Graduate Student Government of Michigan Technological University

GSG Agenda: May 21, 2012

I. Call to Order: Kevin at 5:16PM

II. Approval of Agenda: Motion by Trevor, Second by Bishek, motion carries unanimously

III. Approval of Minutes from: April 9, 2012, motion by Jarod, second by Jenn, motion carries unanimously

IV. New Business:
   a. Welcome and intro by Kevin
      i. GSG will meet once per month during the summer
      ii. Next GSG meeting will be held June 18th at 5:15pm
   b. Email from USG President Eli Karttunen
      i. USG intends to work with GSG as much as possible
      ii. Regardless of undergraduate or graduate student status, we are all students at Michigan Tech and we must all work together
      iii. Eli would like his contact information distributed among GSG members (please ask a member of the e-board if interested)
   c. Recognition of Alternates or New Members/Visitors

V. Officer Reports
   a. President (Kevin Cassell)
      i. Great work was performed by former e-board and members of GSG
         1. Ali Mirchi – Academic Chair
            a. Very democratic, open to suggestions, considerate of others’ opinions, focused
            b. Organized lunch and learns
            c. Always asked for suggestions, made decisions, well-planned
         2. Harish – Social Chair
            a. Enthusiastic, friendly, approachable, social
            b. Events very well attended
         3. Ratnesh – PR Chair
            a. Wonderful posters
            b. Maintained GSG website
            c. Worked closely with Jarod for online forms for Treasury
            d. Invested and committed e-board member
         4. Erin Thomas: Secretary
a. Very engaged, highly organized, professional  
b. Submitted 140 pages of minutes from May 2011-2012

5. Felicia Chong: Vice President  
a. Developed GSG poster and promotional material  
b. Representative to Graduate Faculty Council, Student Commission, First Contact Program  
c. Very invested, committed, hard working

6. Jarod Maggio: Treasurer (past and present)  
a. Great architect of what we have today in GSG  
b. Devoted

7. Margo Woller-Carter: Past President, Current VP  
a. Committed, diligent, dedicated  
b. Powerful advocate for graduate students  
c. Excellent representative for us all  
d. Still working on health care for students

ii. Welcome to new e-board members
1. Nayyer Islam: Academic Committee Chair  
2. Natasha Hagadone: Social Chair  
a. Thinks outside the box  
b. Lively, energetic

3. Shreya Kumar: PR Chair  
a. Skilled, interested, and enthusiastic

4. Kevin: “When I think of them I see smiling faces. They’re always smiling and that’s what he feels” in regards to new committee chairs

5. Amberlee: New Secretary  
a. Shares similar visions for GSG as Kevin  
b. Is driven and energetic

6. Kevin: New President  
a. Vision: Increase visibility of GSG (will discuss later)  
b. Inspire more participation by grad students in activities  
c. Foster an environment that is collegiate, professional, fun and friendly  
d. GSG should address concerns, issues and problems in a thoughtful and constructive manner by highlighting first what we have in common with the community and university before focusing on our differences

iii. Kevin would like to personally and informally meet with every GSG member this summer. Please contact Kevin to schedule this.

iv. News from the Center for Diversity and Inclusion  
1. Searching for a new assistant director  
2. Kevin is assisting in the interview process
3. GSG may work more closely with them in the future
   a. Will start looking at grad student issues; currently they don’t do much with the graduate student body

4. Grad students are always welcome in the CD&I house near Fisher
   a. Sit, hang out, enjoy free coffee, tea, snacks, etc.
   b. They have free cable TV, movies, games, etc.
   c. Very nice conference room in the basement available for reservation (stays cool on hot days)

v. Graduate Tuition Stipend and Review Committee
1. Our current graduate student tuition structure includes single rates with some separate fees
2. A University committee is charged with reviewing this structure, to seek alternatives (non-resident rates, masters rates based on the various types of masters degrees, etc)
3. New student tuition structure could be implemented FY 2014
4. Overall, there is declining undergraduate enrollment at Michigan Tech. The University needs to increase graduate enrollment to keep in line with the strategic plan.
5. The Board of Control and state legislators are very curious about our one-rate tuition. Non-resident graduate tuition may be less than non-resident undergraduate tuition in some instances.
6. Concern over which other university Michigan Tech compares to. What universities are like us? Should we strive to be more like these universities? Who should we be looking at for guidance for how to set tuition rates?
7. Difficult to make everyone happy when tuition is concerned
8. At the undergraduate level, discounted rates may be brought in (already many undergrads receive financial aid so they don’t pay as much as it looks like they do)
9. From the outside it looks like graduate students are paying much less than undergraduate students

vi. Update on Summer Softball League
1. Season starts next week
2. Softball clinic on Sunday May 20th was not well attended due to early time and weather
3. Clinic was open to all students, family, friends, etc who wanted to learn softball
4. Those who attended the clinic enjoyed it and preferred that few people attended because they were able to receive one-on-one attention with a trainer
5. Softballs have arrived and new bases have been ordered
6. About 10 teams will be playing this year with about 150-200 participants total

b. Vice President (Margo Woller-Carter): update on student healthcare and updates to insurance policy
   i. Portage Health’s new idea: Plan that students pay $60 a semester, get a reduced rate (you buy in with this $60 and you either get free healthcare or you pay up to $20 for each visit)
      1. Can opt in or out of this plan
   ii. Discussions concerning opening a university-run health clinic
   iii. Quality of care at Portage Health may not be meeting the needs of students
   iv. Student insurance
      1. Healthcare reform kicks in this year and the policy was changed to include university health insurance
      2. Every plan we choose is going to be an increase in cost from last year (~43% for supported and unsupported students)
      3. The insurance does include more benefits, maximums have been taken away, and there is no full coverage of preventative care
      4. Currently discussing rates with another company but their rates and out of pocket fees are different from the current company
      5. Currently the maximum amount students pay out of pocket before the insurance company pays in full for any other claims is $2,500 for supported students and $1,250 for unsupported students
      6. Will probably go with whichever company has the cheapest up-front rates if students aren’t maximizing the out of pocket costs
      7. Currently the University pays a portion of the insurance
         a. This will increase quite a bit
         b. Questions over where this money will come from
         c. May have to lose some TA positions to make up for the cost (i.e. jobs for grad students)
            i. Currently 53 positions recommended by the graduate school
            ii. Decisions on TAs are made by the Deans of schools (Engineering, Business, etc).
      8. Currently students will be paying less if something tragic happens, but will pay more up front for minor care; again, preventative care is covered
   v. Healthcare reform goes into effect Fall 2012 and all universities must be compliant
1. Healthcare originally wasn’t going to be applied to university students but this policy has changed
2. Students will have to pay more overall
3. Students will have to pay more regardless of which plan we choose by at least $100 overall a year

c. Secretary (Amberlee Haselhuhn):
   i. Sign-in sheet
   ii. Elections must be hosted in each department to fill new representative positions. Please let Amberlee know if you need help with this.

d. Treasurer (Jarod Maggio):
   i. Discretionary funding requests
      1. Discretionary funds are only for student organizations
      2. Other organizations can request funds from surplus funds
         a. We can use up to 75% of our surplus funds from last year (this is about $18,000)
         b. Have used surplus funds to purchase new technology for Admin 404, fund Michigan Tech EMS
         c. Requires a 2/3 majority vote
   3. GSG budgets $10,000 to student organizations each year
   4. MBA Association
      a. Requesting $1,400 for a golf outing in August
      b. Will discuss and vote on this during the next meeting
   ii. Haven’t received the end of year budget from last year – will have this for the next meeting
      1. GSG has currently received $18,000 from the Graduate School to fund travel grants
   iii. Currently we have about $76,000 in our account
   iv. Online forms for discretionary funds and travel grants
      1. Available on the GSG website
      2. Allows Treasurer to easily process forms
      3. Allows fast transfer and dissemination of information
      4. Easier tracking of travel grant recipients (how many grants each person has received, etc).
   v. Travel grants
      1. Already have 40 applications for this summer
      2. Faculty seem to like the new online travel grant forms since they are much easier, faster, and require less paper

VI. Committee Reports
a. Academic (Nayyer Islam):
   i. Please let Nayyer know if you have any suggestions for Lunch and Learns
   ii. He is starting to plan the Lunch and Learns for the Fall semester
b. Social (Natasha Hagadone):
   i. Planning Fall events now
      1. Orientation picnic, first Friday social, karaoke, trivia night, euchre tournament
   ii. Natasha needs help with the picnic – please let her know if you can help
   iii. Sponsoring a scavenger hunt

VII. Liaisons
   a. Appointments for 2012-2013 Liaisons (Kevin Cassell)
      i. University Senate – Ali Mirchi
      ii. Undergraduate Student Government/Campus Activity Board – Mary Christiansen
         1. USG meetings don’t always pertain to grad students whereas the Campus Activity Board does
         2. Will not be an undue hardship to be a liaison to both groups
      iii. Women’s Leadership Council/Philanthropy Group – Aleta Daniels

VIII. Old Business: No old business to discuss

IX. Discussion Items:
   a. Issues at Daniel Heights
      i. Rental rates were raised, fees for services increased, dryer fees increased, cable service was updated to digital service so residents don’t have TV service for a month and must purchase a digital converter or new TV
         1. No need for new dryers. The new dryers have the same efficiency as the old dryers but they cost more.
         2. There used to be a Daniel Heights Residence Council to discuss issues like this, but this was changed to IRHC and Daniel Heights does not currently have a representative on IRHC
         3. Cannot view apartments prior to moving in
         4. Residents believe that services are declining while rates and fees are increasing
         5. When residents check in there may or may not be a check-in list to record damage/cleaning issues with the apartment and now residents are automatically being charged a cleaning fee when they leave
         6. Concerns with smoking: Many residents are smoking in their Daniel Heights apartment when they are not supposed to. There is nothing the CA can do about this
because they cannot physically see the residents smoking even though it can be smelled.

ii. Residents feel there was insufficient communication from the IRHC to residents

iii. Housing Office may have mentioned changes on channel 2 and on the Telecom website

iv. Re-contracting always occurs before the announcement of rate/fee increases. The Board of Control is working to fix this so you know that your rent is going up before you sign the lease.

v. Opportunity for a resident of Daniel Heights to serve on IRHC
   1. Nobody has volunteered to do this in the past
   2. GSG can appoint a liaison who is a resident of Daniel Heights and a member of GSG to fill this position
   3. This liaison would attend all IRHC and GSG meetings, convey concerns, report back to GSG
   4. This fosters more communication throughout the graduate population
   5. The person who fills this liaison position does not have to fill another position on a committee
   6. Taile Leswif has volunteered to serve as liaison to IRHC

b. The current bus service is not meeting the needs of students
   i. At the very least we need an extra 30 minutes at the beginning and end of the day
   ii. Grad students are typically here much later than 5pm so to stop the bus service at 5pm is unreasonable
   iii. It may be possible to add new bus routes and to extend bus hours even further than this, but Michigan Tech may have to pay for another bus driver for the city if we wish to extend bus service
   iv. University is trying to fix this

c. Kevin created an ad-hoc committee to address these issues
   i. This committee will write everything down, discuss reasonableness of some of the complaints, fact-finding, etc.
   ii. This committee will share results with the new liaison, Margo on Student Commission, with administration, etc.

X. **Adjournment:** Motion by Jarod, second by Natassia, motion carries unanimously
Graduate Student Government of Michigan Technological University

GSG Agenda: June 18, 2012

I. **Call to Order:** Kevin at 5:15pm

II. **Approval of Agenda:** Motion by Jarod, second by Margo, motion carries unanimously

III. **Approval of Minutes from:** May 21, 2012
  a. Minutes and changes motioned for approval by Jarod, second by Margo, motion carries unanimously
     i. Change: Correction of spelling of Bishek to Abhishek
     ii. Change: Kevin filled in for Margo who is serving on the search committee
     iii. Change: Correction of spelling of Natassia to Natasha

IV. **New Business:**
  a. Recognition of alternates or new members
     i. Marco from Italy – ECE, PhD EE
  b. Discretionary Funding Request: MBA Association
     i. See Attachment
     ii. Requesting $1,400 for their 3rd Annual Golf Tournament
        1. One-day event on August 4th (during Alumni Weekend) at the Portage Lake Golf Course
        2. Event starts at 10am and goes until about 5pm
        3. The tournament is a scramble
        4. Prizes are awarded
        5. Register by contacting the Portage Lake Golf Course
        6. In the event of rain, the tournament will still be held
     iii. Use of the requested $1,400:
        1. Funds would be used for advertising
        2. Currently they have enough money to pay for the course and they are also seeking additional sponsorship
        3. They could still run the function without the requested $1,400 but these funds would improve the event
     iv. Attendance doubled from the 1st to 2nd tournament
        1. Doubled their money
        2. Goal this year: double attendance again
        3. Last year there were approximately 64 participants (including 16 students)
     v. This event allows alumni, students, faculty and staff to network and play golf
vi. The MBA Association mainly works with graduate students
   1. They have professional development seminars with attendance that is
typically 50% graduate students and 50% faculty

vii. Current available funds for the event:
   1. $500 from rollover funds
   2. $1,000 from USG
   3. Expecting $1,000 from sponsorship (based upon sponsorship last year)

viii. Event participation fees
   1. Students pay $45
   2. Faculty, staff, community and alumni pay $75
   3. Fees cover golf cart rental, other golf fees, a shirt, and food

ix. The MBA Association will put the GSG logo on shirts and advertisements to
acknowledge sponsorship

x. Everyone is welcome to come and watch the golf tournament
   1. No fees are charged to viewers
   2. Viewers are allowed on the paths but not on the greens
   3. The lounge will be open with food for purchase
   4. Carts are available for rent

xi. Students benefit from this event through network opportunities with faculty,
   staff, and alumni

xii. MBA Association suggests that GSG sponsors a team

xiii. Currently there is no set-up to assist new players but they are looking to
      develop a workshop to teach the basics

xiv. Discussion:
   1. The MBA Association seems more organized this year
   2. They have requested the same dollar amount in previous years but have
      not increased the corporate sponsorship
   3. It is good that the participation fee for students is cheaper
   4. A scramble-type tournament is more friendly for new players
   5. They are requesting half of their budget from GSG & USG when only
      approximately ¼ of their participation was from students
      a. The true benefit to students is the networking and social
         interaction with faculty, staff, and alumni
   6. The MBA Association qualifies for funding based upon GSG’s
      requirements for organization qualification
      a. GSG funds “unique” events, not entire organizations
      b. Since the tournament is an event and does not fund the MBA
         Association itself, it qualifies for discretionary funding requests
   7. There has been good development and improvement of this event and
      it can become a long-term tradition
      a. They should look into long-term sources of funding and not
         solely rely upon one-time sources of funding such as GSG
8. Motion by Rosa to fund $1,000, second by Marwa, 12 for and 3 against, motion carries
   a. Proposed $1,000 because the amount spent on radio advertising should be less

V. Officer Reports:
   a. President (Kevin Cassell)
      i. Ad-hoc committee concerning Daniell Heights Issues
         1. 14 people participated, met twice (once before and after a meeting with Travis Pierce, the director of Housing, Residential Life & Crisis Preparedness)
         2. Wrote a letter to Travis Pierce and included 5 suggestions for improvements/solutions to issues in Daniell Heights
         3. Resident participation in the Apartments’ Residence Council (ARC) needs to be increased
            a. 3 people agreed to be on it and 3 more will temporarily participate
            b. Goal: to meet the person in charge of ARC to try to get the Daniell Heights Residence Council (DHRC) active again
            c. There needs to be a link between DHRC and facilities/housing staff.
         4. There will be an update at the next GSG meeting
         5. If you have questions or concerns on this matter, please contact Nayyer Islam
      ii. Meetings with directors of the Center for Diversity & Inclusion (CDI) & International Programs and Services (IPS)
          1. Meeting with CDI
             a. CDI focuses on undergrads
             b. Director suggested joint outreach to grad students
          2. Meeting with IPS to discuss the following as it pertains to graduate students:
             a. Transportation (director wants to see improvement)
             b. Culture (plagiarism)
             c. Spousal support
             d. Housing
             e. Counseling and Wellness Services support encouragement
      iii. One-on-One meetings with GSG Representatives
          1. Kevin has met with 5 representatives so far
      iv. Meeting with the CEO of MTEC SmartZone, Marilyn Clark
          1. Nayyer attended this meeting with Kevin
          2. Marilyn Clark may speak at a future Lunch ‘n’ Learn
          3. They help people that have an idea and want to start a business
          4. 80% of their budget comes from government
5. They are going to have a development program in the future that will cost $500.
6. They are trying to get industry and students to work together.
7. There is a current proposal that will allow this to be offered to international people as well as domestic (currently waiting for government approval).

b. Vice-President (Margo Woller-Carter):
   i. Health insurance changes & health care update
      1. Supported graduate student insurance will cost $366.50 (a $241 increase overall)
         a. Costs are split between students and the University
         b. Supported students must pay an additional $120.50 each year
      2. Unsupported graduate student insurance will cost $815 (a $126 increase)
      3. Switching to Aetna, same provider of faculty and staff health insurance
      4. The form to waive the insurance is being changed – will be easier to have comparable insurance
      5. Portage Health proposed to Michigan Tech a Portage Health Student Health Plan
         a. Will cost $60 a semester
         b. Students would have unlimited access to the SDC clinic
         c. There are still details that would need to be worked out
         d. Students without this plan would not have the current walk-in option
      6. The University is examining whether using Portage Health is still our best option
      7. Contact Margo if you are interested in numbers from the satisfaction survey
         a. This survey had many questions concerning students thoughts on health care services
   ii. Student Commission
      1. Water fountains fixed
      2. There are 4 water bottle fill stations: Admin 1st floor, between Rekhi and Fisher on the 1st floor, Library 1st floor, and MEEM 1st floor
      3. Looking to update reporting system for problems
      4. Parking has been given to Facilities Management
         a. Likely students may have to pay more for parking and there may be more ticket enforcement
      5. There will be 2 zip cars available for rent
         a. One placed by the MUB or by Wads (MUB location preferred)
         b. This is an open-access vehicle
         c. Cost will be around $30 a day

iii. On the committee to search for the Assistant Director of CDI

c. Treasurer (Jarod Maggio):
   i. Travel grants
      1. 60 presenting applications – all funded
      2. 5 attending applications – all funded
      3. Students have requested email confirmation of submission
         a. Will update the system to do this
      4. Students and professors have given positive feedback about the new travel grant system

   ii. Budget
      1. $70,275 in the GSG account
      2. $48,000 is rollover from previous years (Surplus Funds)
      3. We can use up to 90% of the surplus fund this year
      4. Last year the technology in the GSG meeting room (Admin 404) was funded
      5. $2,000 is income – Student Activity Fee for the summer
      6. $18,000 is from the Graduate School for travel grants
      7. GSG has allocated an additional $18,000 to travel grants, to match funding from the Graduate School

VI. Committee Reports:
   a. Academic (Nayyer Islam):
      i. Scheduled 3 Lunch and Learns and one graduate professional development event for the Fall semester
         1. The first event is a combined Lunch and Learn and professional development event before the career fair
            a. Focus on interviewing and networking skills
            b. Anticipated date: September 16th
         2. The second Lunch and Learn is in October and will focus on effective use of library resources
         3. The third Lunch and Learn is November 14th and will include a presentation from Sponsored Programs Enhancement about funding opportunities and how to apply

   ii. Graduate Research Colloquium search will run from November until January
      1. Requested that Representatives discuss the Research Colloquium at Department Meet and Greets (what the event is, how to participate, etc)

VII. Discussion Items:
   a. Softball League (Jarod & Margo)
i. Softball games last week were cancelled due to inclement weather
b. Video Outreach Project (Kevin)
   i. Overall people liked it
   ii. It would be good to have these videos played on the campus TVs
   iii. Should include dates on the video and the GSG logo
   iv. One suggestion to record and publicize all GSG meetings
   v. May make a video for the GSG website to tell people about GSG, highlighting activities that are sponsored by GSG
c. Questions, Concerns, Suggestions & General Discussion
   i. Suggestion by Marwa: At the beginning of the academic year it would be good to have a special seminar to explain the health care system
      1. Not like a Lunch and Learn event
         a. Last year there was an event on insurance
         b. This was complicated
      2. Want to know basic facts, where to go for information, where to go for affordable health care in the area, what is included in the insurance, etc.
      3. A seminar and a website may be good ideas to disseminate this information more clearly, not limited to services & coverage
      4. Suggestion that Aetna may be able to come and talk to graduate students directly
      5. Should include this information in the graduate orientation
      6. This event could be titled “All You Need to Know About Getting Sick in the U.S.”
      7. Include information about how graduate students benefit from this insurance and information about local healthcare providers
      8. The book of coverage needs to be easier to understand
      9. It may be possible to break down the seminar presentation into a series of videos
   ii. It is difficult to add items to Graduate Orientation
      1. New students, domestic and international, are confused about registration
      2. It is suggested that an introduction to course registration and Banweb be included in Graduate Orientation
      3. There will soon be a portal that will have everything linked
         a. Suggestion by Jacque that graduate students get involved in the development of this portal
         b. Lumanous (Banner Product)

VIII. Adjournment: Motion by Rosa, second by Nayyer, motion carries unanimously
Graduate Student Government of Michigan Technological University

GSG Agenda: July 16, 2012

I. **Call to Order:** Kevin at 5:15pm

II. **Approval of Agenda:** Motion by Emily, second by Trevor, motion carries unanimously

III. **Approval of Minutes from:** June 18, 2012
a. Motion by Alicia, second by Jenn, motion carries unanimously

IV. **New Business:**
   a. Recognition of alternates or new members
      i. None at the meeting
   b. Preparation for September’s First Friday Social
      i. This event will be held Friday, September 7th in Admin 404 and the GSG offices
      ii. It is necessary for us to liven up these rooms in a professional manner for this event
      iii. Since we funded Global City’s photo contest last year, it may be possible to borrow some of their photos for this event
         1. GSG may consider purchasing some of these photos, framing them, and posting them long-term in Admin 404 or in the GSG offices
      iv. There are some older pictures in GSG storage that we could use, but these pictures are of generic female scientists and do not relate directly to graduate students or Michigan Tech
      v. It may be expensive to print a lot of pictures for this event
      vi. Suggestion: use the projection screen in Admin 404 and have a picture slideshow during the social; could also include data on how many students/groups/events we have funded
      vii. Pictures taken by graduate students or pictures that feature graduate students and related to Michigan Tech should be featured
      viii. Please contact Natasha for ideas, thoughts, concerns, etc.
   c. Renovation of the GSG Offices
      i. Renovation of the GSG offices could be completed to make the office more attractive to people
      ii. Possibility of taking out the wall behind the sofa to create a larger room with window access for students to use
      iii. Current work estimate is approximately $1,300
      iv. Many departments currently have graduate student lounges, but not all
v. Currently we do not get a lot of use out of the center lounge room in the GSG office. It may be possible to lock the GSG E-Board offices and leave the lounge room open during the day for student use.

vi. One possible method of counting student use of the GSG office lounge would be to ask students to place a tick mark on the board or to sign in on a sheet of paper.

vii. Many comments that it is unlikely that graduate students will walk across campus to use the GSG lounge unless there is a real draw (such as a special event or activity):
   1. If people want to relax, they typically leave campus.
   2. There is already a relaxation room on campus so there may not be a need for an additional room.
   3. If the space is open but nothing is going on, people probably still won’t use the space.
   4. It is important for people to know what they’re doing when they come into this room.

viii. Natasha: rather than spend the money on renovations now, we will focus on increasing traffic and student use of the GSG office in its current state.

ix. Please contact Natasha with any ideas, thoughts, or concerns about these renovations.

V. Officer Reports:

   a. President (Kevin Cassell)

      i. Meeting on July 17th with undergraduate student Jonathan Materni to discuss creating a relationship between GSG and IRHC to ensure that GSG knows what’s going on in Daniel Heights.
         1. Jonathan may become a liaison from IRHC to GSG and may attend GSG meetings.

      ii. Kevin will also be asking one of the GSG representatives to serve as a liaison to ARC.
         1. People who served on the Daniel Heights ad hoc committee should seriously consider this position.

      iii. Seminar to discuss healthcare in a basic, practical way.
         1. Suggested by Marwa during the last GSG meeting.
         2. Kevin sent an email to the USG President Eli and he is in full support of this.
         3. This seminar could be a co-sponsored event between GSG & USG.
         4. Kevin has asked Margo to work on this seminar since she has done so much work with the healthcare plan revision.
         5. This seminar will probably be held in late September/early October and will address basic healthcare concerns.
         6. A brochure with this information will also be placed online.

   iv. Changes to parking and transportation.
1. Margo served on this taskforce last year
2. George Butvilas (the Director of Facilities Management) is now in charge of parking and transportation; Kevin has had several discussions with George concerning the parking situation
   a. George Butvilas: campus parking and transport are not benefits of employment or enrollment
   b. Faculty, staff, and students should all have to pay for parking
3. The annual cost of parking is $450,000 and only about $330,000 is brought in by the current system to pay for parking services.
4. Overall recommendation: create a vertically integrated parking and transportation system rather than the current lateral system
5. A tiered system will be created
   a. Core areas (right around the buildings)
   b. Intermediate and resident
   c. Perimeter
   d. Prices will range from $50-150
6. This system will encourage use of lots 22, 23, and 24 by instituting a regular shuttle service to them
   a. These lots will only be $10 a semester to use
   b. Tech needs a dedicated shuttle service
   c. This shuttle service cannot have waits in the 30-40 minute range
   d. A shuttle service will be implemented on campus serving the SDC, Daniel Heights, and the MUB. It will run from 7:30-9:30am and also 2-4:30pm.
   e. Currently this shuttle service will not run in the evenings, but GSG may be able to advocate for a later run time because most graduate students work much later than 4:30pm. Kevin will look into this.
      i. Possibility that ARC will also advocate for later shuttle service for Daniel Heights residents.
   f. Proposal by Margo: Transportation Services could solicit the help of volunteer drivers and only pay for gas for shuttle services, possibly using Tech vans.
7. If residents in the residence halls or in Daniel Heights do not have a car on campus, they will not have to pay for parking. They will only pay for parking if they have a car on campus.
8. Bike racks will be upgraded, more lockers for bikes will be available, there is a proposed bike sharing program, and zip cars will be utilized to encourage students not to bring a car with them to campus.
9. Active security of lots will be improved
   a. Access points for the gates will be improved so that they work consistently.
10. Distressed motorist service will be implemented on campus  
   a. Help for flat tires, gasoline delivery, emergency transport, etc  
   b. Service only applies for emergencies on campus  

11. Several classes of parking permits:  
   a. Undergraduate commuters, undergraduate residents, graduate students, faculty and staff, off-campus faculty and staff, and frequent visitors  
   b. Graduate students will still be able to park in lots 5 and 34 (Rozsa and Waterfront lots)  

12. For the 2012-2013 academic year, all staff, faculty, and students will get a 50% discount  
   a. This discount will not extend past the 2012-2013 academic year  

13. The lot between the MUB and the Admin building will be $4 a day to park in  

14. Will implement cash keys for metered parking  
   a. Will cost $0.75 per hour for metered parking  

15. There will be stricter enforcement of parking  
   a. Currently $30,000 has not been paid in fines  
   b. Students will be barred from registering for classes if they have unpaid fines  
   c. Faculty/staff will no longer be allowed to park in metered spaces  
   d. Violations regarding the new parking rules will be more lenient until November 1st  
   i. Up to November 1st “Oops Cards” will be issued for violations  

16. The new parking system is designed to eliminate the parking money deficit within approximately two years  
   a. Money generated by the new parking system will go to a transportation fund  
   b. Leftover funds will be placed into a general fund or will be used to reduce parking fees  

17. Info sessions will be held to explain the new parking policies  

18. The swipe access points will be upgraded in lots. Rather than swiping in with your Tech ID, you will use RFID technology  
   a. New Tech IDs will be issued to everyone very soon (proximity IDs)  

v. GSG Promotional Movie: Softball League  
   1. Kevin prepared a promotional movie of the GSG Softball League. He captured a lot of shots of different types of plays, testimonials, and people saying happy things in general about GSG and the softball league.
2. Please take photos or video of your softball teams and send them to Shreya to compile and place on the GSG website
3. These photos and video can help explain what softball is and they help to publicize what GSG does.

b. Vice-President (Margo Woller-Carter):
   i. Enrollment is open for health insurance
   ii. The Center for Diversity & Inclusion (CDI) has given an offer to Kellie Raffaelli to be an assistant director. This offer has been accepted.
      1. Kellie will be partially responsible for graduate student concerns
      2. Feel free to stop by the Hamar House (tan house next to Fisher where CDI is located) for free air conditioning, food, coffee, cable TV, movies, or to use their kitchen as long as you clean up after yourself
      3. CDI is open until 8pm

c. Treasurer (Jarod Maggio):
   i. There is currently $69,064 in our account
   ii. The only recent deductions from the account have been reimbursements for summer travel grants (9 out of 50 grants have currently been claimed)
   iii. $204 was used by the Social Committee for the Orientation Picnic
   iv. $21.50 was paid for phone service in the GSG office

d. Secretary (Amberlee Haselhuhn):
   i. Please keep Amberlee updated on any elections or changes to your Department’s representation.

VI. Committee Reports:

a. Social (Natasha Hagadone):
   i. GSG Orientation Picnic
      1. Please volunteer to help out with the picnic – there is a sign-up sheet for this purpose
         a. Need shuttle drivers, people to check the scavenger hunt list, grillers, people to set up games and food, people to keep things tidy, and people to help clean-up.
      2. Location: Chutes & Ladders in Houghton
      3. Date: Wednesday, August 29th from 4:30-9:00pm.
      4. Burgers and hotdogs will be served among other foods
      5. The picnic will feature games and a scavenger hunt
      6. Prizes will be awarded for winners of games/scavenger hunt:
         a. First prize: S’mores kit which includes a fire log, grilling sticks, map out to breakers, etc.
         b. Other prizes: smaller novelty items

b. Public Relations (Shreya Kumar):
   i. There is a new format for the Orientation binder
1. Rather than a brochure, GSG will be putting a 2-sided black and white insert into the binder
2. Kevin developed a nice insert describing who GSG is, what GSG does, and how people can be involved with GSG
3. Natasha and Nayyer included dates for upcoming GSG events
4. Please check out the examples and feel free to give suggestions, ideas, comments, etc.

ii. Pictures
1. If you have photos of graduate-related events, people attending meetings or other GSG events please share them with Shreya for GSG-promotional purposes

iii. GSG Facebook Page
1. Please “like” the GSG Facebook page.
2. It would be nice to generate more awareness of this Facebook page as it could be a good channel for communication

iv. Re-organization of the GSG website
1. The GSG website will be re-organized. If you have any ideas, thoughts, or comments please talk to Shreya.

v. Question: Does anyone use the Involvement Link?
1. Overwhelming response was no. The Involvement Link is not considered a good channel of communication.
2. One feature of the Involvement Link that is nice is the calendar so Shreya will try to maintain the calendar if possible.

VII. Discussion Items:
   a. Batting Cages at the Softball Fields
      i. Jarod proposes establishing batting cages at the softball fields.
      ii. The summer softball league is very popular among graduate students, faculty, and staff and the softball fields get a lot of use. It would be nice to have an area set aside for batting practice so that further damage is not done to the fences behind home plate.
      iii. Batting cages would cost ~ $2,000-2,500 and there is definitely room for at least 1 batting cage by the softball fields.
      iv. It is possible that we may be able to obtain some financial support from the SDC for the purchase of batting cages
      v. Other than P.E. softball teams, Michigan Tech does not have an official baseball or softball team. Some of the local softball/baseball clubs may have funds to assist in the purchase of batting cages.
      vi. Currently looking into a low-cost option that does not include a pitching machine. There would be fencing with a pitching platform for a human pitcher in a protective cage. A professional pitching machine would cost an additional $5,000.
1. Question concerning the cost of little league pitching machines. These machines are human fed and might be cheaper than a professional pitching machine. Are there other options to having a human pitcher?

vii. There would be no fee to use the batting cages unless there was a pitching machine.

viii. Proposal to find out how much the batting cages will be used first and then consider the costs of a pitching machine.

ix. Jarod will look into this further.

b. Deadline concerning GSG Representative Elections

i. The elections for new representatives must be completed before the 6th week of the semester because Departments are required to have representation on GSG in order to be eligible for travel grants.

VIII. Adjournment: Motion by Natasha, second by Jenn, motion carries unanimously
Graduate Student Government of Michigan Technological University

GSG Agenda: August 13, 2012

I. Call to Order: Margo at 5:15pm

II. Approval of Agenda: Motion by Margo, second by Shreya, motion passes unanimously

III. Approval of Minutes from: July 16, 2012
   a. Motion by Natasha, second by Jarod, motion passes unanimously

IV. Officer Reports:
   a. Vice-President (Margo Woller-Carter):
      i. Graduate Orientation
         1. When: Wednesday, August 29th from approximately 8am to noon
         2. Graduate School still needs facilitators
         3. Coffee, bakery goods, and fruit will be available in the morning
         4. A pasty lunch is included for all
         5. If interested, please sign up on the Graduate School website
      ii. Advanced responsible conduct of research training
         1. If you are an externally funded graduate student (such as a GRA funded by NSF), you are required to take an advanced responsible conduct of research course.
         2. Students who do not complete the training within the second or third semester of enrollment may have University support discontinued, have a hold placed on their account, or may not be allowed to graduate.
         3. Please see the RCR training website for further information.
      iii. Notice about parking tickets
         1. This year if you get a parking ticket and do not pay it within 45 days you lose parking privileges on campus.
         2. If you still fail to pay this ticket within 60 days, the ticket will be sent to a collections agency.
         3. Parking tickets will no longer be placed on next semester’s bill if they are not paid promptly.
         4. Please see the Transportation Services website and in particular the Parking Regulations website for further details about the new parking system.
      iv. GSG Fall Schedule
         1. GSG will resume its normal biweekly semester meetings for the Fall semester
2. The first GSG meeting will be held on September 10th in Admin 404

v. Meeting to Discuss Experience Tech Fee (ETF)
   1. Margo attended a meeting to discuss updates to the ETF
   2. Representatives from all venues who accept the ETF were in attendance
   3. Nothing new to report from these venues
   4. The golf course is considering giving students golf etiquette lessons as students are behaving inappropriately
   5. Every venue was encouraged to verify their numbers for how many students used their location and also how many students are taking advantage of each venue’s premium offering (i.e. free snowshoe rental from the Outdoor Adventure Program (OAP), $5 golf club rentals at the Portage Lake Golf Course, etc)
      a. Margo requested these numbers for GSG records

vi. Margo gave a presentation about GSG to the Alumni Association Board of Directors
   1. Explained what GSG is, what GSG does for graduate students, and what GSG’s position is on campus.
   2. The Alumni Association has some projects that they would like to collaborate with GSG on

vii. Women of Tech Event during Alumni Weekend
   1. All GSG members were invited to attend
   2. This was a good opportunity to network with alumni as well as administrative staff from Michigan Tech

viii. Margo is still working on the healthcare forum
   1. Once more details are finalized there will be an update about this

b. Treasurer (Jarod Maggio):
   i. GSG accrued $15,840 in our account over the past month giving GSG a total balance of $82,807.
   ii. The only expenditures were for travel grant reimbursements

c. Secretary (Amberlee Haselhuhn):
   i. Please remember to host department elections and update Amberlee on any changes to each department’s representation.

V. Committee Reports:
   a. Social (Natasha Hagadone):
      i. Orientation Picnic
         1. Date: Wednesday, August 29th
         2. Please contact Natasha and sign-up to help out with this event
         3. New feature of the orientation picnic: a scavenger hunt
            a. Students will be asked to take pictures of scavenger hunt items that they’ve found
b. Natasha needs people to help check photo entries and to be available in case people have any questions

b. Public Relations (Shreya Kumar):
   i. GSG Softball Video
      1. Stephen Stacy has been working on the GSG softball video.
      2. This video will be officially posted on the GSG YouTube Channel once it is complete.
      3. Other videos describing Fall social and academic events are already posted on the GSG YouTube Channel.
   ii. Please join the GSG Facebook page and invite your friends to join also
   iii. Graduate Support from the Library
      1. Shreya and Kevin recently met with some of the librarians
      2. The librarians are very enthusiastic about helping graduate students
      3. Shreya proposed making a video about all of the services the library provides to better educate graduate students about one of the great resources available to them on campus
      4. Library staff are considering late night info sessions with snacks to help orient graduate students to library resources
      5. If there are any skills that grad students would like to have or any services that they want available through the library please do not hesitate to talk to a librarian
         a. Librarians can help students to become familiar with many databases to more effectively perform literature searches
         b. Some databases can allow you to track citations over time
   6. Kevin sits on the Friends of the Van Pelt Library Board
      a. This organization sponsors cultural activities, performs community outreach, and has fundraising projects
      b. They may be able to help fund more expensive items (such as access to a particular database) that the library cannot fund itself.
      c. Please let Kevin know if you have any suggestions for items or events the Friends of the Van Pelt Library could help to fund. Don’t let financial reasons stop you from making a suggestion.

VI. Liaisons
a. Apartments’ Residence Council (Marco La Manna for Taile Leswife)
   i. A town hall meeting was held on August 1st with Travis Pierce, the Director of Housing, Residential Life & Crisis Preparedness
   ii. Travis explained why and how things are changing in the apartments on campus
   iii. Dryers
      1. These were originally free to use, now residents must pay to use them
      2. This fee was introduced to unify laundry services across campus
3. This fee will provide funds to fix or replace any broken laundry equipment.

iv. Digital TV
   1. Travis apologized for the lack of communication concerning the transition to digital TV

v. Daniell Heights Residence Council (DHRC)
   1. DRHC was combined with ARC, not instituted as a separate entity.
   2. The Apartments’ Residence Council will continue to represent Daniell Heights residents.

vi. Travis is looking into inspection of apartments before residents leave so that residents will know before leaving if they have to pay any fees

vii. Rent
   1. Nothing can be done about changes in rent prices at this time.
   2. It is possible to get out of housing contracts if financial hardship can be proven.

viii. The hours of operation for the bus shuttle to/from Daniell Heights will be extended into the evening hours.

ix. Facilities will no longer mow the lawns around apartments during quiet hours

x. Clothes lines have been removed for the safety of children.

xi. Many Daniell Heights residents have developed a formal written petition against parking changes.

VII. Discussion Items:
   a. First Friday Social
      i. Date: Friday, September 7th
      ii. Where: 4th floor of the Admin building
      iii. Food will be available and alcoholic beverages
      iv. Natasha will get pictures on loan from Global City for display
      v. Natasha proposed spending up to $720 on cosmetic items for the GSG office
         1. Lamps, wall art, clocks, end tables, etc.
         2. Looking for smaller, stackable chairs for the conference room
         3. This would be long-term improvement for the GSG offices
         4. Natasha will contact Facilities to put locks on the internal doors so that the main portion of the GSG office can remain open
         5. Natural light bulbs may help improve the atmosphere in the office.
         6. Comment that many of these items should be purchased from local vendors if at all possible
         7. Motion to approve the full $720 for improvements to office by Natasha, second by Alicia. Amendment to the motion by Margo to approve up to $720 for improvements to the office. Amendment seconded by Jenn. 20 for the amended motion, 1 against, 0 abstentions. The amended motion passes.
vi. Suggestion to tell new students at Graduate Orientation and at the Expo about the First Friday Social. An email should also be sent out to the graduate student list to ensure that graduate students are aware of the First Friday Social.

b. Parking and Transportation
   i. Several questions concerning changes to parking fees and regulations
   ii. Many graduate students still do not understand why parking fees have increased
   iii. The entire structure of parking services has changed.
       1. Historically parking was handled by several departments (Registrar’s Office, Public Safety, Facilities, etc.).
       2. Now, all parking services are within one office under one roof (Transportation Services), with one person in charge (George Butvilas)
       3. Parking is no longer funded through the University. Transportation Services must be completely self-sustaining. In order to do this, parking fees have increased. Additionally, faculty and staff will be required to pay for parking, not just students.
       4. There will be stricter enforcement of parking tickets. Students will lose parking privileges if parking tickets remain unpaid after 45 days. Parking tickets will be sent to a collections agency if not paid within 60 days. Parking tickets will no longer automatically appear on next semester’s bill for students if not paid promptly.
   iv. There are cheaper parking options for students. Please see the Transportation Services website for further information about the new parking system.
   v. Comment that there was insufficient communication from the University and GSG concerning changes to parking.
   vi. Parking issues specific to graduate students living in Daniell Heights
       1. Marco will discuss these parking issues with the Apartments’ Residence Council also
       2. Students living in Daniell Heights received an email about changes to parking on August 9th. However, they signed housing contracts in February unaware of the changes to parking and transportation services.
       3. Daniell Heights residents do not accept these changes and the lack of communication. Therefore, they have developed a petition to send to George Butvilas and Travis Pierce to reconsider the increased parking fee for the 2012-2013 academic year.
   4. Discussion:
       a. Question concerning the length of contracts in Daniell Heights. It may be possible to get out of housing contracts if you can prove hardship.
       b. The Board of Control only allows rent increases each year by a specified amount. Did rent increase by an amount greater than
what was approved by the Board of Control? Marco will look into this.

c. Comment that faculty and staff may not have to start paying for parking until January 2013 to allow sufficient time for transition to the new system. The student academic year starts during the Fall semester but this may not also be the case for faculty and staff.

d. Comment that the lack of communication from the University and GSG to graduate students concerning changes to parking is unacceptable.

e. Board of Control is considering scheduling and policy changes so that students are aware of housing and parking prices prior to signing housing contracts.

f. Motion to limit discussion to 3 additional minutes by Margo, second by Amber, motion passes unanimously.

g. While issues in Daniell Heights concern some graduate students, the GSG’s main concern is for issues that affect all graduate students. Issues in Daniell Heights do not concern all graduate students.

VIII. Adjournment: Motion to adjourn by Natasha, second by Jenn, motion passes unanimously
I. **Call to Order:** Kevin at 5:15pm

II. **Approval of Agenda:** Motion by Shreya, second by Rosa, motion passes unanimously

III. **Approval of Minutes from:** August 13, 2012
   a. **Amendments:**
      i. It was decided that the Daniell Heights Residence Council (DRHC) would be part of the Apartments’ Residence Council (ARC). The establishment of the DRHC was not turned down due to lack of interest.
      ii. Residents in Daniell Heights received an email about parking on August 9th. This email did not include information about rent.
      iii. The petition developed by Daniell Heights residents was sent to George Butvilas and Travis Pierce to reconsider the increased parking fee for 2012-2013.
   b. Motion to approve with the amendments by Abhishek, second by Sara, motion passes unanimously

IV. **New Business**
   a. **Recognition of alternates or new members**
      i. Evgeniy Kulakov (New representative from Geological & Mining Engineering)
      ii. Shonibare Olabanji (New representative from Math)
      iii. Justin Segula (Alternate for Emily Geiger from Biological Sciences)
      iv. Tolga Yapici (New representative from Physics)
   b. **Official welcome from Dean Huntoon**
      i. Dean Huntoon and Dr. Deb Charlesworth created bookmarks over the summer. These bookmarks contain information such as expectations of graduate advisors, expectations of graduate students, and other information. These bookmarks are a way to remind students that there are additional online resources to help them succeed at Michigan Tech. Please see the [Succeeding in Graduate School page](#) for further information.
      ii. Dean Huntoon has requested GSG’s help to collect information from students on campus.
         1. There is currently a team collecting information on tuition and stipends at peer institutions
         2. A survey was administered during graduate orientation to obtain this information with a 100% response rate.
3. Dean Huntoon requests that representatives please forward a set of 3 brief questions to their constituents and compile responses. Kevin will send out more information concerning this via email.

4. The final report will be given in December.

iii. Dean Huntoon, Jacque Smith, and Kristi Isaacson are advisors to GSG

c. Clarification of UN0500 Course by Dr. Deb Charlesworth

i. Tolga requested a clarification of the UN0500 course taught by Dr. Deb Charlesworth in response to a lot of confusion about the course and the advanced responsible conduct of research (RCR) training.

1. Many students want to take the advanced training but they have not taken the basic training yet.

2. Students are unsure which course to sign up for.

ii. Basic RCR training

1. Offered by the Graduate School.

2. Basic training is accomplished by attending graduate orientation or by completing an online CITI course. Students are not required to do both.

3. In the Fall, all students will get an email if they have not completed the basic RCR training requirement. These students can complete this training in the Spring semester.

4. If students do not complete basic training by their second semester, a hold is placed on their account.

5. This is a university requirement set by the Research Integrity and Compliance office at Michigan Tech.

6. Please contact staff in Research Integrity and Compliance for more information about Michigan Tech’s federal obligations regarding RCR training.

iii. Advanced RCR training

1. Typically taken during a graduate student’s 2nd or 3rd semester at Michigan Tech.

2. It is not recommended that new students take this course as some of the concepts may be too advanced, particularly if they do not have any research experience.

