

- I. Dr. Lamar Hylton, Dean of Students
 - A. Dean Hylton greeted everyone and thanked them for having him. He availed himself to any grad students needing his assistance; his office is on the second floor of the Kent Student Center.
- II. Dr. John Rathje, Vice President of Information Services
 - A. Vice President Rathje has been with KSU since March, 2018. He expressed that he and his office wants to hear from grad students in order to increase the efficiency of their programs. He would love to have more grad students. The Office of Information Services supports technology at KSU, such as things that run behind the walls to data centers, and other things such as learning technologies here.
 - B. He asked for volunteers to join with him to give a graduate-student voice to the Office of Information Services and to help them improve.
- III. Call to Order at 10:15 a.m.
- IV. Roll Call
 - A. Absent: Fashion
- V. Approval of minutes from September 7, 2018
- VI. Executive Board Reports
 - A. **Executive Chair** – Mark Rhodes – mrhode21@kent.edu
 1. Faculty Senate Report
 - The last meeting of the Faculty Senate began with Chair Grimm criticizing the fact that the university is hiring a Vice President of Enrollment Management. She suggested that they could have utilized more faculty, staff, and students instead of creating a new position.
 - Enrollment across the university is down about 800 students at the Kent campus and down about 1000 across all campuses. This translates to a 4% decline in grad-student enrollment compared to academic year (AY) 2017-2018 and a 15% decline from AY 2016-2017.
 - Faculty hiring is partially frozen, despite the university's ongoing early-retirement program. Faculty employment is currently down 24 faculty across the university, but there is a goal to hire 30 faculty this year.
 2. Vice President for Enrollment Management
 - GSS has one voting representative on the committee for administrative officers.
 3. Education Policies Council Ad Hoc Academic Policies Committee
 - This committee has been meeting about every 2 weeks and attempting to revise all [Academic Policies](#). The policy on course repeats was just reviewed by the committee. Next, the committee will be reviewing the criteria for honors (e.g., cum laude) given with undergraduate degrees.
 4. Presidential Funding and a GSS Endowment

- President Warren has given the GSS \$100K to supplement awards this year! The President agreed last year to support the GSS, and this amount was the amount suggested to President Warren by Mark in one of her regular meetings with him after the Executive Board researched how much we would need to fund 500 DTAs at \$500 each and fully fund all quality RA and ITA applications. The verbal agreement between Mark and President Warren is that this amount will be continued for the next five years. Further, this amount is given with the understanding that the GSS will grow an endowed fund to no less than \$2M during that period so that the interest from this endowed fund could provide this same amount (i.e., \$100K) after the termination of this funding stream from the Office of the President.
- The current GSS Executive Board members do not have time to strategize and devote to growing this endowment. They are contracted for 5-6 hours per week, and all are currently meeting that quote or exceeding by a nontrivial amount.
- Therefore, one idea for growing this endowment would be hiring or electing a new executive officer, an Advancement Chair. The GSS has extensive records on alumni to whom we've given money over several decades.
- Comment by Greta Babakhanova, President of KSU Student Alliance: The KSU Student Alliance would like to help to grow this endowment and volunteers some manpower to do so.
- Question: Are there any stipulations attached to this agreement?
 - Answer: No, this an informal, verbal agreement.
- Question: Every year, the GSS budgets more money than we need for several items. Can we save those surpluses?
 - Answer: That is one idea, and one that we are taking seriously.
- Question: What are the regulations attached to these kinds of accounts?
 - Answer: We are unsure about that, but we will be having meetings to figure this out.

5. Organizational Requests

- Every Academic Unit has access to \$50 once in the Fall and again in the Spring to hold activities, such as socials or colloquia. Apply for these funds on the website: <https://www.kent.edu/graduatestudies/gss-organization-funding>

B. **Executive Vice Chair** – Timothy Rose – trose16@kent.edu

1. Committee Reports

- Committee report submitted by Annaleise Lessick for the University Libraries Faculty Senate Advisory Committee, which met on September 21:

- Kara Robinson, a librarian at Kent State, would like to attend a future meeting to discuss the potential for converting existing research carrels in the library into more quiet and private locations for students.
- Currently, the majority of research carrels are occupied by faculty and the committee would like to provide more study locations for students.
- Committee report submitted by Sarah Sternbach for the College of Arts and Sciences Curriculum Committee, which met on September 27:
 - The only point discussed at the meeting that directly relates to graduate students is that Kent State may be working on changing its “Kent Core” in the near future. Since graduate students teach many Kent Core classes, it is planned to include graduate students in discussions regarding this change to the Kent Core.

