine are lined up; John will be point of contact for Mackenzie; Lindsey to be ensured calendar invites.
- Proposal submission deadline: October 9, 2026 (Friday). Session selections to be completed no later than October 27, 2026 (Tuesday). Program committee aims to follow that timeline.
- Thesis and faculty awards deadline: November 2, 2026 (Monday).
- Early-bird registration date: December 1, 2026 (Tuesday). Committee may extend (as in prior years) depending on registration volume.
- 3MT institutional registration: Institutions must register by December 1; competitor information form due in January (exact date TBD).
- Communication/mailing: New email system implemented (unlimited send ability); Julie and John to coordinate with communications staff (Jill) for best send times and analytics.

Action Items and Owners

- Sharon McGee
 - Confirm Sarah Spreitzer's plenary commitment and serve as her point of contact.
 - Finalize program committee membership and reach out to nominees (including confirming Katie Anthony's role and chair assignments).
 - Chair the nominating committee selection process (as president-elect) and finalize members; reach out to potential committee members including Reginald Ellis (Clark Atlanta) for host coordination and Nadine Kabengi (Georgia State) as potential committee member.

- Coordinate with Desi and Peter on CHBGS alignment and links between registration forms/resources.
 - Julie Goodliffe
 - Manage conference communications timeline and send scheduled reminders (two weeks and one week before proposal deadline; regular reminders thereafter).
 - Ensure the main registration page links to CHBGS registration/resources.
 - Follow up with John to confirm best send times and analytics information from marketing/communications.
 - Assist with registration logistics and add CHBGS link to main registration page.
 - John Lopes
 - Provide Julie with marketing/communications contact info and click-rate guidance.
 - Update and circulate committee roster spreadsheet with current assignments and ex officio host representatives (e.g., Reginald Ellis).
 - Respond to Peter regarding hotel options for Atlanta planning and confirm preferred hotels (Loews, Georgian Terrace, Renaissance Midtown, Cortland; Hyatt Buckhead considered not ideal).
 - Follow up on committee vacancies (audit, membership, etc.) as needed.
 - Sharon/John/Troy/Julie (post-meeting small group)
 - Continue planning meeting logistics for Atlanta (dates to be blocked; Peter to secure hotel contracts and rates).
 - Invite Clark Atlanta host representative (Reginald Ellis) to program planning meetings and arrange for campus venue details.
 - Debra Jackson
 - Agreed to chair/coordinate the Faculty Awards Committee; to contact Andre (or Ed Pohl) for prior-year “how-to” guidance and materials.
 - Desi Hacker
 - Provide CHBGS registration link to Julie for posting; follow up with Sharon and Peter on CHBGS plans and call for proposals theme (Leading with Purpose: HBCU Graduate Education and an Era of Change).
 - Suggest Scott Challener (Hampton University) as potential nominating committee member.
 - Annette Kluck
 - Volunteered to serve on the Membership Committee and assist with outreach to members (suggested colleague Brian Henry—Associate Dean, Mississippi State—as a possible audit committee or membership addition).
 - Troy Terry
 - Coordinate with John/Sharon on nominating committee formation; will begin work once nominating committee membership confirmed.
 - Monitor CGS-related logistics (CGS hotel/registration updates, conference fees) and share relevant updates.
 - Peter Harries (not present; referenced)
 - To manage sponsorships, membership invoices, and hotel contract negotiations for Atlanta (coordinate hotel options and rates; confirm which hotels are feasible and negotiate conference room rates).
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Committee Assignments, Vacancies, and Notes

- New member welcome: Shannon Acosta (Florida Gulf Coast University) confirmed to join the committee; John acknowledged Shannon's active participation and welcomed her.
- Awards Committee:
 - Faculty Awards: Debra Jackson volunteered to chair/coordinate; will obtain process documentation from Andre or Ed Pohl.
 - Thesis Awards: current chair Ed Pohl (term referenced); Mary (3MT) status to be checked (Mary chairs 3MT this final year; Shannon may succeed).
- Membership Committee:
 - Current openings: two positions to fill. Annette volunteered to serve.
 - Suggestions: Brian Henry (Mississippi State) and Carl Mummert (Marshall University).
- Audit Committee:
 - Two additional members needed (one-year appointments). Suggested outreach to potential reps in Alabama, Mississippi, Louisiana; Sharon to send names.
- Nominating Committee:
 - President-elect (Sharon) to lead selection. Sharon/Troy/John to coordinate and invite volunteers; Reginald Ellis and/or Nadine Kabengi suggested as potential committee participants or program committee members.
- Program Committee:
 - Majority expected to be Executive Committee members; Reginald Ellis (Clark Atlanta) to be involved as host representative (ex officio) and invited to planning meetings. Laurence and Irene indicated as programming contributors (grad student programming and additional support).

Conference Logistics and Planning

- Proposal and selection timeline:
 - Proposals due October 9, 2026; selections by October 27, 2026; committee may allow a short extension (submissions possibly extended to Oct 13 if needed).
- Registration:
 - Early-bird deadline: December 1, 2026; registration not yet live (Annette flagged registration is not live).
 - 3MT institutional registration deadline: December 1, 2026; competitor form due in January (precise date to be communicated).
 - Registration page should include links to CHBGS registration/resources; Julie to add link.
- Venue & hotels for Atlanta planning meeting:
 - Potential hotels: Loews, Georgian Terrace, Renaissance Midtown, Cortland (Hyatt Buckhead considered less desirable).
 - Reginald (Clark Atlanta) confirmed campus venue possibility: multipurpose room that can host a reception for ~350; Clark Atlanta will be engaged in logistics and planning.
 - Peter to negotiate hotel rates and room blocks; committee requested Peter prioritize hotel clustering and cost comparisons.
- CGS conference notes (Troy):

- CGS December meeting in Los Angeles (JW Marriott) and a summer meeting in Montreal; CGS registration and hotel mechanics differ (CGS invoices and portal access).
 - Hotel “transparent fees” example: JW Marriott charging optional \$60/night to guarantee bed type (not a CGS contract item).
 - Accessibility and distribution:
 - John noted previous requirement to post syllabi publicly (discussion arose earlier in meeting but is outside core meeting planning items).
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Outstanding Questions / Follow-ups

- John to provide Julie with marketing analytics contact info and best-send-time guidance (Jill/Joe).
 - Julie to finalize communication calendar and ensure all registration/award deadlines are posted and included in reminder emails.
 - Peter to provide hotel contract options, cluster hotels, and conference rate deadlines for Atlanta.
 - Mary’s status as 3MT chair and transition plan to Shannon (Mary’s final year, Shannon expected to take over—confirm).
 - Confirm CHBGS registration link and whether registration forms remain separate or will be cross-linked on the main conference registration page.
 - Confirmation of the full program committee roster (assignments for exec committee members to program roles) and identification of remaining vacancies for Audit and Membership committees.
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Next Meeting

- Next full Executive Committee meeting: October 13, 2026.
- John, Sharon, Troy, and Julie remained for an additional 5–10 minute planning session focused on the Atlanta logistics after adjournment.

1:56 Adjourn Executive Committee