3. There is no way to prevent students from taking the course.

4. UN0500 is only one of the ways that the advanced RCR training requirement can be met. For a full list of options please see the Graduate School’s Responsible Conduct of Research Training page.

iv. Information pertaining UN0500

1. If you have been funded by an external sponsor you must take the course.

2. If you are required to take the course, you should have received an email from the Research Integrity and Compliance office. These emails will continue to be sent to individuals who still need to take the course.
3. UN0500 is only one way that students can complete the advanced RCR training requirement.
4. UN0500 does not have any associated tuition but there is a $25 lab fee.
5. If you have to take UN0500, you can stay in research only mode (9 credits) and register for UN0500 as a 10th credit with no permission needed from the Graduate School.
6. Students who need to be full time during the academic year, but are not in research only mode, may use UN0500 to count as one of their nine required credits, pending approval from their advisor.
7. This is a 1 credit course.

Please contact Joanne Polzien (jpolzien@mtu.edu), the Executive Director of Compliance, Integrity, and Safety, with any questions or concerns.

d. Funding consideration for First Friday Social (September 7, 2012)
i. This funding consideration is in reference to the attached bill from Jacque Smith for the First Friday Social.
ii. The event was extremely successful and there were so many people in attendance that it was difficult to get through the door.
iii. Recall that GSG voted to spend some money to redecorate the GSG offices for the First Friday Social. None of these funds paid for food or beverage for the event.
iv. After the last GSG meeting, held on August 13th, food was finalized for the event. This food cost $630.
v. The Graduate School has asked GSG to consider paying for half of the $630 bill since the First Friday Social was a joint effort between the Graduate School and GSG.
vi. Question regarding funds available in GSG account.
   1. This money would come from our surplus funds.
   2. GSG already spent $720 from our surplus funds to redecorate the GSG office.
   3. We have about $39,000 available in surplus funds to spend this year.
vii. Motion by Shreya to approve $300 for the First Friday Social, second by Sara.
viii. Clarification that this is a one-time event.
ix. The motion carries unanimously.
x. Question from Margo: Do we want to consider adding the First Friday Social as a budget line item for next year? Would we like to do this again next year?
   1. Dean Huntoon and Jacque believe it is beneficial to add this as a budget line item for next year.
   2. If we do this again next year, more food should be purchased since food ran out within 20 minutes.
   3. The Graduate School/GSG First Friday Social was the largest that the MUB has catered. The MUB staff was very impressed.
   4. Jarod will consider this when developing the budget for next year.
e. Funding consideration for Global City photos for Admin 404
   i. Prior to the First Friday Social, it was necessary to make Admin 404 and the GSG offices more aesthetically pleasing.
   ii. Global City allowed GSG to post their photos for this purpose
   iii. Information about Global City
       1. Mostly a graduate student organization
       2. Host photo contests each year
       3. Last year GSG funded part of their photo contest
       4. They posted pictures in the KBC and in art galleries in Calumet and Laurium
   iv. GSG may have the opportunity to purchase some of these photos for permanent display. Travis Pierce, the Director of Housing, Residential Life & Crisis Preparedness, is also interested in buying some of these photos to display them in the residence halls.
   v. GSG can purchase 10 photos at $25 per photo for the photos hanging in Admin 404 in and the GSG offices in their current condition.
   vi. If we would like new prints, each photo would cost approximately $40 plus shipping.
   vii. Currently there are 16 photos. It would be possible to purchase 8 photos and allow Travis to purchase 8 photos also.
   viii. Comment that it may be possible to simply post the Global City photos to help sell them and to make the conference room/GSG offices more aesthetically pleasing. Once a picture is purchased, it will be taken from the wall.
   ix. Suggestion that GSG could buy some of the Global City photos and rotate them with leftovers from the Global City photo contest.
   x. Motion by Jarod to table this until the next meeting since we are currently unsure of what Travis and Global City would like to do. Second by Aleta. Motion carries unanimously.

f. Funding consideration for an imposter syndrome workshop
   i. This funding consideration is in reference to the attached documentation for the imposter syndrome workshop.
   ii. The imposter syndrome workshop was originally offered by a professor in the School of Forest Resources and Environmental Science.
   iii. Imposter syndrome is an emotion or experience that some successful people may have.
   iv. Rosa attended this workshop and found it to be very helpful.
   v. Due to her interest, the professor invited Rosa to offer this workshop to graduate students. Previously this workshop was only offered to faculty and staff, not graduate students.
   vi. The original request includes a line item for books for the workshop. However, since GSG is not capable of funding giveaways, GSG cannot fund this line item.
   vii. Requesting $120 for refreshments.
viii. The workshop will last approximately 1.5 hours.
ix. Motion to approve the $120 in full by Rosa, second by Jenn.
x. Discussion:
   1. Rosa will be facilitating the event, not the professor from Forest Resources & Environmental Science.
   2. The event will be 1.5 hours in length, not the original 3 hours.
   3. Rosa would like to host the event on a Friday from noon-1:30pm. She is open to suggestions about the event date and time.
   4. The event will have a capacity for 50 people. Even if more people would like to register, it will not be possible for the event to manage more than 50 people.
      a. They will only consider 50 people on a first-come, first-served basis
      b. Hopefully this workshop will be provided again in the future.
   5. Rosa has not discussed this event with Counseling & Wellness Services yet. She is planning to contact them because she would like to work with them in the future to request funding for this workshop.
   6. Funds for this workshop would come from GSG’s surplus funds.

xi. All in favor 21, opposed 3, abstentions 1. The motion carries.

V. Officer Reports:
a. President (Kevin Cassell):
   i. An ad hoc committee was created on August 30th for benchmarking tuition and stipends
      1. Looking at peer institutions and gathering information about their tuition and stipend rates
      2. The committee will collect information and submit a recommendation to the graduate tuition and stipend review committee.
      3. Jarod, Margo, Kevin, Sara, and Marco are on this committee
      4. This committee must report their findings by October 1st and the committee will officially end on October 15th.
   ii. Meeting with Michigan Tech administrators
      1. Kevin has had several informal meetings with Michigan Tech administrators (Les Cook, Glen Mroz, etc).
      2. Comments from his meeting with Les Cook
         a. Student Affairs is for all students, including graduate students
         b. Discussed pending parking fees at the time, the healthcare forum that Margo is working on, and issues covered by the Daniell Heights ad hoc committee
      3. Comments from his meeting with Glen Mroz
         a. Discussed the new parking fees, the petition in Daniell Heights, and the need for improved communication at Michigan Tech
b. They also discussed ways to enhance entrepreneurial opportunities and activities among graduate students.
   i. There are many resources for students such as MTEC SmartZone, Superior Innovations, etc.
   ii. On August 7th, Kevin, Nayyer, and Shreya met with Jim Baker at Michigan Tech who is responsible for commercializing innovations, patenting intellectual property, etc. GSG will hear more about this meeting later.
   iii. Expanding entrepreneurship in graduate students is Goal 3 of the Strategic Plan.

4. Kevin will meet with Shea McGrew to discuss potential fundraising ideas for finishing fellowships
   a. Shea is the Vice President for Advancement and the President of the Michigan Tech Fund.
   b. Last year there were 25-30 applications each semester for finishing fellowships and there are only enough resources to fund approximately 5.
   c. There is a lot of demand for finishing fellowships that cannot be met at this time.
   d. Finishing fellowships are currently funding through the Michigan Tech Fund.
   e. It is necessary to raise more money to support finishing fellowships.

iii. Kevin is sitting on the Graduate Faculty Council and the Friends of the Van Pelt Library Board of Directors

iv. Kevin will share the GSG E-board’s office hours soon.

v. Communication with constituents
   1. Please communicate with your constituents.
   2. A lot of people were unaware of parking changes. GSG was aware of changes to parking on September 26, 2011, as indicated by the meeting minutes. This information was not sufficiently communicated outside GSG.
   3. Kevin is trying to answer questions from a lot of students and he is directing a lot of people to contact their department representative(s).
   4. Representatives play a significant role in communicating significant policy and infrastructure changes on campus to their constituents.

b. Vice-President (Margo Woller-Carter):
   i. Student Commission
      1. Typically meets only once a month in the summer. They are also meeting this week.
2. Student commission is a group of faculty, staff, and students who bring up issues from across campus to a body that has the ability to make necessary changes.

3. This is another forum for graduate students to bring up issues

4. Student Commission is currently looking for a way to help departments get rid of old equipment. They will be running a campus-wide “yard sale”.
   a. People can pick up free items from tables as they want
   b. This would be a one day special event.

5. They are currently trying to get more involvement from faculty

6. Student Commission has helped to get an extension of the bus service to Daniell Heights.
   a. Included a new parking shuttle.
   b. Last year they worked to extend the hours for the current bus

7. Portage Health at the SDC
   a. They helped to get the student walk-in hours extended
   b. There is also now a walk-in hours segment from 8:30-10:30am

8. Margo is going to contact some people from Counseling Services for the health forum (asked for recommendations from Student Commission)

9. USG wants different table tents to distinguish their events from other student organization events.
   a. There is a University policy that states all table tents must be a uniform size. USG does not like this policy.
   b. The MUB will approve tents in alternate sizes if they seem them.

10. Student Commission is trying to get more people to attend their meetings (Thursdays at 2pm).
    a. This Thursday, September 13th, George Butvilas will present on parking and transportation services
    b. Students are welcome to attend this meeting and to ask questions

11. Les Cook and the current Vice-President of USG are discussing how to make Student Commission a more student-led initiative

12. If you have issues at a university level and cannot attend Student Commission meetings, let Margo know

ii. Questions and Comments

1. Student Commission meetings are approximately an hour or less in length

2. It is currently unknown if parking after normal business hours is free. This used to be free. Comment that the Parking and Transportation Services website states that students can park in any lot or metered
spot before 7am and after 5pm with the exception of snow removal policies.
3. Vehicles will always be ticketed for being in handicapped spots and for parking anywhere that is not a designated parking spot.
4. If you would like to attend Student Commission meetings they meet every other Thursday at 2pm. The first meeting is this Thursday, September 13th.

c. Secretary (Amberlee Haselhuhn):
   i. Committee assignments
      1. Representatives indicated their preference in assignment including: Academic committee, Public Relations committee, Social committee, Ways & Means committee, Liaison to the Senate Finance committee, and Parliamentarian.
   
   ii. Elections
      1. Please host elections in your department and keep Amberlee apprised of the results.
      2. Thirteen departments still need to host elections.
      3. Reminder that each department must have representation on GSG by the 6th week of the semester in order to be eligible for GSG travel grants.
   
   iii. Meet and Greets
      1. Representatives are strongly encouraged to disseminate information from GSG meetings to their constituents. It is important that graduate students are aware of important changes on campus such as changes to parking, health insurance, etc.
      2. Meet and Greets are required to ensure that information is being disseminated to constituents.
      3. Meet and Greets are meetings in each academic department hosted by their GSG representatives. All graduate students within the department are invited to attend.
      4. There are funds available to spend on food or other items for these meetings
         a. Departments with more than 2 representatives get $75 per semester, or $150 per year
         b. Departments with 2 or fewer representatives get $50 per semester, or $100 per year
         c. There is an Econo card available in the GSG office if you would like to make purchases from Econo Foods
         d. Please save all receipts and give to the Treasurer for record keeping and reimbursement
      5. Please invite a member of the E-board to attend your Meet and Greet event. E-board members can help answer some of the questions that constituents may ask.
6. There is a form this year to accompany each Meet and Greet. This will be distributed by Amberlee.

iv. It is not necessary to be a representative in order to participate in GSG.
   1. Members-at-large can attend GSG meetings, participate in committees and in liaison positions, but aren’t voting members
   2. All graduate students can attend GSG meetings

d. Treasurer (Jarod Maggio):
   i. Since accounting gets backed up at the beginning of the year, Jarod does not have an accounting summary for August, yet.
   ii. No updates for the GSG account at this time.
   iii. There is approximately $82,000 in the GSG account
   iv. Last year’s E-board and Natasha did a great job of knowing how much to allocate to the GSG orientation and mine tour events and to staying within budget.
   v. Two meetings ago Jarod discussed the possibility of getting batting cages up at the SDC softball fields
      1. Met with Hans Lechner and individuals from the SDC, Intramurals office, and the summer softball leagues.
         a. Verbal agreement that the SDC would be willing to help GSG to set-up the batting cages
         b. Nobody is willing to fund any part of the batting cages so all of the funding would come from GSG.
         c. It may be possible to get some funds from USG.
         d. Funding depends on the type of batting cage we want ($800-5,000).
      2. There is a lot more work that needs to be done with this
         a. Jarod is looking into more information and is talking with people who have set these up before to obtain recommendations for a university of this size
      3. It is not necessary to establish the batting cages this Fall as they would just sit over winter unused
   vi. Discussion
      1. Only one batting cage would be put in
      2. No electricity would be run to the batting cage. Jarod is looking into a mechanized pitching machine for about $200.

VI. Committee Reports:
   a. Academic (Nayyer Islam):
      i. First Lunch-N-Learn of the Fall semester on Graduate Professional Development Day (September 17th).
         1. By request, the capacity has increased to 100 people
2. There is no additional space in the room or budget to expand beyond 100 people so please do not advertise for this event.

3. People without reservations may not be allowed to get in the room. Alternatively, people may be allowed to enter the room but not to eat the offered food.

4. It may be difficult to manage 100 people.
   a. Many people sign up and do not actually show up.
   b. Suggestion to send out reminder emails.
   c. It may be possible to issue a paper ticket to people or to ask people to bring their confirmation email in order to be allowed to enter.
   d. Once all confirmed guests have entered, any free space can be filled by individuals without registration confirmation.
   e. Suggestion to print out nametags and have people check names off of a list of confirmed individuals.
      i. After a certain amount of time, make entrance to the event first-come first-served.
      ii. This could take a lot of time and organization.

5. Is it possible to record the event for people who cannot attend?
   a. IT would charge $150 to record the event and the University Marketing & Communications department cannot record the event, either.
   b. Nayyer is working with the Public Relations committee to get the event recorded and posted to the GSG website.

b. Public Relations (Shreya Kumar):
   i. There is a lot more chatter on the GSG Facebook page which is good.
   ii. If you have not already liked the GSG Facebook page, please do so and encourage other students to like the page.
   iii. Everyone is encouraged to post and comment on the GSG Facebook page.

c. Social (Jenn Winikus for Natasha Hagadone):
   i. The student response to the orientation picnic and Quincy mine tour was overwhelmingly positive.
   ii. Many thanks to van drivers and everyone who helped out with these events.
   iii. The next scheduled social event is Karaoke on September 20th in the MUB.
      1. Natasha will send out a reminder and formal invitation. Please forward these to constituents.

VII. Liaisons
a. University Senate (Ali Mirchi):
   i. The University Senate held their last meeting on April 18th, 2012.
   ii. At the April meeting, the University Senate set the meeting dates and held elections for officers for the 2012-2013 year.
iii. They will hold their first meeting this year on Wednesday, September 12th.

b. USG/CAB (Mary Christiansen):
   i. Nothing to report

c. Women’s Leadership Council/Philanthropy Group (Aleta Daniels):
   i. WLC has their first meeting this Thursday, September 13th
   ii. The Philanthropy Group will meet next week or the week after

d. ARC (Taile Leswifi)
   i. The ARC is meeting at 6pm on Tuesday, September 11th in the Hillside multipurpose room
   ii. Anyone who is interested is welcome to attend

VIII. Discussion Items:
   a. Concerns about IT (Report by Stephen Stacy and Shreya Kumar):
      i. Stephen’s report on issues reported concerning IT
         1. IT is not responding to tickets effectively
         2. One student has two computers in their office and IT will not fix them
         3. Students are not aware of any useful support online for the new wireless program. What information is available online is not sufficient.
         4. IT staff is frequently not knowledgeable enough to answer questions
         5. The new location of the IT desk in the library is inconvenient, particularly for students in the ME-EM and Walker. Some students have expressed interest in re-instating help centers in each building as was previously done.
      ii. Shreya’s report pertaining to Computer Science (CS) IT issues and Security (with guest Paul Bonamy)
         1. The CS department is unhappy with the centralization of IT, particularly because one of their core labs has been taken away.
         2. The CS department has filed a petition with IT and will be speaking with the head of IT later this week to discuss their concerns.
         3. General concerns with IT:
            a. The maintenance of scanners, printers, staplers, and paper re-loading is not working
            b. The CS department is heavily dependent upon Linux. IT does not have enough people to support their specific requests. It takes a long time for IT to respond to these requests.
            c. There is a long lag time from when you report a ticket to when it gets resolved.
            d. Little communication from IT prior to major changes with computing (such as software).
               i. Recent software changes affect the CS courses. Many of the lab assignments have had to be adjusted and some courses must be restructured.
4. Specific concerns with security: Paul Bonamy
   a. Recently there has been a wireless change that requires students to download and run Bradford Persistent Agent in order to gain access to Michigan Tech’s secure wireless
   b. An email was sent to students telling them about the new wireless service, but students were required to install software they were unfamiliar with
   c. IT has not been very transparent with the switch to the new wireless.
      i. A large number of students never received this email or did not find out about the change until orientation week.
      ii. IT has not published any information about what files/file types they are scanning for on user computers with the new software. Can the software find out what windows updates you have, whether you are using virus projection software, or more?
      iii. Asking students to blindly download software without knowing what the software is used for reinforces bad habits.
   d. Implementation of the new software was performed too close to the start of the new semester. A major infrastructure change should not be made the week before classes start.
   e. Unsure whether this software can guarantee actual security. It only took some individuals about 5 minutes to bypass the software and there are at least another half a dozen ways to bypass the software.
   f. The Bradford Persistent Agent software is scary for security and privacy
      i. The software is designed to scan for updates on computers, make sure you have the proper updates installed, and to make a list of software you have installed.
      ii. The software is installed with administrative rights on a computer. As a result, the software can do what it wants on a machine.
      iii. You can also be forced to install software through the Bradford software
      iv. It may be possible for people to see sensitive information such as FERPA-protected grade books.
v. IT chose the version of the software that is downloaded on a machine and runs forever. There are other short-term options they could have chosen.

vi. IT is not communicating how they will be using the software.

5. General discussion

a. The software is primarily for machines running Windows. The software briefly looks at machines running Linux and assumes they are safe.

b. The ECE department is having the same issue as the CS department in terms of lab software. Often, new software hasn’t even been installed properly.

c. Shreya would like to collect concerns from faculty and graduate students to present it to IT.

d. Question concerning who to direct IT concerns to. An ad hoc committee may be the best option to formally prepare a report to send to IT.

e. Request for better communication from IT regarding infrastructure changes.

f. Comment that it’s important to know whether everyone is happy with the general model Michigan Tech sets up for IT’s infrastructure and whether they are happy with how IT performs software and hardware updates. What models do other universities use for their IT? Some universities subsidize software and hardware for your computer.

g. Some students have held meetings between IT and graduate students to discuss issues. Even after this meeting, things did not improve. The IT problem may be much deeper than lack of communication.

h. Suggestion by Kevin that it may be possible to invite someone from IT to a GSG meeting to address general concerns. It may be better to do this for each department separately.

i. Motion to limit discussion to 5 more minutes by Aleta, second by Margo, motion carries unanimously.

j. IT may not realize that they are not giving graduate students proper resources to pass on to undergraduate students that they are teaching.

k. Many times IT requests do not get recognition unless a faculty member sends a message for you.

l. Jarod proposes developing an ad hoc committee to explore issues with IT. This ad hoc committee was established by Kevin.
i. This committee will summarize concerns, develop a concise report, and communicate the results.

ii. They will also develop questions for IT if they attend a GSG meeting.

iii. Shreya Kumar, Jenn Winikus, Andrew Baker, Trevor Fisher, and Stephen Stacy will be on this ad hoc committee.

iv. Date of completion: November 10th.

IX. **Adjournment:** Motion to adjourn by Jenn, second by Margo, motion carries unanimously.
**Order ID # 14737**

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<td>Jacque Smith</td>
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<tr>
<td>TEL:(906) 487-1434</td>
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**MTU Dining Items**

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**Beverages**

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**Table Setting Services**

**Additional Menu Comments** - Bring 9 oz cups for wine and 12 oz cups for beer, Use Nice Shafers, Lg Pebble Bowl, Bring Corkscrews, Bring Soda Pop

**Additional Menu Comments** - Bring (4) 114s
**Approver Comments:**
- (jhlarson@mtu.edu)

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Non-organization
Representative Name *
Rosa Flores
Representative Title in organization *
Workshop provider
Representative Contact Email *
rmflores@mtu.edu
Total number of students in your organization *
10

Number of graduate students in your organization *
9

Event Title
Impostor syndrome: How to identify it and how to overcome it.
Identifying and overcoming your impostor syndrome.

Event Date ( MM/DD/YYYY ) * Note that this must be at least 4 weeks from the date of the funding request.
Fr Sept 29, 2012

Event Time *
Noon-1:30pm

Event Venue
MUB

Amount Requesting $ *
2 coffees $35
2 lemonades $20
24 cookies and bars $21.00
24 mini muffins $13.5
12 sticky buns $12.5
25 books $367.5
Stationary and material $20.00

Total $489.5
Describe the proposed event * Limit to 500 words

The objective of this workshop is to help graduate students identify their impostor personalities and potentially help them overcome them. At the end of this workshop the student will be conscious about their impostor personality and will have the tools that will help them overcome it.

The workshop will be divided into three different categories:
1) Short introduction to the five different types of impostor personalities.
2) A series of three short exercises will allow students to share their feelings and understand that other students also develop impostor personalities that vary in type, number and intensity.
3) A brainstorming exercise will allow students to identify their impostor personalities by answering the question: “After identifying my own impostor personality, what will help me overcome it?” The long-term objective is to continue offering this workshop to professors, staff and students and to create this toolbox with their own experiences, share it online (potentially through the Wellness and Counseling Services), and finally, help other people identify and overcome their impostor personalities.

The schedule and organization are:
56 students will be divided into 8 tables of 7 participants. Each table will have a leader that will walk them through the activities and discussion (8 students per table).

12:00 – 12:10pm Welcome
12:10- 12:30pm Introduction to impostor syndrome personalities and exercise #1
12:30-12:40 Exercise #1 - discussion
12:40 12:45pm Introduction to exercise #2
12:45-12:55 Exercise #2 - round table discussion
12:55-1:00 introduction to exercise #3
1:00-1:10 Exercise #3 – round table discussion
1:10pm- 1:15 Introduction to toolbox
1:15- 1:45 Brainstorming. What do I think will help me overcome my impostor personality?
How does the event directly benefit Graduate Students? * Limit to 100 words

Graduate students are vulnerable. They go through emotional cycles and experience a lack of confidence cycles that affects their ability to manage time and maximize their potentials. Many of them experience self-discouragement and don’t realize that the source may be caused by one or more of their impostor personalities. There is a number of resources and testimonials that demonstrate highly-achieving and successful people are more susceptible to experience impostor syndrome personalities. There is also a number of universities that offer counseling services and workshops to help students overcome their impostor syndrome. The short- and long-term objectives of this workshop are to provide immediate help to students to identify their impostor syndrome, and potentially continue developing and improving appointments and on-line resources through Counseling Services at MTU that will help students develop a successful career.


Has your organization put on this event before? *
   yes

If you answered 'Yes' to previous question, how many people attended the event last year?
   About 50 people. 45 were staff and 5 were graduate students.

What was your budget last year and reasons for changes to your budget? Also indicate how GSG funding would be used. * Limit to 100 words
   Lunch and books for all participants were provided. Estimated funding was over $2,000.

Do you have other sources of funding for this year’s event? If so, from where? * Limit to 50 Words
   Center for Diversity and Inclusion.
   Chinese CSSA?
   MTU Wellness and Counseling Services

How will you advertise for this event? * Limit to 50 words
   Grad student list at MTU or help through each GSG representative
   Women tech list
   A few ads around school

Do you agree to include the GSG logo on advertisement material? * You must agree to be eligible for GSG to consider the funding request. The logo can be downloaded here:
   http://gsg.students.mtu.edu/web_resources/images/gsglogo.jpg
   YES
Students: Do you have any of these thoughts?

“I am not as smart as they think.”

“I don’t deserve to win this award.”

“I don’t think I have what it takes to be a scholar.”

“I’ll never be as good as I want to be.”

“It’s only a matter of time before people realize I don’t belong here.”

Identifying and Overcoming your Impostor Syndrome

MUB Ballroom A. Friday September 29, 2012
Noon - 1:30 pm
Registration closes Sep 8, 2012
rmflores@mtu.edu

Academic Transitions that Might Lead to Impostor Feelings:

Masters student => PhD candidate
Teaching Assistant => Novice instructor
PhD Candidate => Junior faculty
Graduate Student => Expert in your field

This event is kindly sponsored to help you create a successful personal, professional and educational experience by:
Funding request:

Coffee and Bakery for 50 people: $102.00
Stationary $20.00
25 books for early registrations $367.50
Total $489.50

Possible internal sources of funding:

- Center for Diversity and Inclusion
- Parents Fund
- HOWL – Counseling Wellness and Services
- Grad Student Government
- Heather Gradschool

Checklist:

- Open registration page through grad-school. Send email to Debra
- Talk to HOWL and wellness and services
Graduate Student Government of Michigan Technological University

GSG Agenda: September 24, 2012

I. Call to Order: Kevin at 5:15pm

II. Approval of Agenda: Motion by Shreya, second by Jarod, motion passes unanimously

III. Approval of Minutes from: September 10, 2012
   a. Amendments:
      i. If you have to take UN0500, you can stay in research only mode (at 9 research credits) and register for UN0500 as a 10th credit with no permission needed from the Graduate School. Students who need to be full time during the academic year, but are not in research only mode may use UN0500 to count as one of their 9 required credits, pending approval from their advisor.
   b. Motion to approve with the amendments by Marco, second by Taile, motion passes unanimously

IV. New Business
   a. Recognition of alternates or new members
      i. Saima Ghazal (New representative from Cognitive & Learning Sciences)
      ii. Kate Aho (New representative from Humanities)
      iii. Howard Haselhuhn (New representative from Chemical Engineering)
      iv. Sarah Tan (New representative from Business & Economics)

V. Officer Reports:
   a. President (Kevin Cassell):
      i. Update on the ad hoc committee for benchmarking tuition & stipend rates
         1. Charge: to collect data that will be aggregated and then used to help the Tuition and Stipend Committee determine the appropriate tuition rates/stipend levels to recommend to the University administration
         2. Recall that Sarah Alian, Marco La Manna, Margo Woller-Carter, Jarod Maggio, and Kevin Cassell all sit on this ad hoc committee
         3. They asked Dean Huntoon several questions about the status of tuition rates and stipend levels at Michigan Technological University
         4. The minimum stipend for TAs is the same as the minimum stipend for RAs.
         5. The minimum TA stipend for Master’s students in engineering or humanities is $5,557 per semester.
6. The minimum TA stipend for PhD students (who already possess a Master’s degree) in engineering or humanities is $6,452 per semester.
7. At Michigan Tech, both Master’s and PhD students are charged the same tuition which is $744 per credit.
8. All Master’s students pay the same tuition whether they are in a research-based (thesis) degree program or a coursework-only program.
9. Tuition rates are the same for most colleges and departments. There are a few exceptions (MBA, Peace Corp Int’l, K-9 teachers, etc.)
10. Resident, non-resident, and international students all pay the same tuition rate.
11. International students are not charged a matriculation fee to help pay for services such as immigration assistance and communication training & practice.
12. Tuition is never waived even if students are supported by a TA or RA position. Michigan Tech’s governing board requires that everyone pay tuition. If students are supported by a grant the grant must pay their tuition. If a student is supported through their department, the department can pay for tuition, but it is up to the department. The TA allocations that come out of the graduate school include funds for either stipends or hourly support and both include support for tuition support. The departments make decisions about how the funds are used and they have a great amount of flexibility.

ii. Request by Dean Huntoon for information on returning graduate students
1. Returning students are students who were here before and did not attend orientation this semester
2. Dean Huntoon would like returning graduate students to answer the following questions:
   a. What is your graduate program?
   b. Why did you choose Michigan Tech for graduate school?
   c. If you also applied to other universities, please list them.
   d. Were you offered funding at any of those universities?
3. Dean Huntoon has already received information from the Biology Department’s GSG Representative Emily Geiger.
4. Dean Huntoon has requested that GSG representatives collect this information from their constituents. Please send the answers to Heather Suokas (hlsuokas@mtu.edu) by October 15th.

iii. Meeting with Eli Karttunen, President of USG
1. Michigan Tech is considering moving toward a tobacco-free campus by May 2013
   a. This is desired by upper administration and the majority of students
b. This decision could be problematic for undergraduate students who live in the residence halls.
c. Les Cook, the Vice President for Student Affairs, may present on this for GSG.
d. Question regarding whether electronic cigarettes will be allowed. The current proposal is to make campus tobacco-free, not nicotine-free. The current proposal does not indicate that electronic cigarettes, nicotine gum, or nicotine patches will be banned. Chewing tobacco, dip, cigarettes, and cigars would not be allowed on campus.

2. Proposal to make Michigan Tech’s teaching evaluations public
   a. These would be available online.
   b. This move may counter negative Rate My Professor ratings.
   c. USG seems inclined to support this.
   d. Graduate TAs who are technically faculty may be included in these public evaluations.
   e. Please ask your constituents what they think about this.

iv. Formal charge for the ad hoc committee on IT concerns
   1. The GSG Bylaws require that each ad hoc committee have a formal charge.
   2. Please consider the many concerns expressed about IT operations and activities at the GSG meeting of September 10, 2012, and investigate those that are ongoing and not simply the result of beginning-of-the-year overload.
   3. If upon investigation significant concerns remain, submit a report to the GSG President with recommendations for further action.
   4. After consultation with the Eboard and possibly the GSG and Dean of the Graduate School, appropriate steps will be taken to address these concerns.

v. Fines for overdue items at the library
   1. In reference to an email Kevin received from the head librarian, Ellen Marks.
   2. There are no overdue fines for books.
   3. Fines will commence after an item has been recalled and has not been returned after 21 days.
   4. Other fees would be for replacement of items considered lost.
   5. The library is considering developing a new fine for laptops, cameras, and calculators. Since the current fines are low, students tend to keep these items until the fines approach the cost of actually buying them.
   6. There are new fees for not returning the key to study rooms on time. This is a result of many student complaints about people overstaying in study rooms.
7. There may be fines associated with the late return of items borrowed through interlibrary loan.

8. The library staff has no problem waiving fees. They do this often.

vi. GSG Website and Bylaws

1. Representatives should visit the GSG website and read the Bylaws

2. The Bylaws provide important information to representative such as committee tasks, excused and unexcused absences, and representative responsibilities among other information.

b. Vice-President (Margo Woller-Carter):

i. The Health Forum will probably be held in early to mid-October

ii. Student Commission

1. George Butvila, Director of Facilities Management, presented on the new parking structure

2. The actual operations and maintenance costs for a single parking spot on campus is $170 per year. Students are getting a good deal at the discounted rate of $100 or less.

3. Non-registered vehicles on campus will get 2 tickets: 1 ticket for their parking violation and 1 ticket for not being a registered vehicle.

4. Students are encouraged to register their bicycles with Parking & Transportation services
   a. This is free
   b. There is an online form that must be filled out. Please send your completed form to Parking & Transportation Services, not Public Safety.
   c. If your bicycle is stolen on campus, they will look for your bicycle for you. If they find your bicycle, they will return it to you.

5. Parking regulations will be enforced from 7am to 4pm. After 4pm meters will not be patrolled and the lot barricades go up. You won’t be ticketed after 4pm unless you park in a handicapped spot ($150 fine) or a non-designated parking spot.

6. Question regarding temporary priority parking with temporary handicap tags
   a. Parking & Transportation Services does not provide handicapped tags. You must get these from the Secretary of State office.
   b. It is not currently possible to get a temporary priority parking permit near your academic building if you have a temporary handicap tag.
   c. You should park in the handicapped spots in your assigned lots. Most graduate students typically park in lot 5 or lot 34.
   d. Students may also pay for a cash key and park at a meter.
e. You may try discussing this with Parking & Transportation Services. They are located on the 1st floor of the Admin building.

7. There is a new Motorist Assistance program
   a. This is currently only offered from 10am to 2pm. They are looking to expand these hours.
   b. They can provide assistance with flat tires, dead car batteries, and they can drive you to a gas station if your vehicle is out of gasoline (you must pay for the gasoline).
   c. They can also unlock your vehicle for you if you get locked out.
   d. This service is free of charge if your vehicle is registered on campus. If your vehicle is not registered they will not help you and they may issue a ticket for not having your vehicle registered.
   e. If you require assistance outside of the current hours, please call Public Safety.

8. There will be better enforcement of tickets starting October 1, 2012
   a. This will allow Parking & Transportation Services to track parking issues
   b. If you get a ticket, you will be notified via email.
   c. Within 10 days of receiving the ticket, you have the option to appeal the ticket.
   d. After 10 days if you have not appealed the ticket and have not paid the ticket, you will receive a past due notice by email. This notice will coincide with a notice that a hold has been placed on your student account.
   e. The last reminder email will be sent after 30 days of non-payment.
   f. After 45 days of non-payment you are not allowed to park on campus and your swipe card access to certain parking lots will be rescinded.
   g. If you do not pay parking tickets from one academic year, you cannot park on campus for the next academic year. You will not be allowed to register for parking.

9. Some faculty members have voiced concerns about not having enough parking spots in their designated lots due to students parking there.
   a. These vehicles will not be towed.
   b. Parking & Transportation Services has a new vehicle boot that they are looking forward to trying. They are also looking to purchase additional boots.
   c. It is possible that student vehicles in faculty lots may be booted.

10. If you need to bring a loaner vehicle to campus, call Parking & Transportation Services with the plate number. They will make a note of
this on your account so that you will not be ticketed. They will move your parking permit over to the loaner vehicle until your regular vehicle is back in service.

11. The next Student Commission meeting is Thursday, September 27, at 2pm in Wadsworth room G17/G19. Someone from IT will be at this meeting to answer student questions.

c. Secretary (Amberlee Haselhuhn):
   i. Reminder on absences
      1. If representatives are going to miss a regularly scheduled GSG meeting, they must inform the Secretary by email or written note prior to the meeting.
      2. No more than 2 excused absences will be granted to any representative per semester
      3. After the 3rd unexcused absence, the Eboard will convene to vote whether to indefinitely suspend the representative
      4. A leave of absence may be granted to representatives. Please send a formal request to the Secretary.
      5. Please see the Bylaws for more details
   
ii. Meet and Greets
      1. Recall that representatives must host meet and greet events with their constituents.
      2. Copies of the new meet and greet form will be available in the GSG office and copies will also be distributed via email.

d. Treasurer (Jarod Maggio):
   i. Financing Meet and Greets
      1. If your department has 2 or fewer representatives, you get $50 per semester or $100 per year to spend on meet and greets.
      2. If your department has more than two representatives, you get $75 per semester or $150 per year to spend on meet and greets.
      3. It is preferred to have a meet and greet during both the fall and spring semester but this is not required. It is okay to combine this money and have a bigger party during one semester only.
      4. There are GSG Econo cards in the GSG office. Representatives are encouraged to use these.
         a. Please complete the sign-out form for the card.
         b. The Econo card has tax exempt status at Econo Foods
         c. You can use this card to by snacks or other items for your department’s meet and greet event. You must give this card to the cashier before they start ringing up your order or they will have to start over.
         d. When done, please sign the card back in to the GSG office and place it in the included envelope with all receipts.
5. If you do not wish to use the Econo card, you must pay for items up front out of pocket.
   a. Submit all receipts to the Treasurer with your name, department, and M number written on them.
   b. If you have more than 1 receipt, please staple them together
   c. If you would like tax exempt status you must get the tax exempt card through Michigan Tech’s Accounting Services.
6. Natasha will post a GSG inventory including items that may be useful for meet and greets so that duplicate items are not purchased
   ii. GSG Budget
      1. In the spring, the old and new Eboard meets to form a budget based upon the previous year’s budget. This budget is presented to GSG for feedback. After any necessary modifications the budget is brought before the GSG body to vote on it.
      2. GSG has $10,000 each year in discretionary funds. These funds are set aside for student organizations who have contacted the Ways & Means committee. These funds must go to benefit graduate students in some way.
      3. Surplus funds
         a. These are funds that have been rolled over from previous years
         b. This year, GSG has $55,534.04 available in surplus. We are only allowed to spend 75% of this value (or $41,650.53) this year according to the Bylaws.
         c. This year we have spent approximately $1,000 on improvements to the GSG offices and $300 on the First Friday social.
         d. Currently there is $40,636.70 left available to GSG this year.

VI. Committee Reports:
   a. Social (Natasha Hagadone):
      i. Karaoke event on September 20th, 2012
         1. This event was held in the MUB so vans were not required.
         2. Department representatives did a good job of advertising the event as 78 people attended.
         3. Most of the food was gone and overall the atmosphere was enjoyable
         4. Abhishek took pictures of the event which have been posted on the GSG Facebook page.
      ii. Trivia Social on October 17th, 2012
         1. The next social will be a trivia event.
         2. Students must form teams to answer random questions about geography, people, sports, etc.
         3. There will be 3 rounds of 20 questions each.
4. There will be prizes for the winning team.
5. The MUB will provide food for the event.

b. Public Relations (Shreya Kumar):
   i. People are responding fondly to photos posted on the GSG Facebook page.
   ii. Email from worldwidebooks.org
       1. They contacted Shreya directly about a fundraising opportunity.
       2. This organization runs book drives. They will pay $1 for any book that has been a university course book for the last 5 years.
       3. They ship the books they collect off to other parts of the world.
       4. If GSG considers doing this, we would need a place to store books. GSG would run the book drive and worldwide books would pay the shipping fees.
       5. Question regarding why worldwide books contacted GSG. Clarification that GSG was not the only organization on campus contacted; Global City was also contacted.
       6. Comment that the Friends of the Van Pelt Library Board runs book drives throughout the year. They may have books they are interested in getting rid of also.
       7. Comment that it would be a good idea to contact the library and faculty to see if they are interested in participating.
       8. This can be discussed at a later time.

c. Academic (Nayyer Islam):
   i. Graduate Professional Development Day
      1. The Graduate Professional Development Day was held on September 17th, 2012.
      2. This was a 2 hour session.
      3. On average there were 50 people in attendance.
   ii. The next Lunch-N-Learn will be on October 16th. This event will cover library services.
   iii. There is a new email list for representatives on the Academic committee.
   iv. The first meeting of the academic committee will be on Tuesday, October 2nd at 5pm in the GSG offices (Admin 405).
      1. Comment that this is the same day as the career fair. Members of the academic committee indicated that this would not be an issue.

VII. Liaisons
   a. University Senate (Ali Mirchi):
      i. The University Senate met on September 12th. This was their introductory session.
      ii. Provost Max Seel welcomed the senators and talked about his thoughts for the coming year.
1. A budget deficit emerged last year due to increased healthcare, retirement, and financial aid costs and a reduction in funds coming in to the university.
2. Graduate enrollment this year was less than the projected number.
3. Michigan Tech is trying to boost marketing to get more students into graduate programs.
4. Financial aid has been increased 15% over the last 2 years. Tuition has only increased by 7.5% and 3.5% over the same time frame.

iii. Some senators voiced concerns that Michigan Tech is losing students due to the high tuition rate.
   1. Max Seel agreed that this is a genuine concern.
   2. Michigan Tech is going to examine how marketing can improve this situation.

iv. Upcoming discussion items
   1. The proposed smoking policy going into effect May 2013.
   2. Changes to parking.
   3. Health benefits package.

v. President Glen Mroz may attend the next meeting to answer questions regarding the general policies with the proposed smoking policy, parking changes, the budget deficit, etc.

vi. The next meeting will be held Wednesday, September 26th.

b. University Senate Finance Committee (Trevor Fisher):
   i. The University Senate Finance Committee met on September 21st.
   ii. Dr. Mullens mentioned that a newspaper has published that the average pay at Michigan Tech is down. This newspaper article has upset some individuals in Michigan Tech’s administration.
      1. Michigan Tech is hiring more individuals with lower pay. This decreases the overall average pay.
      2. Individuals are still getting raises.
   iii. Goal by the end of next semester: Review the approved degree programs from within the last 2 years to ensure that these programs have improved from what they set out to do at their start.
      1. Is the new program worth it?
      2. Is the new program costing the University money? Some accounting tricks may have been employed to make initial projected costs very low.
      3. Most of the new degree programs are specialty graduate programs with few students.
   iv. Developing a list of cost saving measures for Michigan Tech.
      1. A lot of money is currently going to financial aid. Full-ride scholarships constitute 40% of tuition spending.
      2. The University may consider dropping the top 500 students who are fully supported.
3. There were no comments on how this would influence graduate students.

c. Undergraduate Student Government/CAB (Jennifer Winikus):
   i. USG formed a committee to analyze IT issues also
   ii. The first USG meeting is Wednesday, September 26th

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels):
   i. Women’s Leadership Council (WLC)
      1. New organization that began last year. They are still in the process of
         implementing ideas from last year.
      2. Love your body action team
         a. Established yoga and zumba fitness classes with significantly
            reduced rates at the SDC for female students.
         b. Trying to get women to be healthier and to have a better self-
            image.
      3. They would like to work with the Outdoor Adventure Program (OAP) to
         offer discounted rates to groups of 25 women to use the adventure
         course in early October. Please email Aleta if you are interested in
         attending this event.
      4. Leadershape
         a. This is an event held on January 7-13th, 2013 (the final week of
            Christmas vacation) in Alberta at the Ford Forestry Center.
         b. Leadershape is a leadership development experience that gives
            students a chance to work with groups, develop their leadership
            skills, etc.
         c. This event costs $100 and the Center for Diversity & Inclusion is
            offering $60 in financial assistance to qualified individuals.
         d. The application is now up on the Student Activities website,
         e. Clarification that this event has been opened up to graduate
            students. In the past, this event was only available to
            undergraduate students.
      5. The WLC is also talking to juniors in high school to tell them what it’s
         like to study a STEM field.
      6. WLC is preparing care packages for female soldiers

   ii. Philanthropy Council
       1. Nothing to report

   e. Apartments’ Residents’ Council (Taile Leswife):
      i. Meeting times
         1. Every Monday, the ARC meets in the Hillside multipurpose room
         2. A meeting for Hillside residents is held on Tuesdays at 6pm in the Hillside
            multipurpose room
         3. A meeting for Daniell Heights residents is held on Thursdays at 5:30pm
            in the Daniell Heights community room.
4. Everyone is welcome to attend.
   ii. The ARC has a Facebook page. They will randomly choose from individuals who have “liked” their Facebook page. These individuals will receive a gift card.
   iii. Question regarding the number of individuals from Daniell Heights in attendance at the ARC meetings. Last week Taile was the only one in attendance but there was some confusion about the meeting time and location. More attendance is expected at future meetings.
   iv. There are no vacant positions on ARC, but everyone is encouraged to attend their meetings.

VIII. Discussion Items:
   a. Update from ad hoc committee on IT concerns:
      i. The committee is trying to identify what issues there are with IT and to determine a way to assess them
      ii. They request that Jenn bring these concerns up at the next USG meeting to ensure that GSG is not duplicating the efforts of USG.
      iii. The committee will develop a survey to assess particular issues students are having with IT
   b. Update on Global City photographs:
      i. Recap
         1. Global City is a student organization that typically requests funding from GSG. For the last two years they have requested funding for a photo contest they hold in the spring semester.
         2. Some of their photos from these contests are currently hanging in Admin 404 and the GSG offices.
         3. GSG had considered purchasing some of these photos for permanent display.
         4. All of the Global City photos have been purchased by Travis Pierce so they will be gone within the next few weeks.
      ii. Option 1: Do nothing and just have bare walls.
      iii. Option 2: Order any amount of prints from Global City for about $50 each, including shipping.
      iv. Option 3: GSG can get art elsewhere. This is open to discussion.
      v. Option 4: For now we could leave these rooms bare but keep them available for Global City or other organizations to display art.
         1. GSG would not pay for these photos but we would be providing a service to these organizations by allowing them to display their art.
         2. With this option there is no guarantee that art will remain hanging in these rooms.
      vi. Discussion
         1. Motion by Natasha to limit discussion to 4 minutes, second by Shreya, motion carries unanimously.
2. Suggestion that GSG can purchase some alternative posters and some from Global City.

3. For the GSG offices, we may try to get prints of pictures from GSG activities.
   a. There are many nice pictures on the GSG Facebook page from our socials and orientation. We may print these pictures and use them for the GSG office.
   b. Since Admin 404 is used by many people, it may not be appropriate to post GSG photos in there and different pictures may be more fitting.
   c. It is possible to increase sizes of pictures to large, display sizes similar to images already displayed in the GSG offices.
   d. There are currently 6 picture frames in the GSG offices that can be a moveable display of what GSG is currently doing.
   e. The GSG offices are always available if you have pictures or art you would like to post.

4. It may be a good idea to have blended art displays (from Global City and other student organizations)
   a. This could be a way to help other organizations to post their art
   b. These pictures could be rotated and we could have some stock images standing by to rotate in to empty spots.
   c. This would also help to sell some of the art.

5. GSG could invite Finlandia students to post their art to let the campus community know more about Finlandia.

6. GSG could send an email to graduate students to inquire if they would like to donate any art for display
   a. This was done 2 years ago.
   b. Some photos currently in the GSG offices are a result of this.
   c. This produces a very eclectic style in the office since art may be of all sizes, styles, etc. It would be difficult to make the GSG offices uniform or aesthetically pleasing.