2. [Committee Representation](#)

- Tim was happy to announce that we have found a new representative for the University Accessibility Committee (UAC). Alex Weaver, who currently serves as the chair of the Student Diversity Action Council, has agreed to be our primary representative. Alex is also a member of the Great Place Initiative Disabilities subcommittee, and Tim is sure that her presences on the UAC will help to ensure continued improvements in regards to accessibility at Kent State.
- At this time, we still have the following committees that need a representative:
 - Student Health Advisory Committee
 - University Council on Technology
 - University Student Research Council
 - Advisory Committee for Academic Assessment (ACAA)
 - All of these committees in need of representation are the same as the last Senate meeting, with the exception of the ACAA. Students interested in serving as a primary on one (or more) of these committees should contact Tim Rose. Additionally, students interested in serving as an alternate representative for any of the committees for which there is a graduate student representative should contact Tim. The full list of University committees with a graduate student representative can be found on the GSS website: <https://www.kent.edu/graduatestudies/gss-committee>.

3. [International Travel Award \(ITA\)](#)

- The deadline for the ITA is rapidly approaching! The application submission portals will automatically be shut down after 11:59 p.m. (EST) on October 15, after which time no application materials will be accepted. This includes faculty letters of recommendation. Please be sure to make your constituents aware of this award and that fact that they could receive up to \$1,500 in travel monies to reimburse the costs of travelling internationally to present their research or otherwise engage in professional development activities. A couple of things Senators should also pass along to their constituents who may be considering applying:
 - They need to make sure they submit their **official** Flashline schedule. Schedules made in Excel or Microsoft word will not be accepted.
 - Applicants need to make sure **all** of their submitted materials are blinded (do not contain their name). A single instance of their name appearing anywhere, including their schedule or CV publication list, will result in the application being considered incomplete.
 - The deadline for faculty letters of recommendation is the same as the deadline for the student portion of the application. Letters do not have to come from your faculty advisor, but it must come from a KSU faculty member.
 - The award does not fund travel related to conducting research, only professional presentations and professional development (e.g., workshops). Students seeking monies for travel related to conducting research internationally should apply for the Research Award. If anyone is uncertain which award to apply for, they should contact Tim as soon as possible.
- We are still looking for individuals to serve on the ITA Committee! The expected time commitment is approximately 7-8 hours and will include food provided at the actual committee meeting. Right now, we need students from any discipline (arts, hard sciences, soft sciences, anyone). Serving on this committee represents a valuable opportunity to gain first-hand experience with how the funding processes operate. Students interested in serving on this committee should contact Tim as soon as possible.
- Question: What id the IRB is not approved yet?
 - Answer: The ITA does not require an IRB, but the RA does require this. However, if you're in between submission and and acceptance, then you should contact Mitch and a workaround may be reached.

C. **Finance Chair** – Xin Hong – xhong1@kent.edu

1. Budget for Academic Year 2018-2019

- Xin took some time to explain this year's Budget Proposal (see Appendix A).
- Question: \$1500 per meeting for each round of SCA. Is there a limited number of applications?
 - Answer: This number was derived empirically, from previous round of the SCA up to this point. We do not officially have a cap on the number of applicants, but we also cannot have so many applicants that we run out of time to hear each of their 5-minute presentations.
- Question: What is the Activity Fund?
 - Answer: It is required by the University to put in \$5000 per year because we are a student organization.
- Motion to vote by History; seconded by Philosophy
- Discussion
 - Question: Is there any way for graduate-student organizations to receive a portion of the budget?
 - Answer: That would have to be through your Academic Units, via Organizational Requests.
 - Question: All of the numbers add up to more than the total. Was there a mathematical error?
 - Answer: The total amount is the sum of the numbers at the top of each box.
 - Question: Have we increased the budget line for the National Association of Graduate-Professional Students (NAGPS) in order to second two students to Washington, DC instead of just one student?
 - Answer: Yes, and also to advocate more locally on the state level.
 - Question: Are the NAGPS delegates already decided upon?
 - Answer: We will be looking for volunteers to go in the Spring.
 - Question: For the Research Award, does this mean that we are budgeting for 40 *full* awards?
 - Answer: Yes. Specifically, we have budgeted for 40.5 full RAs. But the actual number of awardees would be depended on the applications, some applicants may not request the full amount (\$2000).
- All voted to approve the budget with no abstentions.

2. [Domestic Travel Award \(DTA\)](#)

- We had 152 applicants, and 138 were accepted. This difference is due to incomplete or duplicate applications. These 138 recipients were from 23 different units.