7. With smaller art pieces it may be possible to do photo collages

8. GSG could run their own photo/art contest
   a. We could specify what we’re looking for, designate a theme, have control over the art style, etc.
   b. It would be possible to do a spring and a fall art contest with changing themes.
   c. This allows GSG a lot more flexibility as we would have ownership of the images.

vii. Motion by Jarod to task the public relations committee with determining the best course of action for an art display in Admin 404 and the GSG offices and to
present on their suggestions by the next GSG meeting (October 8th), second by Sara.

1. Parliamentarian point of clarification that according to Robert’s Rules of Order we cannot have a motion to give the public relations committee a task and give them a deadline in the same motion.

viii. Motion to amend the motion to state that the public relations committee will be in charge of deciding the best course of action for an art display in Admin 404 and the GSG offices, second by Abhishek, motion carries unanimously.

1. Parliamentarian point of clarification that according to Robert’s Rules of Order, we cannot vote on a motion without first allowing discussion.

2. Discussion:
   a. The public relations committee is comfortable with this task
   b. If the public relations committee arranges a photo contest and wants to include prizes, they can make a motion to budget these items.

3. Motion by Margo to bring the motion to a vote, second by Nayyer, the motion to vote carries unanimously. The motion to task the public relations committee with determining the best course of action for an art display carries unanimously.

ix. Motion by Kate to task the public relations committee with presenting their art display decision at the next regularly scheduled GSG meeting (October 8th), second by Aleta, all in favor to discuss

1. Discussion: No discussion

2. Motion to bring to a vote by Jarod, second by Margo, the motion to bring to a vote carries unanimously. The motion to task the public relations committee with presenting their art display decision by the next GSG meeting (October 8th) carries unanimously.

x. The public relations committee is now in charge of determining the best course of action for an art display in the GSG offices and Admin 404. They must also present their decision by the next regularly scheduled GSG meeting (October 8th).

  c. Business and Economics has sent GSG a gift to thank us for helping to fund their annual golf outing. This gift has included a t-shirt from the event.
  d. Clarification that GSG typically uses a relaxed set of Robert’s Rules of Order. Normally it is not necessary to vote to discuss or to vote to vote as this can be very redundant and time consuming.

   i. Comment that it is nice to be able to discuss a motion after it has been made and seconded. This will be done in the future.

IX. Adjournment: Motion to adjourn by Margo, second by Natasha, motion carries unanimously
Graduate Student Government of Michigan Technological University

GSG Agenda: October 8, 2012

I. Call to Order: Kevin at 5:16pm

II. Approval of Agenda: Motion by Trevor, second by Shreya, motion carries unanimously

III. Approval of Minutes from: September 24, 2012
   a. Motion to approve the minutes by Abhishek, second by Nayyer, motion carries unanimously

IV. New Business
   a. Recognition of alternates or new members
      i. Jayesh Borde (New representative from Social Sciences)
      ii. Lyssa Scheunemann (New Alternate for Biological Sciences Representative Emily Geiger)
      iii. Mohammad Mamun (Guest from ME-EM).
   b. Presentation by Joe Waring (Transit Sustainability Team)
      i. Project funded by $50,000 College Community Challenge Grant from the Ford Motor Company
      ii. Goal: Increase the use, efficiency, and sustainability of the Houghton and Hancock transit systems for the benefit of the community.
      iii. Current System
         1. Approximately 15,000 people in Houghton and Hancock during the academic year
         2. Houghton system:
            a. Fixed route: runs 10am-5pm weekdays
            b. Dial-a-ride: also runs 5pm-11pm on weekends
         3. Hancock system: strictly dial-a-ride
   iv. Short-term goals:
      1. Advertisement
         a. Establish demonstration routes through a campus shuttle program including a downtown and Sharon Ave. loops. There will be other connector routes to serve students and the community.
         b. There may be a free trial period for a month or week for these loops.
         c. Advertise through community newspapers and on MTU and Finlandia campuses
2. Find funding
   a. Maintain current sources of funding
   b. Find new funding
      i. City contribution
      ii. Something like the Experience Tech fee
      iii. State grant
3. Establish Organization Alternatives
   a. Combine the Houghton and Hancock transit systems into a Transit Authority
   b. Possible cooperation between single systems in each city
   c. Focus on optimizing each option
v. Discussion
   1. Rides from downtown to campus will not be free.
   2. Currently there are 6-7 buses in the Houghton system. They would like to consider headways, costs for increasing the number of buses, and determine what the best option is.
   3. Funding suggestion: if you’re going to add to the Experience Tech fee, put $5-10 on each student, and then provide free transportation to students who pay the fee
   4. Comment that not all students use the current transportation system. Why charge everyone a $5-10 fee if not everyone will use the service?
   5. It may be possible to make a student punch card for the bus with discounted rates. The bus service used to do this and students may be receptive to doing this again.
   6. If the new bus service will be rolled into Transportation Services on campus, try having faculty and staff pricing in addition to student pricing.
   7. Hopefully the new bus service will improve transportation times.
c. GFC Proposal: Allowing 6 credits of BC or C to students’ major field of study
   i. The Graduate Faculty Council (GFC) is considering changing a policy to allow up to 6 credits of BC or C in courses in students’ major field of study to count toward good standing
   ii. Clarification by Dean Huntoon: There have been an increased number of requests from graduate programs to allow BC or C grades from within the major to count toward good standing.
      1. As some departments only offer a course once per year, the student would have to stay an additional year to take the course, thus delaying graduation.
      2. Is it unfair to punish students in this way? If you make exceptions on a more frequent basis, why not update the policy?
      3. Two years ago, a GFC member did a benchmark study about similar policies at other universities. The University of Michigan allows up to 6
credits of BC or C grades from within the major to count toward good standing. This is not a common practice yet, but this is the direction most graduate programs are moving.

iii. Currently, it is up to the discretion of each graduate program whether or not to count BC or C grades from outside the student’s primary field of study. Allowing BC or C grades is not currently supported in policy by the Graduate School. If the proposed policy were supported, it would allow graduate programs to be more flexible.

iv. “Good standing” is an overall B average and you cannot use any grade below a B toward degree requirements in your major. However, some departments do not allow the use of BC or C grades at all. Please see the Graduate School's Good Academic Standing and Dismissal page for further information.

v. This new policy would not require all graduate programs to accept BC or C grades. The new policy would only give them the option to accept BC or C grades. Graduate programs can always be stricter, but they cannot be less strict than the current policy.

vi. Pros

1. Would save students from having to wait a year (in some cases) to retake a class.
2. Would help limit grade inflation: professors would not give a B in order to “push through” students when that student deserves lower.
3. Would protect students from “rogue” professors who may be unnecessarily tough.
4. It would allow programs more flexibility in making exceptions in program requirements for students with extenuating circumstances.

vii. Cons

1. Would give professors who believe students should fail to actually give them D’s and F’s instead of nicer grades of C or BC.
2. Might lower standards of academic rigor at Michigan Tech. However, other universities, including very prestigious ones, allow C’s to count toward grad students’ primary coursework.

viii. Do graduate students like the idea of allowing graduate programs greater flexibility to allow up to 6 credits of BC or C to count toward their primary coursework?

d. GFC Discussion: Possible evaluation for graduate students who are non-native speakers of English

i. The GFC is evaluating better ways of evaluating graduate students who are non-native speakers of English prior to enrollment/arrival at Michigan Tech.

ii. Some students are accepted at Michigan Tech but may not meet the TOEFL score that their department or advisor requires.

1. If a student scores below 55 they are not accepted at Michigan Tech because we do not have services to support those students
2. If students score between 55 and 79, there are English as a Second Language (ESL) courses they can take. Graduate students may be put into ESL training for 1-2 semesters or with a combination of other courses.

3. A score of 79 means that the individual is able to understand basic 8th grade English, simple English on television or radio, but not necessarily anything with any literary flavor or in-depth scientific context.

4. Some graduate programs have higher TOEFL requirements than 79. For instance, Electrical Engineering requires a score of 100 for PhD students.

5. A score of 100 indicates the individual is close to fluent in English.

6. There are currently insufficient services to help students who score between 79 and 100.

7. Students who score greater than 102 on the TOEFL or greater than 8.5 on the IELTs would be exempt

iii. Possible ways to evaluate these students

1. Retake the TOEFL IBT upon acceptance
2. Conduct written/spoken exam like that done by the University of Illinois’ “English Placement Test”

iv. As there is so much error with the TOEFL grading scale, students may still be admitted who score well but have insufficient English language skills.

1. Many countries have schools and tutors that train students how to obtain a 79 or higher on the TOEFL so a score of 79 or higher doesn’t necessarily mean the student has sufficient English language skills; it could mean that they can only pass the test.

v. The Graduate School is examining possible ways they could help students who need it

vi. Suggestion that Skype appointments prior to arrival at Michigan Tech might help to evaluate student language skills. However, there isn’t enough staff to accommodate the number of students that would require Skype appointments.

vii. Comment that coming to the U.S. could be an advantage for students who score a 79 because they could use a service in the U.S. to improve their skills in an English setting.

viii. The TOEFL score should not be the only indicator of a student’s ability. Some students simply do not test well. Suggestion to design some sort of test that every incoming student should take to really test their English language skills. This may be difficult but the TOEFL may also not be the best indicator of a student’s English language skills.

ix. The University of Illinois has a great test that they require international students to take. This may serve as a model for a test that Michigan Tech would require.

x. First the Graduate School will find out what the need is for additional services and programs to help students and the options will be discussed prior to taking the next step.
xi. Worst case scenario: everyone who falls into this category may have to pay a huge fee for tutoring.

V. Officer Reports:
   a. President (Kevin Cassell):
      i. Please remember to get the enrollment questions sent to Heather Suokas (hlsuokas@mtu.edu) by Monday, October 15th, per our previous meeting discussions. Kevin will send out these questions again.
      ii. Entrepreneurial and long-term employment for graduate students at Michigan Tech
         1. Kevin, Shreya, and Nayyer met with John Diebel, (the Assistant Director for Technology Commercialization, Innovation, and Industry Engagement), and Marilyn Clark, (CEO of MTEC SmartZone).
         2. Kevin will present key points at the next GSG meeting.
      iii. Kevin met with Brenda Rudiger, Executive Director of Alumni Relations
         1. There is a network of 53,000 Michigan Tech alumni out there in over 100 countries.
         2. Some of the Michigan Tech alumni are willing to serve as contacts and mentors for you if you contact them.
         3. There are many ways to socially connect with Michigan Tech alumni including Huskylink, Twitter, LinkedIn, etc. Please see the Alumni Relations Social Networks page for further information.
         4. The Alumni Association recently granted the Graduate School $30,000 through a program called Tradition of Giving.
            a. This equates to $10,000 per year for 3 years.
            b. $1,000 is given to 10 graduate students each year
         5. Thanks to Alumni Relations, Michigan Tech alumni have several benefits:
            a. We can keep our @mtu.edu email account for life
            b. We can get discounts on credit cards, life insurance, Michigan Tech license plates, etc.
         6. The Alumni Relations office provides several great networking opportunities.
   b. Vice-President (Margo Woller-Carter):
      i. Student Commission
         1. The main topic of the last Student Commission meeting was issues with IT.
         2. Margo has passed all of this information on to Shreya to include in the IT ad hoc committee’s report.
      ii. Healthcare Forum
         1. This summer it was mentioned at a GSG meeting that it would be a good idea to have a student healthcare forum.
2. Do people think this is the best way to disseminate information about our healthcare options, insurance, and basic medical information in the U.S.? Is a healthcare forum still the best way to do this? Would people attend? Would it be better to have a health video on the GSG YouTube channel or another venue?

3. Discussion:
   a. It would be nice to have video clips and information online so that people can access this information when they need it. This information should be very searchable.
   b. There has not been a lot of enthusiasm from constituents for attending the healthcare forum. Attendance would depend on when the event was held.
   c. It would be good to have people read their insurance policy prior to coming to a healthcare forum so that they can ask informed questions.
   d. If the forum were similar to a Lunch-N-Learn people would come, but Lunch-N-Learns are restricted in the number of people that may attend. Undergraduate students may not be able to access these events.
   e. Suggestion to record the healthcare forum event and make the video available online.
   f. Suggestion to have a large, on-going web chat. This would allow students to see the questions other students have posted and the solutions.
   g. People probably will not show up at the healthcare forum because it is difficult to get a lot of people together on one day at one time.
   h. It would be very easy to have videos and a contact email for further questions.
   i. More students may be able to attend the healthcare forum if it were held during orientation week. However, orientation week is very busy and it is difficult to schedule events during that time.
   j. Don’t estimate the number of attendees based upon Lunch-N-Learn attendance. There is free food at Lunch-N-Learns so many students attend. Students may be less inclined to attend if they don’t get a free lunch.
   k. It would be good to have the information we need online in a database that students could reference. This database should include information about local healthcare providers, the current insurance policies, insurance coverage, etc.
The current insurance plan actually has a vision discount plan. You have to have an online Aetna account to see these discounts.

   i. You get 40% off frames
   ii. Discounted eye exams
   iii. Discounted contacts and lenses

m. Suggestion to make a video with an expert going through the insurance policy and explaining the terms. Students can watch the video and follow along with their policy at the same time.

n. It would be good to create a frequently asked questions page about healthcare. However, people don’t respond to emails so it may be difficult to generate a list of appropriate questions from constituents.

c. Secretary (Amberlee Haselhuhn):
   i. Nothing to report

VI. Committee Reports:
   a. Public Relations (Shreya Kumar):
      i. The Public Relations committee has reached a decision about how to host a photo contest.
      ii. The photo contest will be held on Facebook. This will help to increase participating in the GSG Facebook page.
      iii. It was decided not to use a third-party service so that people do not have to log-in to an unfamiliar website.
      iv. There will be several categories and prizes ranging from $25-100.
      v. The Public Relations committee will be submitting a discretionary funds request for this in the future.
   b. Academic (Nayyer Islam):
      i. The next Lunch-N-Learn will be held on Tuesday, October 16th from noon-1pm.
      ii. The Academic committee is working on planning the spring research colloquium.
         1. They have sent a survey to last year’s judges asking for suggestions on how to improve attendance and participation in the event.
         2. A similar survey will be sent to students

VII. Liaisons
   a. University Senate (Ali Mirchi):
      i. The University Senate last met on September 26th.
      ii. Discussions on the tobacco-free initiative
         1. Michigan Tech administration has decided that the tobacco-free initiative will take in effect by Fall 2013 in 3 stages
            a. 2012-2013: Informing people of policy changes
b. January 2013: Education and smoking cessation sessions

c. 2013-2014: Respectful compliance (warnings will be issued)

2. Smoking shelters on campus would be a good alternative to a completely tobacco-free campus

iii. Faculty’s response to the tobacco-free initiative:

   1. Mixed opinions. Some faculty are unhappy that the initiative is already going into effect and the University Senate’s opinion was only sought after the decision was made. There needs to be more discussion prior to decision-making.

   2. It may not be a good idea to model Michigan Tech’s policies after those of other institutions. After a tobacco-free initiative was put into effect at the University of Michigan, faculty and staff continued to smoke cigarettes on campus.

b. University Senate Finance Committee (Trevor Fisher):

   i. Nothing to report

c. Undergraduate Student Government/CAB (Jennifer Winikus):

   i. Nothing to report

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels):

   i. Neither group has met

   ii. Clarification from last report: The Center for Diversity & Inclusion will provide assistance of up to $60 of the $100 cost for LeaderShape.

e. Apartments’ Residents’ Council (Taile Leswife):

   i. Meeting times

      1. Every Monday, the ARC meets in the Hillside multipurpose room

      2. A meeting for Hillside residents is held on Tuesdays at 6pm in the Hillside multipurpose room

      3. A meeting for Daniell Heights residents is held on Thursdays at 5:30pm in the Daniell Heights community room.

      4. Everyone is welcome to attend.

   ii. Comment that not everyone living in Hillside or Daniell Heights has access to the meeting minutes. These minutes are currently only sent to people who attend the meetings.

   iii. It may be difficult for many residents to attend the current meetings. It may be best to reconsider meeting times to accommodate student schedules.

f. Friends of the Van Pelt Library (Kevin Cassell):

   i. They need volunteers to sort books on Saturday October 27th from 10am-2pm. If you are interested in helping out please show up at the staff entrance of the Van Pelt Library.

   ii. On Thursday, October 25th, Mary Durfee (a professor from Social Sciences) will speak in the library’s east reading room from 4-6pm about historic industrial sites in Malta.
VIII. Discussion Items:

a. Update from ad hoc committee on IT concerns:
   i. Most graduate students received an email from Dan de Beaubien, Chief Technology Officer, explaining some of the IT-related issues. This may help with some of the communication issues between IT and students.
   ii. Jenn reported that USG is concerned about the ongoing issues with IT, but they are content to allow GSG to spearhead this initiative. USG will give feedback but we should not expect active participation from them.
   iii. The ad hoc committee will put together a short survey to send out to graduate students. USG can decide if it is appropriate to also send this survey to undergraduate students.
   iv. Dean Huntoon has shared contact information for an IT contact, Tom Gemignani Sr. The ad hoc committee will share the results of their survey and licensing software with Tom.

b. Update on the Tobacco-Free Campus Initiative:
   i. Kevin is now the co-chair of the taskforce to implement the tobacco-free campus initiative alongside Travis Pierce
   ii. Update on situation: In May 2013, Michigan Tech’s campus will go completely tobacco-free. This means smoking and chewing tobacco will not be allowed on campus, including in Daniell Heights and the residence halls. Individuals will only be able to smoke on campus in their personal vehicles.
   iii. Questions: Do graduate students know about the extent to which they will not be able to smoke? Will graduate students have a problem with this?
      1. Discussion from CS Meet and Greet:
         a. Smokers and non-smokers did not seem happy about the tobacco-free initiative.
         b. What is the financial motive behind the tobacco-free initiative?
         c. Is smoking on campus really an issue?
         d. Is the motivation for the tobacco-free initiative to portray Michigan Tech as a healthy campus?
         e. If the tobacco-free initiative were put into effect, it is probable that between classes students and faculty will migrate to the median by campus to smoke. Wouldn’t this send a worse image than to have people sporadically smoking on campus?
         f. One CS faculty member mentioned that smoking can be considered a handicap. To treat smokers with this kind of discrimination is an issue.
         g. What will happen to smokers who are trapped in their residential contracts?
      2. There are a lot of opponents to the tobacco-free initiative, both smokers and non-smokers.
3. If Michigan Tech is solely concerned about appearances, they could find locations where people aren’t visible while smoking (such as the building loading docks or smoking shelters).
   a. This is not going to happen. It has already been decided that Michigan tech will be a 100% tobacco-free campus.
   b. Margo sat on the previous tobacco-free taskforce. They suggested making out of site designated smoking areas on campus. The Michigan Tech Executive Team does not like this option and wants to go completely tobacco-free.

iv. Comment by Dean Huntoon: If GSG is not in favor of this initiative Kevin can recuse himself from being the co-chair of the taskforce to implement the tobacco-free initiative. If Kevin is the co-chair of this taskforce, it may make it seem like GSG completely supports the initiative. If this is not the case, it may not be in our best interests to allow people to think that GSG is responsible for this.
   1. If you are in charge of implementing the initiative, you should have some decision to modify or undo some of the policies. Otherwise you are the “fall-guy” for a decision that is very unpopular.
   2. Is the decision to go tobacco-free unpopular? Yes.
   3. Will the tobacco-free initiative get implemented whether people like it or not? Most likely.
   4. For the initiative to be fully approved, the University Senate has to amend one of their policies. It is highly probable that the University Senate will not do this. However, the Executive Team may request the assistance of the Board of Control who has the ability to supersede all other governing bodies at Michigan Tech.

v. Comment that it’s not right for Michigan Tech to tell people what they can and cannot do.

vi. It is possible that GSG can pass a motion to say that we are not in favor of this.

vii. Clarification that electronic cigarettes will still be allowed.

viii. How will the tobacco-free initiative be enforced?
   1. There will be a team of peers who will be trained on how to approach individuals smoking on campus to tell them that they shouldn’t be smoking on campus because this is a tobacco-free campus.
   2. The smoker can choose to put out their cigarette or continue smoking.
   3. There currently aren’t any penalties built into the initiative.
   4. Other campuses have more strict enforcement.
      a. First offense: You are given a warning and the event is put on your record
      b. Second and third offense: you have to spend 1-2 hours picking up trash and the event is put on your record
      c. Additional offenses: A hold is placed on your account
ix. Comment that some smokers may thank the university for implementing this policy

x. The University has asked Kevin to implement an initiative they very strongly support. Kevin is getting paid to do this and he agreed to be co-chair of this taskforce. Should Kevin continue to act in this capacity?

1. Comment that Michigan Tech Executive Team did not ask for the input of GSG prior to making the tobacco-free decision so GSG should not be part of the taskforce to implement the new policy. The Executive Team should be responsible for implementing the new policy.

2. Motion by Jenn to vote on whether GSG supports Kevin’s decision to be the co-chair of the taskforce to implement the tobacco-free initiative, second by Shreya.
   a. Discussion: Kevin finds this motion acceptable. He would like to know how the GSG body feels about his co-chair position.
   b. All in favor: 3, not in favor: 22, abstentions: 2.
   c. The GSG body is not in favor of Kevin being the co-chair of the taskforce to implement the tobacco-free initiative.

c. Meet and Greet Reports

i. Civil & Environmental Engineering

1. Graduate students have been having issues with their computers, printers, and software installed on specific computers
2. A color printer is necessary in Dow. The closest is currently on the 2nd floor of Dillman.
3. The internet in the GLRC building is insufficient. Some students only have access in common areas and not in their offices.
4. Input regarding making professor and TA ratings available online: this may affect the professors and TAs if they want to find jobs.
5. One student developed his monetary analysis of graduate student income versus outcome given recent fee increases. This was forwarded to Kevin.
6. Requests for couches and an automatic coffee machine

ii. Computer Science

1. No enthusiasm for a healthcare forum
2. Certain doors in the Rekhi do not work and other facilities-related issues
3. Not a lot of support for going tobacco-free
   a. There may be better alternatives to promoting Michigan Tech as a healthy university
4. The CS department would like to know how Michigan Tech compares to other universities in terms of IT and online courses, including massive open online courses
5. Request for better email etiquette, especially for emails that go to all graduate students. It is not appropriate to send links to outside the mtu.edu domain.

6. Suggestion to have golf carts or an equivalent vehicle for travel within campus.

7. The Michigan Tech gardens are beautiful but the new fertilizer smells awful.

8. It would be nice to have printers that you don’t have to jump through IT hoops to obtain/use, especially for teaching. It would be nice to have a graduate printer or 1 per department that is capable of duplex, non-duplex, and collating.
   a. Comment that you can print to your department’s printer if you speak with your department secretary. Unfortunately, IT has not fixed the CS department’s printer so this is not an option currently.
   b. Current issues with printers in the CS department will make exam preparation very difficult.

IX. **Adjournment:** Motion to adjourn by Rosa, second by Shreya, motion carries unanimously.
Graduate Student Government of Michigan Technological University

GSG Agenda: October 22, 2012

I. Call to Order: Kevin at 5:15pm

II. Approval of Agenda: Motion by Jarod, second by Shreya, motion carries unanimously

III. Approval of Minutes from: October 8, 2012
   a. Proposed amendment: In order to pass the new tobacco-free policies, the University Senate needs to amend one of their policies, not one of their bylaws.
   b. Motion to approve the minutes with amendments by Natasha, second by Sara, motion carries, 1 abstention

IV. New Business
   a. Recognition of alternates or new members
      i. Brett Spigarelli (Alternate for Howard Haselhuhn from Chemical Engineering)
      ii. Ashish Gupta (New representative from ME-EM)
      iii. Amitkumar Patil (New representative from ME-EM)
      iv. Omkar Lahurikar (New representative from ME-EM)
      v. Lee Sweitz (Member at large from Social Sciences)
      vi. Jonathan Askwig and Kara Peltier-Jimenez (Potential members from School of Technology)
   b. Report on outreach to Tech’s entrepreneurial sector (Kevin)
      i. Goal 3 of Michigan Tech’s Strategic Plan involves:
         1. Expanding entrepreneurship in graduate and undergraduate programs
         2. Encouraging and supporting technology transfer and start-up businesses emerging from faculty, staff, and student expertise and scholarly activity
         3. Expand international engagement through collaborations with universities, industry, and government
      ii. There are currently several local programs and organizations that promote goal 3 of the Strategic Plan
         1. MTEC SmartZone
            a. This is a business incubator loosely affiliated with Michigan Tech
            b. They help guide you toward building a high-tech business by providing professional support and space.
            c. Preference to local business ideas
         2. The Office of Innovation & Industry Engagement
            a. Provide legal expertise in patenting, commercializing products, and start-up companies
b. Can negotiate or may cover the costs of MTEC SmartZone programs for motivated graduate students

c. Grad students have an open invitation to free seminars and workshops (like “Savvy Entrepreneur Program”) for learning and networking

d. Can help to support independent inventors

3. Michigan Tech Entrepreneurial Support Corporation
4. Superior Innovations
   a. They will not turn away people who have ideas that can be successfully commercialized
   b. There are ways to provide business opportunities for all motivated Tech students
   c. Please contact Superior Innovations if you have an idea and are looking for resources to further your idea

iii. In an article in Research Magazine in 2011, Michigan Tech was listed as one of the ideal places to promote entrepreneurship. With innovations coming from the undergraduate Enterprise Program, the University ranks number 1 among Michigan universities for invention disclosers per $10 million of research.
   1. The Enterprise Program is huge and very successful
   2. The Enterprise Program aligns undergraduate work with industry

iv. Research presented at the Undergraduate Expo each year helps to promote entrepreneurial activities.

v. Currently 49.8% of enrolled graduate students are American citizens. 50.2% of graduate students are international students.
   1. Many current programs don’t apply to international students
   vi. There is currently a “Global Michigan Initiative” to attract businesses and to retain talent in Michigan
      1. There is a push in Michigan to create a STEM education “green card” for permanent residency status for foreign-born students who have earned graduate degrees in STEM fields.
      2. Global Talent Retention Initiative of Southeast Michigan (GTRI), Pure Michigan, Michigan Economic Developers Association, Michigan Economic Development Corporation, and Michigan’s University Research Corridor are just some of the organizations working to promote the “Global Michigan Initiative”
         a. GTRI assists international graduate students in STEM fields by:
            i. Helping them to find jobs through “Go Employer”
            ii. Educating employers on fast-track sponsoring of work visas
            iii. Locating immigration lawyers for start-up eligibility
            iv. Advocating changes in federal immigration laws
v. Providing networking opportunities between industry and international students

c. Discussion for potential GSG recognition of the tobacco-free campus plan (Saima)
   i. During the last GSG meeting, it was decided that GSG does not support Kevin’s decision to be co-chair of the committee to implement the tobacco-free policy on campus. This does not necessarily mean that GSG does not support the tobacco-free policy.
      1. Does GSG support the idea of a tobacco-free campus? Does GSG support the current plan that will be implemented?
   ii. This plan is going into effect regardless of what GSG thinks about the plan. In our current position, we are not in conflict with anyone.
   iii. Kevin will not co-chair this committee but he is still on the committee to implement the policy
   iv. If GSG decides to support this new policy, GSG can play a role in it
   v. GSG is already playing a role in the implementation of the policy as Kevin is on the committee to implement the policy
   vi. If this topic is raised to a vote, GSG’s stance on the issue will be put on record. If we do not want an official stance on this policy, it may be best not to vote.
   vii. This policy could be bad for those who smoke because you’re discriminating between individuals who smoke and those who do not.
   viii. Motion by Trevor to limit discussion to 5 minutes, second by Evgeniy, motion passes unanimously.
   ix. This is a controversial issue. GSG was not consulted when the policy was developed, so GSG should stay out of the implementation as much as possible.
   x. Some people believe the tobacco-free policy is a good cause. If GSG plays a central role in implementing the policy, it may not be a bad thing.
   xi. Kevin will continue to work closely with the committee to implement the tobacco-free campus plan.
   xii. Clarification: The tobacco-free campus plan applies to smoke-less tobacco also.

V. Officer Reports:

a. President (Kevin Cassell):
   i. Nothing to report

b. Secretary (Amberlee Haselhuhn):
   i. Nothing to report

c. Treasurer (Jarod Maggio)
   i. All committees are currently in good standing
   ii. Surplus budget
      1. Currently $40,636.70 available surplus funds
      2. This is money that we can spend on items that aren’t currently budgeted
      3. This money must benefit graduate students
   iii. There are $8,890.40 available in discretionary funds
iv. The balance in the GSG account is $76,373.03.
v. Travel grant summary
   1. We have currently awarded 64 presenting and 1 attending travel grants for the fall 2012 semester.
   2. This is a 30% increase from last year
      a. Our records indicate that this semester GSG has funded more students than during any other semester
      b. The new system is online and makes it a lot easier for students to apply for travel grants
   3. Last year the travel grant budget was $28,000 and GSG voted to increase the budget to $36,000 for this year. The amount of money that was actually collected last year was only $26,000 which is $2,000 less than originally budgeted.
   4. There was only a 71.87% collection rate for summer travel grants
   5. Over the last 5 years there is an overall travel grant collection rate of 82%
   6. If there is 100% collection in Fall 2012, that only leaves enough funds to award 8 travel grants for the spring semester
   7. Jarod will be asking the GSG body to increase the travel grant budget again soon
   8. Clarification on how these funds are allocated
      a. If you look at the bylaws, every single graduate student who applies correctly and gets advisor approval gets a travel grant.
      b. Travel grants are one of the most important things GSG does. GSG wants to promote our students and university.
      c. Clarification: not all attending grants are funded (10%).
      d. $250 is awarded to each student presenting regardless of where the student is going for their conference. Students must work out the remaining funds with their department and advisor. Travel grants are only offered to assist with travel costs, not to pay for the entire trip.
      e. Comment that it may be possible to reformat the way that GSG gives out travel grants. It may be better to award more money to students who are travelling further away from Michigan Tech and less money to students who are not traveling far from Michigan Tech. Recommendations for this will be welcome in the spring.

VI. Committee Reports:
   a. Social (Natasha):
      i. On October 17th, the Social Committee held their trivia event. 37 people attended and had a good time.
ii. The next social is on November 17th.
   1. This will be a euchre tournament.
   2. Please let Natasha know if you would like to learn so that you can help
      out at the event.

iii. The Social Committee is already starting to plan for spring semester events

iv. The Social Committee will meet after the general GSG meeting

b. Public Relations (Shreya):
   i. The Public Relations and IT ad hoc committees will meet after the general GSG
      meeting

c. Academic (Nayyer):
   i. A Lunch-N-Learn was held last Tuesday, October 16th.
      1. The RSVP page was set for 65 people and it filled very quickly.
      2. 18 people were absent so people from the waiting list were allowed to
         attend.
      3. The total number of people at the session was 65.
      4. Decided to “black list” people who didn’t show up and who didn’t
         respond to Nayyer’s email explaining their absence.
      5. If GSG members would like to attend the Lunch-N-Learn events they
         should register just like everyone else.

   ii. The academic committee is meeting tomorrow at 5pm to discuss the research
       colloquium

VII. Liaisons

a. University Senate (Ali Mirchi):
   i. The University Senate met on October 10th
   ii. Discussed benefit changes for 2013 and beyond. These discussions were more
       pertinent for faculty and staff rather than graduate students
   iii. The Vice-President for Administration and Research and the Director of Human
        Resources talked about the health and wellness road map, insurance, and
        healthcare
   iv. Dave Reed brought up the issue that the Michigan Tech insurance plan is 1.5
       million dollars above the projected budget due to increased costs from service
       providers for radiology services
   v. Michigan Tech has a lot more dependents on their insurance plans compared to
      other higher education institutions.
   vi. Michigan Tech is paying significantly higher for healthcare compared to other
       universities.
      1. Rural location
      2. High payment for dependents
   vii. Two proposals were discussed:
      1. Changing the name for some undergraduate programs
a. Interdisciplinary Minor in Hydrogen Technology to Interdisciplinary Minor in Alternative Energy Technology
b. Liberal Arts with a concentration in history changed to a Bachelor of Arts in history

b. University Senate Finance Committee (Trevor Fisher):
   i. Nothing to report

c. Undergraduate Student Government/CAB (Jennifer Winikus):
   i. Considering implementing a computerized testing center on campus
   ii. Funding an organization that is 1/3 graduate students (the Geophysical Society)
   iii. In the future, if you miss the deadline for re-registration you get less SAF money
   iv. There is a mobile app for Michigan Tech
      1. This needs to be promoted more
   v. Textbook prices are out of control
   vi. Proposal to get the afternoon of the career fair off for students
      1. No tests would be allowed to be given on the afternoon of the career fair
      2. Do graduate students support this? GSG members generally agree

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels):
   i. Nothing new for Women’s Leadership Council
   ii. Will report next time about the Philanthropy Group
   iii. Question regarding the LeaderShape program
      1. About 60% of the registration fee is being paid by the Center for Diversity and Inclusion if students apply
      2. The total cost for the week is $100. If students apply through the Center for Diversity and Inclusion, up to $60 of the registration fee will be covered. Students must go to the Hamar house to apply for this assistance. Only the first 20 students will get this assistance.
      3. The last date to apply for LeaderShape is November 16th

e. Apartments’ Residents’ Council (Taile Leswif):
   i. There is a new Daniell Heights email list (dh-l@mtu.edu). To subscribe you must email the list with “dh-l first name last name”.
   ii. At the last meeting it was determined that IRHC is requiring 1 graduate student to be on IRHC otherwise they may not be an organization
   iii. Daniell Heights meetings
      1. Thursdays at 5:30pm once a month
      2. This time can change depending on when students want the meeting to be. However, due to scheduling conflicts, if it is not at 5:30pm it may have to be held later at 9pm.
   iv. How do people in Daniell Heights know about the meetings?
      1. Will they receive a reminder email?
      2. The new email lists will be used to convey meeting notices but students must subscribe to this list.
v. There is a Facebook page for Daniell Heights that is used to convey information
   1. Many residents use this page
   2. It might be good to have someone post meeting information on the Facebook page
vi. Discussions about an ARC Facebook page
vii. As of the last ARC meeting, 21 people signed up to the Daniell Heights email list
f. Friends of the Van Pelt Library (Kate Aho):
   i. Mary Durfee is giving a talk about Malta at 4:30pm on Wednesday in the East Reading room of the library

VIII. Discussion Items:
   a. Graduate School proposal to allow 6 credits of C or BC to count toward primary field of study
      i. Should the Graduate School change one of their policies to allow the grades of BC or C to count for up to 6 credits within graduate students’ primary field of study providing they maintain a B average?
      ii. Currently BC and C grades count if they are form outside graduate students’ primary field of study
      iii. Discussion from today will be conveyed to the Graduate Faculty Council
      iv. Discussion
         1. It would be a good idea for students who received their undergraduate degrees from one field of study and are pursuing graduate degrees from a different field of study
         2. Each department can have stricter policies than those prescribed. The Graduate School would influence graduate programs to adopt the new policy but they would not be required to.
         3. Graduate students in one department thought it might lower the credibility of their degree. Faculty within this department liked the proposed policy because a lot of faculty assign B’s to pass students who should not be passing. It would be nice to have each of the colleges within the university to weigh in and set policies for all departments below them, rather than making each department set their own policies.
         4. Each department has their own version of PhD qualifying exams. The new grade policy will be at the discretion of each department like the qualifying exams.
         5. Do we have any statistics about how many students would benefit from this new policy? Approximately 4-5 per graduation and it takes a lot of time to remedy these issues.
         6. Would this new policy only affect students at the Masters level? With PhD work you typically finish coursework well before your research is complete. Masters students don’t have as much time to re-take courses.
7. Dean Huntoon spoke with us about this policy during our last GSG meeting. The Graduate School is trying to meet students’ needs but some people view this as lowering the standards of education.

8. Suggestion that the new policy should only allow 3 credits (typically 1 course) of BC or C grades to count rather than 6 credits.

9. Grades don’t accurately represent a student’s ability and understanding of the subject matter so the new policy may be fine. You can get an A or AB in a class when you didn’t learn much.

10. The first semester is especially critical for international graduate students. This new policy would be very helpful to allow international students time to adjust.

11. Unofficial vote of confidence in the new policy:
   a. Voting results:
      i. 21 support the new policy
      ii. 4 do not want the new policy
      iii. 6 abstained from voting with suggestions for possible changes
   b. Idea of instituting an English evaluation for some non-native English speakers
      i. Students with a score of 102 or higher on the TOEFL IBT or 8.5 or better on the IELTS are exempted.
         1. These numbers for exemption are used by the University of Illinois.
         These numbers were not randomly selected.
      ii. Two plans:
         1. Retake the TOEFL IBT upon acceptance
         2. Take a written/spoken exam like the University of Illinois’ English Placement Test.
      iii. Discussion
         1. Retaking the TOEFL is expensive and doesn’t really tell you if the student can speak well
         2. Many students against being required to retake the TOEFL upon acceptance
         3. If students only had to pay a small fee to retake the TOEFL, this wouldn’t be an issue, but having to pay the full price of the TOEFL again is very difficult
         4. If you’re already in an English speaking country, finding a TOEFL testing center is difficult. If Michigan Tech will host TOEFL exams this would be better.
         5. Some schools directly train students to pass the TOEFL so a score of 102 doesn’t mean that the English levels are okay. Option 2 seems much better.
6. Michigan Tech should specify a minimum score in critical sections of the TOEFL rather than one overall score. If the student scores high enough in each critical section, they are admitted.
   a. The overall TOEFL score is a combination of scores from 4 different sections.
   b. If a student scores very low in a critical section, they should re-take that section.
   c. Most universities have similar policies (a minimum score of 90 overall and at least 22-24 in each section).
7. This policy might be better if the exempt score was reduced to 90. Requiring a 102 will prevent many students from attending.
8. If Michigan Tech is going to arrange a written/spoken test, how much will this cost?
9. The TOEFL score is just a number. It may be better to evaluate students on whether they can actually communicate. It is easy to help people with their writing ability, but it is essential to be able to communicate with them to give them the help they need.
10. The TOEFL has 4 sections, each with 30 possible points. If someone does very poorly in one section they can still do very well in the other 3 sections and still pass. It would be better to evaluate the scores in each section and to require a minimum score in each section. If a student is admitted who did poorly in one section, they could be required to take an English as a second language (ESL) course or a written/spoken exam.
11. In some departments non-native English speakers must take a speech test in order to be a TA. This is very simple. It may be possible to apply a similar test to students.
12. The majority of representatives doesn’t seem to like option 1 and are leaning toward option 2 but currently there is insufficient information to place an informed vote.
13. What if students don’t pass the tests but are already on campus?
14. A score of 8.5 is way too high for IELTS. A score of 7.5 or 8 would be much more appropriate.
15. As a service to new students to improve their English language skills, option 1 doesn’t make much sense as it is a financial burden and stressful.
16. If the test will be introduced: when? In what time interval after students arrive? Everybody should be given some time to adjust. In just one semester the level of English proficiency increases significantly.
17. Rather than having two options, require a minimum TOEFL score. If a student scores less than the minimum score, require them to take ESL courses. It would not make sense to be admitted and to take a test on campus only to be sent home.
18. The Graduate School wants to know if they can provide support services.
19. How will the tests be set-up? What are they asking? What is the remediation?

c. IT ad hoc committee
   i. nothing to report

d. Putting Tech teaching evaluations online
   i. USG is actively pursuing this
   ii. Some courses have multiple sections and multiple instructors. Students should be able to use an instructor’s teaching evaluation history as a basis for choosing which class to take.
   iii. USG is looking at the policies of Colorado University
   iv. Question regarding what gets posted for full professors versus TAs
      1. You cannot see everything that TAs have done whereas with professors you can (including grading distributions).
      2. TAs are evaluated on how professional they were, how good they were at teaching and interacting with students, etc.
   v. USG believes there are no privacy issues as Colorado University is already doing this
   vi. There should be some restriction on how much is posted. Nobody wants to take certain classes so they will automatically give these courses poorer evaluations.
   vii. Motion to limit discussion to 5 minutes by Natasha, second by Jenn, motion passes unanimously.
   viii. Classes that give out higher grades get higher ratings. Higher grades don’t mean that students are learning more.
      1. TAs should be able to unsubscribe from having their evaluations posted.
   ix. Would GSG be more interested in this if we could control the questions on the evaluations? Are we uncomfortable with posting teaching evaluations online?
   x. TAs are normally students who will disappear from this university so what is the point in posting TA evaluations online?
   xi. Undergraduate students feel they should know about all of the instructors in the courses they are taking.
   xii. It is currently possible for TAs to be on Rate My Professor. Students can add anyone there.
   xiii. TAs shouldn’t be on this proposed website. You can have multiple TAs in a section or only 1 TA. It is unnecessary to post TA teaching evaluations online.
   xiv. Why not post this proposal to the Michigan Tech website and ask people to vote and give feedback?
   xv. TAs for a course change from one semester to another but they would be evaluated like a full professor. What is the point in posting TA evaluations online when they probably won’t teach the course ever again? This would not be helpful for students.
xvi. There is insufficient information about this. What will be posted online? A lot of professors might be very unhappy about having certain information published.
   1. Clarification: only numerical scores will be posted. Comments will not be posted.

xvii. Some TAs only grade homework, some do lab work, and some actual teach. How will they be evaluated based upon this? How will they make this distinction?
   1. There may be a different set of survey questions for different courses and focuses.

   e. General concerns or questions from GSG members
      i. Members can serve on more than one committee
         1. Members must list a primary committee that they can be held accountable for
      ii. How much of a time commitment is required for each committee?
         1. Public Relations: typically 0 hours per week but occasionally up to 45 minutes
         2. Academic
            a. Much more time is spent on the research colloquium.
            b. Most of the work for the research colloquium is done at home
            c. Typically host 1 hour meetings
      3. Social
         a. It varies. Anywhere from 0 to 8 hours per week.
      4. Time commitments for committees are sporadic. You are never forced to participate in events.
      5. If you commit to a committee, the committee needs to be able to depend upon you. You should be able to spend that time reliably.
      6. There shouldn’t be any surprises. If you are going to have to put in 8 hours, you know it’s coming weeks in advance.

   f. Meet and Greet Reports
      i. These will be reported at the next GSG meeting
      ii. Please invite a member of the academic committee to attend your Meet and Greet events so they can introduce the research colloquium

   IX. Adjournment: Motion to adjourn by Rosa, second by Tolga, motion carries unanimously.
Graduate Student Government of Michigan Technological University

GSG Agenda: November 5, 2012

I. Call to Order: Kevin at 5:15pm

II. Approval of Agenda: Motion by Jarod, second by Jenn, motion carries unanimously

III. Approval of Minutes from: October 22, 2012
   a. Proposed amendment: The scores that would exempt students from taking further English skills tests were not chosen arbitrarily. These scores are used at the University of Illinois to exempt students from the English skills test.
   b. Motion to approve the minutes with amendments by Abhishek, second by Sara, motion carries unanimously

IV. New Business
   a. Recognition of alternates or new members
      i. Kristine Nachbar, alternate from Biological Sciences for Emily Geiger
   b. Center for Computational Research Assistance (CCRA)
      i. Motivation
         1. Much of the research done at Tech requires writing computer code at some point, which can be difficult
         2. Researchers should be able to ask experts on campus for help with their computer code
      ii. What is the CCRA?
         1. A learning center, focused on assisting researchers across campus with computer coding problems
         2. Seeks to resolve issues with research related computer code
         3. Open to graduate and undergraduate students, as well as faculty
         4. Staffed by computer science graduate students
         5. Currently operating a pilot program to collect data on the needs of Michigan Tech’s research community
      iii. Contact Information
          1. Website: www.csl.mtu.edu/www/ccra
          2. Email: ccra-l@mtu.edu
          3. Location: EERC 519
          4. Walk-ins: 4-6pm Monday-Thursday (no appointment necessary)
          5. Also available by appointment (email them to set this up)
      iv. Discussion
1. Weekend assistance is available if you email them. They will try their best to help you.

2. Suggestion to have an introductory programming course for graduate students rather than a learning center.
   a. Some students have no programming experience.
   b. Most departments don’t tech this; you learn it if you need it.
   c. CS1121 is mandatory for a lot of different courses.
      i. This course won’t teach you everything you need to know.
      ii. Not all departments require this course.
   d. The CCRA was designed to give extra help, not to teach you or to write code for you. They will help you figure out why code isn’t working.

3. This is a free service.

4. Suggestion to host workshops on different programs. The CCRA will consider this.

5. The CCRA can assist with all standard languages: C, C++, etc. All languages are similar but with different syntax. It would not be difficult for a computer science grad student to learn new programs in order to help you. They can help with many programs.

c. Women’s Leadership Council (WLC) Presentation
   i. The WLC is a new organization on campus
   ii. The WLC strives to create a space for women on campus and to create a network of strong female alumni
   iii. They would like to recognize the achievements of women in GSG
   iv. One of their goals is to recruit women to undergraduate and graduate programs at Michigan Tech
   v. Requesting financial assistance to attend a national collegiate leadership conference from February 15-17, in Arizona.
      1. This is a student-run conference with over 80 workshops dedicated to leadership, social justice, and the application of values within a student’s campus and community.
      2. The WLC would like to send 15 members to this conference in order to really enact change.
      3. The cost to send 15 members is $12,000.
      4. They are working very hard to fundraise from several organizations and they would like to request funds from GSG. They have currently fundraised over $2,500 for their conference.
      5. From GSG they are requesting support for 4 members at $790 per member ($3,160 total request from GSG).
   vi. Discussion
1. The WLC currently has 2 active graduate student members. They have several more inactive graduate student members and they would like to grow their numbers.

2. The 15 conference attendees were selected from a total of 26 active members. The attendees are individuals who have made time in their schedule and have requested to attend the conference. If only 12 of the 15 women can attend, these individuals will be selected based upon how much dedication they have put into the conference, who wants to make a difference, and who will enact change.

3. Some of the 15 conference attendees are graduate students.

4. There are rules about how to request funding from GSG. A discretionary funding request must be filled out and the Ways & Means committee must review the funding request. This information is available on the GSG website. If there are any questions, please email the Treasurer.

5. WLC meeting times: Thursdays at 6pm in Fisher 126. Everyone is welcome to attend regardless of gender.

V. Officer Reports:
   a. President (Kevin Cassell):
      i. Shuttle Usage September & October 2012
         1. Between September 4th and October 12th, there have been an average of 61 riders per day on the shuttle and an average of 302 riders per week in just 2 time slots during the day.
         2. No value judgment was placed on the number of shuttle riders. Student Commission realizes that the weather is still nice and these numbers could change once snow falls.
         3. Shuttle usage will continue to be recorded to see if the shuttle service should be continued, if shuttle times should change, etc.
         4. One student suggested the following to Student Commission:
            a. Please update the shuttle schedule and ensure that it is accurate. This schedule should include but distinguish city transport bus schedules.
            b. Please have better visual distinctions between shuttles and “regular vans”
      5. Discussion
         a. Please ask bus drivers to wait for a few minutes or seconds at stop signs in Daniell Heights. There are insufficient bus shelters in some areas and it can be easy to miss the bus.
         b. The bus is typically on time but the shuttle is not on time. This was brought to the attention of Student Commission.
         c. The shuttle does change its route. The shuttle goes in one direction for one segment of the day and it goes in the opposite direction for another segment of the day.
ii. Daniell Heights Review Committee
   1. The Daniel Heights review committee will recommend that graduate students receive first priority for housing in Daniell Heights
   2. Currently there are 633 residents in Daniell Heights. Of these 633 residents, 560 residents are students (71% graduate, 17% seniors, 12% undergraduate).
   3. Unsupported graduate students are desired to serve as Community Assistants in Daniell Heights
      a. This is a lot of work and can be stressful.
      b. Community Assistants get a free one-bedroom apartment and 150 meals per semester.
      c. Supported graduate students simply don't have the time for these positions
      d. If interested, go to the housing office in Wadsworth Hall to talk to someone there about the position. You may also contact Travis Pierce regarding this position.

iii. Stipend Rates versus Tuition Rates
   1. Graduate tuition rates have increased by $42 per credit hour. For a full-time student (9 credits fall; 9 credits spring; 1 credit summer) this equates to $798 more per year for tuition
   2. Graduate stipend rates have increased for the 2012-2013 academic year (per semester rates):
      a. Masters Students ($5,557; $214 increase)
      b. Incoming or continuing PhD lacking in MS Degree ($5,557; $10 increase)
      c. Incoming or continuing PhD with an MS Degree ($6,452; $248 increase)
      d. PhD after passing qualifying exam with or without MS Degree ($6,737; $259 increase)
      e. PhD after passing qualifying and proposal defense exam with or without MS Degree ($7,023; $270 increase).

iv. Parking and Transportation Services
   1. 16 parking spaces were eliminated from the graduate student parking lot 5 by the Rozsa Center.
      a. Parking and Transportation Services kept a daily review of some of the parking lots on campus over a three week period to better gauge our need for parking spaces.
         i. Parking was evaluated four times per day: 8am, 10:30am, 1pm, and 3:30pm.
      b. In lot 5 there was an excess of 35 open spaces on average
      c. The barrier to lot 5 will be adjusted as necessary once snow falls.
2. Discussion

a. Parking belongs to all students, staff, and faculty. Why should graduate students have to walk further than faculty and staff to get to the same building? Everyone should be free to park wherever they can find a spot. Graduate students should not have to park further than anyone else. This is not fair.

b. Lot 34 and lot 5 are too far from the ME-EM. Everyone should have equal access to parking. Professors should not have better access than graduate students.

c. Faculty and staff will be paying more for their parking than students do.

d. During the Daniell Heights community meeting, it was discussed that Transportation Services will be changing the parking lots quite a bit. Parking and fees will be changing. GSG should wait for these changes to be implemented prior to making any decisions.

e. Question regarding overnight parking. If students are working late every night, do they have to call every night to get an evening parking permit?
   i. If you are working late in an office, let both Public Safety and Parking and Transportation Services know this. You must let both of these offices know this every night, especially for the winter parking ban. Let them know approximately when you plan to leave so that they can adjust snow removal routes as necessary.
   ii. If you are working late in an office, you may have to move your vehicle to a visitor lot.

v. Kevin met with Chief Fundraising Officer Shea McGrew to discuss funding for finishing fellowships
   1. 20 finishing fellowships would require $200,000 in funds
   2. Shea is looking into this

vi. Kevin will report on updates to the Experience Tech fee at the next GSG meeting.

vii. Tomorrow Kevin is sharing GSG views with the Graduate Faculty Council on allowing BC and C grades from within students’ major field of study to count toward good standing as well as the English test for incoming non-native English speakers.

d. Vice President (Margo Woller-Carter):
   i. Attended a tobacco taskforce meeting for Kevin
      1. The taskforce has gone to different groups on campus (University Senate, USG, and GSG) to ask them if they support the tobacco-free movement.
2. The University Senate has mixed feelings on the new policy and they will draft a report of their views on this policy. It is currently unknown if they will support the new policy.

3. USG voted to support the tobacco-free policy. However, after USG voted on this, there was a failed motion to rescind the support.

4. Margo reported that GSG does not want to put our name on the new policy. GSG would not like to say if we support the policy or not.
   a. If this is not correct, please let Kevin know so that he may report a more accurate representation of GSG’s views on the tobacco-free policy

5. The Staff Union voted via a survey. 72% (±10%) of respondents said the current tobacco policies should be left alone and enforced better. The response rate was approximately 40%.

6. The tobacco-free policy is going to move forward regardless of how these organizations fee.

7. The tobacco-free task force is moving forward with campaign contests (with prizes).
   a. They will be asking faculty, staff, and students for ways to promote the transition to being a tobacco-free campus.
   b. Some of the prizes: a box for the hockey game, bowling parties for groups, iPads, etc.

8. They have a website that is almost ready for launch. They will review the website again before advertising it in Tech Today.

C. Treasurer (Jarod Maggio):
   i. Meet and Greets
      1. Jarod has only reimbursed 5 departments for meet and greet events.
      2. Not everyone is doing these
      3. Please recall that it is part of a representative’s responsibilities to host meet and greets within their department.

   ii. Discretionary Funding Requests
      1. There is a system for discretionary funding requests.
      2. If you know of organizations that want to request discretionary funds, please direct them to the GSG website.
      3. We need to have better communication about this.
      4. The delegate from the WLC should return to GSG to answer questions once they have made a formal funding request through the proper channels.
      5. The deadline to request funding is 2 weeks before the event.

D. Secretary (Amberlee Haselhuhn):
   i. Nothing to report

VI. Committee Reports:
   a. Public Relations (Shreya):
i. There are two upcoming events:
   1. Euchre Tournament on Thursday, November 15th, at 7pm in MUB Ballroom B
      a. Instructions will be offered at 7pm and the actual tournament will begin at 7:30pm.
      b. Prizes will be awarded to the winner.
   2. Lunch-N-Learn event on Wednesday, November 14th, at noon in MUB Ballroom A.
      a. A presentation about funding opportunities at Michigan Tech by Jodi Lehman in Sponsored Programs
      b. Please register for the event.

3. Please promote these events among graduate students in your department

ii. The online submission form for the Graduate Research Colloquium is ready and is on the GSG website but it will be officially released later.

iii. The photo contest will be held during Winter Carnival to get people to promote our contest and GSG as a whole.

iv. Questions regarding the IT survey
   1. Jenn has prepared questions
   2. These questions still need to be cleared with IT prior to release
   3. The deadline for the committee has been extended per Kevin’s suggestion

b. Academic (Rosa Flores):
   i. Announcements:
      1. The Academic Committee email list was reconstituted. If anyone has joined the committee and did not get an email please let Nayyer know.
      2. Please invite someone from the Academic Committee to attend your meet and greet events so that they can provide information about the research colloquium.
      3. The next Lunch-N-Learn is at noon on November 14th in MUB Ballroom A. This event is a presentation by Jodi Lehman from Sponsored Programs about funding opportunities at Michigan Tech
      4. After the previous Lunch-N-Learn 18 students registered but did not attend. 14 individuals were cleared because they explained their absence to Nayyer. The students who did not explain their absence to Nayyer will not be allowed to attend the next Lunch-N-Learn.

   ii. The Academic Committee met on Tuesday, October 23rd to prepare for the colloquium.
      1. The deadline to submit abstracts: December 10th at 5pm.
      2. The deadline to submit nominations for merit awards: January 18th at 5pm.
      3. The colloquium and banquet will be held on February 21st and 22nd.
iii. The Academic Committee sent surveys to judges and students who participated in last year’s colloquium. 60% of judges and 25% of students responded.
   1. Some professors and judges were disappointed about colloquium attendance.
   2. If anyone has suggestions for increasing attendance, please let Nayyer know

iv. Shreya is helping to get abstracts submitted online for the research colloquium.
   1. The GSG Academic Chair will get these submissions.
   2. Suggestion to embed M numbers and passwords to prevent spam from being entered into the online submission form.
      a. The service we use does not support M numbers or passwords
      b. If the form is getting spam, it is possible to add a capture for human verification

v. The research colloquium is not on the same day as the career fair. The colloquium has been moved 3 weeks later to avoid conflicts with the career fair.

vi. The career fair probably does not influence colloquium attendance much. Graduate students do show up to the colloquium but they cannot stay all day.

vii. The Academic Committee has contacted Electronic Display Services to advertise for the colloquium. They have not responded to emails, but the information has been uploaded to the electronic displays.

viii. Please recognize the hard work the Academic Committee has been doing to prepare for the colloquium.

VII. Liaisons
   a. University Senate (Ali Mirchi):
      i. Michigan Tech was accredited by AQIP in August
         1. Major concern was expressed by some faculty that AQIP is not the appropriate accreditation agency for a university of Michigan Tech’s caliber.
         2. It was suggested that Michigan Tech move to a new accreditation agency such as OP (Open Pathways).
         3. All of the Michigan Tech peer institutions are already on the OP accreditation system.
      ii. Tobacco-free campus campaign
         1. The current University Senate policy is that nobody can smoke indoors.
         2. To make the University Senate’s policy in line with the University’s request, the Senate must amend their policy to adopt language in line with University policy.
            a. This may not be an easy amendment to make
         3. Current policy is going to ban tobacco use on campus but it will allow people to smoke in vehicles. This brought up a valid argument that it
does not make sense (for wellness) to have people smoke in a confined space.

4. After adopting this policy, people may actually walk to the US-41 median to smoke. This would be an embarrassing scene.

5. The basis for the policy change (a survey) did not inform the respondents that the survey would be used as a basis for actual policy change. Respondents were not informed how the survey results would be used.

6. The University is in favor of the tobacco-free policy for wellness and for promoting good health on campus.

b. University Senate Finance Committee (Trevor Fisher):
   i. Nothing to report

c. Undergraduate Student Government/CAB (Jennifer Winikus):
   i. Reminder that winter parking rules are in effect even if there is no snow on the ground.
   ii. USG has voted to support the tobacco-free plan.
   iii. Suggestion that if students are given the snow plowing schedule for each lot, it might help students to better work around this schedule.

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels):
   i. WLC is working really hard to raise funds for their event. They are planning a Double Dinner Double Date auction with Greek Life to raise funds.
   ii. Philanthropy Group
      1. Requesting a representative from the residence halls
      2. They are asking all of the members in their group to sign a letter to donate $10 as a class tribute to fund a scholarship for incoming first year students.
      3. November 15th: National Day of Philanthropy. They will have chalkings, posters, and table tents to explain how beneficial alumni gifts are. Our tuition stops paying for operational costs early in the year.

e. Apartments’ Residents’ Council (Taile Leswif):
   i. The ARC is planning to have an office in room 121 of the Hillside building. If you have questions you can go there.
   ii. Campus involvement participants taskforce met last week
      1. They met with Travis Pierce to talk about Daniell Heights.
      2. There is no standard design of furniture in apartments.
      3. All of the apartments were inventoried in terms of flooring, number of chairs and beds, etc.
      4. They will try to make everything uniform in each apartment.
      5. Rent is still being discussed
   iii. If you are under the age of 21 you are not allowed to be a contract holder in Daniell Heights. If you are older than 21, you can be a contract holder even if you are an undergraduate student.
1. They are now considering not allowing undergraduate students to be contract holders.
2. Daniell Heights will be strictly for graduate students.
3. Some exceptions will be made if they are married or have special circumstances.
4. They are trying to grow the graduate population.
5. Daniell Heights residents can contact Reginald Hicks (rmhicks@mtu.edu) if they have any concerns regarding Daniell Heights.

iv. The annual craft bazaar will be held on December 1\textsuperscript{st} from 10am-6pm in the SDC wood gym.
   1. If you want to sell crafts, there is a $20 table rental.
   2. All of the money from table rentals will be donated to charity.
   3. Interested individuals can contact Jake Paxton (jvpaxton@mtu.edu).
   4. People who would like to buy items are invited to attend at noon.

v. Discussion
   1. There is a new email list for Daniell Heights residents (dh-l@mtu.edu). You must email the list in order to be added.
   2. Does Michigan Tech subsidize Daniell Heights? If not, what is the interest in expanding the housing business? Is there any real reason to segregate Daniell Heights only for graduate students?
      a. There is less housing for graduate students versus undergraduate students.
      b. Undergraduate students have different lifestyles than graduate students. But is this a valid justification for banning them from living in Daniell Heights? It may be more appropriate to just talk with people who are having issues.
      c. Changes in Daniell Heights are a result of one of the University’s missions to increase graduate student enrollment.
      d. The waiting list for graduate students wanting to live in Daniell Heights can be very long
   3. Why not expand housing to accommodate more graduate students?
      a. There may be plans in the near future to have extra apartments but this cannot be confirmed at this time.
      b. The residence halls do not accommodate all of the undergraduate students. If undergraduate students cannot live in Daniell Heights, it is currently unknown where they would live.
      c. This matter is still under discussion.
   4. International Fellowship Group
      a. A new organization
b. They are going to have socials where international students meet with members of the community to establish relationships and friendships.

c. This would help to lead to a homestay situation where students would live in community members’ homes.

5. Daniell Heights needs a representative to ARC for each block in Daniell Heights
   a. They asked individuals to volunteer for these representative positions but graduate students are not coming forth to take these responsibilities.
   b. If the ARC needs help, describe specifically what representatives would need to do.
   c. They need a better job description for these positions.

f. Friends of the Van Pelt Library (Kate Aho):
   i. Need help to sort for the book cart
      1. Make a Difference Day volunteers helped the library recover from the fire in the archives section.
   ii. They are also collecting Econo receipts.
      1. The box for these receipts is on the book cart.
      2. The Friends of the Van Pelt Library can get money from these receipts.
   iii. A financial audit is pending for the Friends of the Van Pelt Library

VII. Discussion Items:
   a. Update on Online Teaching Evaluations
      i. Presentation by Eli (USG President)
         1. USG would like to publish the numerical results of teaching evaluations conducted each semester for every instructor of every course at Michigan Tech.
         2. The goal of this proposal is to provide students with more information when selecting courses.
         3. The goal of this proposal is not to provide information to incriminate the instructor or to say which instructors have low ratings.
         4. These numbers are already available and decisions are already made based upon these numbers.
         5. Michigan Tech is a public university and this information can be obtained via the Freedom of Information Act.
         6. This proposal is tied in to the Rate My Professor issue.
            a. A well-known magazine listed the worst universities for professor ratings.
            b. Michigan Tech was listed at the top of the list.
         7. This data would be more scientific than Rate My Professor scores.
      ii. Discussion
1. Suggestion to require individuals to ISO log-in in order to access the data. This would be a good compromise. While some universities have this information publically available to everyone, individuals at Michigan Tech might be more comfortable with this proposal if this information was contained within the Michigan Tech community.

2. Faculty might appreciate the option to opt-in or opt-out of this program.
   a. Require faculty members to submit in writing why they would like to opt-out of the program.
   b. Faculty might have fewer objections to this proposal if they have a choice.

3. Motion to limit discussion to 10 minutes by Jenn, second by Mohammad. Only 1 opposes the motion (as they would have preferred a limit to 5 minutes). The motion carries.

4. Suggestion that professors should not see what they’re being rated on so that students feel free to rate professors however they would like.

5. Only the numerical scores and not the student comments would be posted online.

6. The instructor evaluation form may be updated. The University Senate is working on changing the evaluation form.

7. Question regarding what will be posted (all numerical evaluations dating back as long as the instructor has been teaching at Michigan Tech versus the past 2 years).

8. The proposal would apply to any instructor.

9. The data would be collected by the same manner it is currently collected. The current methods separate different categories of instructors (TAs, lecturers, professors, etc.).

10. The data would be sorted by instructor, not by course.

11. Question regarding how the system would handle labs taught by more than one TA.
   a. This data would be handled in the same manner it is currently being handled.
   b. Data is currently separated by section number
   c. If there is more than 1 TA in a section, there is probably a way they currently separate evaluations for each TA. It would not be fair to have two TAs graded on the same report card.

12. Suggestion to post grading distributions alongside numerical teaching evaluations.
   a. This would provide students with even more information.
   b. This would also help to prevent grade inflation since instructors with abnormally high grading distributions will be under a lot of peer pressure to have a more normal grading distribution.
   c. This is done at other institutions.
13. How long will this data be archived? If a TA teaches for only one semester, would their numerical scores be archived indefinitely?
   a. It would make sense to have information as far back as possible. Students would most likely look at the latest semester’s numerical scores.
   b. TAs may not want their information posted indefinitely since they will leave the university after a few years.
   c. The system would be updated when instructors leave.

14. It is not uncommon that 2 or 3 days before the semester beings, a TA is finally assigned.
   a. This may cause students to switch labs during the first week of classes.
   b. This could cause a lot of chaos and a lot of missed class time for students.

15. How will this website be maintained?
   a. Funding has not been determined at this time. USG would like to build a consensus across campus before bringing this proposal to the University Senate.
   b. Data from evaluations is currently being managed by the Center for Teaching, Learning and Faculty Development.
   c. USG will likely pay for initial development fees but they hope that in the long run the Center for Teaching, Learning, and Faculty Development would maintain it.
   d. It may be a good idea to consider doing a 3-year running average of numerical scores. After 3 years everything is removed from the website automatically.

b. Meet and Greets
   i. Forest Resources & Environmental Science (October 12th)
      1. It would be nice to have transportation (such as a shuttle stop) right in front of the Forestry building or in lots 23/24.
      2. “Tech doesn’t care about our health”
         a. Some agree some disagree with the tobacco-free initiative.
         b. Smoking inside a vehicle is even more harmful for an individual’s health.
         c. The tobacco-free initiative makes smokers second class citizens.
         d. It would be nice if Michigan Tech offered cooking classes to teach students how to cool healthy, nutritious meals
         e. Eat the Lawn program
            i. Carleton College in Minnesota provides some gardening space for students.
            ii. Students grow the food and can pick and eat the food as they wanted.
iii. There is currently a garden in Daniell Heights
iv. It would be a good idea to have a garden on campus in a central location.
v. This garden would provide opportunities for outreach within the community and with Little Huskies to teach children where food comes from.

3. It would be nice to have compost bins.
4. Problems with IT
   a. It’s difficult to interface personal laptops with campus printers
   b. It would be nice if instructions were on the IT website.

ii. Biological Sciences
1. It is very hard to find parking in lot 34 between 9:30am and noon
2. Key replacement costs are now $100 per key.
   a. If a student loses all of their keys, this could cost them several hundred dollars.
   b. Public Safety has stated that they can be very flexible on this matter.
   c. This new fee was implemented to encourage people not to lose their keys.
   d. Students are currently unsure if Public Safety will be flexible if keys are stolen or if keys are accidentally lost.
   e. Suggestion to make the fine $25 at first and increase the fee each time.
   f. More swipe card access points would be preferred to keys.
      i. There was some discussion about getting RFID swipe cards.
      ii. This is not secure technology
      iii. RFID access point would not be preferred in Daniell Heights.
   g. Comment that some of the fines go to replacing the lock itself and all of the other keys to that lock.
      i. Comment that students should only have to pay to replace the key itself.
   h. This fine includes keys for Daniell Heights apartments.

3. IT Issues
   a. Some of the computer labs have been closed
   b. Students only have access to one color printer now

4. Two handicapped parking spaces have been added to lot 34.
   a. These parking spaces are very far away from any of the building
   b. These spaces take up two parking spots in a lot that is already very full.

IX. Adjournment: Motion to adjourn by Jarod, second by Margo, motion carries unanimously.
Graduate Student Government of Michigan Technological University

GSG Agenda: November 26, 2012

I. Call to Order: Kevin at 5:15pm

II. Approval of Agenda: Motion by Sara, second by Nayyer, motion carries unanimously
   a. Adjustments to the agenda format because meetings have been long
   b. Liaisons will report first, officers last
   c. Major change: addition of a question and answer session after each of the main sections, not after every speaker

III. Approval of Minutes from: November 5, 2012
   a. Proposed amendment: Craft bazaar should be spelled correctly
   b. Motion to approve the minutes with amendment by Jenn, second by Sara, motion carries unanimously

IV. New Business
   a. Recognition of alternates or new members
      i. Joe Licavoli, alternate for Andrew Baker (Materials Science Engineering)
      ii. Aerik Carlton, alternate for Rosa Flores (Civil & Environmental Engineering)
   b. Report from Dean Huntoon on Setting Tuition & Stipend Levels
      i. Description of the Committee
         1. Started working together last May
         2. The Provost informed the graduate school what kind of representation they wanted to see on the committee: Staff from the budget office, the University Controller, Graduate Student Government Representatives (such as the current President, last year’s President, and the President from two years ago).
         3. The committee has met a few times
         4. Tuition rates will be recommended to the Board of Control by the University’s Executive Team
         5. Over the summer the committee developed questions to ask of current returning students and students at orientation. They also did a lot of benchmarking.
            a. Marco and Sara assisted with this also
         6. The committee is now at the state where they feel they can make recommendations
      ii. Data they collected
         1. Enrollment
a. International enrollment is increasing
b. Michigan resident and non-resident enrollment is decreasing fairly dramatically
c. 54% of incoming students are international students
d. Dean Huntoon’s hypothesis: In 2009, the price of resident tuition exceeded resident students’ willingness to pay this amount. Michigan Tech has only one tuition rate for residents, non-residents, and international students (which is very unusual in the United States for a state-funded institution).

2. Resident full-time tuition
   a. Full time at Michigan Tech is defined as 9 credits per semester.
      i. At other institutions (such as Michigan State), full time is defined as 6 credits per semester.
      ii. 30 credits must still be completed at both Michigan Tech and Michigan State to obtain a master’s degree.
   b. The largest number of credits per semester that constitutes full-time is at Rensselaer (12 credits per semester).
   c. Tuition at Michigan Tech is just under $15,000 toward the high end of the spectrum compared with universities Michigan Tech competes with
   d. Dean Huntoon plans to propose that the full-time resident tuition is lowered so that it is closer to that of Purdue University and Georgia Tech.
   e. Dean Huntoon believes that Michigan Tech has priced itself out of the resident market in Michigan.

3. Non-Resident Full-Time Tuition
   a. Compared with other universities, Michigan Tech is toward the low end of the spectrum
   b. Dean Huntoon plans to propose that tuition is increased slightly to the tuition rate of Colorado Boulder, The University of South Florida, Oakland University, and the University of Illinois at Chicago
   c. Michigan Tech should not be the bargain basement option but it should still be in the bargain range
   d. Dean Huntoon is also going to propose that Michigan Tech get rid of the engineering and computer science tuition fee. In addition, she would like to do away with having to pay tuition in the summer if graduate students are only taking 1 credit of research.
      i. If you are taking a regular course during the summer, you would still have to pay tuition.
e. Graduate education at Michigan Tech would cost more for non-residents but if non-residents stay during the summer, some money is saved.

4. Minimum Stipends
   a. Michigan Tech is not doing too poorly with stipends
   b. Dean Huntoon will propose to increase graduate stipends to the same level of stipends at Purdue University’s main campus (just above Virginia Tech’s stipend level).
   c. Of the students who said they applied to and were offered funding at another University but eventually came to Michigan Tech, these students chose to come to Michigan Tech because the funding Michigan Tech offered them was higher.
   d. No students who were offered more funding at other institutions came to Michigan Tech.
   e. If funding levels are approximately the same as those offered by Virginia Tech or Purdue, we may be able to attract more students to Michigan Tech.

5. Dean Huntoon will be handing out a draft of her report to the committee on Wednesday. It will be available through Kevin.
   a. A final report will be submitted to the University’s Executive Team. If they accept this report, it will be posted on the Michigan Tech website.

iii. Discussion
   1. The minimum stipend level is at the master’s level.
   2. The non-resident data includes international students. Non-residents are everyone not from the State of Michigan.
   3. Resident status is important because the State of Michigan gives Michigan Tech 15% of our operating costs from taxpayer dollars.
      a. The State expects that in return, we provide special benefits to residents of Michigan.
      b. President Mroz is under pressure to explain why Michigan residents pay the same amount as non-residents for tuition.
      c. International residents are not as much of a concern in this regard as non-residents.
      d. Michigan Tech has already priced itself out of the Michigan resident market. We do not want to raise tuition for everyone.
   4. There will be two tuition rates – resident and non-resident.
   5. 95% of institutions have more than 1 tuition rate. Only a few private schools have only 1 tuition rate (such as Rensselaer).
   6. Discussion regarding how changing the tuition rate affects budgeting for funding proposals
a. They currently recommend that sponsored projects budget at the resident rate. Dean Huntoon did not make this recommendation because the resident rate will fall.

7. 54% of incoming students are international students.
   a. Increasing tuition for non-residents will affect international student enrollment.

8. Currently a credit hour costs $744. These proposed changes will raise the credit hour costs to $887.

9. Students would not have to pay in the summer and they would not have to pay the engineering and computer science tuition fee so the overall tuition is approximately balancing out.
   a. Only engineering and computer science students pay this fee
   b. It will be necessary to have differential pricing by program for everything to balance out for all students
   c. They may drop tuition for those who are not in engineering or computer science

10. The Computer Science department is the only department that is cheap to run computers in because they use free and open source software.
    a. They do not pay for software licensing.
    b. As such, the engineering and computer science fee should not apply to the Computer Science department
    c. At a lot of universities, departments in higher demand cost more (such as engineering and computer science at Michigan Tech).
    d. It may be possible that Computer Science faculty get paid more.
    e. Faculty in the College of Engineering command higher salaries because they are in more demand.

11. If there are two tuition rates for residents and non-residents, this should not affect current department coverage of graduate student support.

12. These tuition changes are only being proposed for graduate students, not undergraduate students.

13. This fall enrollment only increased marginally.

14. Comment that it’s nice that resident and non-resident tuitions are the same.
    a. It is progressive.
    b. In the absence of external political forces we would only have one tuition rate but we have priced ourselves out of the domestic market.
    c. Even if there is talk about boosting enrollment from other states, it will not appease Governor Snyder.

15. Students who are finding themselves through grad school will be hurt by this proposed tuition policy
a. This affects non-funded students more because they are typically not at Michigan Tech in the summer because they’re working.
b. Technically if you’re on campus during the summer working on research but not enrolled or working hourly, you are trespassing. Your health insurance would cover any medical incidents, but University liability coverage would not.
c. Graduate students are typically at Michigan Tech a long time. It only takes 12 months to gain residency in Michigan.
   i. Students could just change their residency while in grad school to get resident tuition.
   ii. Masters students may not qualify but PhD students would
iv. Final Comments
   1. Many understand the concern that the State of Michigan has about giving benefits to residents. However, some are concerned that only students who will be at Michigan Tech during the summer will save money.
      a. Non-funded students will have to pay significantly more.
      b. Fees should be applied during both the fall and spring semesters so that students are not penalized if they are not at Michigan Tech during the summer.
   2. Many students do research at Michigan Tech over the summer even when they are not paying any tuition or fees. If you get hurt in the lab you are not covered by the University’s liability coverage.
   3. One alternative is to make every graduate student take a 1 credit research course during the summer.
   4. It would be ideal to include fees for the 1 credit summer research hour into the fall and spring tuition costs so that graduate students essentially have a “free pass” to the labs during summer and winter breaks.
      a. If this summer credit is absorbed it could include liability insurance during breaks.
      b. Suggestion that rather than being forced to pay this fee to make students pay a liability insurance fee if they will be in the lab during breaks.
   5. Suggestion to keep the current structure.
      a. The issue with this is that students are not required to pay for the one research credit hour over the summer.
      b. The University would have to police each lab and make sure that people who are not paying for a research credit leave over the summer.
c. To get away from having to police the labs, they want to lump the summer fee into the overall tuition and fees.
d. Currently if you don’t pay tuition but you’re on campus working in a lab and something happens to you, you have to pay for medical costs out of pocket.
e. It would be better to pay a little up front to be covered during breaks.

6. Students who are not on campus in the summer would be hurt by the new process.

7. Tuition is going to increase, regardless. This increase should do something to help some students.

8. A lot of international students are at Michigan Tech over the summer because they’re employed by Michigan Tech in some way.
   a. If you’re employed by Michigan Tech, you are covered under their liability policy.
   b. It is expensive to be at Michigan Tech all summer if you’re not being paid by the University.
   c. Most students who are taking a research credit during the summer are supported.

9. Being forced to take credit hours during the summer may make some students ineligible for certain fellowships (such as NSF Graduate Research Fellowships).

10. Kevin will meet with Dean Huntoon and will discuss these items with her.

V. Liaison Reports:
   a. University Senate (Ali Mirchi)
      i. Max Seel, Provost and Vice President for Academic Affairs, gave a presentation about improving undergraduate success at Michigan Tech
         1. Michigan Tech graduates are doing well in terms of success rate (measured according to job placement rate after graduation)
         2. In the State of Michigan, Michigan Tech is has a high placement rate compared to some other universities
      ii. Update on the Tobacco Free Campus Plan
         1. Lack of communication prior to the decision to go tobacco-free is a concern
         2. There may be financial repercussions to going tobacco-free. For instance, guests of wedding ceremonies held in the Rozsa center may be smokers. If guests are not allowed to smoke cigarettes, they may be less inclined to host weddings at the Rozsa.
         3. Rather than supporting or not supporting the tobacco free campus plan, the University Senate may diverge toward a campus-wide referendum
to gauge how the campus community has a whole feels about this decision
  a. Without this information, they do not feel comfortable supporting the tobacco-free plan
  b. Senate administration is looking into options for referendum

iii. Some proposals were approved
  1. Undergraduate certificate in Chinese languages
  2. A new statement is to be added to course syllabi to make students aware that their grades and homework assignments can be used for different purposes
  3. Changing the degree title for M.S. Environmental Policy to M.S. Environmental & Energy Policy

b. University Senate Finance Committee (Trevor Fisher)
  i. Nothing to report

c. Undergraduate Student Government (Jennifer Winikus)
  i. Nothing to report

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels)
  i. Women’s Leadership Council
    1. The Love Your Body Action Team is adding new initiatives with the SDC.
    2. Cooking classes will be offered to teach people about healthy cooking on a budget
    3. They are continuing to raise money for their leadership conference
  ii. Philanthropy Group
    1. National Philanthropy Day was a few weeks ago. On this day, they had table tents to inform people about how beneficial gifts are to the University
    2. They are trying to recruit new members
    3. If interested in being the Liaison to the Philanthropy Group, contact Aleta
      a. Typically 2 meetings per semester
    4. They are working to develop large banners to thank those who have given alumni gifts. These banners will be hung at sporting events to promote awareness of alumni gifts.

e. Apartments’ Residence Council (Taile Leswif)
  i. They are working to prepare a presentation to inform the Michigan Tech Board of Control about the current living conditions in Daniel Heights
  ii. Jake Paxton, representing students of the Daniel Heights living community, has sent out an email requesting residents to take pictures of their living conditions as proof to include in their presentation
  iii. This presentation will serve to bring to the Board of Control’s attention several inconsistencies between housing contracts and website pictures to what you actually have to live in.
f. Friends of the Van Pelt Library (Kate Aho)
   i. Nothing to report

g. Question & Answer Session for Reports by Liaisons
   i. Clarification on the syllabi change
      1. A statement will go on all syllabi informing students that all of their activities, homework assignments, grades, and exams can be made available to any organization for different university purposes (such as accreditation processes).
      2. This will affect syllabi for both graduate and undergraduate courses
      3. Students will remain anonymous.
   ii. Clarification on the name change for M.S. Environmental Policy
      1. It is currently unknown what steps need to be taken before this name change goes into effect.
      2. This change must go through the Board of Control and to Lansing to be approved.
      3. This change should not take effect before the fall 2013 semester.
      4. These changes do not typically go into effect overnight
   iii. Discussion on the tobacco free campus plan
      1. Undergraduate Student Government has already voted to support this plan.
      2. Ali clarified the Graduate Student Government’s opinion on the tobacco-free plan during the University Senate meeting. GSG does not currently have an official stance either for or against this plan.
      3. The University Senate is concerned that this request for support is coming after the decision has already been made
      4. This campus plan will need to have the support of the University Senate; however Senators are refraining from voting because they do not feel they can represent their constituents fairly.

VI. Committee Reports:
   a. Public Relations (Shreya Kumar)
      i. Kate has informed Shreya that the IT has a photo contest for the Van Pelt Library at Winter Carnival. We may liaise with IT for this contest.
      ii. In order to better define IT issues across campus, a set of potential survey questions has been sent to Tom Gemignani Sr. in IT for approval.
   b. Academic (Nayyer Islam)
      i. There was good attendance at the last Lunch-N-Learn
      ii. Graduate Research Colloquium
         1. The abstract submission date has been extended to December 20. This has been updated on the GSG website and a reminder email will be sent out.
         2. An additional reminder email will be sent in a week or two
         3. Award nominations have been opened up on the GSG website
iii. The last Lunch-N-Learn will be held on December 6th at noon.
   1. Topic: Imposter Syndrome by Catherine Tarasoff
   2. An email will be sent out about this on Tuesday.

   c. Question & Answer Session for Reports by Committee Chairs
      i. No discussion

VII. Officers’ Reports
   a. Treasurer (Jarod Maggio)
      i. As of October 31st, GSG has $73,129.44 in our account
      ii. The Women’s Leadership Council has submitted the first discretionary funding request of the year for $2,400.
         1. The Ways & Means committee will meet Wednesday to discuss this.
         2. Their recommendations will be emailed out prior to GSG discussion.
   b. Secretary (Amberlee Haselhuhn)
      i. Nothing to report
   c. Vice-President (Margo Woller-Carter)
      i. Student Commission Meeting
         1. This was their last meeting of the fall semester prior to break
         2. Two gentlemen from Husky Motors attended the meeting to answer questions about the shuttle service
         3. Most of the questions and concerns about parking and the shuttle service need to go directly to George Butvilas
         4. A plowing route map will be sent out.
            a. This will let us know which parking lots on campus are cleared first
            b. If you will have a vehicle in any of those lots early that have already been plowed, please let Public Safety know.
            c. Public Safety will be patrolling the lots during the evening and early morning hours for the winter parking ban.
            d. If your vehicle gets stuck in a lot for any reason, let Public Safety know so that your vehicle isn’t ticketed.
            e. Towing vehicles was not mentioned.
         5. The proposal was discussed to have a women’s student commission sub-committee.
            a. Student Commission decided that it does not make sense to have another women’s leadership committee since they would be serving the same purpose as the Women’s Leadership Council.
            b. It is more important to leverage the resources we already have on campus rather than splitting resources.
            c. They suggested that the Women’s Leadership Council have a liaison on Student Commission
d. This will also help to make the Women’s Leadership Council a more permanent organization

d. President (Kevin Cassell)
i. Graduate Faculty Council Meeting
   1. Kevin shared our comments about changing the grading policy to allow up to 6 credits of BC and C grades from within a student’s major field of study to count toward good standing.
   2. They voted to support this change in policy with 14 voting for the change, 4 voting against the change. This proposed policy will go to the University Senate.
   3. The proposal to evaluate non-native speakers of English was tabled to the next meeting.
   4. The Graduate School would like to start a policy that allows graduate students multiple attempts at graduate exams, proposal defenses, and dissertation defenses.
      a. Currently there is no standard policy across campus that allows you to attempt these milestones more than once.
      b. Some departments currently don’t have a policy at all.
   5. There will be a virtual campus tour on the Michigan Tech website (similar to what is available on Yale University’s website).

ii. Tobacco Free Campus Team Meeting
   1. They are finalizing their website and blog to make the tobacco-free transition easier. This is currently hidden until complete.
      a. There will be opposing viewpoints on the blog, such as a rebuttal from the President of the University Senate.
   2. They are developing a campaign to prepare people for this change.
      a. A video contest was proposed
      b. Suggestion to not simply have a campaign about tobacco use. Instead, the campaign should be about wellness as a whole. Tobacco use should only be one small component to wellness.
   3. They would like to offer smoking cessation courses if you are a smoker and want to quit.
      a. Discussion on how to fund this

iii. Experience Tech Fee
   1. The directors of facilities covered by the Experience Tech Fee are being encouraged to track students when you use your Tech ID to gain access to these facilities.
   2. This data will be used to contact students to fill out surveys in order to help them to improve services, upgrade facilities, and to test the possibility of a fee increase in two years.
3. There are a lot of graduate students who are married, in a relationship, or who have dependents. There is an ID card that your spouse, significant other, or dependents can get for $5.
   a. This allows them to go with you and to experience tech the same way that you do.
   b. To learn more about this, view the Michigan Tech spouse or dependent I.D. card website.

iv. Update on the ARC Presentation
1. There is a movement by Jacob Paxton (The undergraduate president of ARC) to address inconsistencies between what is advertised for Daniel Heights online and what residents actually have to live in.
2. They are working to analyze money and revenue that is coming in from Daniel Heights over the past 5 years in order to compare it with how much money has been reinvested in Daniel Heights.
   a. Hardly any money has been reinvested in Daniel Heights
3. If you live in Daniel Heights and are on the Daniel Heights ad hoc committee, this is your opportunity to get many of your issues addressed through ARC.
4. Jacob Paxton may address GSG at some point

v. Beatrice Smith, Director of the ESL Program
1. The first ever English as a second language (ESL) course will be offered next semester for graduate students who are non-native English speakers.
2. The goal of this course is to improve the English communication and writing skills in their disciplines
3. Only 3 students have enrolled in this course so far
4. If you know anyone who would like to enroll, please contact Beatrice or Kevin

vi. Posting Teacher Evaluations Online
1. This will be discussed during the next Board of Control meeting.
2. Kevin will request from both the Board of Control and USG that these evaluations be internally housed on the Michigan Tech website and not completely public.
   a. The only way to access these evaluations should be with an iso password.
   b. These evaluations should not be as publically available as they are at other universities.

e. Question & Answer Session for Reports by Officers
i. Point of clarification with the spouse or dependent Experience Tech card
1. Significant others or dependents do not get the same items as students do with the Experience Tech fee.
2. The spouse or dependent card gives them access at the student rate.
3. For instance, if students get in free at the ski hill, their spouse or dependents get access to the ski hill at the student rate, not at the Experience Tech fee rate.

VIII. Discussion Items:
   a. Concerns or Questions from GSG Members
      i. Questions regarding the shuttle
         1. A notice has been sent out and that is also posted on the bus stations stating that the shuttle will not be available during holidays and when there is inclement weather.
         2. If campus is closed the shuttle is not running.
         3. If you get an email that campus is closing at a certain time, that is when the shuttle service will stop running also. If you need to get home via the shuttle, make sure you do so before they stop running.
      ii. Graduate students in ME-EM are unable to register for courses due to timing conflicts
         1. The ME-EM department increases enrollment each year but they do not increase their course capacity
         2. During course registration these classes can fill within 30 seconds to 1 minute.
         3. Suggestion from Kevin to speak with the ME-EM graduate program director
            a. Let this individual know that this is an ongoing issue within the department
            b. They may not currently be aware of the issue
            c. If this continues to be an issue, bring this back to GSG so that we may address the issue formally.
         4. ME-EM graduate students approach the Graduate Faculty Council about this issue every year. They have been told that there is insufficient space in labs so they cannot increase course capacity.
         5. If courses are not required, students should choose another course. If the course is required then this is a much bigger issue.
         6. Suggestion that if you can get enough students to fill another lab section and bring it to the professor’s attention, they may have more leverage to open up another lab section.
            a. Professors will not be inclined to open up more lab sections if they will not be filled
   b. Meet and Greet Reports
      i. Electrical & Computer Engineering (Marco)
         1. 70 people in attendance, including 10 faculty and staff
         2. Many of the concerns have been resolved.
3. Some doors in the basement were randomly closed at certain times. They have requested that these doors be opened.
4. Request to have a computer terminal on the 5th floor of the EERC building to check email.

ii. Materials Science & Engineering (Amberlee)
1. Meet and Greet was hosted by the new Department Chair, Dr. Kampe. This went very well as he purchased lunch for attendees and was able to get more students to attend.
2. Students felt that if the University cannot enforce current policies regarding tobacco use on campus, it is unlikely that they will be able to enforce an even stricter policy.
3. It was suggested that if teaching evaluations will be posted on the Michigan Tech website, grading distributions should be posted also.

   c. Representatives agreed that they approve of the new meeting format.

IX. Adjournment: Motion to adjourn by Margo, second by Jarod, motion carries unanimously
Graduate Student Government of Michigan Technological University

GSG Agenda: December 10, 2012

I. Call to Order: Kevin at 5:15pm

II. Approval of Agenda: Motion by Sara, second by Nayyer, motion carries unanimously
   a. Adjustments to the agenda format because meetings have been long
   b. Officers’ reports will come first rather than liaisons to maintain traditional flow

III. Approval of Minutes from: November 26, 2012
   a. Motion to approve by Jenn, second by Abhishek, motion carries unanimously.

IV. New Business
   a. Recognition of alternates or new members
      i. Lee Sweitz, alternate for Jayesh Borde from Social Sciences
   b. Discretionary Fund Request: Women’s Leadership Council (Jarod Maggio)
      i. Presentation
         1. Requesting $2,400 in funding to attend their first conference in February on leadership
         2. Requesting funds to be able to travel to the conference
         3. Only one graduate student is traveling but it is possible that future graduate students may attend this conference in subsequent years
      ii. Questions from GSG members
         1. How does this conference differ from LeaderShape that is already organized by Michigan Tech?
            a. This conference is a national conference that is similar to LeaderShape
            b. LeaderShape focuses only upon Michigan Tech students whereas this conference in February is a national conference. At a national conference it will be possible to share different outlooks, opinions, and experiences on a national level
         2. Is the WLC focused more upon developing leadership skills in only those that attend this conference or will leadership activities be planned for the campus community?
            a. The focus is a combination of both development of leadership skills among attendees and also leadership activities for the campus community.
            b. The purpose of the conference is to help future leaders develop their leadership skills with the hope that these students will
bring these skills back to their campus in order to build leadership skills among the campus community as a whole.

3. Why are 15 students attending the conference?
   a. An email was sent to all of the active WLC members and there was a general interest from approximately 15 students.
   b. This number includes space for a few extra students because new members during the spring 2013 semester may be interested in attending the conference.

4. Are there any plans for presenting what you learn from the conference afterward?
   a. Not as of now
   b. The WLC has also obtained funding through the Parents Fund. The Parents Fund requires thank you notes to parents and a small presentation on what was learned and what can be brought back to Michigan Tech.
   c. It is not currently known if anyone attends this presentation or if it is just sent to the Parents Fund.
   d. The School of Forestry and Environmental Science has donated money for this conference attendance. Students must give a presentation about how this department and students can benefit from these skills. The overall goal was to increase leadership in the Forestry department.