- Active units include Psychological Sciences (46 applicants), Biomedical Science (38), and Biological Science (26)
 - Some Academic Units did not submit any applications: Applied Engineering, Sustainability & Technology; Chemistry & Biochemistry; Digital Science; Economics; Music; Nursing; Philosophy; Political Science; and Theater & Dance. Xin wants to know how we could increase applicant numbers from those units. Anyone from these Academic Units who has suggestions is invited to contact Xin.
 - Question: Some of my constituents (in the Chemistry & Biochemistry Dept.) did receive emails about the DTA. Should they contact you in order to clarify this?
 - Answer: Yes. The application needs to include all documents according to the [DTA guidelines](#).
 - Comment by the Advocacy Chair: It is the burden of the applicant to make sure that their applications are complete and full.
 - Question: Are the acceptance emails still going to spam?
 - Answer: Yes, and we are working on that.
 - Question: What is proof of presentation?
 - Answer: It just has to indicate that you will be presenting in some way. This can include a letter from your faculty advisor.
 - Suggestion: Instead of looking at total number of students as “active units” as reviewed earlier, a proportional representation would be better because some departments are small
3. [Special Contingency Award \(SCA\)](#)
- This round’s applicants were Justine DeFrancesco and Eli Kaul. Each applicant was given 5 minutes to present their case for receiving the SCA. After these presentations, the applicants took questions from the Senate, and each Senator completed a rubric to judge these presentations.
 - Ms. DeFrancesco and Mr. Kaul were thanked for their presentations and told that they would be informed soon about whether they were chosen for funding.
 - The next deadline for this October 12
4. Awards Subcommittee
- The current subcommittee is not representative of the grad-student body and only consists of eight members. This

subcommittee is responsible for revising the protocol for administering the awards given out by the GSS.

D. Advocacy Chair – Mitch Powers – mpower16@kent.edu

1. Summary of Legislative Action Days (LAD), hosted by the National Association of Graduate-Professional Students (NAGPS)
 - The GSS delegation for this year LAD in Washington, DC returned recently. Mitch would like to organize a more local version of LAD for Ohio politics.
2. Voter Registration
 - The deadline to vote in the upcoming general election is October 9, 2018. Anyone can register online: <https://olvr.sos.state.oh.us>
3. Update from the Health And Wellness Committee
 - One idea from the committee is a Graduate Assistant Cookbook to help students to eat healthily and cheaply. If anyone has recipes, they should email them to gss.recipe@gmail.com
 - Another idea is a self-care first-aid kit to distribute to KSU grad students. They are in the planning phase for that initiative.
4. [Research Award](#)
 - The RA due date is approaching: October 15, 2018 at 11:59 p.m. Apply on the RA webpage: <https://www.kent.edu/graduatestudies/gss-research-award>.
 - Mitch needs committee members, especially from social sciences, art, and humanities departments. This is important because the review committee needs to be well-rounded to properly judge the diverse array of applications we receive.
 - Concern: Some constituents have waited for a long time to receive reimbursements, and as a result, faculty in Biological Science are discouraging students from applying except as a last resort.
 - Answer: This is a problem. These constituents should contact Jennifer Mani at gss@kent.edu
 - Question: If someone receives an RA, should they acknowledge GSS?
 - Answer: Yes.
 - Suggestions: For the cookbook, you could consult a subreddit called “Eat Cheap and Healthy” as well as several YouTube channels.

E. Research Symposium Chair – Danielle French – dfrenc12@kent.edu

1. The venue for the April 5 performance is still awaiting approval, but we should get a confirmation shortly. This year’s keynote speaker, [Tayo Aluko](#), will be giving a gala night performance on Thursday, brief keynote address, and finally, a full performance open to everyone on campus Friday evening.
2. The contract for our keynote speaker is under review and negotiations, but we are making progress.
3. Fundraising efforts

- Funds need to be raised in order to pay for the keynote's speaking fee. Please contact Danielle with any advice, suggestions, or assistance.

F. **Info Services Chair** – Morgan Chaney – gss.info@gmail.com

1. Our social media, which were very active at the time of the last GSS meeting, have begun to run out of material to share. Please send Morgan any news of publications, awards, or other accomplishments among graduate students in your departments!
2. Like us on [Facebook](#) and follow us on Twitter ([@KSUGSS](#))

V. Old Business

VI. New Business

A. Resolution on improving the representation of graduate students in the selection committee for the Kent State University Graduate-student Trustee

1. Motion to table by Information Services Chair, seconded by Geology.
 - Passed with no oppositions or abstentions.

VII. Announcements

A. Cleveland Orchestra Tickets

1. The Student Advantage program, which is free to join, allows members to get \$15 tickets for almost any orchestra concert all season long. If you pay \$50 for a Frequent Fan Card, you get free tickets to most concerts all season! Interested people should visit the following website:
<https://www.clevelandorchestra.com/tickets/students/>

B. [Three Minute Thesis](#) will be happening again this year. This is an opportunity to present research, which needs not be based on a complete thesis or dissertation. Deadline to apply to present is October 10 at 11:59 p.m. See the webpage for more information.