5. Will any of the expenses be paid by individuals attending the conference or is everything being funded?
   a. The goal is to have everything be funded so that students don’t have to pay for anything except food.
   b. It would be nice if students didn’t have to pay because they will be learning and this will benefit Michigan Tech

iii. Discussion regarding the funding request
   1. Point of clarification: GSG representatives who are also members of WLC can stay and vote for this portion of the meeting as a GSG precedent has been set.
   2. Ways & Means Committee’s Recommendations
      a. Three options:
         i. Fund in full
         ii. Do not fund
         iii. Fund partially in the amount of $450
      b. The amount of $2,400 is too high. The Ways & Means committee cannot recommend funding the request in full because of the little direct benefit it provides the graduate student body as a whole.
      c. This organization is worth supporting.
d. Precedence has been set by GSG on whether or not we support the attendance of conferences. This precedence emphasizes that GSG prefers funding to go primarily towards presenting at conferences and on-campus events, not merely attending.

e. The Ways & Means committee recommends that the WLC send less people and upon their return they should try to echo what they learned to other members of the WLC and the campus and local communities as a whole.

f. The Ways & Means Committee also recommends funding the WLC partially in the amount of $450, the equivalent of three $150 attending travel grants.

g. These recommendations are just guidelines, not a definite decision. The recommendations still need to be approved with a 2/3 majority vote.

h. Motion by Natasha to fund the WLC $450, second by Rosa. 29 vote for, 2 vote against, 1 abstention. The motion passes.

V. Officers’ Reports:
   a. President (Kevin Cassell)
      i. Graduate Faculty Council Meeting
         1. The Graduate School would like for there to be a general policy allowing graduate students more than one opportunity to defend their work, such as at an oral defense.
            a. Currently policies vary by department.
            b. Some departments don’t have any rules about the number of times students can defend their qualifying exam, research proposal, or dissertation.
            c. There was considerable debate about this and this topic has been tabled until 2013.
            d. Some feel there are too many policies and something like this should be up to each student’s committee, especially since the PhD is a customized degree.
            e. The Graduate School feels there should at least be a policy requiring academic departments to have a policy. This policy should be equally administered in case of grievances, issues with lawyers, etc.
         2. Language proficiency evaluation of non-native English speakers
            a. There is no policy or procedure set in place yet
            b. Graduate directors generally feel that this evaluation is necessary and important
            c. It is important to discuss potential support services and language proficiency for the students who need this assistance.
d. Small steps are being taken in this direction.
e. As early as next semester, some graduate directors may refer incoming graduate students or even current graduate students to Beatrice Smith in the English as a Second Language (ESL) program. Beatrice will assess their performance and make a recommendation to the graduate department about the kind of support services that may be necessary.

3. Updates on the $100 key replacement fee
   a. Kevin attended a Meet and Greet event in Biological Sciences
   b. At this event a student brought up the increase in the key replacement fee to $100.
   c. Kevin has been in touch with Brian Cadwell, the Deputy Chief of Public Safety, about this issue
      i. Public Safety has made no official amendment to the $100 replacement fee policy yet
      ii. Public Safety will exercise common sense and will be reasonable in the event of a loss of a large number of keys
      iii. Deputy Chief Cadwell will let Kevin know as soon anything is quantified regarding a loss of a large number of keys
   d. Please talk to Kevin if you lose your keys

4. Tuition & Stipend Review Committee meeting last week
   a. They were generally receptive to Dean Huntoon’s recommendations
   b. The data needs to be studied
   c. The committee will reconvene this week on Wednesday, December 12th, and again on December 20th.
   d. Dean Huntoon will share the process and some of the results with the Board of Control on Friday, December 14th, in a joint presentation to them.

5. Reminder: next semester GSG will be hosting elections for Principal Officers and Committee Chairs
   a. Start thinking if you would like to run for a chair or officer position.
   b. Start thinking if there is anyone you would like to nominate to run.
   b. Vice-President (Margo Woller-Carter)
      i. Student Health Service Advisory Committee
         1. This committee includes representatives from Michigan Tech and Portage Health
2. The committee formalized what they are going to be and what services they are hoping to provide for students.

3. The SDC clinic walk-in hours for students have changed to 10am-12:30pm and 1:30-3:30pm Monday through Friday.

4. They are working to no longer require students to get an excused absence slip from a doctor when they are out for a viral infection.
   a. There is often nothing a doctor can do for a viral infection and the current policy results in wasted resources and potentially expensive medical bills.
   b. Les Cook, Vice President for Student Affairs, has looked into this.
   c. Changing the policy will require a procedural change that must be passed by the Executive Team, the University Senate, and the Board of Control in order to be approved.
   d. It will probably be at least a year before this is fully approved.
   e. If this procedural change is approved, professors will not require students to get a note from a doctor prior to excusing any absences.

5. Marketing initiatives
   a. They are trying to do something with a health focus for Winter Carnival.
   b. Some basics that were discussed: hypothermia, frostbite, how alcohol affects you in the cold.

6. This committee will be working with Margo to prepare videos to explain services available for students, basic information on healthcare, when you should go to the doctor, etc.

7. Educating RAs in the Residence Halls
   a. RAs will be educated on what services are provided for students.
   b. Portage Health has been tasked with getting smoking cessation aid on campus. This must be done through the Health Department.

c. Treasurer (Jarod Maggio)
   i. The current balance in the GSG account is $77,338.28.
   ii. There is approximately $40,000 available in surplus funds.
   iii. Financing Meet and Greet events
       1. If there are 2 or fewer representatives for a given department, (less than 100 graduate students in the department), the department is offered up to $50 per semester.
       2. This money can be used all at once, but the GSG E-board would prefer if there were 2 separate meet and greet events rather than one large event. Having two separate events helps you to get more feedback from students.
3. If your department has 3 or more representatives, (more than 100 students), the department is offered up to $75 per semester.
4. Some departments have done meet and greets that have been completely funded already. If you have had a meet and greet event and need to be reimbursed, please see Jarod.
5. Do not purchase additional cups, plates, or silverware. So much has already been purchased using GSG funds that it would be a waste to buy more.

d. Secretary (Amberlee Haselhuhn)
   i. Many thanks to Shreya for setting up an online form on the GSG website to submit meet and greet reports.
   ii. Please use this online form after you host a meet and greet event

e. Discussion & Answer Session for Reports by Principal Officers
   i. Clarification: The Graduate School is advocating for 2 attempts for oral defenses. Ultimately this will still be up to the graduate program to make these decisions.

VI. Committee Reports:
   a. Social (Natasha Hagadone)
      i. Euchre Tournament
         1. 21 people attended
         2. Many thanks to Margo who filled in for Natasha
         3. This was the last GSG social event of the fall semester
      ii. Socials for next semester
         1. Natasha has some ideas, but nothing specifically planned at the moment
         2. There will probably be an event at the Mine Shaft again.
         3. If you have any ideas on ways to socially engage a large portion of the graduate population, please let Natasha know.
   b. Public Relations (Shreya Kumar)
      i. There is a new GSG blog site
         1. The main GSG website has excerpts from the blog site
         2. Typically Kevin sends out a lot of announcements to the graduate student list. Sometimes these announcements must be shortened. Full-length versions of the announcements can be included on the blog.
         3. The blog would be a good tool to keep open when hosting a meet and greet event since most pertinent topics of discussion are on the blog.
         4. If anyone has any ideas for interesting things to do with the blog, please let Shreya know.
      ii. Should the IT survey go out before the end of the fall 2012 semester or should it be sent out during the spring 2013 semester?
1. It is close to final exam week so many students may not answer the survey.
2. It may be possible to send out the survey next semester but at the beginning of each semester there are usually a lot of IT-related issues that tend to be fixed as time goes by. The survey may be catching IT at a time when they’re more vulnerable.

c. Academic (Nayyer Islam)
   i. The third Lunch-N-Learn event was held on Thursday, December 6th.
   ii. The first Lunch-N-Learn of the spring 2013 semester will be held in January.
   iii. Graduate Research Colloquium abstract submission ends on December 20th.
   iv. Some students have very little poster design experience.
   v. The Academic Committee will be organizing an event to help people design posters for poster sessions.
      1. This event will be held in the library.
      2. This will not be a formal Lunch-N-Learn. No food will be provided.
      3. Instructors will be available to help students prepare posters before the Graduate Research Colloquium.
   vi. Before the Graduate Research Colloquium there will be a Lunch-N-Learn about presentation skills so that students can practice these skills during the Colloquium.

d. Question & Answer Session for Reports by Committee Chairs
   i. Discussion regarding sending out the IT survey now versus at the beginning of the spring 2013 semester
      1. It would be good to send the survey out now since an entire semester has gone by
      2. There are typically a lot of issues at the beginning of the semester that are resolved in a timely manner. These issues at the beginning of the semester could sway the survey results if the survey is sent out at the beginning of the spring 2013 semester.
      3. The charge for the IT ad hoc committee ends in December. This may need to be extended.
      4. It is best to send the survey out at the end of the fall 2012 semester because some students will be graduating. These students have more experience with IT than new students.
      5. It may be possible to send out the survey now and keep it open for a while. Students could be reminded about the survey at the beginning of next semester.
      6. Shreya will decide the best course of action with the IT ad hoc committee.
      7. Motion by Jenn to extend the IT ad hoc committee’s charge to February 15th to allow for completion of survey results, second by Nayyer, motion carries unanimously.
Discussion regarding an instructional session on poster sessions

1. Question regarding whether this event will be attended by graduate students.
2. Yes, information on how to design and present posters would be useful.
3. An instructional tutorial with pictures might make more sense than a one-time instructional session. Do you really know if you’re going to need those skills? Will you remember everything from the session when you prepare your own poster? It’s good to have a reference to look back on.
   a. Suggestion to record the workshop.
   b. Suggestion to post resources online.
4. In previous sessions it was nice to see examples of both good and bad posters.
5. This would be good information to include on the GSG website and to link to the Graduate Research Colloquium information.
   a. Some of these tools are already linked.
   b. There are links on the submission form that include videos, websites, advice, etc.
6. Would it be possible to include undergraduate students in this event?
   a. Question regarding whether undergraduate students would be interested.
   b. Many undergraduate students need to present posters.
7. It might be good to leverage resources that are already in place.
8. If this event is held in the library, the event capacity would be set at approximately 20-25 people.
9. Michigan Tech does not currently offer any instruction on poster design.
   a. Some information may be included in the online copyright course, but it is unclear where this information is included in the course.
10. Designing your poster is important but it is only half of what goes into a poster presentation. It is important to know how to actually present the information on your poster in 30 second, 2 minute, and 5 minute increments. Will this information be covered in the poster design session?
   a. No, this will be a separate event.
   b. A GSG Lunch-N-Learn in spring 2013 will provide insight on poster presentation skills.

VII. Liaison Reports:

a. University Senate (Ali Mirchi)
   i. The Senate met on November 28th.
   ii. Presentation by Dr. Mullins, chair of the University Senate Finance Committee
1. Dr. Mullins expressed concern that Michigan Tech may lose undergraduate students due to the high tuition.

2. The average annual net price for undergraduate education at Michigan Tech is the highest in the state of Michigan.

3. Increasing graduate tuition may be an alternate source of revenue generation.

4. They are considering raising the tuition of non-resident students (both graduate and undergraduate students).
   a. Non-resident students are those who come from outside the state of Michigan.
   b. The argument for raising tuition is that Michigan Tech is one of the cheapest, and possibly the cheapest, graduate institution for nonresidents.

5. There have been many high development investments over the past 20 years at Michigan Tech.
   a. 1 million square feet of space have been added to Michigan Tech buildings.
   b. This has added over 100 square feet of building space per person while enrollment has stayed approximately the same.

6. Suggestion to redesign academic programs to make them more in line with Michigan Tech’s strategic goals.

7. There are a lot of options to improve Michigan Tech’s financial situation. There is no easy solution to this issue.

iii. Only University Senate constituents will partake in the referendum for the tobacco free campus.

iv. Approved proposals:
   1. M.S. Environmental Policy has been changed to M.S. Environmental and Energy Policy
   2. Added an undergraduate certificate in Chinese language
   3. B.S. Clinical Laboratory Science has been changed to B.C. Medical Laboratory Science
   4. Midterm grade reporting has been moved from the end of academic week 6 to the end of week 7.

b. University Senate Finance Committee (Trevor Fisher)
   i. Nothing to report

c. Undergraduate Student Government (Jennifer Winikus)
   i. If you are interested in helping with the USG plan to post teaching evaluations online please contact Dr. Vable in the Mechanical Engineering-Engineering Mechanics department at movable@mtu.edu.

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels)
   i. Women’s Leadership Council
1. Pregnant and Parenting Huskies has asked for the assistance of the Women’s Leadership Council to set up a kid-friendly computer lab.
2. A lot of women will have coffee chats with potential Michigan Tech students in their home towns over the holiday break (funded by Admissions).

ii. Philanthropy Group
   1. Nothing to report.

e. Apartments’ Residence Council (Taile Leswifi)
   i. Nothing to report
f. Friends of the Van Pelt Library (Kate Aho)
   i. They will be hosting a work bee downstairs in the archives.
   ii. They would need help from about 20 people or less.
   iii. A date for this event has not currently been set.
   iv. There will also be a book sale in the spring during Winter Carnival. They may need help sorting books.
   v. If interested in either of these events, please contact Kate.

g. Question & Answer Session for Reports by Liaisons
   i. Question regarding Dr. Vable’s participation in assisting USG with posting teaching evaluations online
      1. Is the committee going to just look at posting information online or will they actually do this?
      2. Dr. Vable is going to take charge of this.
      3. There is no policy in place going forward. They are getting all of the information together and getting ideas in place.
   ii. Questions regarding the University Senate report
      1. Undergraduate tuition is the highest and non-resident graduate tuition is the cheapest on campus. Where did Dr. Mullins get his numbers for his analysis? The University is currently performing a tuition and stipend review.
         a. Dr. Mullins referred to a national database, the National Center for Education Statistics
         b. The presentation Dr. Mullins gave is posted on the University Senate website.
         c. The University is not going to be cruel and increase tuition by a significant amount, but the case was made that tuition fees for non-resident graduate students at Michigan Tech do not match the market price.
         d. Dr. Mullins is the Senate Finance Committee Chair. He worked on this and has brought this information before the Senate before.
            i. Dr. Mullins referred to statistics he has been collecting for a long time. However, these statistics seem
incommensurate with data the University usually refers to.

ii. This data does not seem to be in line with the strategic plan.

e. The Financial Aid office at Michigan Tech provided information on graduate tuition. This information was compared to tuition at Louisiana Tech (which has quarter-based semesters).

f. At most universities, there is a big differential between resident and non-resident tuition.

g. Michiganders pay taxes to the state of Michigan, so they should have reduced tuition for Michigan institutions.

h. Dr. Mullins used statistics to compare tuition among various universities.

i. Dean Huntoon only used data from peer institutions

ii. Dr. Mullins did not solely look at peer institutions. He looked at traditional STEM universities. Some of these universities were peer institutions, some were not.

i. If there is a large discrepancy, Michigan Tech may be inclined to increase non-resident tuition.

j. Michigan Tech is trying to stay competitive but state appropriations have leveled off during the second half of the past decade. The University needs to remain competitive in terms of revenue.

k. Dean Huntoon will provide input about a final decision regarding tuition.

2. University Senate meetings are recorded.

a. These recordings are typically online within 2-3 days of the meeting.

VIII. Discussion Items:

a. Concerns or Questions from GSG Members

i. Clarification on the work of the Ways & Means committee

1. The point of the Ways & Means committee is to make funding requests for efficient. They look at all of the facts, numbers, and collect data as a small group since this cannot be done efficiently as a large group.

2. It is not their intention to force a decision on the GSG body. They merely offer recommendations based upon the data they collected.

3. The allocation of funds must still be voted upon by the GSG body. A 2/3 majority vote is required to fund anything whether it is from discretionary or surplus funds.
4. Discussion regarding a request for feedback on Ways & Means committee recommendations
   a. Information may be clearer if it is in table form rather than paragraph form.
   b. Some people like the Ways & Means committee recommendation and do not feel that it was too forceful.
   c. This new procedure is good. It takes less time, there is less discussion. All of the information has already been sorted out by the Ways & Means committee. Last year a lot of time was wasted on debate and a lot of time was spent answering the same questions over and over.
   d. Suggestion to send out a copy of the recommendation again with the meeting agenda
   e. If GSG members do not agree with the recommendations, that is natural and good.
      i. If you would like to remain anonymous, you can email your concerns to Jarod prior to the GSG meeting and Jarod can present this to the GSG body as a whole.
      ii. You can also bring your concerns before the GSG body yourself.

ii. Progress on allowing BC or C grades from within a student’s major field of study to count toward good standing
   1. This would be up to each department’s policy
   2. The language in the current Graduate School policy is going to change to allow each department to decide whether to allow BC or C grades to count toward good standing.
   3. This policy change still needs to be approved by the Board of Control.
   4. If students have BC or C grades from a required course from within their primary field of study, they should discuss this with their graduate director to determine a good course of action. Be sure to explain the potential future change in policy at the Graduate School level.

iii. Suggestion for an indoor play area for children in Daniell Heights
   1. This would be nice for children in the winter.
   2. It would be nice to have something like the Tree House on Sharon Avenue in Houghton.
      a. The Tree House is an indoor play center for children
      b. There is a $5 fee per visit
   3. A lot of graduate students have kids and it would be nice to have an area like a community room for children to play in.
   4. There is already a community room in Daniell Heights with items for children.
      a. This room belongs to the preschool.
b. Every year the preschool replaces their toys and they put leftover toys in this community room.

C. Suggestion to have open hours for the community room.

d. Residents of Daniell Heights should have swipe card access to the community room so they can go whenever they would like.

e. This room is not like the Tree House park in Houghton.

f. It would be better to have more attractive play center for children.

5. Taile will bring this to the attention of the ARC. This issue would be best handled by the ARC.

b. Meet and Greet Reports

i. Humanities (Kate Aho)

1. It would be nice to have emergency funding or supplemental insurance for students for major incidents.
   a. Undergraduate students may have this. Graduate students should have access to this also.
   b. Aflac emergency funding may be available

2. It would be nice to have a round table or forum on healthcare so that graduate students know what their healthcare insurance covers. This would also give students an opportunity to get all of their questions answered.

3. Uncertainty regarding where students can actually smoke with the new tobacco policies.

ii. Social Sciences (Lee Sweitz)

1. Concerns regarding health care and dental care
   a. Students expressed interest in having healthcare provided on the main area of campus rather than having to go up to the SDC.
   b. Students expressed interest in having access to a dentist who would provide services at a reduced rate for students. This may not be well covered under the student health insurance.
      i. Renee Hiller, Director of Benefits, is trying to figure out a way to include dental in the student healthcare for next year.
      ii. Renee is trying to get students a reduced rate on a dental plan or to include these services with the healthcare plan we currently have.

2. Concerns regarding on campus housing.
   a. The rates at Daniell Heights are above market rate and are not necessarily competitive.
   b. It would be nice to have an expanded shuttle service past 9pm to Daniell Heights.
c. These issues would be best addressed by ARC. Few Daniell Heights residents attend ARC meetings.

IX. **Adjournment:** Motion to adjourn by Rosa, second by Natasha, motion carries unanimously.
X. Submitted Funding Request from the Women’s Leadership Council

Timestamp: 11/15/2012 18:49:13
Organization Name: Women's Leadership Council
Representative Name: Sarah Stoolmiller
Representative Contact Email: skstoolm@mtu.edu
Representative Title in organization: Publications Committee Chair
Total number of students in your organization: 30
Number of graduate students in your organization: 1
Event Title: Leadership Conference
Event Venue: The University of Arizona
Event Date (MM/DD/YYYY): February 15, 2013 - February 17, 2013
Event Time: three days
Amount Requesting: $2400

Describe the proposed event: We have established an ambitious goal of sending half of our members to the upcoming National Collegiate Leadership Conference which will be held February 15-17, 2013 at the University of Arizona (http://leadership.arizona.edu/org/nclc). After a great deal of research, we decided on this conference because we think it embodies many of the values that our organization represents: it is entirely student-run and its philosophy of leadership is based on social justice. The annual conference brings together hundreds of student leaders from campuses across the country and offers over 80 workshops intended to help students think about the ways leadership, community service, and social justice are interrelated. The WLC strongly believes that this opportunity would make us better able to grow our organization, make changes to our campus, and give back to the local community. The skills we develop will also prepare us to have a positive impact on the way women are viewed in STEM once we graduate and move into our future careers, potentially helping to reshape the world we live in. We realize that it will take a great deal of work on our part to raise enough money to send half of our membership to Tucson. However, we are also determined to make it happen. All of our members are participating in one or more fundraising efforts, and we have already received support from the Center for Diversity and Inclusion as well as two of the campus residence hall councils. We are requesting support from the Parents Fund and our individual academic departments. We are contacting the PCA to ask if any of your members would like to support our efforts by donating to our conference fund. We believe that the goals of the PCA are in strong alignment with our own organizational goals. In fact, the women of the WLC hope to continue to give back to Michigan Tech after graduation by becoming active members of the PCA. If your organization or any of your members can provide any support for our upcoming conference travel, the women of the WLC would be very appreciative.

How does the event directly benefit Graduate Students?: We will be having a graduate student attend the conference with us. Attending this conference will help develop leadership skills for other potential graduate students at Michigan Tech.

Has your organization put on this event before?: No

If you answered 'Yes' to previous question, How many people attended t...:

What was your budget last year and reasons for changes to your budget?: This is our first full official year being a student organization, so this is our first year with a budget and a plan. GSG funding will be used to help offset travel costs.

Do you have other sources of funding for this year’s event?: Along with fundraisers we have hosted on our own, we have also received funding from the following organizations, departments, and associations: Student Life IRHC WHSA MHA CDI Parents Fund via COMPASS Psychology Department
How will you advertise for this event?: Except for our fundraising efforts, we will not be advertising.
Do you agree to include the GSG logo on advertisement material?: Agree
Graduate Student Government of Michigan Technological University

GSG Meeting: January 14, 2013

I. **Call to Order:** Kevin at 5:15pm

II. **Approval of Agenda:** Motion by Jarod, second by Sara, motion carries unanimously

III. **Approval of Minutes from:** December 10, 2012
   a. Motion to approve by Natasha, second by Jenn, motion carries unanimously.

IV. **New Business**
   a. Recognition of alternates or new members
      i. Bret Spigarelli: alternate for Howard Haselhuhn (Chemical Engineering)
      ii. Aerik Carlton: new representative from Civil & Environmental Engineering
      iii. Rohit Sharma: new representative from Electrical & Computer Engineering
   b. Organizing & Financing the Graduate Research Colloquium (GRC)
      i. There are approximately 107 students that are participating. This event is much bigger than originally anticipated.
      ii. The Academic Committee needs the help of all GSG members to make this event a success.
          1. Representatives should encourage people in their department to attend these events.
          2. The Academic Committee will need help during the GRC to chair and host sessions, compile evaluations from judges, work the reception desk, etc.
      iii. Judging: Andrew Baker is organizing all of the judges
          1. After this meeting, a list of suggested judges will be sent out via email.
          2. Representatives need to find judges to judge presentations from students in their department.
          3. Andrew will send out a guideline list for presenters, suggestions for judges in each department, etc. Please try to get suggested judges, but not all faculty members will be available. It will be up to each department to secure judges for presentations from students in their department.
          4. The presentation schedule is still being adjusted. This will be sent out to representatives.
   iv. The Academic Committee is asking departments to sponsor their sessions
      1. Last year there were very few audience members during presentations.
2. Some departments would like to sponsor the oral session presentations for students in their department. They would like to sponsor more refreshments than coffee, cookies, and juice (which GSG already provides).

3. Representatives should ask their department chair if they would like to sponsor food during their department’s presentations. The cost for 25-30 people is approximately $100 or more. Please email Omkar with your Department Chair’s response. The Academic Committee won’t interfere with this.

4. If your department is sponsoring a session, please follow up with them the day before the GRC.

5. There will be a competition for the highest audience attendance.

6. There will be flyers prepared to give to Department Chairs to try to encourage them to sponsor a session. Kevin is making a flyer for the Graduate Faculty Council. He will send this flyer to everyone. Please discuss this with your Graduate Program Director, also.

7. Some sessions will have students from more than 1 department presenting. It may be possible for these sessions to be co-sponsored by multiple departments.

v. Finances

1. $4,500 has been allocated to the GRC. However, the number of participants has unexpectedly doubled from last year’s numbers.

2. This means that the banquet attendance will also double. This year approximately 300 people will be invited to the banquet versus 180 people last year.

3. New aspects of the GRC this year: raffle prizes, honorable mention awards, invitation cards to presenters and faculty members, etc.

4. $4,500 cannot accommodate more than 100 presenters.

5. With the current plans, the Academic Committee may need $2,500 in additional funds for the GRC. These funds will be requested at the next GSG meeting.

vi. Questions and Discussion

1. Are you considering changing the criteria by which people are invited to the banquet?
   a. If there are 5 co-authors on a paper, only the person presenting the paper will be invited to the banquet.
   b. If an entire research group writes a nomination letter, the entire research group will not be invited to the banquet.

2. Some Executive Team members will be invited to the banquet.

3. There will be around 45-50 graduate school award winners. Not everyone will show up to the banquet. This year, award winners will not
be announced if they did not RSVP. Pamphlets will be on tables to list all award winners.

4. If 200 people RSVP for the banquet, there will only be food available for those 200 people.

5. The MUB ballroom can accommodate 285 people so a strict RSVP system will be necessary.

6. The dates of the GRC are Thursday, February 21\textsuperscript{st} and Friday, February 22\textsuperscript{nd}.

7. The Academic Committee will need the help of GSG members on the date of the GRC. There will be between 46 and 68 oral sessions so more than one session will run at the same time.

V. Officers’ Reports:
   a. President (Kevin Cassell)
      i. Board of Control Meeting
         1. Dean Huntoon and Kevin presented at the last Board of Control meeting.
         2. Tuition & Stipend Review
            a. Recommendations regarding tuition & stipends were discussed.
            b. They will get feedback from committee members and executives. This information will be distributed.
         3. GSG’s Position on the Tobacco-Free Campus Initiative
            a. Members from University Senate, Undergraduate Student Government (USG), and Graduate Student Government discussed the tobacco-free campus initiative.
            b. Bill Bulleit, President of the University Senate, spoke at length about the tobacco-free plan. He mentioned that it was unfortunate that faculty and staff were excluded from the decision making process. The referendum was discussed at length.
            c. The Vice President of USG reported how proud USG is that they support the tobacco-free initiative.
            d. Kevin explained that he is on the tobacco-free campus plan’s implementation committee. He has told both GSG and this committee that he will do everything he can to work toward a smooth transition for a tobacco-free campus.
               i. Kevin explained concerns from graduate students such as the median strip turning into a smoker’s refuge and the totality of the ban.
            e. President Mroz sent an email to campus leaders addressing Bill Bulleit’s remarks. This was not included in the general email he sent out to the campus community.
i. Some small adjustments have been made to the tobacco-free plan. Smokers will be able to smoke outside their apartment in Daniell Heights until fall 2014 at which point there will be a total smoking ban, including Daniell Heights.

ii. President Mroz included a listserv in the email he sent to the campus community. Please feel free to send feedback to that list.

4. Posting Course Evaluations of Instructors Online
   a. Kevin explained that graduate students would prefer that these scores only be accessible via ISO password.
   b. USG is entertaining an alternative proposal by Professor Vable. They are advocating an evaluation system that does not put the scores of individual instructors online, but averages scores by department. They will use histograms to put departments in competition with one another. This puts pressure on the system rather than on the individual. Jenn will keep on top of this as the liaison to USG.

b. Vice-President (Margo Woller-Carter)
   i. Emailed George Butvilas regarding parking and shuttle issues
   ii. Margo requested that the shuttle run longer, a shuttle stop should be added at the Forestry building, and suggested that the last shuttle run leave the MUB at the end time of the shuttle.
   iii. The shuttle is now running longer.
   iv. The shuttle should be showing up to stops on time now. Parking & Transportation services fired all of the student workers and all workers are not full-time or part-time staff. If the shuttle is late, please contact Margo with the time and date of the incident so that she can contact George.
   v. Since graduate parking lot 34 is typically full from 8am-noon, Margo asked if we could get spots added to lot 34 since we gave up spots in lot 5.
      1. There wasn’t really a response regarding this.
      2. Probably nothing will happen with this because faculty members pay for parking now. Depending on usage of the faculty parking lot next to lot 34, this may change. Margo will ask again once we are further into the semester.
   vi. George would be willing to offer graduate students 10 tokens for $30 to the $4 parking lot next to the Admin building.
      1. Jarod believes they were dropping the price of this lot to $3 anyway.
      2. If interested in tokens, please let Margo know and she will contact George for you.

c. Treasurer (Jarod Maggio)
   i. There is currently $78,016.03 in our budget.
ii. Of this, $40,636.70 is available in surplus funds.

iii. We are expecting 2 funding requests, probably at the next meeting. One from the CS department and one from Global City for their photo contest.

d. Secretary (Amberlee Haselhuhn)

i. GSG Elections

  1. February 25: Nominations open for Principal Officers
  2. March 18: Nominations open for Committee Chairs & voting for Principal Officers
  3. April 1: Voting for Committee Chairs
  4. Please think of individuals you would like to nominate. As we get closer to these dates, Amberlee will provide more information.

ii. Meet & Greet Events

  1. According to the GSG bylaws, representatives are required to host meet and greet events at least once per year.
  2. Biomedical Engineering, Chemical Engineering, Geological & Mining Engineering, Mathematical Sciences, and Physics have not hosted meet and greet events yet and need to this semester.

e. Discussion & Answer Session for Reports by Principal Officers

  i. Will there be programs to help with smoking cessation?

     1. Yes, services such as cessation classes will be offered.
     2. The tobacco-free campus committee is working on a blitz to disseminate information and to get the campus community excited about the tobacco-free campus plan.
     3. This was mentioned in President Mroz's email to the campus community.

VI. Committee Reports:

a. Social (Natasha Hagadone)

   i. Nothing to report

b. Public Relations (Shreya Kumar)

   i. Nothing to report

c. Academic (Nayyer Islam)

   i. The Lunch-N-Learn event announced today has already filled to capacity.
   
       ii. The Academic committee is already working on a workshop for poster design. This workshop was announced to graduate students presenting during the GRC and it filled to capacity. Any available openings will be announced.

d. Question & Answer Session for Reports by Committee Chairs

   i. The poster workshop is run by the library. It will be held in Instructure room 242 as a free event. This event does not cost GSG anything. This event will help presenters learn how to design their posters.
VII. **Liaison Reports:**

a. **Friends of the Van Pelt Library (Kate Aho)**
   i. Due to the fire in the archives, they need help organizing books.
   ii. They would like 5 people, in addition to Kate, to help on Thursday, January 31st, from 2-5pm.
   iii. If interested, please email Kate (kgaho@mtu.edu) to help out. Volunteers will meet at the library’s front desk.
   iv. They are not planning to contact fraternities and sororities to help with this event. They are only interested in help from GSG students at this time. An email will be sent to GSG members to request their assistance with this.

b. **University Senate (Ali Mirchi)**
   i. A financial presentation was given by Dave Reed, Vice President for Research, and President Mroz
      1. University goals and planning were discussed
      2. Michigan Tech’s balance is lower than other universities. President Mroz mentioned that this is nothing to be alarmed about.
      3. The university is increasing faculty salaries to make these salaries on par with peers.
      4. A tiered tuition scheme was discussed.
      5. There will be campaigning to increase endowments
   ii. A few proposals were passed.
      1. Most don’t affect graduate students.
      2. The deadline for midterm grade reporting was extended from week 6 to the end of week 7.
   iii. Statistics from the Referendum regarding the tobacco-free campus plan
      1. 65% of the Senate constituents participated in the referendum.
      2. Of those 65%, 31% want an extension of the current policy to disallow all tobacco use in buildings and within a certain distance from them.
      3. 40% voted for a completely tobacco-free campus.
      4. 29% want to keep the current policy.
      5. Some people interpreted these results to mean the Senate constituents want a tobacco-free campus. The majority of senators thought this only means 70% of constituents want some sort of change.

c. **University Senate Finance Committee (Trevor Fisher)**
   i. Nothing to report

d. **Undergraduate Student Government (Jennifer Winikus)**
   i. The previous President resigned.

e. **Women’s Leadership Council/Philanthropy Group (Aleta Daniels)**
   i. Nothing to report

f. **Apartments’ Residence Council (Taile Leswifi)**
   i. Nothing to report

g. **Question & Answer Session for Reports by Liaisons**
i. The ARC will meet next week on January 21st at 7pm in the Hillside Multipurpose Room 117. They will primarily focus on finalizing their recommendation for the Daniell Heights renovation.

ii. The ARC president is working with the Director of Housing, IRHC, and the Director of Facilities to develop this renovation recommendation.

iii. Rental rates are going up 3.5%. This equates to an extra $30 per month per apartment next year.

iv. Jake Paxton, president of ARC, wants this extra rent money to be reinvested in Daniell Heights.

v. Please tell your constituents that the ARC is the appropriate channel if you have any issues with living conditions in Daniell Heights or Hillside.

VIII. Old Business & Discussion Items:

a. Chili Run event during Winter Carnival (Jacque)
   i. The Chili Run is a tradition that has been brought back to Michigan Tech.
   ii. This event occurs during the all-nighter statue making.
   iii. This event was originally done by the Library Bar and Restaurant. The local chapter of the Alumni Association got involved to bring this event back to Tech.
   iv. USG is involved because they originally ran a competing Chili Run event.
   v. Starting at 9pm during the all-nighter, 100 gallons of chili is dispensed for free across campus from Michigan Tech vans.
   vi. The Alumni Association is interested in getting help from GSG for this event. If you would like to help out, please wear clothes you never want to see again.
   vii. They would like someone to take a video of this event to show alumni. Many alumni would remember this event.
   viii. Jacque also needs individuals to help drive vans. GSG has several van-certified individuals who can help out.
   ix. This event isn’t a big commitment. Please contact Jacque and he will get you involved.

b. Helping the Graduate School with Application Work (Jacque)
   i. The Graduate School is currently working on processing graduate applications now.
   ii. While there is a new portal and website to track an application status, a lot of paper documents still come in the mail.
   iii. Jacque needs some volunteers to help out.
      1. 2-3 hours, one-time commitment.
      2. It would be nice if 3-4 students donated their time to help future students to get their applications processed.
      3. Volunteers will open and organize mail. You will see documents from all over the world.
      4. Margo has helped with this in the past

c. Concerns & Questions from GSG Members
i. Concerns from constituents in CS:
  1. Students in CS are wondering if they have any say in the headwear that is worn during graduation and whether instead of the mortar board hats that are currently worn, if graduate students could wear a floppy hat like a beret that other universities use.
  2. This new hat could be worn as a representation of Michigan Tech alumni.
  3. This may be more representative of individuals today than the mortar board.
  4. Students are also interested in scrolls rather than certificates for diplomas.
  5. Jacque is on the commencement committee.
     a. This would need to be more global than only one department.
     b. Shreya will work on collecting data for this.
     c. There are several different styles of headwear. Please be very specific about which ones you are interested in.

ii. The IT survey will be released next week once new students are settled in.

iii. Budgeting for meet and greet events.
  1. The ME-EM department had pizza at their event and 50 students attended.
  2. It would be nice if the budget for meet and greet events could be more flexible.
  3. Having a third-tier of funding may be helpful for huge departments such as the ME-EM department.
  4. This will be included in next year’s recommendations.
  5. For the time being, it may be possible to ask your Department Chair or Graduate Program Coordinator to help out.

iv. Status of BC and C grades counting toward good standing
  1. The Graduate Faculty Council voted to support changing the language for the Graduate School’s policy so that up to 6 credits of BC or C grades can count toward good standing in a student’s primary field of study. This will still be up to each individual department to accept or reject this policy.
  2. This policy still needs to be approved by the University Senate. Their Academic Policy Committee is currently reviewing the policy and it must be voted on by the full Senate.
  3. Will this policy be applicable to students who are already here? Yes, this policy will affect all students and you will be able to back-count it if you are still on campus. If the measure passes, it would be put in place for fall 2013. If you are on campus and have not graduated by fall 2013, it would apply to you at the discretion of your department. Some
departments may never allow BC or C grades to count. A lot is yet to be determined.

d. Meet and Greet Reports
   i. ME-EM
      1. Nearly 50 students attended.
      2. Students were curious about why a pond is being put on campus.
      3. Questions regarding parking
         a. The graduate student parking lots are too far away from the ME-EM.
         b. It is difficult to get to labs that are not on campus such as labs in Hancock or up by the softball fields.
      4. The sidewalks are not being adequately cleared. They are frequently snow covered.
         a. This is something that can be brought to the attention of Student Commission.
      5. Registration issues for courses in ME-EM
         a. Representatives sent emails to the Department Chair and Graduate Program Director to mention concerns about registering for classes since within a few minutes these courses are filled to capacity.
         b. Suggestion to set up a meeting with Craig Friedrich, the ME-EM Graduate Program Director, William Predebon, the Department Chair, and graduate students in the department to discuss this issue
            i. Craig suggested it would be a good idea to have a meeting with all graduate students in the ME-EM to talk about what goes on behind the scenes in terms of courses and course registration and to hear student questions and concerns.
            ii. If you do not hear from Craig within the next few weeks, please let Kevin know so that he can contact Craig again.
            iii. Kevin would be happy to set-up this meeting.
      6. Students have problems applying to part-time jobs on campus through Huskyjobs. The application process is not transparent and applicants are not getting any feedback concerning their applications.
         a. There is currently no notification that applications have been received.
         b. Margo will bring this up to Student Commission.

IX. **Adjournment**: Motion to adjourn by Jarod, second by Shreya, motion carries unanimously.
I. **Call to Order:** Kevin at 5:15pm

II. **Approval of Agenda:** Motion by Shreya, second by Aleta, motion carries unanimously

III. **Approval of Minutes from:** January 14, 2013
   a. Grammatical error found in Ali’s Liaison report
   b. Motion to approve with changes by Natasha, second by Shreya, motion carries unanimously.

IV. **New Business**
   a. Recognition of alternates or new members
      i. No new members or alternates
   b. Presentation from USG President Donnie Palmer
      i. Donnie was USG’s Vice President last semester. This semester he is the President and he is looking to make changes to USG.
      ii. Donnie believes that by working with graduate students, we can better the university as a whole rather than having two separate governing bodies working separately.
      iii. Questions and Discussion
         1. In what ways are you going to revamp the way USG is being run?
            a. Currently USG is seen as a bank rather than a governing body. This is not what USG wants to represent.
            b. Most undergraduate students don’t know that USG is a governing body that impacts important decisions on campus such as the tobacco-free campus plan, tuition rates, etc.
         2. GSG has started a blog for the Eboard to post information that may be of current interest to students, such as the tobacco-free plan and other opinion pieces. Shreya extended an invitation to Donnie to use the GSG blog to refer to items that may affect USG and undergraduate students.
         3. Is USG going to also revamp their website?
            a. Yes, the USG Public Relations Chair is in charge of this.
            b. Their goal is to make the USG website more user-friendly.
            c. They are also trying to include a student concerns page where they can get feedback directly from students.
            d. They will send the new link to Shreya to include a link to USG on our GSG website.
4. The status of funding requests from USG is currently unclear. However, USG is working to improve this process. They are trying to model their system after the Domino’s Pizza online ordering system. As soon as a funding request is approved, this should automatically be updated on the USG website. Once a funding request is in the Financial Office, USG can’t influence how fast checks are written, but students will know if their application has actually been approved. USG is working to make the request process more transparent.

5. What is the current status of posting teaching evaluation scores online?
   a. USG is regrouping after the change in Presidency.
   b. Donnie is planning to contact Dr. Vable in the near future.
   c. USG wants to continue pushing forward with this for the end of the spring semester.

c. Discretionary Funding Request: Chinese Students and Scholars Organization (CSSA)
   i. Presentation
      1. CSSA is a non-profit student organization that serves Chinese students and scholars at Michigan Tech.
      2. Their goal is to improve the cultural interaction between Chinese cultures and other cultures at Michigan Tech because it is important to know how to communicate and interact with individuals from around the world.
      3. CSSA collaborates with other student organizations on campus.
      4. CSSA is requesting support for their Chinese Night event which celebrates the Chinese New Year, a holiday similar to the American Christmas or New Year events.
      5. This event occurs on February 15th and will bring families together to celebrate the coming of a new year.
      6. This year the event will be broken into 2 parts
         a. A traditional dinner will be cooked in the MUB and served in the MUB commons.
         b. Performances in the Rozsa Center
            i. There will be approximately 9-10 programs in the performance.
            ii. Using feedback from previous attendees and committee members, they hope to improve the event this year. For instance, this year they are working very hard to make the performance understandable for individuals who don’t speak Chinese.
            iii. Some programs will have to be in Chinese because it is hard to express the same themes in English.
            iv. They are anticipating 400 audience members and 60 performers.
7. Funding request
   a. Funds will be used to rent the Rozsa Center.
   b. They must also purchase nearly $1,200 in clothing for all of the programs. Some of the programs are large dances with 10-12 people. Some special props must also be purchased for some performances.
   c. Renting and advertisement costs are $3,000.
   d. Food will cost approximately $1,500 for 400-500 people
   e. Requesting $1,500 from GSG
   f. Some of their yearly budget went to hosting an Autumn Festival so they have fewer funds available for Chinese Night.
      i. Autumn Festival is an event similar to the American Thanksgiving
      ii. This event was hosted to educate people about Chinese culture.
      iii. This is why they are requesting more money from GSG this year than last year.

ii. Questions & Discussion
1. What do you do with costumes after you are done? Do they get reused?
   a. Some costumes get used for other events like the Autumn Festival and Parade of Nations.
   b. There aren’t a lot of costumes left since they were given to performers last year as mementos.
2. What is the price of tickets for the performance and dinner?
   a. General public pays $18, students pay $15, and CSSA members pay half-price.
3. If you are expecting 500 people at $18 per person, won’t you make enough money for your event in ticket sales?
   a. The estimated 500 people includes free tickets that are given to Chinese faculty, performers, etc. Last year at least 1/3 to 1/2 of all tickets were given away for free. Ticket sales cannot pay for this event alone.
   b. This year, no free tickets will be given away to CSSA members. Instead, tickets will be offered to some individuals at half-price. Assuming that half of the audience pays half-price, you still have a large number of people paying $15-18. This should more than pay for your event, so why do you need to request money if you will get enough money from ticket sales to pay for the event?
   c. The Autumn Festival cost a lot of money and CSSA does not have funds available to pay for Chinese Night.
d. The money you are requesting is not for Chinese Night but for future events? No, the $1,500 requested is to pay for food for the Chinese Night event.
e. The amount of money earned from tickets is dependent upon the number of tickets sold. People haven’t started to buy these tickets from the SDC yet. CSSA is hoping for 400 ticket sales. They may send out some free tickets, but they’re not currently sure.
f. They would like to give away nearly 100 tickets for free, but their members will still be paying for tickets at half-price.
g. Last year, CSSA sold the tickets by themselves. This year they are buying tickets from the SDC first and then selling them through the box office. They must purchase the tickets first to sell to the general public.

4. Have you requested funding from anyone other than USG and GSG?
   a. They are planning to talk with other organizations but other organizations only give small amounts such as $100.

5. If you do get additional funding, what will you do with the extra money? Will this get put toward next year’s event?
   a. Yes, any extra funds will be used toward next year’s Chinese Night.
   b. Last year there weren’t any leftover funds.

iii. Ways & Means Report
   1. Motion to limit discussion to 5 minutes by Natasha, second by Jenn, motion carries unanimously.
   2. Even though CSSA is less than 50% graduate students, they are willing to make an exception since CSSA is a big part of the campus community.
   3. Last year, GSG funded CSSA $1,200. This year, CSSA is requesting an additional $300.
   4. The Ways & Means committee is recommending a little less funding this year to encourage organizations to seek funding from sources other than USG and GSG. There are many other organizations that can give money for events.
   5. The Ways & Means committee is proposing funding $1,000.
   6. Since ticket prices will be more expensive than last year, they are expecting fewer people in attendance. At $18 and $15, it is very likely they will have fewer than 400 people in attendance.
   7. The Ways & Means committee recommends only funding $1,000 but this is the decision of GSG members. GSG can choose to fund more, less, or not at all.
   8. Last year CSSA budgeted $5,000 for their event and requested $1,200 from GSG.
9. This year, CSSA budgeted $5,800 for their event and requested $1,500 from GSG.
10. The Ways & Means committee suggests funding only $1,000, even though GSG funded $1,200 last year, to encourage organizations to seek other funding sources.
11. Some discrepancies were found in their calculations. If you expect 500 people, you should lower the ticket costs or give out more free tickets.
12. Should we encourage them to give free tickets? These could be given to faculty members to show respect.
13. If they give away 100 free tickets, that’s $1,800 in potential revenue that could be used toward this event.
14. CSSA is an important organization and has put a lot of work into this event.

iv. Voting
1. Motion by Natasha to fund CSSA $1,000. Second by Abhishek. No further discussion.
2. 22 approve, 2 disapprove, and 4 abstain from the motion. The motion passes.

d. Surplus Funding Request: Graduate Research Colloquium
i. Presentation
1. There are many more participants in the GRC this year and also many more award nominations.
2. The Academic Committee is expecting $4,960 in expenses but only $4,500 has been allocated for this event.
3. The Graduate School has sponsored $200.
4. The Academic Committee has budgeted $200 for unpredictable expenses.
5. Overall, The Academic Committee would like to request $460 to pay for additional costs associated with the GRC.
6. They have submitted a funding request for $800 from the Alumni Association but are not sure when they will hear back from the Alumni Association.
7. This money includes the banquet, merit awards, prizes, refreshments, etc. The Academic Committee won’t ask for any additional funds after this.

ii. Questions & Discussion
1. Have you considered support from individual departments?
   a. Yes, the Academic Committee has asked them to sponsor individual oral sessions.
2. Which departments have offered to sponsor?
   a. Biological Sciences, Geological & Mining Engineering & Sciences ($300), and Mechanical Engineering.
b. These departments have all offered to pay for food for their department’s oral sessions.
c. The Academic Committee is still waiting to hear back from other departments.
d. It is up to each department to decide what food to order. The Academic Committee only helps departments to order food.

3. Has department sponsorship been factored into the expected expenses?
   a. No. If departments don’t pay for refreshments during their oral sessions, GSG will not provide it specifically for the oral sessions. Leftover refreshments from the poster session will be offered instead.

4. This year the Academic Committee has made spending cuts
   a. They are not offering free lunches to judges
   b. The Academic Committee members are also not getting a free lunch this year

5. How much are you spending on food per person at the banquet?
   a. Much less than last year.
   b. This year they are expecting to spend $2,300 on food and they are planning to invite 340 people.

6. Usually conferences have breaks between sessions with refreshments outside. To encourage more audience attendance, it might be good to set up refreshment tables during breaks, especially if some sessions do not have department sponsorship.
   a. Last year there were many leftovers from the poster session.
   b. This year more money is being spent on poster session refreshments ($575 versus about $400-500 spent last year). These leftovers can go to the oral sessions.

7. Ali, the previous Academic Chair, believes Nayyer is doing a great job with this year’s GRC. The GSG should not be too surprised if Nayyer needs to request additional funds. Nayyer is doing a good job organizing a campus-wide event.

V. Officers’ Reports:
   a. President (Kevin Cassell)
      i. GSG is going to begin a new initiative: Outreach to the Alumni Association, spearheaded by Shreya.
      ii. The report on tuition and stipends has not been sent out yet.
iii. Meet and Greet Feedback
   1. Amberlee takes all of the feedback from meet and greet events, categorizes them, and brings them to the Eboard.
   2. The Eboard discusses all feedback and most feedback is turned into an action item.
   3. Amberlee then sends out a report to each Eboard member with feedback that has been assigned to them to look into.
   4. Graduate student concerns are being taken very seriously. The Eboard is trying to pursue all feedback possible.

b. Secretary (Amberlee Haselhuhn)
   i. The Eboard is going through a lot of meet and greet feedback from last semester. Some of you have heard directly from Amberlee regarding some department-specific issues. If you haven’t heard from someone yet, don’t worry because the Eboard is working very hard to find solutions to your issues. The Eboard is going through the process of meeting with other organizations and groups such as Student Commission, Parking & Transportation Services, and the Graduate School to come up with solutions to these issues. We will report back soon.

   ii. Resources available on campus
      1. IT Services
         a. Contact Information
            i. Email: it-help@mtu.edu
            ii. Phone: 906-487-1111 (7-1111 from any campus phone)
            iii. In person: Library help desk
         b. When should I contact IT Services?
            i. Printers are not working properly
            ii. Printers in general or open access labs need new ink, toner, or paper
            iii. Staplers or other office supplies in general or open access labs need additional supplies
            iv. You are having issues with your wireless or network connections
            v. Campus computers are slow or outdated
            vi. To make changes to university computers
            vii. If the program you need on a campus computer is not installed
            viii. Please ensure that the printer or computer lab is one that IT is in charge of.

      2. Facilities Maintenance Requests
         a. How do I contact Facilities for a maintenance request?
            i. Submit a Building Mechanic Work Request Form
ii. Or ask your building attendant or janitorial staff for help with these issues

b. When would I need to submit a maintenance request?
   i. You notice burnt out light bulbs
   ii. You notice dripping faucets
   iii. You need more hand towels, soap, or toilet paper
   iv. Door locks are “sticky” and do not open easily
   v. Doors or other building-related items are not working properly

3. Public Safety: Non-emergency requests
   a. How do I contact Public Safety with a non-emergency request?
      i. By phone: 906-487-2216
   b. Why would I contact Public Safety?
      i. You need after-hours access to a building or room
      ii. You get locked out of your office after hours
      iii. A door that should normally be unlocked is locked
      iv. Your car battery needs a jump on campus
      v. You feel unsafe walking on campus late at night
      vi. You see suspicious activity on or near campus.
      vii. For building or room access you can make continuous or one-time requests for access
          1. Continuous: a room or building will be unlocked at certain times every day
          2. One-time: a room or building will be unlocked for you once

4. Registrar’s Office: Room Scheduling
   a. How do I contact the Registrar’s Office to schedule a room?
      i. Call 906-487-2319 (7-2319 from any campus phone).
         Please try to call at least one day in advance.
      ii. Online scheduling tool:
         http://www.mtu.edu/registrar/students/room-schedule/
   b. How can the Registrar’s Office help me?
      i. They can help you to schedule a meeting space if you have a specific event that requires a room or building (one-time or multiple-use).

5. Your department secretaries may also be able to help get you room access within the department.

c. Discussion & Answer Session for Reports by Principal Officers
   i. Shreya will post the slides from Amberlee’s presentation online.
VI. Committee Reports:
   a. Social (Natasha Hagadone)
      i. Nothing to report
   b. Public Relations (Shreya Kumar)
      i. The IT survey went out today. If you haven’t already shared this survey with
         your department constituents, please do this. Graduate students may be more
         likely to read these emails if they come from their representatives.
         1. Some questions have arisen after the survey went out. What if you
            don’t use something but have an opinion? You are welcome to use the
            comment box.
      ii. Updates on the photo contest
         1. The Public Relations Committee has decided not to host a photo contest
            over Winter Carnival and working with the Library on their photo
            contest was discouraged.
         2. The main purpose of the photo contest was to get free or low cost
            artwork for the walls in Admin 404 and 405.
         3. The Library has graciously agreed to give GSG access to their digital
            archives and will let us know which photos came from graduate
            students. This way, we can legally decorate our walls.
         4. There may still be a photo contest on Facebook about what graduate
            student life at Michigan Tech is like.
   c. Academic (Nayyer Islam)
      i. The Lunch-N-Learn event last week went well. More chairs had to be ordered.
      ii. The poster design workshop also went well. This was a full session.
      iii. Please check with your department chairs and let the Academic Committee
           know if they want to sponsor oral sessions during the GRC.
      iv. Some departments have more than one representative. Please don’t think that
           someone else has taken care of checking with department chairs. Please
           coordinate among yourselves.
      v. Presentation by Omkar
         1. The Academic Committee is organizing a Lunch-N-Learn on February
            11th in MUB Ballroom A from noon-1pm. This Lunch-N-Learn will
            describe entrepreneurial opportunities for graduate students (both
            domestic and international) with a panel discussion.
      vi. Presentation by Andrew
         1. Thank you to representatives who have already found judges for their
            department presentations.
         2. Only one department has all of their judging positions filled.
         3. When you send Andrew the list of judges for your department, please
            be sure to include which talks they are willing to judge. Are they willing
            to only judge one talk or an entire session?
4. If you are having issues finding faculty to be judges, the recommendations list is just a starting point. You can ask any faculty member to be a judge. Research faculty, post-docs, and even qualified research staff can judge if they have a sufficient background.

5. It is good to send an email to potential judges as a reference point. You should meet with them in person to politely ask if they would like to be a judge even if only for one talk. There will be a rubric for them and information telling them where to go.

6. Please make sure this gets done. Please don’t assume the other representatives in your department are taking care of this.

7. Please send a list of judges to Andrew by Friday, February 1st. The Academic Committee needs to plan for judges well in advance of the GRC so that they can prepare nametags and rubrics.

d. Question & Answer Session for Reports by Committee Chairs

i. For poster sessions, it may be best for judges to donate a certain amount of their time rather than agree to judge only 1 or 2 posters. Some judges can evaluate very quickly whereas some take more time. By asking judges to donate time for the poster session, it would help them to have more flexibility. It would be okay if judges only wanted to evaluate 1 oral presentation.

ii. Please ensure you have enough judges to judge all posters for students in your department.

iii. Most professors will agree to judge 2-3 presentations maximum. Once the Academic Committee has a list of committed judges, they can ask judges for time commitments.

iv. Judges can come over at any time during the 2 hour poster session to judge the posters.

VII. Liaison Reports:

a. University Senate (Ali Mirchi)

i. The last Senate meeting began with a discussion about the way administration handled the tobacco-free campus issue.

1. They were very startled by the way an email was distributed regarding the tobacco-free campus plan.

2. President Bulleit attended the Board of Control meeting and shared the Senate’s concern with the tobacco-free campus plan procedure.

3. An email explaining the tobacco-free campus plan was sent by President Mroz to the campus community. Senators had a lot of discussion regarding this.

4. They want to ensure people do not believe the Senate has given their stamp of approval for the administration’s decisions.

5. The Senate also wants to ensure that the administration understands that the Senate is not working at the pleasure of the administration.
ii. Ali made an announcement that the GRC needs support. Hopefully this will be
effective. Ali also sent an email to Senators with the GRC schedule, asking for
help with sponsorship.

iii. Proposals and other business
   1. The Senate is going to leave it up to each academic department to
decide whether to accept BC or C grades from within a student’s major
field of study to count toward good standing.

b. University Senate Finance Committee (Trevor Fisher)
i. They are communicating with Trevor now.

c. Undergraduate Student Government (Jennifer Winikus)
i. Jenn announced the GRC to encourage undergraduate student attendance and
support.
ii. USG suggested that all chairs should have a vice-chair that knows everything
    that is going on if something happens to the chair.
iii. USG has been hosting a lot of elections lately.
iv. The USG has also discussed what USG should stand for (other than a bank). If
    you have any ideas, please let Jenn know.

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels)
i. Women’s Leadership Council
   1. They are writing letters to women accepted for the upcoming fall term
      at Michigan Tech. These are personal letters explaining opportunities,
      fun things to do, etc.
   2. They will be doing more coffee chats with women who have expressed
      interest in Michigan Tech.
   3. The Outdoor Adventure Program (OAP) has started hosting many
      women’s activities like snowshoeing, a camping/cooking clinic, and a
      kayak clinic in the pool. WLC is trying to support this financially and to
      set up rides to event locations.

ii. Philanthropy Group
   1. Nothing to report

e. Apartments’ Residence Council (Taile Leswifi)
i. Marco: The ARC is meeting tonight.

f. Friends of the Van Pelt Library (Kate Aho)
i. They need more help with their work bee on Thursday from 3-5pm at the
   Library.
ii. Please talk with Kate if you’re interested in helping.
iii. Volunteers will be sorting books, boxing books, etc.
iv. Kate needs 3 more volunteers.

g. Question & Answer Session for Reports by Liaisons
i. None
VIII. Old Business & Discussion Items:
   a. Concerns or Questions from GSG Members
      i. Shreya suggests making the Alumni Association relations a permanent responsibility of the Public Relations chair so this relationship continues.
         1. This requires a change in bylaws.
         2. GSG really wants to establish a long-term good relationship with alumni. This is very important and should be a permanent part of GSG.
         3. Do they have regular meetings? Yes, twice a year.
            a. Last year Margo spoke at one of their meetings.
         4. GSG needs to establish more contact with the Alumni Association as this may provide more networking opportunities for graduate students.
         5. The Alumni Association offered themselves as mentors and connectors for graduate students.
         6. It may be possible to define a liaison position with the Alumni Association. While it may come to this, we will wait on this for now.
      ii. Nayyer would like to thank Ali and Jenn for advertising the GRC.
      iii. Was USG giving suggestions to GSG to have more vice-chairs?
           1. This may have been more of a suggestion from their own experiences.
           2. USG is looking at GSG as an efficiency model. Right now they are trying to determine what they should become. USG wants to re-establish itself.
           3. If you have ideas on what USG should become, please let Jenn know.
      iv. Electrical & Computer Engineering graduate students have a broomball game on Saturday, February 2, and 2pm on the silver rink if you want to attend and support fellow graduate students.
   b. Meet and Greet Reports
      i. None
      ii. Are we required to really have 2 meet and greet events (one each semester)?
         1. Technically, no. You are only required to host one meet and greet event, but it is highly suggested that you host one each semester to ensure a more continuous flow of information between graduate students and GSG.
         2. There are funds available to spend each semester on meet and greet events. If you have already hosted one meet and greet and have only used half of your available funds, you should consider hosting a meet and greet event during the spring semester.

IX. Adjournment: Motion to adjourn by Abhishek, second by Shreya, motion carries unanimously.
Chinese Night: Discretionary Funding Request

Organization Name: CSSA
Representative Name: Huanxin Zhang
Representative Contact Email: huanxinz@mtu.edu
Representative Title in organization: VP of Public Relationship
Total number of students in your organization: 30
Number of graduate students in your organization: 10
Event Title: Chinese Night
Event Venue: MUB and Rosza Center
Event Date ( MM/DD/YYYY ): 2/15/2013 0:00:00
Event Time: 12/30/1899 17:00:00
Amount Requesting $: 1500

Describe the proposed event: There will be two parts for Chinese Night. The first part is a Chinese dinner in MUB ballrooms and the second part is a performance to show Chinese culture this year. We will cook several authentic Chinese dishes to let people try and enjoy. After dinner, an 2 hours performance will happen in Rosza Center. This year's performance mainly focuses on showing some Chinese culture which is new to people.

How does the event directly benefit Graduate Students?: First, it is a great opportunity for Graduate Students from every country to learn some Chinese Culture and try some Chinese food. Also, they can communicate with each other and know some new people.

Has your organization put on this event before?: Yes

If you answered 'Yes' to previous question, How many people attended then and how many do you expect now?: we sold $450 tickets last year and we expect 500 people to attend this year

What was your budget last year and reasons for changes to your budget?: The total budget of last year was $5000 and the proposed budget for this year is $5800. The reason is because we have several programs that need to buy some Chinese traditional clothes which increases the budget. Also, We will cook the dinner in MUB and the service fee in MUB will increase the budget. The GSG funding will be used to pay for the service in MUB and advertisement.

Do you have other sources of funding for this year's event? If so, from...?: Yes, we got funding from USG.

How will you advertise for this event?: We will do several rounds of advertisement. First, during the Spring Involvement Fair, we will do some Chinese culture introduction to let people have a idea. Then We will put flyers in local stores to get local people involved. Also, we will put posts in each building on campus. In addition, we will put flyers in each apartment in DH.

Do you agree to include the GSG logo on advertisement material?: Agree
Surplus Funding Request:

GSG Academic Committee requests that GSG allocate $460 in additional funding for the Graduate Research Colloquium. This money will be used for expenses that come up in response to the larger than expected number of people participating in the GRC this year. This money will be used if we do not get funding or assistance from the Alumni Association, administration, and academic departments.

<table>
<thead>
<tr>
<th>Source</th>
<th>Cost (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Expenses (See below)</td>
<td>4960</td>
</tr>
<tr>
<td>GRC Budget Allocation</td>
<td>-4500</td>
</tr>
<tr>
<td>Grad School Sponsorship</td>
<td>-200</td>
</tr>
<tr>
<td>Unpredicted Expenses</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>460</strong></td>
</tr>
</tbody>
</table>
## GRC 2013 Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
<td><strong>2013</strong></td>
</tr>
<tr>
<td>Banquet</td>
<td>2400</td>
</tr>
<tr>
<td>Merit Awards</td>
<td>105</td>
</tr>
<tr>
<td>Poster Prizes</td>
<td>600</td>
</tr>
<tr>
<td>Oral Prizes</td>
<td>600</td>
</tr>
<tr>
<td>Favorite Poster/ Highest Attended Session</td>
<td>50</td>
</tr>
<tr>
<td>GRC refreshment</td>
<td>575</td>
</tr>
<tr>
<td>Judges &amp; Committee Lunch (Not offering this year)</td>
<td>-</td>
</tr>
<tr>
<td>Stationary and Miscellaneous</td>
<td>300</td>
</tr>
<tr>
<td>Honorable mentions (New addition this year)</td>
<td>200</td>
</tr>
<tr>
<td>Prizes for Highest Attended Oral Session(^1) (New this year)</td>
<td>50</td>
</tr>
<tr>
<td>Certificates to presenters (New this year)</td>
<td>50</td>
</tr>
<tr>
<td>Posters for Oral Sessions (New this year)</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4960</strong></td>
</tr>
</tbody>
</table>

\(^1\) We may drop prizes for highest attended session if we do not get funds from Alumni Association. It is because GSG may not have power/rights to give any money/prizes in give away without prior approval by university body. We will need Jarod’s opinion in this regard.

\(^1\)If with any bad luck, we do not get sponsorship from Alumni Association then we will use Grad School funds for honorable mentions. Otherwise, grad school funds will be used for highest attended sessions.
Appendix

Funding Request for Graduate Research Colloquium

Before starting giving the details about budget, I want to share some thoughts that I have been having, or that I had when I took responsibility as GSG chair.

I was one of the presenters who presented last year in GRC, the session I presented in was not having anyone other than presenters, and judges. I felt very disappointed. I always look GRC as an event that should simulate the professional conferences; that should have an environment similar to professional conferences; that should have standards similar to the well-recognized conferences. I have always seen future of this event that involves industrial participation, an event that bring other universities to MTU, and an event that give MTU a recognition among its peers. Recognition of MTU is actually the recognition of me, recognition of you and is the recognition of all huskies. And I expressed all these aims when I spoke to GSG body during elections.

You will observe very high aims in all our planning stages. It could be this planning or the spirit of all committee members that all our events have met with the highest possible success. Same happened to GRC but this success went beyond our expectations, and imagination. Because of such huge response all our plans become so expensive that we went way beyond our budget. Then we reviewed many of new additions and we dropped some, we changed some plans, and we have been able to decrease the initial gap between allocated budget and expenses from 2500$ to 500$.

We are also looking for some external resources for sponsorship, and we are very hopeful that we will make it. But considering any unexpected circumstances, we are requesting GSG to allocate 500$ to academic committee as discretionary funds that we will try not to use but may use if some unavoidable circumstances develops.

Please Consider that to get a higher number of presenters was one task but it is way more important to get all those presenters satisfied. We will not get this number ever if we fail in making this event beneficial to presenters, and for this purpose the audience is the most important thing.

I will also like to make one point clear, all the door prizes, giveaways or raffles that were planned initially were not aimed for the sake of audience but for the sake of encouragement to presenters. Unfortunately, we have an environment where we need to offer food, prizes or some additions that attract audience. Knowledge or learning somehow is no more an attraction to audience.

In the coming pages, you will see the planned budget details with small notes that may add some additional information.
### GRC Guest Invitees (2013 vs 2012)

<table>
<thead>
<tr>
<th>Category</th>
<th>Invitees-2012</th>
<th>Invitees - 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenters</td>
<td>57</td>
<td>107</td>
</tr>
<tr>
<td>Judges</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Academic Committee</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>E-board</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>GradSchool</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Award Nominees</td>
<td>13</td>
<td>40</td>
</tr>
<tr>
<td>Award Nominator</td>
<td>15</td>
<td>40</td>
</tr>
<tr>
<td>GradSchool Awardees</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>GSG Speakers</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>184</strong></td>
<td><strong>334</strong></td>
</tr>
</tbody>
</table>

*The number of guests represents the guests invited. The actual attendance was less than this. Last year this attendance was either 100 or 150. Ali can confirm it. But here we need to keep one thing in our mind that this year our attendance is going beynd our expectations.

*To assure the no food waste, we will adopt a very strict RSVP policy. Similar to what we have been adopting for Lunch-n-Learn. The RSVP policy is now very effective in Lunch-n-Learn sessions, and response is very well predicted in last few sessions.

### External Funding Requests

Considering the expected expenses going beyond our allocated budget, some funding requests have been made to external resources. Thanks to Kevin for looking into these funding options, and for pursuing about them. It is a big help to us.

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad School</td>
<td>200</td>
<td>Approved</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>800</td>
<td>Waiting</td>
</tr>
</tbody>
</table>

### Dropped Items

These items were planned to get the highest possible attendance in GRC presentation sessions considering the disappointing attendance pointed out by last year’s presenters. Because of the limited budget, now we are dropping these items.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raffles &amp; Door Prizes</td>
<td>200</td>
</tr>
<tr>
<td>Invitation Cards to get audience</td>
<td>200</td>
</tr>
<tr>
<td>Invitation for banquetue guests</td>
<td>50</td>
</tr>
<tr>
<td>Lunch to judges and committee</td>
<td>100</td>
</tr>
<tr>
<td>Banquette Pamphlet</td>
<td>50</td>
</tr>
<tr>
<td>Abstract books</td>
<td>100</td>
</tr>
<tr>
<td>Invitation to industry</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>750</strong></td>
</tr>
</tbody>
</table>
Graduate Student Government of Michigan Technological University

GSG Meeting: February 11, 2013

I. Call to Order: Kevin at 5:16pm

II. Approval of Agenda: Motion by Emily, second by Marco, motion carries unanimously

III. Approval of Minutes from: January 14, 2013
   a. Motion to approve by Abhishek, second by Sara, motion carries unanimously.

IV. New Business
   a. Recognition of alternates or new members
      i. Brett Spigarelli – Alternate for Howard Haselhuhn
      ii. Alternate for Amitkumar Patil
   b. ARC Plans with Daniell Heights (Jake Paxton)
      i. There are many inconsistencies in Daniell Heights between what is being advertised and what students actually live in
      ii. Specific student concerns:
          1. Rental contract inconsistencies
          2. Aging furniture, appliances, fixtures, and flooring
          3. Neglect of upkeep, renovations, and replacement
          4. Largest increases in rent for on-campus living
      iii. Renovations in winter 2012
          1. Kitchenettes were updated in McNair Hall ($200,000)
          2. Roofs in Daniell Heights were repaired ($40,000)
          3. Daniell Heights residents pay more than in any other living facility on campus and there are larger rent increases each year in Daniell Heights than in other living facilities. Residents feel they should be getting more than just maintenance.
      iv. There is a $3 million profit from housing contracts. Residents are requesting consistency in housing contracts and transparency in where the profit is going, especially if it is not going to renovations.
      v. The ARC would like to suggest a 3 phase project to renovate Daniell Heights beginning with furniture followed by kitchen cabinets, floorings, etc.
      vi. The ARC is working very closely with Travis Pierce and the Inter-Residence Hall Council (IRHC).
      vii. Jake Paxton requests a space to show his presentation (possibly Admin 405) and some support from GSG during his presentation. He would like to work together
with GSG since more than 80% of the residents in Daniell Heights are graduate students.

viii. Questions & Discussion

1. Do you have a rough timeline for how long these renovations should take?
   a. The ARC would like these renovations to be done within a year.
   b. They would like to give Student Affairs a chance to take some steps in the right direction, but the overall goal is to see some meaningful development within a year.
   c. All ARC can do is make recommendations to the University.
   d. Jake will hopefully be giving this presentation to Dr. Cook within the month.
   e. Their ultimate aim is to bring this presentation to the Board of Control if Dr. Cook and Student Affairs are unable to help.

2. Jake does not currently have an appointment set up with Dr. Cook or other administrators. The ARC would like to get GSG’s vote of confidence prior to giving any further presentations.

3. Suggestion to present this information to Student Commission. Dr. Cook is the leader of Student Commission and Travis Pierce regularly attends their meetings as do representatives from various organizations across campus. Their meetings are not as formal as GSG meetings, but it may be a good preliminary step for ARC’s cause.
   a. Jake will consider this and would like to get a vote of confidence from GSG prior to meeting with Student Commission

4. At a bare minimum, the ARC would like to see $200,000 reinvested in Daniell Heights to fix contract inconsistencies

5. New furniture was last added to Daniell Heights more than 20 years ago.

6. The same furniture was in Daniell Heights when Dr. Cook and Max Seel attended Michigan Tech.

7. Jake will inform the GSG with presentation locations and dates. Nothing has been set up yet. He would like a representative from GSG to support him at these meetings. IRHC will be sending representatives, also.

8. Jake would like to put the GSG emblem on their presentation. He would like support for what he is doing on behalf of graduate students living in Daniell Heights.
   a. The GSG unanimously votes to support the ARC’s efforts to advocate for improved living conditions in Daniell Heights

   c. Discretionary Funding Request: African Students Organization (ASO)
      i. Presentation
         1. ASO is requesting $3,000 from GSG for their major annual spring event that will be held on Saturday, March 23rd.
2. This event includes a dinner and performance in the MUB ballroom.
3. They would like a more intimate setting, which is why they are not hosting their event in the Rozsa center.
4. They are hoping for at least 200 guests but they can host up to 300 people.
5. Cost of attendance is $8 for students, $12 for faculty and general public
6. They have already requested funding from academic departments across campus.
   a. Several departments have already agreed to sponsor the event: Electrical & Computer Engineering, Mechanical Engineering – Engineering Mechanics, and Engineering Fundamentals
7. They are already working on planning promotions for this event. If they receive funding from GSG, they will be sure to use the GSG logo on all print promotions.
8. The theme this year is Tales from Africa
   a. They will portray different cultures from across the African continent
   b. They will bring African literature to campus in the form of a play
   c. The event will also include skits, dances, a fashion show, and a night of cultural exchange

ii. Questions
1. Who will be acting in the skits?
   a. ASO members, members of the Black Student Association, and members of Global City. They will also invite other organizations and students from across campus to participate in these skits.
   b. They have reserved the MUB ballroom for Monday, March 18th, through Friday, March 22nd from 11am to 3pm to sell tickets and advertise the event. Individuals will get free admission if they volunteer at least 20 service hours for the event.
2. Typically this event is held at the Rozsa center. Now that ASO is hosting this event in the MUB, the event should be cheaper. However, your budget is almost the same as last year’s budget. Where is the money going?
   a. Last year a group was invited to perform at the event. This group cost $3,000. This year, special guests are not being invited to the event.
   b. Food for 200 guests will cost approximately $1,500. They will be serving a plated dinner to precisely match up the number of tickets sold with the exact amount of food to serve to reduce waste.
   c. They want to try to attract a bigger audience this year so they will be offering prizes. They are also thinking of having a grand
prize giveaway. Extra money may possibly go to a two-day, one-night trip for 2 people to Chicago to attend a cultural event (a $1,000 prize). Your ticket to the event automatically enters you into the grand prize giveaway. They would also like to give away books, CDs, etc.

3. How would any GSG funds be spent?
   a. Food costs, decorations, and prize giveaways

iii. Ways & Means Report
   1. The Ways & Means committee reviewed this year’s funding request and the management of funds they received from GSG for an event last year. Last year’s event wasn’t run well.
   2. The event this year should be much cheaper to run since they are hosting it in the MUB ballroom.
   3. They are planning to give away a lot of items and a grand prize trip. GSG funds should not be used toward giveaway items.
   4. The Ways & Means committee recommends only sponsoring $2,000 for food, advertisement, and decorations.

iv. Final Discussion & Voting
   1. Motion to approve $2,000 for ASO’s annual spring event. Second by Tolga.
   2. Further Discussion
      a. This would include the stipulation of how the money can be spent (not on giveaways).
      b. All of our funds for ASO’s event last year were for a guest speaker for their World HIV/AIDS day event, not their annual spring event.
      c. There should be a discussion among ASO members and all organizations requesting funds from GSG about how to make their events self-sustaining. Otherwise, ASO and other groups may come back to GSG every year to request funds. Without our funds in the future they may not be able to host their events. Jarod is including this information in emails to all organizations who request funds from GSG. Jacque will discuss this further with Jarod.
      d. The event GSG funded last year was a completely different event. This event is only a social event similar to the Chinese New Year or Diwali Night events.
      e. Currently we do not require organizations to include a detailed budget, but the Ways & Means committee has discussed how to ask how all funds will be used in the discretionary funding requests. We also don’t want to micromanage organizations.
3. 28 votes to fund ASO $2,000, 1 opposed, no abstentions. The motion passes.

d. Discretionary Funding Request: Global City
   i. Presentation
      1. Global City is requesting $1,370 for their 3rd annual photo contest.
      2. This year’s theme is sustainability.
      3. The last two photo contests have been very successful.
      4. Global City has 170 members; over 80% of their members are graduate students. Their organization has the highest rate of graduate membership on campus.
      5. Last year’s photos were sold to individuals and residential housing on campus.
      6. This year the organization is using local resources for framing and photo printing
      7. Global City has sought additional resources from the Sustainability Resources Institute and University Marketing. They have both agreed to sponsor the photo contest.
      8. There are many reasons why GSG may be interested in funding Global City:
         a. Many members are graduate students
         b. The theme this year is sustainability which is a hot research topic.
         c. Global City is educating the community about sustainability with an artistic touch. Graduate students mostly focus on research and don’t get to do much artistic work.
         d. Global City is one of the few organizations on campus that bring a global prospective to research. They bring students from across the globe to give presentations.
   ii. Questions
      1. Will GSG get any pictures to display in Admin 404 and 405?
         a. Yes. Global City will send photos to display in our rooms. These photos are usually displayed first at an art gallery, the KBC, and then in the GSG offices. We have a verbal agreement with Global City to keep a few of the photos.
      2. Who ultimately owns the images?
         a. If the images are sold, they are sold. If not, they’re brought to Admin 404 and 405 for display.
         b. The student photographer who takes the picture will own the image and they give rights to make prints. Global City does not require them to sign a copyright release.
   iii. Ways & Means Report
      1. The Ways & Means committee recommends funding $1,200.
2. They are suggesting funding less than what was requested, because some of the award prizes seem high. Otherwise, Global City is doing great things.

iv. Final Discussion & Voting

1. GSG has $10,000 to spend toward discretionary funding requests each year. Organizations who submit discretionary funding requests must have at least 50% graduate student membership.

2. This year we have funded the $1,000 to the MBA Association, $120 to Rosa Flores for the Imposter Syndrome workshop, $1,000 to Chinese Students and Scholars Association, and $450 to Women’s Leadership Council.

3. If we don’t give out all $10,000 in discretionary funds, the money gets rolled into next year’s surplus funds.

4. Motion by Shreya to approve funding Global City $1,200 for their 3rd annual photo contest, second by Jenn. Motion carries unanimously.

e. Judges Schedule (Andrew Baker)

i. Thank you to everyone who has found judges for the Graduate Research Colloquium. It is very difficult to get faculty members to part with their time.

ii. Andrew still needs help to get the remaining judges. Some departments still do not have any judges. Judges can be department staff, post-docs, or research associates.

iii. It has been particularly difficult to get judges from Geological & Mining Engineering & Sciences (GMES), Biomedical Engineering (BME), Mechanical Engineering-Engineering Mechanics (MEEM), and Civil & Environmental Engineering (CEE).

iv. If you know of anyone who may be willing to be a judge please talk to Andrew after the meeting. If necessary, the Academic Committee will relax the policy on allowing advisors to judge their own students.

v. Questions for Andrew

1. Some professors’ names have asterisks next to them because it is not clear if they will be judging the oral session, poster session, or both. Andrew needs verification from these professors.

2. Kevin will see if any local alumni would be willing to judge.

3. There is someone in General Education in Cognitive & Learning Sciences. Margo will send his information to Andrew.

4. Nayyer would like to meet with Andrew and representatives from MEEM, CEE, and BME for a few minutes after the meeting to discuss getting judges for the Graduate Research Colloquium.

V. Officers’ Reports:

a. President (Kevin Cassell)

i. Alumni Association
1. GSG asked them to contribute funds toward the Graduate Research Colloquium
2. GSG requested $820 and the Alumni Association has agreed to sponsor $820 for sessions.

ii. Merit Awards Selection Committees
1. There are three merit awards that are given out during the Graduate Research Colloquium banquet: Outstanding Scholar, Outstanding Student Leader, and Outstanding Faculty Mentor.
2. The number of nominees tripled this year from last year. To remove some of the burden from the Eboard, Kevin has created 3 different committees to evaluate nominees for the merit awards.
   a. These committees are comprised of Eboard members and GSG representatives.
   b. Sushil, Arash, Marco, Ashli, Lee, Ashish, Aleta, Abhishek, and Howard are all of the GSG representatives who have agreed to help out with this process.

iii. Graduate Student Service Award
1. The Eboard nominated and voted on representatives who have made a significant contribution to GSG.
2. Tolga, Emily, Andrew, Abhishek, Stephen, Kate, Marco, Rosa, and Jenn were all nominated for this award. A lot of great, positive statements were mentioned about all of these individuals.
3. Through several rounds of voting, the Eboard whittled down the list to 3 winners: Tolga, Abhishek, and Jenn.

b. Vice President (Margo Woller-Carter)
   i. Margo brought up the Meet and Greet feedback to Student Commission. This is on the agenda for the next Student Commission meeting. Margo will report back on this next time.
   ii. Margo will be emailing the graduate student list to elicit applications for the Softball Coordinator for the summer. If interested, keep your eyes out for this email. There will be a vote in the future to see who becomes the new Softball Coordinator.

c. Treasurer’s Report (Jarod Maggio)
   i. There is currently $78,370.85 in the GSG account. There is approximately $36,000 left in surplus funds.

d. Secretary (Amberlee Haselhuhn)
   i. Amberlee has been working on a Meet and Greet Event Guide for all representatives.
   ii. Much of the information about Meet and Greet events has previously been disseminated by word of mouth without any resources being sent out on paper or online.
iii. To make hosting Meet and Greets easier for GSG representatives, Amberlee has prepared a guide with the help of the Eboard and Aerik. This will also be posted on the GSG website in the future.

iv. This guide contains the following information:
   1. What are Meet and Greet events?
   2. Why am I required to host a Meet and Greet?
   3. How many Meet and Greets do I have to host?
   4. Who is invited to a Meet and Greet?
   5. How do I organize a Meet and Greet event?
   6. How much money can I spend on a Meet and Greet?
   7. How do I pay for a Meet and Greet event?
   8. What should I talk about at this event?
   9. Okay, I've successfully hosted a Meet and Greet! Now what?

v. If you have any feedback or suggestions for improvement, please don’t hesitate to contact Amberlee.

e. Discussion & Answer Session for Reports by Principal Officers
   i. Summer Softball Coordinator Position
      1. The coordinator is similar to an Eboard member in the sense that they get an honorarium of $500.
      2. They are in charge of scheduling all games, playoffs, and they put on the softball clinic for first-time players. They also host a manager’s meeting before the season starts and they are in charge of the softball picnic. The coordinator schedules the fields and orders the softballs. If there are any disagreements or issues during the season, the softball coordinator must take care of this.
      3. If GSG decides to fund batting cages, the softball coordinator would be responsible for those too.
      4. Margo will send out an email detailing all of the responsibilities.
      5. Hans Lechner has been the softball coordinator for the past 2 years.

   ii. Amberlee will send a contact list of all representatives to Nayyer.

VI. Committee Reports:
   a. Social (Abhishek Bhavalkar)
      i. There will be a GSG social event at the Mine Shaft on February 20\textsuperscript{th} from 7-10pm. Students will be welcome to bowl and heavy appetizers and soda will be served.
      ii. Some GSG members helped with a Chili Run during Winter Carnival.
          1. Amberlee, Stephen, Margo, Natasha, and Abhishek.
          2. They handed out free chili to people on campus.
          3. Stephen Stacy made a video about the event.

   b. Public Relations (Shreya Kumar)
i. The posters for the GRC have been printed. Please take 2 for every representative in your department and post them.

ii. The GRC is going to be really big this year and we want participation from students.

iii. We are also advertising the GRC through many different avenues.

iv. The IT survey has been going well. There have been approximately 126 survey responses. Results will be discussed soon.

c. Academic (Nayyer Islam)

i. The latest Lunch-n-Learn went well.

ii. The GRC is coming up

1. Representatives should send out reminders the day before their department’s presentations to invite undergraduate and graduate students to attend the presentations.

2. Please ask your department to sponsor their oral session. Nayyer has only heard from 4 departments on campus who will be sponsoring oral sessions.

3. Please make an event on your Google calendar and invite judges so they are reminded to attend their session


d. Question & Answer Session for Reports by Committee Chairs

i. If representatives can be the session chair and host their department’s session that would be great.

1. Only 3 people have volunteered to do this so far.

2. If representatives are willing to host their session, this will give the Academic Committee some time to relax. If enough representatives don’t volunteer, the Academic Committee members will have to do this.

3. Please email Nayyer if you want to volunteer

ii. Are we 100% sure the Mine Shaft event will be on February 20th from 7-10pm? This is a Wednesday. We will double check with Natasha.

VII. Liaison Reports:

a. University Senate (Ali Mirchi)

i. Presentation by Provost Max Seel

1. Max Seel discussed the big picture of the future of college education

2. There is a general concern that Massive Open Online Courses are going to totally change the future of college education

3. These online courses offer college degrees at much cheaper prices than on-campus education.

ii. A Senate standing committee is looking into the option of allowing graduate students to sign up for a course at the reduced tuition rate while they are in research only mode.

1. Right now graduate students can’t sign up for a course while they are in research only mode unless they pay full tuition.
2. Last year the Graduate School allowed students in research only mode to sign up for courses at the regular cost.

3. One suggestion was to allow students to take courses at the reduced rate if it doesn’t cost the University much more and resources are available.

   iii. There was a new proposal for a M.S. degree in Geographic Information Science. This would be a coursework-only Masters.

b. University Senate Finance Committee (Trevor Fisher)
   i. The University Senate Finance Committee examined the proposal for the M.S. Geographic Information Science degree. Their discussion didn’t seem positive.
   ii. The committee is trying to avoid forcing everyone to get together for physical meetings. They will try to talk via email only.

c. Undergraduate Student Government (Jennifer Winikus)
   i. USG has put a quick phone charging station outside the Library Café. If this proves successful, these may be placed in more buildings across campus to rapidly charge cell phones and other devices.

d. Apartments’ Residence Council (Taile Leswifi)
   i. The ARC is meeting tonight at 7pm.
   ii. Housing rates are increasing again this year so many people are expected to attend the meeting.

e. Friends of the Van Pelt Library (Kate Aho)
   i. Thank you to everyone who volunteered with the book sorting bee.
   ii. They also hosted a hot chocolate event during Winter Carnival on Saturday. They made $370 from this event.
   iii. The Friends of the Van Pelt Library will also need help later to organize and set-up their large book sale in April.

f. Question & Answer Session for Reports by Liaisons
   i. Quick charging stations
      1. There are 2 in the Library Café, 1 just outside the Café.
      2. Facilities would like to know of other good locations for these stations. They have money to add a few more stations.
      3. If you have suggestions for new locations please email Margo before Thursday so she can mention it during the Student Commission meeting.

VIII. Old Business & Discussion Items:
   a. Concerns or Questions from GSG Members
      i. None
   b. Meet and Greet Reports
      i. Computer Science Department
         1. 8 students showed up. Many graduate students graduated and left last semester and there aren’t any new graduate students yet this semester.
2. They didn’t have any new complaints or suggestions.
3. The printers in the Computer Science department are still not working properly for graduate students.

IX. **Adjournment**: Motion to adjourn by Marco, second by Jenn, motion carries unanimously.
African Students Organization: Ways and Means Committee Recommendations

The request from African Students Organization is for $3,000 for their annual African Night. Last Year, GSG funded ASO $2,500 to bring in a guest speaker. W&M Committee recommends funding ASO $2,000. Last year the Treasurer’s notes say that the ASO event that GSG funded was run very poorly. There was very little advertisement and their turn out was less than 40 people (most of them from either ASO or GSG), they were very disorganized and the event was not very professional. The event cost over $5,000, which means that $125 was spent per attendee. This year however, they are requesting money for a different event, African Night, which is usually run pretty well and has decent attendance. However, W&M committee believes that ASO should be penalized for their poor performance and waste of resources last year. Also, ASO has not displayed much effort in finding alternative sources of funding. For these reasons W&M recommends cutting their funding from $3,000 to $2,000 and that ASO try to downsize their event and hold it in a smaller venue if these funds are not sufficient. More below...

African Students Organization Request

Timestamp: 2/1/2013 16:18:50
Organization Name: African Students Organization
Representative Name: Ornella Nkurunziza
Representative Contact Email: onkurunz@mtu.edu
Representative Title in organization: Treasurer
Total number of students in your organization: 34
Number of graduate students in your organization: 25
Event Title: African Night
Event Venue: MUB Ballroom
Event Date (MM/DD/YYYY): 3/23/2013 0:00:00
Event Time: 7:00pm to 10:00pm
Amount Requesting: $ 3000

Describe the proposed event: African Night is an event held annually by ASO in order to celebrate the diversity of the continent of Africa. It is an occasion to showcases the cultures and traditions of the different nations of Africa through dances, music, fashion, play acts, food, poems, presentations, games etc. It is an exceptional opportunity for our members and the Michigan Tech community to have a glance at the rich cultural heritage of the diverse peoples of African nations. The event offers a chance to portray an authentic picture of the African continent by highlighting the uniqueness of each country represented in the event. Each year, the Michigan Tech community is eager to attend the event which attracts an average of 300 people. This year the proposed theme is “Tales from Africa” where in audience members will will culturally relevant prizes (books, musical CDs, DVDs etc.) by participating through trivia and fine arts.

How does the event directly benefit Graduate Students?: This event as whole will 1) empower and encourage participants to continue their pursuit of knowledge as it relates to global community here at MTU and 2) effectively foster cultural exchange and promote diversity.

Has your organization put on this event before?: Yes
If you answered 'Yes' to previous question, How many people attended?: 150
What was your budget last year and reasons for changes to your budget?...: Last year cost ASO $7,700 to host Africa Night. GSG funding will be used to reduce the overall cost for food and entertainment significantly decreasing the price of tickets for students, faculty, and staff.

What is your estimated budget this year: 6,000
Do you have other sources of funding for this year’s event? If so, fro...: Yes from all departments on campus. We have received confirmation for funding from Electrical Engineering and Fundamentals of Engineering totaling $500.
How will you advertise for this event?: Radio stations, Student News Brief, Flyers, E-mails, Weekly info/ticket table in the MUB

How many people do you expect to attend this year: 200
Do you agree to include the GSG logo on advertisement material?: Agree

Global City: Ways and Means Committee Recommendations

The request from Global City is $1,370 for their annual Photography contest. Last year GSG funded Global City $1,300 for the same event. Ways and Means Committee would like to recommend funding Global City $1,200 this year. Before I give you the reasons, I would like to preface by saying that both Sara and I are current members of the organization, Ali - Sara's husband - is the current Vice President, I was the past Treasurer and one of the original founders, and my wife is the past President and current PR Officer. Therefore, there may be unintentional bias, but I wanted to be as transparent as possible before the vote on Monday. We recommend funding $1,200 because this organization has one of the highest number of graduate students as active members. Their event is always a success and provides an excellent venue for displaying graduate student's non-academic artistic accomplishments. They have showed effort in finding other funding sources and would have requested less if their costs had not risen and they had not switched to local vendors. However, we thought that their first place prizes were too high, which is why we cut back to $1,200. Additionally, Global City has agreed to allow GSG to keep some of the winning photographs that are not sold, for the Graduate Student meeting room (room 405). More below...

Global City Request

Organization Name: Global City
Representative Name: Mariah Maggio
Representative Contact Email: mlmaggio@mtu.edu
Representative Title in organization: PR Officer
Total number of students in your organization: 170
Number of graduate students in your organization: 140
Event Title: 3rd Annual Global City Photo Competition
Event Venue: KBC, local art galleries
Event Date (MM/DD/YYYY): 3/4/2013 0:00:00
Event Time: 4-8 weeks
Amount Requesting $1370
Describe the proposed event: The 3rd Annual Global City Photo Competition is another opportunity for our members to share their talents and insights about our global community with the local community. This year the 20 winning photos will again be displayed and available for sale throughout the community in the spring and summer (at the KBC, the Rosetta Cafe, and the Keweenaw Community Arts Center).
The categories for the 3rd Annual Photo Competition are People, Landscapes, Sustainability, and "Glocal". The participating photographers capture images which communicate global issues and diversity and highlight the goals of Global City: To foster cooperation and understanding among nationals of different countries; To promote interest in international affairs such as the environment, human rights, technology transfer, poverty, development, and sustainability; To provide a forum for the presentation of innovative ideas to benefit the university and the world community.

How does the event directly benefit Graduate Students?: There were fourteen graduate students last year who received prizes for their photos. The participating photographers are given a chance to showcase their amateur talents at capturing fascinating images. Furthermore, the photo contest is a good chance for graduate students to see where their peers have been, what they have seen, and learn about the world through someone else's eyes. Lastly, the promotion of Global City through the public display of the Photo Competition has continued to encourage and entice other graduate students and members of the Keweenaw to get involved with Global City presentations, ever adding to the richness and diversity of the ideas and thoughts we explore as global citizens.