C. Dissertation Boot Camps are scheduled for the dates below, and [registration is also required](#). These events cost \$40 per attendee, and the cost covers all meals and a stainless steel travel mug.

1. November 30-December 2, 2018
2. February 15-17, 2019
3. March 15-17, 2019
4. April 26-28, 2019

D. Grad Fest will be held on Friday, October 5 (i.e., today).

E. The remaining Fall General Meetings will be on the following dates:

1. Friday, November 2, 2018, 10:00am, KSC Ballroom Balcony
2. Friday, December 7, 2018, 10:00am, KSC Ballroom Balcony

VIII. Adjournment at 11:55 a.m.

A. Motion by Geology; second by Sociology.

Appendix A: Proposed Budget for Academic Year 2018-2019

Revenue Streams

Balance Forward:	\$ 81,089.07
Student Organizations:	\$ 162,863.00
Student Leadership:	\$ 45,144.00
Research & Sponsored Programs:	\$ 50,000.00
<u>Office of the President:</u>	<u>\$ 100,000.00</u>
Total:	\$ 439,096.07

AY 2018 – 2019 Budget Breakdown

INDEX	BUDGET AY 17 – 18	EXPENSES AY 17 – 18	PROPOSED BUDGET AY 18 – 19
Research Award Research Awards Outstanding Awards ¹	\$ 45,000.00	\$ 45,589.53 \$ 8,220.01 \$ 37,369.52	\$ 81,000.00¹³
General Fund Domestic Travel Award Operating Expenses ² Outstanding Awards ¹ Flex Fund ³ NAGPS ⁴	\$ 222,603.26 \$ 176,000.00 ^{6,7} \$ 30,000.00 \$ 16,603.26	\$ 202,177.28 \$ 166,415.00 \$ 27,737.13 \$ 7,480.00 ¹¹ \$ 8,025.15 \$ 2,500.00 ¹²	\$ 235,096.07 \$ 198,000.00¹⁴ \$ 28,000.00 \$ 4,096.07¹⁵ \$ 5,000.00
Activity Fund	\$ 10,000.00 ⁸		\$ 5,000.00
Leadership Fund⁵	\$ 25,000.00	\$ 22,463.35	\$ 25,000.00
Research Symposium	\$ 29,000.00 ⁹	\$ 22,903.41	\$ 30,000.00
International Travel Award ITA Awards Outstanding Awards	\$ 30,000.00	\$ 30,945.92 \$ 21,145.92 \$ 9,800.00	\$ 49,500.00¹⁶
Special Contingency Award	\$ 2,500.00	\$6,572.00	\$ 13,500.00¹⁷
TOTAL	\$ 359,103.26¹⁰	\$ 330,651.49	\$ 439,096.07

- ¹ Outstanding awards are those that are still pending reimbursement.
- ² Operating expenses include cost of food at GSS general meetings and GradFests, GSO resource fair, GSS social events, organization funding, annual report, phone and internet, external labor (design/setup), fees and subscriptions, advertisement (magnets and flyers), salary and wages for Administrative Assistant, office supplies, and misc. supplies.
- ³ Flex Fund will be used as an emergency fund or for ad hoc expenses associated with GSS.
- ⁴ National Association of Graduate-Professional Students.
- ⁵ Leadership Fund is used to pay the stipends of the GSS Executive Board.
- ⁶ \$ 46,000 from Research and Sponsored Programs (RASP) was allocated to DTA.
- ⁷ \$ 17,000 were transferred from DTA to SCA.
- ⁸ Extra \$ 5,000 was accidentally added to Activity Fund.
- ⁹ \$ 4,000 from RASP was allocated to Symposium.
- ¹⁰ \$ 50,000 RASP was included.
- ¹¹ The added up amount of DTA and Flex Fund outstanding.
- ¹² \$ 2,500 were transferred from Flex Fund to NAGPS.
- ¹³ \$ 36,000 President Fund is allocated to RA; total 40 awardees.
- ¹⁴ \$ 44,500 President Fund and \$ 50,000 RASP are allocated to DTA. \$ 500 (\$ 300 GSS + \$ 140 RASP + \$ 60 President + 51 awardees from President Fund) per awardee for all qualified applicants. Total 396. Fall 2018: 138 (35%), Spring 2019: 178 (45%), Summer 2019: 80 (20%).
- ¹⁵ The remaining GSS internal fund.
- ¹⁶ \$ 19,500 President Fund is allocated to ITA; total 33 awardees.
- ¹⁷ There will be nine (9) SCA application terms, \$ 1,500 per term.