Has your organization put on this event before?: Yes
If you answered 'Yes' to previous question, How many people attended the event last year?: 40 participants
What was your budget last year and reasons for changes to your budget?: The budget last year was $1800 total, with a request to GSG and award of $1300. There are several small changes to our budget this year, but most of the line items remain the same. The greatest change to our budget this year is that we have committed to supporting local businesses, namely for our photo printing, framing, and advertising. We are engaging The Print Shop, Christopher Gilbertson of CG Woodworks, and Christopher Schmidt, respectively, in the production of this year's winning photos. We are also increasing the prizes for the winning photographers this year; $150 will be distributed to the four winners in each of the four categories. The GSG funding will be used for the following line items: Photographer awards-$300 Photo printing-$450 Professional poster design-$100 Professional poster printing-$60 Custom wooden frames-$460 Total=$1370

What is your estimated budget this year: 1,900
Do you have other sources of funding for this year’s event? If so, from?: We have confirmed sponsorship of prizes for the winning photos in the two categories: "Sustainability" - Sustainable Futures Institute for $150; "Glocal" - University Marketing and Communications department for $150. The proceeds from last year's photo sales (which totaled over $900), plus USG allocated 2012-2013 funds for the $300 we are allocating for the opening event's refreshments and entertainment.
How will you advertise for this event?: We will advertise for the photo competition in various ways. As we have done in the past we will be soliciting photo entries through our membership list and other relevant campus departments and organizations, such as NOSOTROS, Civil and Environmental Engineering, Geology, Social Sciences, PCMI, and EWB. We will post all pre- and post-competition announcements on our webpage, our Facebook page, the weekly Student Activities publication, and Tech Today. The advertisements for the displays of the photos will also appear in the Daily Mining Gazette. In addition to our regular promotion of the event, this year we are collaborating with Christopher Schmidt to...
design and print posters to advertise the competition's community displays (you may have seen the similar 11x17 colored posters around the community advertising events like the Great Bear Chase and the Copperdog 150). These posters will be distributed around campus and throughout the Houghton, Hancock, and Calumet communities to raise awareness for the event.

How many people do you expect to attend this year: 50 participants
Do you agree to include the GSG logo on advertisement material?: Agree
Graduate Student Government of Michigan Technological University

GSG Meeting: February 25, 2013

I. Call to Order: Kevin at 5:17pm

II. Approval of Agenda: Motion by Jenn, second by Sara, motion carries unanimously

III. Approval of Minutes from: February 11, 2013
   a. Motion to approve by Emily, second by Jenn, motion carries unanimously.

IV. New Business
   a. Recognition of alternates or new members
      i. Jessie Zhang – new member from GMES
      ii. Joe Giddings – new member from MBAA
      iii. Alex Van Der Merwe – new member from Cognitive & Learning Sciences
      iv. Joe Halt – Alternate for Howard Haselhuhn
   b. Update by the Transportation Enterprise Team on their transit study (Adrian Rothschild)
      i. Presentation
         1. The Transportation Enterprise is attempting to improve the bus transit system in Houghton and Hancock by implementing a fare-free bus system for all students
         2. Existing System
            a. The existing system in Houghton has 1 fixed route that costs $1 per ride, or $3 per on-demand ride
            b. The existing system in Hancock only has 2 on-demand buses that cost $3 per ride
         3. Cost of the System
            a. A detailed financial analysis was performed and is available on their website.
            b. The proposed system is estimated to cost $1.32 million for the entire system.
            c. The Houghton and Hancock communities are asking for increased revenue from the State of Michigan for this
            d. The transit system will also require increased revenue from Michigan Tech and Finlandia University.
            e. They are proposing that each student pay $40 each semester ($80 per year) for a fare-free bus system for all students.
            f. Community members can choose to pay $40 for a pass, or they can choose not to.
g. They would like to add this $40 per semester fee to every student’s bill similar to the Michigan Tech Experience Tech Fee.

4. Benefits of the proposed new system
   a. Students will have more transportation options
   b. The bus system will be an affordable alternative to driving
   c. There will be a reduced carbon footprint on campus
   d. There will be reduced traffic congestion
   e. A late night bus (operating from 10pm to 2am on Fridays and Saturdays) will offer students a safer alternative to driving.
   f. Commuters will have better parking access on campus.
   g. There will be 6 fixed routes
   h. Buses will be installed with GPS units

5. They will present to Les Cook tomorrow and will find out if they need a referendum of students

ii. Questions

1. You analyzed transit systems at other universities. Were these universities similar to Michigan Tech in size and demographics?
   a. UW-Steven’s Point has a large transit system that students pay $20 per month to use.
   b. The Transportation Enterprise examined 27 communities
   c. None of the communities they examined had a light rail system, all of the communities had bus systems

2. You mentioned an expanded system. How many stops would you have? How would this system be an improvement?
   a. There will be 6 different fixed routes, detailed on their website.
   b. There will be different routes based upon the time of day (morning, midday, evening, and late night).
   c. The one fixed route right now has a 1 hour wait time. For the proposed system the longest wait time is expected to only be 20 minutes.

3. This new transit system will be separate from the current campus shuttle service?
   a. Yes, this system would replace the campus shuttles. There will be 1 bus that will run on campus all the time.
   b. The money that Michigan Tech currently spends on the shuttles would be spent on the proposed new transit system.
   c. The existing shuttle system has a GPS system tracking it. This is a beta system to prepare for the proposed new system.

4. Will the bus have any bike capacity?
   a. They are currently working with Bike Friendly Campus to implement this. They expect that all buses will have bike and ski racks on them.
b. This may be a future senior design effort.
c. In their proposed budget they have budgeted $20,000 per year for improvements (bus shelters, bike racks, ski racks, etc.).

5. What is the projected time frame for implementation of this new system?
   a. If approved, this system will go into effect fall 2013.

6. Do students have the option to opt-out of the system?
   a. No. For this system to work, every student would be required to pay the $40 fee every semester.

7. Many students already pay a lot for parking services on campus. They probably won’t also want to pay $40 every semester for a bus system that they probably won’t use. Students who will use the bus system might be willing to pay more for the bus system to offset the individuals who don’t want to pay for it.

8. Will the buses be able to accommodate handicapped individuals?
   a. Yes, this is required by law.

9. Has the bus system been approved yet?
   a. Not yet.
   b. They are currently informing USG, GSG, and the university Executive Team about the proposed system.

   iii. Any additional comments or suggestions can be posted to their feedback website.
      1. Kevin will send out a link to this website in an email he will send to GSG members. We can share this link with our constituents.

   c. Report on graduate tuition, fees, and stipends (Dean Huntoon)
      i. This is an update on the report on graduate tuition, fees, and stipends that many GSG members helped to prepare
         1. Kevin Cassell, Margo Woller-Carter, Jarod Maggio, Sara Alian, and Marco La Manna all helped with this
         2. Other graduate students, faculty, and staff members also helped to prepare this report
         3. This report hasn’t officially been approved or accepted by the Provost
      ii. Recommendations
         1. Tuition and Fees
            a. Recommended a per-credit tuition rate rather than a plateau tuition rate
               i. This allows for growth in online and part-time programs.
               ii. Students in online and part-time programs would most likely prefer per-credit tuition rather than plateau tuition
            b. Continue with a one-rate graduate tuition model
i. There is a push from the Michigan legislature to charge out of state students, including international students, a higher tuition rate than what we charge in-state students.

ii. Currently, undergraduate students at Michigan Tech pay a lower tuition rate if they are from Michigan than non-residents. There is a push to do this at the graduate level too.

iii. The out of state graduate tuition rate is lower than the out of state undergraduate tuition rate.

iv. A lot of the external pressure disappeared because it was brought to everyone’s attention that students from other states and countries contribute a lot to the Michigan economy. These individuals bring a lot of money to Michigan.

c. Continue to have a reduced tuition rate for students in Applied Science Education and Peace Corp international programs.
   i. These individuals provide extensive public service to Michigan, the United States, and the world. Their tuition should be lower.

d. Recommended continuance of the research only mode tuition rate.
   i. Research only mode tuition is 1/3 the price of full tuition. Students in research only mode who register for 9 credits only pay as if they are taking 3 credits.
   ii. This significantly helps students who are self-funded or externally funded.

e. If we need to raise tuition, do this slowly and steadily not dramatically.
   i. People are already here. Dramatic increases, such as a 25% increase, would be devastating to currently enrolled students.

f. There’s a move at the undergraduate level to charge tuition rates specific to each program (College of Engineering, College of Sciences and Arts, Business, etc.)
   i. The committee discussed this concept a lot.
   ii. They recommended staying with the current model (one rate for all programs) but add the Engineering and Computer Science fee (implementing differential tuition in those programs).
iii. Any change in the tuition rate has to be approved by the Board of Control which meets at Michigan Tech 4 times a year.

iv. If you have a fee in place you can make changes to that fee more easily than changes to tuition.

v. The committee also recommended that if there are some programs on campus that don’t have enough graduate students, it may be possible to administer some internal financial aid to reduce tuition in order to attract more students to that department. This also wouldn’t require Board of Control approval.

g. International students who come to Michigan Tech require additional services. We can probably provide a lot more services than a currently being provided.

i. This involves the federal government.

ii. Since 9/11, the federal government has been very concerned with what’s going on with international students.

iii. Universities have to do a lot more reporting and tracking on these students – more than ever before.

iv. The University will probably have to start paying for this tracking.

v. The committee recommended a $75 one-time matriculation fee be charged to international students however this may not generate the level of revenue that’s really needed.

vi. Nothing is set in stone.

2. Stipends

   a. Increase PhD stipends to more competitive levels. They suggest a slight increase to match PhD stipends at Virginia Tech.

   b. Have more funding for GTA positions

   c. Require departments to be more creative in their use of funds for masters students

      i. Frequently departments are allotted a line item (stipend + tuition) for Masters students.

      ii. Traditionally, departments have given all of that money to one individual.

      iii. Departments could be spreading these funds and partially funding up to 4 students rather than just 1.

   d. Try using internally administered financial aid to do some creative, new things
i. The Graduate School conducted a pilot study where they offered incoming graduate students from under-represented groups a $2,000 scholarship.

ii. Prior to this scholarship, the enrollment of under-represented groups was at 17%.

iii. With the $2,000 scholarship, the enrollment of under-represented groups increased from 17% to 50%.

iv. This demonstrates that if we give some students a small amount of funding, it might make a Michigan Tech education possible for them. We should look at doing this in creative ways.

3. Budgeting for sponsored projects
   a. With tuition and stipend changes, budgeting for sponsored projects must be re-evaluated

4. Data from fall 2008-fall 2012
   a. International PhD enrollment is increasing
   b. Enrollment of Michigan residents is at the lowest rate in comparison to international students and domestic students who are not Michigan residents.

iii. Questions

1. Is it possible for graduate students to see online if their department is splitting up Masters stipends among multiple students?
   a. No, not currently. When money gets transferred into a department’s budget, it just comes in as a single dollar amount. Each department mixes these funds with their own funds.
   b. The Graduate School only tracks how certain money is spent. For instance, money given to be spent on tuition must be spent on tuition.
   c. If you are interested in this information, you may be able to request it from your Department Chair or Graduate Program Director.
   d. Most students don’t ask their Department Chair about department finances. Please do this carefully and politely.

2. When will the Executive Team make a decision on tuition and stipend changes?
   a. The State’s budget has come out so now they know how many funds Michigan has appropriated to Michigan Tech. They still have to perform all of their cost predictions for the year. Once the Executive Team has this information, they will use predicted enrollment to propose new tuition and stipend rates.
   b. Usually this happens during the May Board of Control meeting.
3. How confident are you that the Executive Team and Board of Control will accept everything in this proposal?
   a. Zero confidence. It is unlikely that they will accept everything in this proposal.
4. As the Dean of the Graduate School, do you have any concerns?
   a. These concerns would be premature since the Executive Team hasn’t met with the Board of Control yet.
   b. The Board of Control may have other proposals on their table that they like.
5. Is there another committee evaluating a possible matriculation fee for international students?
   a. This was a different proposal and was separate from the committee that evaluated tuition and stipends.
6. Would the international student matriculation fee be applied to incoming international graduate students or all international students?
   a. They may be considering a one-time incoming student fee but nothing is set in stone yet.
7. Why would anyone want to charge international students this fee?
   a. The reporting requirements from the federal government have become so extreme that additional staff members have been hired to track international students. This ensures we are providing proper information to the federal government.
   b. No state or federal funds are given to Michigan Tech to meet these federal requirements.
   c. A lot of the answers are currently unknown.
8. Was there talk of applying these matriculation fees toward English as a Second Language (ESL) programs?
   a. This was recommended, but nothing has been decided.
9. When does the Board of Control next meet?
   a. They next meet this week.
10. If the Board of Control is talking about this report on the international matriculation fee, it must have already been sent in to them, correct?
    a. Yes, this report must exist.
    b. If the Board of Control is going to officially discuss the report it must already be available on their website. They typically get this information a few weeks in advance of the meeting.

d. GSG elections and bylaw revisions (Amberlee Haselhuhn)
   i. Principal Officer Elections
      1. Duties of the President
         a. Calls and chairs meetings of the GSG and Executive Board
         b. Prepares and distributes agenda for all GSG meetings
c. Serves as a liaison to the Dean of the Graduate School and the Michigan Tech administration
d. Represents or assigns an appropriate delegate (liaison) to various other organizations on campus
e. Identifies and investigates issues, questions, and concerns of graduate students.
f. Is responsible for 20 hours per week of work for GSG in a position that is funded by the Graduate School (tuition and stipend support)
g. Holds at least 5 office hours per week
h. Manages the all-Michigan Tech graduate student listserv, approving or rejecting messages to be sent to the student body
i. Coordinates the transition dinner to include both current and newly elected members of the Executive Board
j. Trains the incoming President prior to vacating the position
k. Is a voting member of GSG

2. Duties of the Vice-President
   a. Assumes the duties of the President in their absence
   b. Succeeds the President should the office become vacant
   c. Assumes any projects delegated by the President that do not fall under the duties of a standing committee
   d. Administrator of the First Contact Program
   e. Solicits applications and recommends candidates for the Softball Coordinator position
   f. Monitors the state of graduate student health insurance at Michigan Tech
   g. Represents GSG on any health-related university committees
   h. Develops recommendations for GSG on health programs
   i. Oversees and assists Committee Chairs
   j. Trains the incoming Vice-president prior to vacating the position
   k. Is a voting member of GSG
   l. Holds regular office hours each week

3. Duties of the Treasurer
   a. Maintains all financial records for GSG
   b. Maintains a current, computerized budget and account transaction info for each budget expenditure
   c. Reconciles any discrepancies between GSG records and Michigan Tech accounting records
   d. Maintains the current GSG checking account and resolves any discrepancies in a timely manner
   e. Provides updated reports regarding GSG’s financial status at each regularly scheduled meeting
f. Provides monthly reports to each Committee Chair of their budget status

g. Administers the GSG Travel Grants Award Program
   i. Assists applicants
   ii. Oversees selection of winners
   iii. Handles any correspondence necessary with these awards

h. Chairs the Ways & Means committee

i. Plans the next session’s budget in conjunction with the Executive Board

j. Submits an annual proposed budget to the GSG for approval

k. Trains the incoming Treasurer prior to vacating the position

l. Is a voting member of GSG

m. Holds regular office hours each week

4. Duties of the Secretary

   a. Attends and takes accurate minutes at GSG and Executive Board meetings
   b. Arranges for a temporary replacement to take minutes during any regularly scheduled meeting they will be absent from
   c. Keeps accurate records of absences from GSG and Executive Board meetings
   d. Informs the Executive Board of any attendance-based violations
   e. Ensures publication of the minutes according to the Bylaws
   f. Makes nametags for GSG meetings
   g. Coordinates with the PR Chair to maintain current records of the Constitution, Bylaws, and archives on a monthly basis:
      i. GSG meeting minutes
      ii. Legislative records
      iii. GSG contact list
      iv. Representative committee and liaison assignments
   h. Maintains the GSG listserv
   i. Oversees the annual GSG elections
   j. Compiles Meet and Greet feedback
   k. Assists university departments in the election of GSG representatives
   l. Trains the incoming Secretary prior to vacating the position
   m. Is a voting member of GSG
   n. Holds regular office hours each week

5. Eligibility for Principal Officer positions

   a. Who is eligible to be a Principal Officer?
      i. Current GSG representatives
      ii. Current Principal Officers
iii. Current Committee Chairs

b. Who is not eligible?
   i. Members at large

6. Nomination Procedure
   a. How do I nominate someone or myself to be a Principal Officer?
      i. Email Amberlee (aslfier@mtu.edu). All nominations sent via email will remain confidential.
      ii. You can make a nomination during GSG meetings
      iii. You can make a nomination just before we vote on March 18th
   b. You do not have to accept a nomination

7. Voting Procedure
   a. The GSG will vote for Principal Officers on Monday, March 18th.
   b. Nominees will be asked to give a brief speech prior to voting
   c. Voting will occur in this order:
      i. President
      ii. Vice-President
      iii. Treasurer
      iv. Secretary

ii. Bylaws Revisions

1. Major Bylaw revisions:
   a. Occur yearly
   b. Can be suggested by any member of GSG
   c. Are discussed among the Eboard
   d. Are voted on by the full GSG

2. Possible suggestions for areas of change:
   a. Attendance policies
   b. Liaison duties
   c. The meaning of “good standing”
   d. Meeting organization and flow
   e. Lunch-n-Learn requirements
   f. Committee member duties
   g. Meet and greet events

3. Please email Amberlee with your suggestions

V. Officers’ Reports:
   a. President (Kevin Cassell)
      i. Tobacco-free campus committee
         1. Portage Health doesn’t offer tobacco-cessation classes. A new provider is being sought.
         2. Tobacco-cessation classes will be offered, but not through Portage Health.
3. The committee is engaged in a “positive” publicity campaign right now

ii. GSG unanimous vote of confidence for ARC’s proposal

1. Kevin receives many emails about issues in Daniell Heights. It would be a good idea to get Daniell Heights residents on the Apartments’ Residence Council (ARC).

2. Inconsistencies:
   a. Rental rate hikes vs. revenue dispersal
   b. A personal example from Kevin
      i. His apartment in Daniell Heights
         1. Rental rate $480 per month in 2008
         2. Rental rate $630 per month in 2013 (a $150 per month increase over 5 years)
         3. Total cost per year in 2013: $7,560
      ii. The apartment he is moving into in the Sheldon Building in downtown Houghton
         1. Rental rate $425 per month in 2008
         2. Rental rate $500 per month in 2013 (a $75 per month increase over 5 years)
         3. Total cost per year in 2013: $6,000
         4. Includes a view of the Portage waterway
      iii. A typical 9 month stipend for a PhD student is $6,737. A typical 9 month stipend for a Masters student is $5,557.
      iv. At this rate, a student’s entire 9 month stipend will be spent on rent in Daniell Heights.
      v. Let’s think about rental rates and be sure to get graduate students on ARC.
   c. Recommendation:
      i. The $630 per month cost for Daniell Heights includes all utilities, cable, internet, etc.
      ii. Normalize your costs for the Sheldon Building (include utilities, cable, internet, etc.) to provide a more accurate comparison

iii. Graduate Faculty Council

1. They have been trying to create a Graduate School policy to allow at least 2 attempts at oral exams in the absence of a departmental policy specifying a number of allowed attempts.
   a. No decision has been made yet
   b. This discussion has prompted several departments to set policies
2. There was an unofficial proposal to change research only mode (ROM)
   a. Students in ROM can’t take advanced graduate elective courses without paying full price
b. This is a problem for self-supported students and externally supported students on tight budgets

c. The suggested change: change ROM to “Dissertator Mode”
   i. PhD students would be allowed to take 3 credits of advanced coursework per semester at no cost.
   ii. There was a discussion about whether a reduced cost may be more appropriate rather than free
   iii. Tuition may increase by $48 for students in “Dissertator Mode”

d. There were more concerns than support
   i. Students could audit these courses. However actual enrollment would cause them to be more professionally engaged with the material. Students must also still pay to audit courses.
   ii. Some departments don’t require a lot of credits before you can enter advanced research modes. It may be possible to allow students to get in additional courses that they would normally have to pay full price for.
   iii. The $48 increase raised objections. Would the 3% of students in ROM take advantage of this system? Is this necessary?

3. The Graduate Faculty Council is still discussing the English as a Second Language (ESL) placement exam
   a. ESL courses may be offered for students with TOEFL scores of 75 or lower
   b. This is still being discussed

4. Change of the Graduate School’s policy to allow up to 6 credits of BC or C grades from within a student’s major field of study to count toward good standing.
   a. This was approved by the Graduate Faculty Council and the University Senate.
   b. 6 credits of BC or C grades may be allowed for courses from within your primary field of study if your program allows it. This is completely at the discretion of a student’s graduate program.

iv. Graduate Research Colloquium (GRC) and awards banquet
   1. The GRC was phenomenal.
   2. There was a lot participation across campus
   3. Many of the award winners attended the banquet
   4. There were a lot of great guests at the banquet
   5. Many thanks to the Academic Committee for doing such a great job!

b. Vice President (Margo Woller-Carter)
   i. Student Commission
1. Facilities is putting 25 new trash cans on campus
2. Next year there’s a proposal to have GSG help out with clean-up after the Winter Carnival all-nighter. Since many graduate students are not involved in statue building all night, they may be a good group to recruit to help clean-up after the all-nighter. We may be asked for 10-15 volunteers next year.
3. The first meeting of the Student Insurance Committee is this Thursday
   a. This is the committee that selects which health insurance plan we have
   b. This committee will be reviewing the addition of a dental plan or rate to student insurance.
   c. It would be nice to get access to a dentist by either reduced rates or through the student health insurance plan
4. Student Community Garden & Composting Program Committee
   a. Margo needs 3-5 people who would be interested in serving on this committee
   b. Committee members will work with the Master Gardener, Travis Pierce from Housing, and members of Maintenance
   c. The sprinkler system on campus will be updated this year and this could affect the garden so they would like the input of some of the Maintenance staff on this issue.
   d. Proposed garden location: The grassy area between the west wing of Wadsworth Hall and the Dining Hall wing of Wadsworth Hall. This area could also be used as an oozeball court during Spring Fling.
   e. They are considering getting Summer Youth participation in the program also.
   f. If you are interested in helping out please email Margo.
   g. Can anyone on campus join this committee or only GSG members?
      i. This committee is open to anyone who is passionate about it. Please ask individuals in your department if they would be interested in participating.

C. Treasurer’s Report (Jarod Maggio)
   i. There is currently $78,370.85 in the GSG account.
   ii. Proposal to further fund travel grants
      1. There were 157 requests this year for travel grants
      2. A total of $9,450 would be necessary to fund all of the travel grants, but we haven’t allocated enough funds for this purpose
      3. Our current budget is $36,000 for travel grants. If everyone is funded, this would be a total travel grant allotment of $40,600. We are short $4,600 in funds for travel grants.
4. The typical collection rate is 82% for the past 4 years.

5. Jarod requests an additional $4,600 from surplus funds to cover all of the travel grants. It is likely that there will be a lot of money left over, but it would be nice to have this money available if we do need it.

6. Motion by Shreya to approve the $4,600 addition from surplus to additionally fund travel grants; second by Jenn.

7. Discussion
   a. There shouldn’t be much discussion because travel grants are very important. We should just vote on this.
   b. The current system is a little broken. Jarod created it 2 years ago. We currently let everyone during summer, fall, and spring get travel grants if they are presenting at conferences. This means that if we allocate all of the funds in summer and fall to students, there are insufficient funds to cover the spring travel grants. This is a huge flaw in the system. However, over the past 4-5 years there has never been a 100% collection rate. We just have to make the request each year in the spring to fund additional travel grants just in case we need it. If there are any suggestions for improvement, Jarod would appreciate it.

8. Voting
   a. The motion carries unanimously to fund an additional $4,600 to travel grants.

d. Discussion & Answer Session for Reports by Principal Officers
   i. Does the policy to allow BC or C grades from within a student’s major field of study to count toward good standing still need to be officially approved?
      1. No, this is an official Graduate School policy now.
      2. However, it is up to each department to decide whether to adopt this policy or not. Each department can make a policy that supersedes this policy.
   
   ii. Discussion regarding allowing students to take courses while they are in Research only Mode (ROM)
      1. There are perhaps 15 students in ROM who are also taking courses
      2. The $48 fee to be charged to students in “Dissertator Mode” would cover the cost for students who want to take courses.

 iii. Daniell Heights discussion
      1. When we discuss Daniell Heights, there are typically a lot of complaints about Facilities
      2. Facilities has been working very hard. They have limited resources. They cannot furnish your apartment.
      3. It might be a good idea to encourage Facilities to specifically appoint one or two individuals to Daniell Heights to make repairs there.
4. Facilities can only fix items, they cannot replace them. If your sink is blocked they can fix it. They must get approval even before they remove furniture from an apartment.

5. Furniture is supposed to be replaced with the Daniell Heights rental rate increases

6. The issue is that rent goes to the university budget. When residents complain, they complain to both Facilities and the Daniell Heights office. They’re doing a great job but they don’t have any funds.

7. It is inappropriate when Facilities will only knock once and will enter an apartment without waiting. This should be addressed.

8. If you have any concerns about living conditions in Daniell Heights, go to the Apartments’ Residence Council (ARC) meetings. The next meeting is tonight at 7pm in Hillside.
   a. Very few residents from Daniell Heights attend ARC meetings
   b. If you have issues, they meet every single Monday in Hillside. You can meet there and raise your issues.
   c. Dean Huntoon supports attending ARC meetings. ARC is the official body to deal with issues in Daniell Heights. If a lot of students attended the ARC meetings, you would probably get more attention.
   d. GSG is a body for all graduate students while ARC is the body for all Daniell Heights students. Not all graduate students live in Daniell Heights.
   e. Kevin will meet with Jonathan Materni, the new president of the Inter-Residence Hall Council, and Jake Paxton from USG to try to coordinate efforts for these issues that don’t seem to go away. If you would like to attend this meeting it’s Wednesday at 3pm in Kevin’s office.

VI. Committee Reports:
   a. Social (Natasha Hagadone)
      i. The Mine Shaft social has been cancelled. There won’t be an event to replace it on Thursday.
      ii. There will be an international game night event this semester
          1. People from different cultures will be invited to bring games from home
          2. They will be asked to host their own table to teach a game from their own culture to others
          3. The event will be March 29th and it will be held in the MUB
   b. Public Relations (Shreya Kumar)
      i. IT survey results
         1. Results from the survey will be posted on the GSG blog.
         2. 130 graduate students and 1 undergraduate student responded
3. Most of the respondents were students from Mechanical Engineering – Engineering Mechanics, Computer Science, and Electrical and Computer Engineering.

4. The Public Relations committee will compile a report. Kevin may share this report in the next update email he sends to students or on the blog site.

ii. Relations with Alumni Association
   1. Any student who has been on campus for a semester or longer is considered an alumnus.
   2. There are a lot of benefits that current students can take advantage of such as better insurance rates, pet insurance, etc.
   3. An entire subsection of the Alumni Association is dedicated to help fellow alumni get settled wherever you have a job or internship. They have a dedicated system to help you get settled in a new city.

iii. New brewpub
   1. The MUB Board contacted GSG today regarding a new brewpub on campus.
   2. The MUB Board would like to repurpose the MUB basement area which is currently underutilized. They would like to change the bowling & billiards area into a nice brewpub.
   3. There is a survey being spread around online. Kevin will share this survey and it will be posted on the blog.
   4. It is likely they will request funds from GSG for this project.

c. Academic (Nayyer Islam)
   i. The Graduate Research Colloquium was a huge success.
   ii. Thank you to everyone who participated, helped to find judges, encouraged audience participation.
   iii. Please be sure to thank your department chairs.
   iv. Forestry and Chemistry get an additional $75 for Meet and Greet events, in addition to their regular Meet and Greet funds for highest audience participation at the GRC. Funds for this are coming from the Graduate School.

d. Question & Answer Session for Reports by Committee Chairs
   i. Will the Graduate Research Colloquium winners be posted on the GSG website?
      1. There have been many requests for a list of winners. Other groups would like to link to this list on their own websites.
      2. It would be nice to have a list of winners for the past few years available online also.

VII. Liaison Reports:
   a. University Senate Finance Committee (Trevor Fisher)
      i. The University Senate Finance Committee is examining various proposals to create new degrees.
ii. They are communicating completely via email
iii. There are no physical meetings to attend.

b. Undergraduate Student Government (Jennifer Winikus)
   i. Nothing to report

c. Women’s Leadership Council/Philanthropy Group (Aleta Daniels)
   i. The Philanthropy Group is meeting next week
   ii. The Women’s Leadership Council just returned from their conference.

d. Apartments’ Residence Council (Taile Leswif)
   i. Next year’s rent in Daniell Heights has already increased. The ARC is trying to get rent rates in Daniell Heights fixed for 2 years or until Daniell Heights is updated.
   ii. The ARC is seeking people to fill leadership positions. Jake Paxton may not be able to be the President next year. ARC would like to have a graduate student who lives in Daniell Heights in a leadership position. Currently all positions are filled by Hillside residents except for 1 who is an undergraduate student.
   iii. Please attend ARC meetings. Hardly anyone attends their Monday meetings.
   iv. Residents are having issues but nobody discusses them with the ARC
      1. Many Daniell Heights residents don’t know about the meetings. They need to be added to the email list. All residents should receive emails every Monday.

e. Friends of the Van Pelt Library (Kate Aho)
   i. Nothing to report.

f. Question & Answer Session for Reports by Liaisons
   i. Discussion regarding the Apartments’ Residence Council (ARC)
      1. How can individuals get involved with ARC? How do people get elected?
         a. Once the ARC has compiled all of the necessary information, this will be posted online. Taile will forward this email to GSG.
         b. Jake Paxton will be more than happy to remind people when elections are if you would like to nominate anyone for ARC Eboard positions.

   ii. Discussion regarding snow removal
      1. Some residents in Daniell Heights were told they had to shovel their sidewalk up to 4 times a day during a major snowstorm.
      2. This depends on the Community Assistants (CAs) since they develop the shoveling schedule.
      3. It is unacceptable to have to shovel that many times during a day.
      4. It can be difficult to open the door if there is too much snow. Just try to remove the snow immediately from the door so you can walk through the doorway.
      5. In some apartments if you don’t shovel the sidewalk, mail will not be delivered.
      6. The snow plow leaves too much snow in front of the walkways.
7. The ARC meets in 20 minutes. Please bring these concerns to ARC. If you cannot attend the ARC meeting, please email your concerns to Kevin and he will forward them to Jake Paxton.

VIII. Old Business & Discussion Items:
    a. Concerns or Questions from GSG Members
       i. None
    b. Meet and Greet Reports
       i. None

IX. Adjournment: Motion to adjourn by Shreya, second by Natasha, motion carries unanimously.
Graduate Student Government of Michigan Technological University

GSG Meeting: March 18, 2013

I. Call to Order: Kevin at 5:14pm

II. Approval of Agenda: Motion by Jenn, second by Sara, motion carries unanimously
   a. Motion by Jarod to amend the agenda to allow ISA to present prior to elections. Second by Jenn. Motion carries unanimously.

III. Approval of Minutes from: February 25, 2013
   a. Motion to approve by Marco, second by Abhishek, motion carries unanimously.

IV. New Business
   a. Indian Students Association (ISA) Funding Request
      i. Presentation
         1. ISA is requesting funds for their Holi Night event that will be held on Saturday, March 30th.
         2. Holi is celebrated across India and celebrates the oncoming of spring. The official name for the event is Festival of Colors.
         3. Holi Night is a cultural night that is a lot of fun. There is dancing, music, a lot of games, and give-away prizes.
         4. ISA is planning to offer a full Indian dinner, a dance sequence, karaoke (which is new this year), games, and they already have permission from the MUB to play with colors as long as they clean up afterward.
         5. They have not finalized ticket numbers yet – that will depend on how this meeting goes.
         6. Tickets will be $8 for non-ISA members, and ISA members will get free admittance.
         7. Budget
            a. Food: $1,500; Khana Khazana outreach: $846; colors: $150; decorations: $100; games: $100; marketing: $200; dining services: $390. They are expecting $3,286 in total expenditures.
            b. They are expecting 200-230 guests and ticket sales of $800.
            c. All of the food ingredients have been ordered through the MUB. Typically food is cooked with the help of the MUB. This year they are trying to involve Khana Khazana and they will be teaching MUB staff how to prepare Indian food. ISA benefits from this because cooking for this many people can be difficult.
            d. Their total request from GSG is $2,486.
ii. Questions
1. How much do tickets cost? Tickets will probably be sold in a similar fashion as tickets sold for Diwali Night. Tickets sold earlier are sold at a discounted rate of $6-7 whereas tickets sold closer to the night of the event are $8-9.
2. ISA members will get free tickets and there are approximately 80 ISA members.
3. Who is the MUB supervisor who will be helping to prepare food? Eric.

iii. Ways & Means Report
1. GSG funded ISA $2,000 last year for the same event. This year ISA is requesting $2,500.
2. Why did the ISA request increase by $500 this year?
   a. For their outreach with Khana Khazana
   b. They are adding a karaoke event
3. Recommendation: Support the event and fund $2,000.
   a. The Ways & Means committee understands that ISA would like to make this connection with the MUB and try some new things.
   b. GSG has also set a precedent with other organizations. Without significant improvements, the Ways & Means committee would like to fund an amount equal to last year’s funding or less. GSG continues to get more and more funding requests and we would like to encourage organizations to consider alternative funding sources. This was done with MBAA, CSSA, Global City, and ASO.

iv. Voting
1. Motion by Shreya to approve the $2,000 recommendation, second by Jenn.
2. ISA did an excellent job last year with Diwali Night. This organization and this event are worth funding $2,000. If there is a $500 gap in their funding, they should be able to recoup these costs from their ticket sales.
3. In their budget they estimated 100 attendees all paying $8. That should be an extra $800 to make up the cost to available funds gap.
4. Motion carries unanimously.

b. Principal Officer Elections (Amberlee Haselhuhn)
i. President
1. Amberlee Haselhuhn
   a. Amberlee’s vision for GSG for the next year: Communication and collaboration
      i. Establish better working relationships with other groups to promote the idea of shared governance across campus
ii. Develop better methods of communicating with graduate students across campus – email isn’t always the most effective form of communication

iii. Re-vamp the First Contact Program
   1. Right now this program doesn’t do much and we can improve that.
   2. Welcome new students to campus
   3. Explain living options in the area (not just Daniell Heights)
   4. Set up a mentor network between current and new students to ease the transition to living in the Houghton-Hancock area

iv. Try to establish student discounts at local businesses.
   1. This was an idea Ali Mirchi mentioned during an ad hoc committee meeting and we should look into it.
   2. Local businesses benefit greatly from student business.
   3. A small discount, offered once a week can make a huge difference in student living expenses.
   4. This would be a great opportunity to collaborate with USG.

v. Update the GSG website and include more educational resources
   1. A guide to renter’s rights and obligations
   2. A guide to getting sick in the U.S.
   3. Remove some outdated information from our website.

vi. Include a keynote speech to start the Graduate Research Colloquium. This would provide a great opportunity to collaborate with the Executive Team, Deans, and professors across campus.

vii. Co-sponsor a social event with the Keweenaw Alumni Chapter. This would offer a lot of great networking opportunities for currently enrolled graduate students.

b. Questions for Amberlee
   i. Being the GSG President is a huge commitment. Will you have the time to dedicate to this position?
      1. Yes, Amberlee has passed qualifiers, is in research only mode, and does not have to teach or take any additional classes. Amberlee also
has approval from her advisor to pursue this position.

c. Vote of confidence for Amberlee: 28 for, 1 against. Amberlee is the new GSG President.

ii. Vice-President

1. Jennifer Winikus

a. Jenn is a PhD student in Computer Engineering. She has passed her qualifiers and is preparing to go into research only mode.

b. A large part of the Vice-President’s job is to manage healthcare.
   i. Jenn is very qualified to help with this.
   ii. Jenn truly understands and appreciates everything the previous Vice-Presidents have done so that students can still afford to be at Michigan Tech after a major illness.

c. Softball Coordinator search

i. Jenn doesn’t like the sun and won’t be playing softball, but she understands the hiring process. She worked as a manager for Information Technology Services at a previous school.

ii. Jenn is good at finding people who communicate well and are organized and responsible.

d. Jenn has experience with officer positions in other organizations.

e. Jenn responds quickly to email and has good communication techniques.

f. Questions for Jenn

i. Margo spends a lot of time as Vice-President attending meetings and coordinating with other people and organizations. Are you sure you would be able to commit that much time?
   1. Jenn’s advisor does not want much to do with her and she is funded by someone else. Jenn also helps out with Summer Youth Programs. She performs better when she has more work to do.

ii. One of the Vice-President’s jobs is to organize Committee Chairs and ensure things are getting done. If you’re finding that Committee Chairs are falling behind in their work, how would you deal with it?
   1. Jenn would hope to know early on in the process that this is an issue. Jenn would jump in, get help, find extra people to help, and
consider giving the Committee Chair a short break if necessary.

2. Shreya Kumar
   a. Shreya was the Public Relations Chair this year. This was a great experience for her.
   b. Shreya would like to be the Vice-President because GSG has started some really great relationships with other organizations and bodies of power on campus. Shreya would like to know what’s happening, increase awareness, rein in those relationships and exploit them so not just really active GSG members benefit from our work, but everybody across the student body.
   c. Shreya would like to increase collaboration and communication on campus. Shreya loved that on the latest blog posting regarding the proposed International Student Surcharge Fee, over 125 people provided feedback. Shreya would like to see more of this. The blog is really important because issues shouldn’t only get discussed during GSGS meetings with the group of volunteers that decide to represent their departments. These issues and discussions affect everyone on campus.
   d. Questions for Shreya
      i. Margo spends a lot of time as Vice-President attending meetings and coordinating with other people and organizations. Are you sure you would be able to commit that much time?
         1. Yes. Shreya already had a conversation with her advisor about this position and she has seriously considered the duties and responsibilities that this position entails. Shreya is in research only mode and is currently not taking any courses or teaching. She has a lot more time now for this position.
      ii. A large portion of the Vice-President’s job involves student healthcare. Having knowledge of Margo’s current job, what recommendations or improvements would you like to make?
         1. Shreya would like to make the student body more aware of their health options. Also, a lot of the current policy covers illnesses that typically aren’t very relevant to the graduate student demographic. It would be nice to see more health benefits related to issues that
individuals in our age range tend to experience more often.

3. Discussion
   a. The vote should be based upon what these candidates said. If someone would like to lobby on behalf of a candidate that’s fine but we do have other business to attend to.

4. Voting
   a. Round 1: 15 votes for Jenn, 12 votes for Shreya, 3 abstain. Candidates must win by a simple majority and 15 votes is not a majority. 16 votes are required to win in this case. Not everybody voted.
   b. Round 2: 15 votes for Jenn, 15 votes for Shreya, 1 abstention.
   c. Discussion is necessary for these candidates.
   d. Round 3: 19 votes for Shreya, 12 votes for Jenn, 1 abstention.
   e. Shreya is the new Vice-President

iii. Treasurer
   1. Jennifer Winikus
      a. Jenn would mainly like to improve communication with USG. Earlier this semester there was an incident where a group of students asked for money from GSG and then they requested funds for the same event from USG by a different name.
      b. There should be more Ways & Means communications between GSG and USG.
      c. Jenn is good with numbers and computers.
      d. Jenn has been a treasurer before. She managed endowment funds in the past.
      e. She is good at budgeting. She runs Summer Youth Programs for ECE and must keep track of all of the funds.
      f. Questions for Jenn
         i. Do you have any ideas for increasing the amount of revenue that we can put toward travel grants?
            1. It might be possible to have more activities like raffles and get academic departments on campus involved to sponsor a certain number of travel grants. We could publish which travel grants are sponsored by each department.
         ii. You have also been nominated for PR Chair. Do you have a personal preference between PR Chair and Treasurer?
            1. Jenn doesn’t have an answer for this. Everyone who has been nominated is in some way going to contribute to the Eboard. Even if she isn’t
elected to any position Jenn will still help out a lot and will still find a way to contribute.

2. Howard Haselhuhn
   a. Howard is the current representative for Chemical Engineering.
   b. Howard is currently the treasurer for Mont Ripley’s Ski Patrol and is the Assistant Director there.
   c. Howard would like to bring transparency to the GSG accounts so that at every meeting we know where money has gone, where it has come from, and really get a good picture for how our accounts stand.
   d. He would like more GSG member involvement in the Ways & Means committee. He would like to see 4 representatives on this committee so that there are more eyes on the funding requests.
   e. Howard would like to prepare and show historical data for how much GSG has funded organizations in the past. That way we can see if they have a trend with asking for more and more money or if it is a one-time thing.
   f. He would like to do a little community outreach – talk to businesses and see if they can offer some students a discount. Currently the Keweenaw Co-Op offers students a 5% discount on Sundays. It might be possible to get more businesses to offer similar discounts.
   g. Howard would like to look at how GSG’s money is managed. Our surplus funds are held in a 0% interest account that isn’t earning any money for us. He would like to put this money into a low risk investment account to build more surplus funds that we can spend however we see fit. If we were to put $50,000 in a low risk investment account, with current interest rates we would earn $1,000 per year. This money could be used for scholarships or however GSG would like.
   h. Questions for Howard
      i. For the Graduate Research Colloquium, we had to look for extra sources to fund this. Do you have any ideas to make this part of the Treasurer’s job to look for more funding opportunities?
         1. If we get more resources we may be able to look into where we can draw money in elsewhere and to fund the GRC or other events with more money in our pockets.
ii. There has been some talk of increasing funding for travel grants. This would also require extra funding. Do you have any ideas for this?
   1. The Graduate School gives GSG $18,000 for travel grants. It might be possible to negotiate with them for some more funds since the cost of travel is increasing, people are traveling further away for conferences, and hotel costs are increasing.

iii. The $18,000 that the Graduate School gives to GSG is from the Student Activity Fee?
   1. The total GSG budget is usually around $36,000; half from the Graduate School and half from the Student Activity Fee.

3. Private discussion was held to discuss each candidate.
5. Jenn is the new Treasurer.

iv. Secretary
   1. Kate Aho
      a. Kate has excellent communication skills.
      b. Kate is in research only mode and does not graduate until 2014.
      c. Kate may teach 1 or 2 classes next year.
      d. She would love to work and be a part of the Eboard. There are a lot of great changes coming for GSG.
      e. Communication is essential for an organization such as GSG. Since Kate is studying rhetoric and technical communication she is ideally suited to help GSG with communication.

2. Vote of confidence for Kate: 29 for, 1 abstention.
3. Kate is the new Secretary.

c. International Student Surcharge Fee: Report and Resolution (Shreya Kumar)
   i. Motion to limit discussion: Report and Resolution by Natasha, second by Shreya.
      1. Motion to amend the motion to limit discussion to 5 minutes by Shreya, second by Jenn.
      2. Kevin expressed concern that this is a very short amount of time to allocate to such an important issue.
      3. If we limit discussion to 5 minutes, we can re-evaluate after 5 minutes if we would like to extend our discussion time. We could do this in 5 minute increments.
      4. We need to discuss and vote on the Resolution and the accompanying report today.
5. Motion by Shreya to limit discussion to 5 minutes each for the Resolution and accompanying report. Second by Margo. Motion carries unanimously.

ii. The Michigan Tech Executive Team has proposed that all international students pay a surcharge fee of $250 each semester, including summer ($750 per year).

iii. The Executive Team has justified this fee by stating that revenue generated from this fee will be used to maintain compliance with federal reporting requirements for international students, and to maintain and improve English as a Second Language (ESL) programming and International Programs and Services (IPS).

   1. The university has had to hire more people in order to manage all of the federal reporting requirements, ESL, and IPS.

iv. A lot of students have raised questions regarding the legality of this fee.

v. Kevin has created an ad hoc committee comprised of Shreya, Nayyer, Ali, and Amberlee to evaluate the Executive Team’s proposal and to develop a formal GSG Resolution with an accompanying report.

   1. Based upon feedback from the GSG blog, it is clear that the current proposed surcharge fee is too sudden and could be financially crippling to our international students.

   2. The Executive Team does not have to negotiate with us. We are hoping that our feedback will compel them to negotiate with us.

   3. If we try to meet them half-way and give them alternative options to the $250/semester fee we will appear more reasonable and they may be more likely to negotiate with us.

vi. Discussion regarding the GSG Resolution and accompanying report

   1. Have fewer alternative fee options listed on the Resolution.

      a. $250 is too much. The rough draft Resolution asks for a fee that is $83 a semester, or 1/3 of $250.

      b. Anything is better than a $750 per year fee.

   2. Have a recommendation for current students and a separate recommendation for new students who enroll fall 2013.

      a. Existing students should be grandfathered in so they don’t have to pay this fee at all.

      b. If they cannot be grandfathered in, existing students should pay much less than incoming students.

      c. Suggestion that this is not fair to incoming students. They are essentially being taxed without representation.

      d. Existing students have already made the decision to come to Michigan Tech and have already invested a lot of time and money here. Existing students are “stuck” at Michigan Tech whereas prospective students have many choices still.
Prospective students can still choose not to come to Michigan Tech.

e. This information should be made available to incoming students as soon as possible so they can make informed decisions.

f. Requiring incoming students to pay $250 per semester while having a significantly lower rate for current students doesn’t really solve the issue of the huge fee. This is not a long-term solution.

3. Separate out the recommendations for the summer fee.
   a. Do not require students to pay the summer fee at all.

4. Supported students may be able to pay more than unsupported students.
   a. This may not be feasible from an accounting point of view and we should consider removing this from the Resolution.

5. Require an application fee for international students.
   a. Michigan Tech is one of the few schools that doesn’t have an application fee.
   b. So many students apply here since there is no application fee. Not everyone gets accepted and not all of the accepted students actually enroll here. This may be a good way to generate revenue.
   c. This may not be feasible and we should consider removing this from the Resolution.
   d. The fact that Michigan Tech doesn’t have an application fee is a huge advantage for Michigan Tech over other universities.
   e. Remarks by Dean Huntoon
      i. The application fee was purposely removed a few years ago because we want students to come to Michigan Tech.
      ii. Having an application fee would reduce the number of students who come here.

6. Suggestion to add an enrollment deposit for international students.
   a. If you do not graduate, that money is forfeited to the university. If you graduate, you get this money back after graduation.
   b. This would help to improve retention rates.
   c. Remarks by Dean Huntoon
      i. The university already knows international students are coming when an I-20 is issued to them.
      ii. It doesn’t make sense to also charge an enrollment fee.
      iii. The only reason to add an enrollment fee would be to help departments plan their class offerings. This would
be more critical for domestic students than international students.

7. Effects of the proposed International Student Surcharge Fee
   a. This situation could escalate and it is possible that there may be some protests in the MUB or elsewhere on campus.
   b. The university will lose many international students by implementing this fee.
   c. Due to this fee, many international students will dissuade others from attending Michigan Tech.

8. We should ensure that GSG does not get blamed for implementing this fee.

9. Implementing this fee at all is discrimination against international students.

10. While there probably isn’t a good legal case against the university, many people are very unhappy with this proposed fee.

11. The report should highlight how this fee will negatively impact international students. The reason many of them chose Michigan Tech is because the cost of attendance is relatively cheap here compared to other universities.

12. If this fee is being implemented, services should improve. ESL services should improve.

13. What about the undergraduate international students who already pay differential tuition? These students will also pay the fee.

14. Motion by Nayyer to only include one option on the resolution, a lower cost fee of $83 per semester (one third of the $250/semester proposed fee) for all international students. Second by Sara.

15. Some feel it would be best to have more than one option on the resolution whereas others feel it would be best to have one and only one option.

16. International students are willing to cover costs associated with having them here but they don’t have to be a general source of revenue for the university. This is a significant financial hardship for international students. Nobody is getting rich off of the graduate student stipend and this proposed fee has made many international students concerned for their own survival.

17. We should vote on whether we pass a resolution at all and then decide whether to reduce the number of alternative proposals and adjust formatting.

18. Margo motions to reduce the number of options to at most having 1 option for existing students, 1 option for incoming students, and 1 summer-related option. Second by Jenn.
   a. These 3 options would be independent.
b. We can debate what these 3 options are.

c. It’s nice only having 3 options because the report would be more concise and easier to read.

d. There should be a lower cost option for incoming students, no summer fee, and existing students should pay less than incoming students or no fee at all since the processing fee for current students should have already been taken care of and they should have a reduced ESL need.

19. Motion by Jenn to support modifying the Executive Team’s proposal for the international student surcharge fee. Second by Shreya.
   a. 29 vote for proposal modification, 1 votes for a $750 per year fee for international students, and 1 abstention. GSG approves modifying the Executive Team’s proposal.

20. Shreya motions to modify the Resolution to have 3 subsections: existing students pay $83/semester or preferably $0, new students pay either $100, $80, or $0/semester, and in summer no fee is charged. Second by Alexander.
   a. Having $0 does not seem very realistic. We should remove these.
   b. Suggestion that instead of even giving options to the Executive Team we should vote on each option and whatever the majority of the GSG decides that’s what we recommend. If the majority of GSG is entirely opposed to this fee and believes international students should not be charged at all, GSG should fight the Executive Team every part of the way.
   c. It would be best to have 3 options.
   d. If we give options they might still increase the fees from what we suggest.
   e. Why does the university need this money?
      i. To improve orientation (argument that current students do not use orientation, only incoming students)
      ii. We should request additional information from the university.
   f. The Board of Control might not even care.
   g. The Board of Control does not review this because it is only a fee. This proposed fee also does not have to be approved by the University Senate.

21. Nayyer motions to propose charging $75 per semester for existing students, $100 per semester for incoming students, and $0 in the summer. Second by Shreya.
   a. 18 votes for, 6 votes against, 2 abstain. The motion passes.

vii. Discussion regarding the accompanying feedback report
1. Motion by Shreya to limit discussion on this report to 2 minutes. Second by Nayyer. Motion carries unanimously.

2. Shreya prepared an expense report and compared the feasibility of paying the fee among supported vs. unsupported students.

3. The report also includes data comparing how the proposed international student surcharge fee at Michigan Tech is much larger than at other universities.

4. Many opinions and a lot of feedback from the GSG blog have been incorporated into this report. If you have something to add, Shreya would be happy to add this.

5. It would be best to categorize the comments to improve readability.

6. We should add that we should expect to lose some international students to peer universities if this fee is implemented.

7. We should not undermine our own argument. We can't say that just because we don't use ESL or orientation services means that we shouldn't be charged. We all pay the Student Activity Fee even though we don't all utilize the services available through that fee. It may be possible that international students are benefitting from fees and revenue generated elsewhere.

8. We should be attentive to the numbers that we give in this report. Please ensure that none of these numbers are inflated.

9. Motion to support the accompanying feedback report by Shreya. Modification by Margo to approve the accompanying feedback report with information separated into separate sections that are easier to read. Second by Nayyer.
   a. 26 vote for the report. The motion carries unanimously.

10. Many thanks to everyone who worked on this ad hoc committee and also to Kevin for his significant contribution to these documents.

V. Officers’ Reports:
   a. President (Kevin Cassell)
      i. In the interest of time, Kevin will present at the next GSG meeting.
   b. Vice President (Margo Woller-Carter)
      i. Insurance is going to increase by at least 14% for the next year due to increased healthcare costs and the new healthcare reform. Currently, nobody knows what this increase will mean for supported students vs. unsupported students.
      ii. Dental services may or may not be offered. If we stay with Aetna, there are some options we have for dental. Currently the only in-network provider for dental in the Houghton-Hancock area isn’t accepting new patients. Aetna will work with us to find a discount program or another solution for dental coverage.
c. Treasurer’s Report (Jarod Maggio)
   i. There is currently $69,933.34 in the GSG account. A lot of money left the GSG account since our last meeting due to the Graduate Research Colloquium and funding requests from ASO and CSSA.
   ii. During the next GSG meeting the 2013-2014 budget will be presented, feedback will be requested, and the budget will be voted on at the following meeting.

d. Secretary’s Report (Amberlee Haselhuhn)
   i. Committee Chair elections will be held during the next GSG meeting on April 1st.
   ii. Duties of all Committee Chairs
       1. Attend Eboard meetings & present their reports on their committee’s progress
       2. Delegate committee work fairly and equally among committee members
       3. Maintain an archive of any business transacted, procedures, and documents developed for their committee. These documents are submitted to the PR Chair for archival purposes.
       4. Committee Chairs are eligible to vote.
       5. Committee Chairs must keep regular office hours in the GSG office
   iii. Public Relations Committee
       1. Charge: Promote an awareness of GSG among the University community through creating professional publications and performing media outreach campaigns
       2. Update and maintain the GSG website
       3. Respond to requests made through the general GSG email account
       4. Assist other committees with publication materials
       5. Maintain a current list of representatives, liaisons, and committee assignments with the Secretary
       6. Maintain and publicize up-to-date records of the GSG office hours schedule
       7. Maintains a working relationship with the Alumni Association
   iv. Social Committee
       1. Charge: Oversee the development and running of GSG social events and research new programs, events, and other means of building community among graduate students
       2. Investigate and develop recommendations for social issues related to graduate students
       3. Organize at least 2 campus-wide graduate student social events each fall and spring semester
       4. Organize and run a special orientation social at the beginning of the fall semester
       5. Work with the PR Chair to publicize all social events
6. Organize and supervise any social aspects of GSG meetings (provide food and drink)
7. Assist other committees with social-organizational aspects (ordering food, scheduling rooms, etc.).

v. Academic Committee
1. Charge: Oversee the development and running of GSG programs and research possible new programs and opportunities aimed at providing personal, professional, and intellectual development for graduate students
2. Investigate and develop recommendations for GSG on academic issues related to graduate students
3. Organize and run the annual Graduate Research Colloquium, the Merit Awards Program, the Graduate Research Colloquium Banquet, Graduate Professional Development Day, and at least 3 lunch-n-learn seminars each semester.

vi. Eligibility
1. Current GSG representatives, current Principal Officers, and current Committee Chairs are all eligible to be a Committee Chair.
2. Members at large are not eligible.

vii. Nomination procedure
1. Email Amberlee (aslifer@mtu.edu) to confidentially nominate someone.
2. You can make a nomination during today’s meeting.
3. You can make a nomination just before we vote on April 1st.
4. You do not have to accept a nomination.
5. You are welcome to self-nominate.

viii. Voting Procedure
1. The GSG will vote for Committee Chairs on Monday, April 1st
2. Nominees will be asked to give a brief speech prior to voting
3. Voting will occur in this order:
   a. Academic Chair
   b. Public Relations Chair
   c. Social Chair

e. Discussion & Answer Session for Reports by Principal Officers
   i. None

VI. Committee Reports:
   a. Social (Natasha Hagadone)
      i. Flyers are ready for the game social.
      ii. The game social will be this Saturday, March 23rd, starting at 6:30pm in the MUB.
      iii. Since this event occurs the same night as Africa Night, attendees will be encouraged to attend Africa Night as well.
b. Public Relations (Shreya Kumar)
   i. Nothing to report.

c. Academic (Nayyer Islam)
   i. Nothing to report.

d. Question & Answer Session for Reports by Committee Chairs
   i. No questions.

VII. Liaison Reports:

a. University Senate (Ali Mirchi)
   i. Michigan Tech is switching from AQIP to ABET for accreditation purposes.
   ii. M.S. in Geographic Information Sciences was approved

b. University Senate Finance Committee (Trevor Fisher)
   i. Nothing to report.

c. Undergraduate Student Government (Jennifer Winikus)
   i. Steven Steinhoff is the new USG liaison to GSG.
   ii. USG has mostly been working on their budget allocations. $300,000 has been approved for student organizations.
   iii. Budget appeals will take place soon.

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels)
   i. Philanthropy Group
      1. They will be hosting an event during Spring Fling. They will have a thank you board to be signed by every student who has received some support from alumni.
   ii. Women’s Leadership Council
      1. They are helping to make Husky Lead a certificate program. Students who go through this program will get a leadership certificate.

e. Friends of the Van Pelt Library (Kate Aho)
   i. They need help on March 21st from 3-5pm to sort books and help with their work bee.
   ii. They will have a book sale in the MUB on April 2nd and 3rd. They will also need some assistance with that.
   iii. Please let Kate know if you are interested in helping with either event.

f. Question & Answer Session for Reports by Liaisons
   i. Discussion regarding Apartments’ Residence Council
      1. ARC is searching for Eboard members. Please let your constituents know that ARC needs more Eboard members. It would be particularly beneficial for Daniell Heights residents to be on the ARC Eboard so that Daniell Heights residents have more of a voice.
      2. If you are interested in being on the ARC Eboard please email the ARC president. You can also email Kevin.
VIII. **Old Business & Discussion Items:**
   a. Concerns or Questions from GSG Members
      i. None
   b. Meet and Greet Reports
      i. These reports will be discussed during the next GSG meeting, in the interest of time.

IX. **Adjournment:** Motion to adjourn by Trevor, second by Abhishek, motion carries unanimously.
X. Funding Request from Indian Students Association

Timestamp: 3/1/2013 17:21:51
Organization Name: Indian Students Association
Representative Name: Saagar Vijayaragavan
Representative Contact Email: kskhrupa@mtu.edu
Representative Title in organization: President
Total number of students in your organization: 100
Number of graduate students in your organization: 90
Event Title: Holi Night
Event Venue: MUB Commons
Event Date (MM/DD/YYYY): 3/30/2013 0:00:00
Event Time: 5pm
Total Cost of Event: $3000
Amount Requesting: $2500

Describe the proposed event: The event proposed by the ISA is Holi Night. Celebrating many religious legends and myths, Holi celebrates the end of winter and oncoming of spring. In India, Holi is celebrated by people with a lot of pump and gaiety using colors and lavish food, hence it is also popularly known as “Festival of Colors”. Here at Michigan Tech, this event has been celebrated with an exuberant show of goodwill and cheer for several years now. We would like to propose Holi on March 30th 2013. This year’s event will include authentic Indian food, fun games for the guests, and performances including dance and music. The food will be prepared by ISA student members with support from MUB Dining services and conducted in MUB Commons for 200-250 guests. This event is open for all the students, staff and faculty of Michigan Tech at a nominal fee.

How does the event directly benefit Graduate Students?: Approximately 1000 students enroll in graduate school each year, of which the Indian community makes up 20%. Over the years, ISA, the past and present committees, has created an awareness of Indian culture by conducting large events like Diwali Night to connect with the remaining 80% of the students very effectively. This year for Holi Night, we estimate 100 students from ISA and 100-130 guests from the graduate and undergraduate school and Houghton/Hancock community. This event will also provide an opportunity to all the enthusiasts of Indian cuisine to have a great authentic Indian dinner, a fun filled night and a chance to relax just before the finals week.

Has your organization put on this event before?: Yes

If you answered 'Yes' to previous question, How many people attended this year?: 225

How many people do you expect to attend this year?: 220-250
What was your budget last year and reasons for changes to your budget?...: The last year budget proposed was $2000. This year we would like to propose a GSG budget proposal for $2500. The reason for increase in budget is to accommodate & nurture the growing relationship between MUB Khaana Khazaana (KK) team led by Chef Rui Pan/Chef Eric Karvonen and ISA. Our aim is to share our culture with MUB chefs teaching them flavor and style of cooking Indian cuisine and reduce annual financial burden for ISA which is incurred by hiring Indian cooks from Wisconsin/Chicago during large scale ISA events.

Do you have other sources of funding for this year’s event? If so, fro...: No. We do not have any other source of funding for this event.

How will you advertise for this event?: A poster will be designed and publicized 15-20 days in advance of event across all corners of MTU campus. We also plan to send out emails to department student & faculty emailing lists, advertise in student news briefs and create Facebook page. We would also be promoting and selling tickets using promotion table provided by MUB

Do you agree to include the GSG logo on advertisement material?: Agree
Graduate Student Government of Michigan Technological University

GSG Meeting: April 01, 2013

I. **Call to Order:** Kevin at 5:15pm

II. **Approval of Agenda:** Motion by Shreya, second by Jenn, motion carries unanimously
   a. Motion by Jarod to amend the agenda to allow ISA to present prior to elections. Second by Jenn. Motion carries unanimously.

III. **Approval of Minutes from:** March 18, 2013
    a. Motion to approve by Jenn, second by Shreya, motion carries unanimously.

IV. **New Business**
    a. Elections of Committee Chairs (Amberlee)
       i. **Academic Chair**
          1. Marco La Manna
             a. **Speech**
                i. Marco is a graduate student in Electrical and Computer Engineering. He is from Italy.
                ii. He is very interested to pursue what has been done lately regarding Lunch-n-Learns and the Graduate Research Colloquium (GRC).
                iii. He would like to give more visibility to the GRC.
                iv. He would like to speak with more department chairs to request more professors at the GRC.
                v. He would also like to try to get companies to come and see the work of students.
                vi. Mark would like to encourage more synergy among all of the committee chairs. He would really like to cooperate with the PR Chair and Social Chair regarding the GRC.
       b. **Questions**
          i. If you could plan any Lunch-N-Learn what would the topic be?
             1. Marco would really need to think about this. He would like to focus on a session about how to dress to go to the career fair and interviews. This is really important because first impressions are critical.
2. He would also consider topics such as how to give good presentations.

2. Howard Haselhuhn
   a. Speech
      i. Howard would like to continue the great work that Nayyer has done over the past year.
      ii. Howard arranges an international conference every year that brings people in from industry and other universities. He has been very successful at generating revenue for this event.
      iii. This summer Howard will arrange this conference again.
      iv. Howard is a committee co-chair for the Society for Mining, Metallurgy, and Exploration. He arranges 2 conference sessions per year at an international conference. This year the conference was in Denver. He had great attendance at his sessions. Next year the conference is in Salt Lake City.
      v. Howard is also the Assistant Director of Mont Ripley Ski Patrol. He is currently unsure if he will continue to do this. It will depend on the outcomes of this election.
   b. Questions
      i. If you could schedule any type of Lunch-N-Learn, what would you schedule?
         1. Howard would like to schedule a Lunch-N-Learn that describes proposal writing for the National Science Foundation. There is a professor on campus that teaches an entire class on this. This could be a great help to graduate students.
      ii. Which committee were you on this year?
         1. Howard was on the social committee.
      iii. Were you involved with the GRC?
         1. Yes. He helped Nayyer during the last week at Nayyer’s request. He took PowerPoint’s from all of the speakers, arranged the speakers, and performed other miscellaneous tasks.

3. Private discussion regarding the candidates
4. Voting
   a. 8 votes for Marco, 16 votes for Howard, 1 abstention. Howard is the new Academic Chair.
   
ii. Public Relations Chair
   1. Aerik Carlton
   2. Marco La Manna
a. Speech
   i. Marco would really love to work with this Eboard and the Academic Chair.
   ii. He would like to gain better visibility for whatever GSG events we have.
   iii. He would like to reiterate many of the same points that were discussed during his speech for Academic Chair.

b. Questions
   i. Do you have any experience with Dreamweaver or other web-based software?
      1. No, but Marco is eager to learn.
   ii. Have you ever done any Public-Relations work for before?
      1. Yes, Marco worked with Nosotros to prepare flyers, organize events, etc.

3. Private discussion regarding the candidates
4. Voting
   a. 1 vote for Aerik, 22 votes for Marco, 0 abstentions. Marco is the new Public Relations Chair.

iii. Social Chair
   1. Aerik Carlton
   2. Abhishek Bhavalkar
   a. Speech
      i. Abhisheek would like to thank everyone that nominated him.
      ii. Abhishek is a Masters student in the ME-EM. He has been a member of GSG since fall 2011.
      iii. Natasha has done a fantastic job planning new events such as karaoke, a game night, etc.
      iv. Abhishek would like to work on more new events like a hike on the Tech Trails, rock climbing with Ridge Roamers, etc.
      v. Many graduate students are international, so Abhishek would like to have a combined IPS and GSG event.
      vi. It might be possible to co-host an international dinner with Khana Khazana.
      vii. He would also like to plan a small social event for GSG members to get to know one another so they can have more fun throughout the year.
      viii. He would like to work with the PR Chair to increase GSG’s presence on Facebook.
ix. Abhishek would like to create events and advertise on other student pages such as ISA and CSSA.

x. Abhishek would like to host an event online like a lucky draw. Individuals who get tagged online on GSG’s Facebook page will be eligible for some gifts and prizes.

xi. Abhishek has good experience ordering food for the GRC and can order food for social events.

xii. Abhishek would like to create a computerized inventory for all of GSG’s goods.

xiii. He would also like to maintain good communication with all social committee member and GSG as a whole.

b. Questions

i. How long will you be at Tech?
   1. If he can finish his research this summer, he would defend this fall and would try to graduate this fall. Otherwise he will be here for the spring semester, also.

ii. Do you have a plan to ask other organizations to involve them with GSG social events since they ask money from us?
   1. Yes. The Student Involvement Fair in the MUB could be a great opportunity for this.
   2. He would like to host combined events with other student organizations too, such as socials.
   3. He would also like to invite Blizzard to the GSG orientation picnic.

3. Jessie Zhang

   a. Speech

   i. Jessie is a 3rd year PhD student in Environmental Engineering.

   ii. The past 3 years at Michigan Tech have taught her the importance of collaboration and working as a team.

   iii. Since Michigan Tech is such a diverse university, she has had the fortune to meet many students from other countries.

   iv. It is important to understand and respect people from other cultures and countries.

   v. She is interested in doing something to improve the communication and collaboration between domestic and international students on campus to make it a better community for graduate students.
vi. She would like to work closely within GSG and to improve our own communication and collaboration.

vii. Jessie would like to reach out to other student groups and organizations such as Daniell Heights residents, the Canterbury House, CSSA, ISA, Nosotros, the Iranian Student Organization, etc. She would like to collaborate to get more people involved.

viii. Jessie knows a lot of domestic graduate students on campus through her involvement with Global City. She knows many students who are returning Peace Corp volunteers. These students have great experience and we could help them to share their stories with other students on campus. This could help to improve the campus community.

b. Questions
   i. Have you passed qualifiers and are you in research only mode?
      1. She has passed qualifiers but has not defended her proposal yet. She has finished all of her coursework.
   ii. Do you have any specific events in mind?
      1. A lot of graduate students have families. We should have some family friendly events in Daniell Heights.
      2. She has spoken with the President of Nosotros. We could host a Mexican Night that includes a dance and food. This could be a larger event to include people from across campus.

4. Voting
   a. 0 votes for Aerik, 20 for Abhishek, 4 for Jessie, 0 abstentions. Abhishek is the new Social Chair.

b. Proposed changes to the GSG Bylaws (Amberlee)
   i. All of the proposed Bylaws changes are included in the appendix to this document.
   ii. Discussion regarding the proposed changes:
      1. Change the wording on the required number of Lunch-n-Learns: “organize and run a total minimum of 5 Lunch-n-Learns”.
      2. Change the wording for the Public Relations Committee’s social network requirements to “Student Activities required social network”.
      3. The Eboard discussed allowing members at large to be voted in to an Eboard position. This was ultimately rejected because members at large
are not voted in or endorsed by graduate students in their department, whereas representatives are.

iii. The Bylaws will be voted on during our next GSG meeting.

c. First Friday Social Budget Proposal
   i. This is something that will be included in the Budget.
   ii. Natasha has asked to add a line item to the budget for the First Friday Social since last year we had to vote to support this endeavor after the fact.
   iii. The GSG-Graduate School social was the best attended First Friday social of the year.
   iv. Last year GSG paid $300 for the social and the Graduate School paid for the rest of the costs.
   v. We should increase support for the First Friday Social to $600 since this event was so successful.

d. 2013-2014 GSG Budget Proposal (Jarod)
   i. Last year’s $45.50 line item for Eboard nametags was removed for this year’s budget because re-usable nametags were ordered this year.
   ii. We should add $500 to the Spring Colloquium. This year we were only under budget due to additional funds we received from other organizations.
   iii. We should add $300 to the mine tour social. It may also be worth talking to the Quincy Mine to see if they’re interested in just doing half of the tour (the underground portion). People are more interested in going inside the mine than seeing the museum. This may allow us to save some money, time, or both.
   iv. We should add $200 to the fall orientation picnic.
   v. We may need to increase the miscellaneous line item for the orientation picnic because van rentals have changed. This will be factored into the budget.
   vi. We should add $15 for van certifications since the van certification fee has increased.
   vii. We should add $600 for the First Friday Social. This would be something good to support.
   viii. We should add $400 for the softball clinic as this is also worthy of support. Last year the clinic lunch was funded by a professor but this is something GSG should definitely support. Softball is something that graduate students are involved in and it’s a nice social activity. This event helps students who may be intimidated to play because they have never played before. The clinic also includes safety training.
   ix. It would be good to maintain the same level of support for socials so that the Social Committee has some flexibility.
   x. Benefits
      1. Travel grants are half funded by GSG and half funded by the Graduate School ($36,000 total).
2. There has been a lot of talk about raising travel grant awards to $300. The Eboard suggests keeping this amount the same to see how the program runs for the next year.

3. The Outstanding Merit Awards will remain the same, $300 each.

xi. Everything will stay the same for the Public Relations committee.

xii. Department Meet and Greets

1. Departments with 1 representative will get $50 each semester.
2. Departments with 2 representatives will get $75 each semester.
3. Departments with 3+ representatives will get $100 each semester.

xiii. Overall this year we allotted $60,363.50 and we have only spent about $39,237.23.

xiv. Our estimated revenue this year was $67,000 and our actual revenue was $67,135. Our estimated revenue next year is $67,200.

xv. Our current budget allots $62,033 not including the small addition for the change in van prices.

xvi. The final budget will be voted on during our next GSG meeting.

V. Officers’ Reports:

a. President (Kevin Cassell)

i. International Student Surcharge Fee

1. The ad hoc committee met with members of the administration last Thursday: Max Seel, David Reed, Les Cook, Dean Huntoon, and members of the budget team.
2. This was a very good meeting.
3. The ad hoc committee expressed that we understand the larger context and constraints the administration is under from the State to generate revenue. GSG accepts the fact that there will be a continuously charged fee. However, GSG believes the $250 per semester fee is just too much too suddenly. It’s not incremental enough. This will be a blow to morale and it will be a financial hardship for currently enrolled graduate students. GSG advocated for a significant reduction in the fee.
4. The ad hoc committee shared our resolution and report that GSG voted on during the last meeting.
5. There was some excellent discussion.
6. We are hopeful that they will consider reducing the fee significantly, at least for currently enrolled graduate students.
7. The Presidents of CSSA and ISA were also in attendance. They spoke and expressed concerns from students in their organizations. The President of CSSA had a petition from students in her organization against this fee.
8. Shreya was the chair of this committee and Ali, Nayyer, and Amberlee were also members. They did a great job developing the resolution and representing GSG.
9. Shreya would like to convey that the upper administrators definitely seemed sympathetic toward our cause. They understood that the amount was too much and it would make existence difficult. They seemed willing to take our message and help us when the decision is finally made.
10. They will come out with their final numbers in 3-4 weeks.
11. Nayyer is hopeful that they will decrease the fee. Of course there will be a fee and there is a need for a fee, but we are hopeful that the fee will decrease.
12. Some of the information that GSG presented to these administrators seemed new and hopefully that will weigh in our favor.
13. We should remain hopeful and vigilant.

ii. Graduate Faculty Council proposal sent to the University Senate
1. The Graduate Faculty Council voted and sent a proposal to the University Senate to allow students to petition in writing to have a second attempt at an oral exam if they happen to fail the first oral exam. This includes the proposal defense or final defense.
2. The Graduate School policy would allow students to write a letter to petition to take the oral exam a second time.
3. This would be a Graduate School policy. This means that each academic department can have a more restrictive policy. The department policy will supersede the Graduate School policy.

iii. Dissertator Mode (Amberlee)
1. Dr. Moran, a professor in Materials Science, presented at the last Graduate Faculty Council meeting to propose changes to Research Only Mode. There was a lot of discussion about this at the last meeting.
2. Dr. Moran proposed that all graduate students in Research Only Mode pay $48 more each semester. Students in Research Only Mode who want to take a course would be able to pay 1/3 the cost per credit like paying for research credits in Research Only Mode.
3. Amberlee met with Dr. Moran. Rather than trying to implement a University-wide policy, Dr. Moran may consider making changes to the policies in Materials Science, first.

iv. There is a one credit continuous enrollment course, UN5953, which you can enroll in to finalize research and your dissertation/thesis. If you are planning to enroll in this course you will not be charged the Experience Tech Fee. If you want to pay the fee, you can. Please contact Student Affairs regarding this.

b. Vice President (Margo Woller-Carter)
   i. Softball Coordinator
      1. The Eboard has selected a new softball coordinator: Jed Diekfuss.
      2. Jed has been meeting with Hans to discuss the transition.
ii. The student health insurance plan will be discussed on Monday. During this meeting the group will decide whether to stay with Aetna or to choose another provider.

iii. Student Commission (Shreya)
   1. Parking and Transportation
      a. There will be 3 bike repair and filling stations along the Tech Trails. The locations will be announced soon.
      b. The number of parking violations has increased, with the highest amount in February. 80% of violations are from commuter students.
         i. Is this because commuters aren’t aware of what the rules are?
         ii. Les Cook said he would try to communicate a little better with students regarding this.
      c. Repeat offenders will have their vehicles booted.
         i. If you have more than 3 unpaid tickets and you are illegally parked somewhere, they will boot your car.
         ii. There are some students with more than $800 in unpaid parking fines.
      d. They are hoping to have parking stickers with barcodes. This will make it easier for them to keep track of the number of tickets a person has.
      e. They are trying to implement a better online system. IT would be involved in this also.
         i. You could pay tickets online, see how many tickets are pending, etc.
      f. Maintenance will be performed on all lots except for lots 27 and 10. An email was sent out about this today. The gates will be up but this doesn’t mean that parking is free across campus. Only park in your designated parking lot or you will be ticketed.
      g. Zip Cars
         i. Usage is low but not so low that it’s unsustainable.
         ii. They are hoping to get more usage next year.
         iii. They are considering relocating the vehicles closer to the Residence Halls.
      h. If you have a ticket because you were parked in a metered spot and you couldn’t get to the meter to pay for the parking spot, Parking and Transportation Services will entertain your request to contest the ticket. At any time if you feel you have been issued a ticket unfairly, you can talk to them about it.
   2. Community garden on campus
      a. This will definitely happen.
b. They need more participants form student organizations. They need student involvement.

3. The electronic device charging stations don’t have the iPhone 5 cable because this is proprietary software. The Library does have 2 iPhone 5 chargers you can check out for use at the Library desk.

4. Change in the van rental policy
   a. There was an email sent out about this today.
   b. The old policy was that you did not pay for gas.
   c. The new policy is that as long as you pay for gas you can keep the van within 150 miles of Houghton.

5. Tobacco Free Campus Plan
   a. There will be 2 info sessions regarding this, 1 for faculty.
   b. A smoking cessation class will be starting soon.

6. A lot of interest was expressed in reinstating a community garden that used to be in Daniell Heights. If interested in learning more or participating, please contact Travis Pierce. This project isn’t as far along as the project to establish a community garden near Wadsworth Hall.
   a. You may also contact Alex (apbruns@mtu.edu).
   b. They are seeking volunteers in any form, even if you don’t know what to do.

c. Treasurer’s Report (Jarod Maggio)
   i. Jarod hasn’t received the monthly account statement for GSG yet.
   ii. There haven’t been any changes to the current GSG budget.

d. Secretary’s Report (Amberlee Haselhuhn)
   i. If you are interested in being a liaison, please let Amberlee know.

e. Discussion & Answer Session for Reports by Principal Officers

VI. Committee Reports:
   a. Public Relations (Shreya Kumar)
      i. Nothing to report.
   b. Academic (Andrew Baker)
      i. The final Lunch-n-Learn will be held on Monday, April 8th from noon-1pm. The topic is financial literacy.
      ii. This will be a catered event as usual.
      iii. They have asked the speaker to include information relevant to both international and domestic students.

c. Question & Answer Session for Reports by Committee Chairs
   i. Natasha is in contact with the Outdoor Adventure Program (OAP) to coordinate a combined social at the Calumet Water Works.

VII. Liaison Reports:
   a. University Senate (Ali Mirchi)
i. At their last meeting the University Senate had a lot of discussion and not their usual presentations. There is nothing relevant to graduate students to report.

b. University Senate Finance Committee (Trevor Fisher)
   i. The Finance Committee is examining the possibility of adding new degrees.
   ii. Dr. Mullins fully supports the international student surcharge fee.

c. Undergraduate Student Government (Jennifer Winikus)
   i. USG recently held officer elections. This year was the first time that a “political party” formed and advocated for specific candidates. Two of their proposed 4 candidates were elected.
   ii. USG will continue with their representative elections over the next few weeks.

d. Women’s Leadership Council/Philanthropy Group (Aleta Daniels)
   i. The Women’s Leadership Council has been working with the SDC to establish significantly discounted fitness classes for female students each semester.
   ii. During Track B of this semester, two of these fitness classes had to be cancelled due to low attendance.
   iii. Please encourage graduate student attendance at these fitness events. Attendance has dropped off sharply.
   iv. If interested in helping out, they meet Thursdays at 5pm.

e. Apartments’ Residence Council (Taile Leshifi)
   i. Jake Paxton, President of ARC, presented to Les Cook, Travis Pierce, and other individuals and groups about the inconsistencies in Daniell Heights.
   ii. Les Cook mentioned that the administration is aware of the issues in Daniell Heights. There are insufficient funds to complete all of the proposed renovations due to budget cuts this year. Additionally, a portion of funds received from the State of Michigan must be used only for academic purposes and they cannot be used for renovating Daniell Heights. There is currently some underground maintenance being performed in Daniell Heights. The University is trying to perform other maintenance but they do not have the money to do huge renovations (such as carpeting, windows, etc.). They are still seeking funds for the huge renovations.
   iii. Lack of communication may be an issue. The University is aware of this issue and they are trying to encourage the flow of information from the University to organization presidents to Daniell Heights residents. They will try to improve on this communication.

f. Question & Answer Session for Reports by Liaisons
   i. ARC Report Discussion
      1. Kevin attended the meeting when Jake Paxton presented. Taile covered it well.
      2. Money is also being spent on repairing the roofs in Daniell Heights.
         Money is being spent in Daniell Heights.
3. Jake Paxton mentioned that rent from Daniell Heights generates a lot of revenue. Is it reasonable to assume that this revenue is being spent in Daniell Heights?
   a. Kevin is not 100% sure about this.
   b. Part of this generated revenue has been spent on underground improvements and roofs that residents probably are not aware of.
   c. Even the generated revenue does not provide enough funds to do all of the remodeling for the lower and upper Heights.
   d. There will be improvements in the heating systems and some new purchases will be made.

4. The revenue generated from rent in Daniell Heights goes into the General Fund. This money gets distributed among Dining Services, general activities, student organization, and some paid salary positions. Revenue generated in Daniell Heights does not necessarily stay in Daniell Heights.
   a. USG is trying to show specifically where their money actually goes.

5. President Mroz has a President’s Forum several times a year, typically before the spring Board of Control meeting. Kevin isn’t sure if this is happening this year or not since it hasn’t appeared on any calendars yet.
   a. The President’s Forum is open to the entire campus community. Anyone can go to that meeting and ask President Mroz if they have a question.
   b. Upper Administrators from Michigan Tech will be there too. Everyone from the Executive Team attends.
   c. You can write your questions down and give them to someone working at the event if you are shy and don’t want to ask the question yourself.
   d. Kevin will find out if there will be a President’s Forum this year and he will let everyone know. GSG could develop a list of questions to ask at the Forum.

VIII. Old Business & Discussion Items:
   a. Meet and Greet Reports
      i. Physics
         1. There has been an increase in rent in Daniell Heights but not a commensurate increase in graduate stipends.
         2. Students would like to have a health forum or some kind of meeting to discuss what is and what is not covered by student health insurance.
Many students did not know that all students paying for the student health insurance have one free check-up per year.

Due to healthcare reform, everybody gets 1 physical for free each year with the healthcare plan. If you’re sick and haven’t gone for a physical yet this year, tell them that you’re there for your physical and it will be free. They will also check what you’re sick with. This includes exams and testing. The office visit is 100% covered.

Check if all of the tests are covered by insurance prior to agreeing to do them. Some tests are free, some aren’t. If it’s billed as preventative screening then it’s free. If it’s billed as an exploratory screening then you have to pay for it.

If you go to the clinic in the SDC and mention that you’re a student and on a budget they will work with you to try to keep your costs low.

Women get one free women’s screening each year. This includes a Pap smear and pelvic exam.

If you get hurt from events at a protest or rally, none of your costs are covered.

ii. Electrical and Computer Engineering

1. Most students were very concerned about the international student surcharge fee. Many students are considering leaving if the fee is implemented.
2. Some students requested a health forum to explain health insurance.
3. They are still looking for a pool table for their lounge.

iii. Geological and Mining Engineering and Sciences

1. Students like the Student Activity Fee and they really like the gardens on campus.
2. Comments for GSG
   a. GSG should spread more info among graduate students.
   b. GSG did a great job with the Graduate Research Colloquium.
3. Tuition and fees are increasing but stipends are not increasing at a commensurate rate. Many graduate students are trying to raise a family on graduate student stipends.
4. UN0500
   a. A lot of students have to do field work and cannot fulfill this course requirement. They would like an online option for the course.
   b. Kevin is currently looking into this.
   c. Federal regulations require 12 hours of face-to-face contact between students and the instructor. What about online face-to-face contact? Would Skype satisfy this requirement?
d. Kevin has tried to communicate with the administrator of the UN0500 program and he is looking into this. This will be further discussed at the Graduate Faculty Meeting tomorrow.

e. If they have to create an online option for students who live hundreds of miles away, why can’t they do this for local students, too?

5. The required formatting for dissertation and theses are complicated. There was insufficient notice before these changes were made.

b. Concerns or Questions from GSG Members

i. Will there be a pond on campus? Who is paying for this?

1. This is very little information about this.

2. This is a student enterprise project.

3. This enterprise sent out a survey to students asking if they would like a pond on campus. Many questions were poorly phrased.

4. This has been discussed during Student Commission as well.

5. If this is going to be implemented on campus, the University is not paying for it. It is currently unknown where the money is coming from to make a pond on campus.

6. The enterprise may be doing this on their own.

IX. **Adjournment:** Motion to adjourn by Marco, second by Jenn, motion carries unanimously.
Proposed Bylaws Revisions April 2013

Representatives:

- **Addition to section II C i 2:** Representatives may serve on more than one committee provided they specify a primary committee for which they devote the majority of their time and for which they can be held accountable.
- **Addition to section II A i:** Departments with fewer than 5 graduate students shall be exempt from the requirement to have a GSG Representative.
- **Modification to section II A i 2:** Each department with a graduate program(s) shall be entitled to one (1) Representative per seventy five (75), or increment thereof, graduate students enrolled on campus.

Liaisons:

- **Addition to section II C i 2:** Representatives who serve on a University Committee (acting as a liaison) must also serve on a GSG committee with the following exceptions:
  - The Liaisons to University Senate and Undergraduate Student Government are not required to also serve on a GSG committee.
- **Addition to section II C ii:** Members-at-large who serve as Liaisons are required to adhere to the same attendance policies as Representatives.

President:

- **Modification to section III B iii 3:** Liaise on a regular basis with the Dean of the Graduate School, the Vice-President of Student Affairs, and when necessary the presidents of Undergraduate Student Government, the University Senate, and other administrative officials.
- **Modify section III B iii 4 by breaking it into several duties:**
  - Represent GSG to the Board of Control and to the Graduate Faculty Council and serve or appoint a delegate to serve on crucial committees or task forces addressing issues that affect graduate students.
  - Act as the official voice of GSG to other governmental bodies and appoint GSG Liaisons or delegates to the University Senate, Undergraduate Student Government, and other relevant organizations who will attend meetings and report back to GSG on the proceedings.
  - Reassess necessity of Liaisons and delegate positions at the conclusion of each semester.
- **Modification to section III B iii 5:** Identify and investigate issues, questions, and concerns of graduate students at Michigan Tech.
• **Addition to section III B iii:** The President may appoint an ad hoc committee to formally address said issues, questions, and concerns of graduate students at Michigan Tech.

• **Addition to section III B iii:** Maintain, in conjunction with the Treasurer, the GSG debit card and checking account.

**Vice-President:**

• **Addition to section III B iv:** Co-chair the Michigan Tech Student Commission.

• **Addition to section III B iv:** Be a member of the Student Health Service Advisory Committee.

**Secretary:**

• **Addition to III B v:** Maintain the Welcome Packet with the assistance of the Executive Board.

**Treasurer:**

• **Addition to III B vi:** Maintain, in conjunction with the President, the GSG debit card and checking account.

**All Eboard Members:**

• **Addition to III B ii and III C i:** Adhere to the same attendance requirements as Representatives.

**Academic Committee:**

• **Modification to section IV C ii 4:** Organize and run a total of five (5) lunch-n-learn seminars during a session with a minimum of two (2) lunch-n-learn seminars each fall and spring semester, respectively.

**Social Committee:**

• **Addition to section IV D ii:** Maintain a computerized inventory of GSG owned goods, not limited to but including the storage unit.

**Public Relations Committee:**

• **Addition to section IV E ii:** Maintain good working relations with the Michigan Tech Alumni Association.

• **Addition to section IV E ii:** The Public Relations Chair must act as Webmaster, maintaining and updating the GSG website.
• *Addition to section IV E ii*: Maintain the Michigan Tech mandatory social network as required of student organizations.

**Ways & Means Committee:**

• The Ways & Means committee will be transferred from section V C in the bylaws to section IV in its own right as a standing committee.
  o Creation of section IV F: for the Ways & Means committee

• *Additions to section IV F i (Membership):*
  o Shall consist of up to two (2) additional GSG Representatives, appointed by the Treasurer.
  o Shall be chaired by the Treasurer.

• *Additions to section IV F ii (Duties):*
  o Review discretionary and surplus funding requests to ensure they conform to the requirements as set forth in these Bylaws and in the published Discretionary Funding Guidelines.
  o Present funding requests to the GSG.

**All Committees:**

• *Addition to section IV*: Representatives may serve on more than one committee provided they specify a primary committee for which they devote the majority of their time and for which they can be held accountable for.
I. Call to Order: Kevin at 5:16 PM

II. Approval of Agenda: Motion to approve by Aleta, second by Jenn, motion carries unanimously.

III. Approval of Minutes from: April 1st, 2013

   a. Changes made so date is correct.
   
   b. Motion to approve by Aleta, second by Jenn, motion carries unanimously.

IV. New Business

   a. Approval of Bylaws (Amberlee Haselhuhn)
      i. No comments or concerns provided.
      ii. Motion to approve by Shreya, Second by Jenn, motion carries unanimously.

   b. Approval of Budget (Jarod Maggio)
      i. There is an increase of $50 dollars from last year due to increased van prices.
      ii. The total budget will be $62,083.
      iii. No discussion requested. Motion to approve by Aleta, second by Jenn, motion carries unanimously.

V. Officer Reports

   a. President (Kevin Cassell)
      i. Graduate Faculty Council Meeting
         1. English Test for International Graduate Students
         2. Students required to take the test have a low score on the TOEFL and no remediation.
         3. No action will be taken at this point and it will be discussed next year.
         4. Dean Huntoon
            a. Communication help from the Graduate School may be a possibility.
            b. The current program is on a fee-per-use basis
            c. The Graduate School is trying to hire someone to work with students, primarily international, to improve communication skills.
      ii. Advanced Responsible Conduct of Research Training
1. During Track B there will be a 3 day class that will satisfy the advanced RCR training requirement.

iii. International Student Fee
   1. There is no official word on this yet.
   2. The cost is likely to come down from $250. There will be a fee that will be continuously charged, but we are very hopeful that this fee will decrease significantly.
   3. The University Senate was impressed by the work GSG performed.

iv. Transportation Fee for Students ($40).
   1. Plan B proposed by Adrian Rothschild and Kevin has requested this information from him.
   2. This plan has been sent to Michigan Tech Administration for review.

v. Graduate School Staff Meeting with IT
   1. Shreya, Amberlee, Kevin and Dean Huntoon will meet with the rest of the Graduate School staff and Tom Gemignani of IT.
   2. Shreya will share the IT survey results
      a. Survey found that computer equipment is lacking in quantity and quality in certain departments.
      b. There are also some wireless connectivity issues.

vi. MUB Board Lounge (Amberlee Haselhuhn)
   1. Lounge will not be a brewhouse every day of the week.
   2. The bowling lanes will be kept for now.
   3. Michigan alcohol license is a legislated license allowing alcohol for special events only, not all the time.
   4. Building Renovations
      a. ABI (Automated Bartending Interface) is being considered.
      b. $115,000 cost for all of the proposed renovations.
   5. A student who also attended the meeting said: “No details provided on cost of bartender.”
   6. There will be a 3 drink limit with alcoholic beverages.
   7. Fingerprint scans were proposed to make purchasing alcoholic beverages easier but some issues arose regarding the collection of biometric data, how the data would be handled, etc. They will most likely not move forward with fingerprint scans at this time.
   8. The revenue for renovations will come mostly from Alumni Funds.
   9. Construction will begin this summer.

b. Vice President (Margo Waller-Carter)
   i. Student Health Insurance
      1. Not final amount of cost has been decided upon. There will be an increase of between $100-200 dollars.
      2. The committee is looking at other options to reduce associated costs.
ii. Student Commission
   1. The handicapped parking spot in Lot 34 is being looked into. One sign was removed but not the marking on the pavement so it is unclear if this is still a handicapped spot.
   2. New ID Cards
      a. There will be new card readers and the University pays for new IDs.
      b. The new ID cards will be RFID based.
   3. Michigan Tech is Tobacco Free as of 09/13/13
   4. Course evaluations are going to an online system rather than a paper option. It is currently unclear how TAs will be factored into this system.
   5. Aetna has provided a guide book for graduate students called “Navigating Your Healthcare.” Additional books can be ordered so please let Margo know if you would like one.
   6. Dental Coverage
      a. Being looked into with a two tier plan. One tier is $100 and allows for two checkups per year. The other is a $25 cost that gives discounts to specific local dentists. Aetna is still negotiating and looking for service providers for the discount card program.
      c. Treasurer’s Report (Jarod Maggio)
         i. Nothing new to report.
      d. Secretary’s Report (Amberlee Haselhuhn)
         i. Holding department elections for GSG Representatives.
            1. Must hold an election if there are two or more nominated candidates.
         ii. The new term starts May 1st.

VI. Committee Chair Reports
a. Social (Natasha Hagadone)
   i. Spring Fling on Friday from 12pm to 4pm
      1. The theme is pirates and we are required to have prepackaged food and games.
      2. Games and activities include: a photo booth, raffle, rubber ducks in a bucket, newspaper pirate hats, and pirate/GSG door hangers.
      3. If you or any of your constituents are interested in helping, please let Natasha know.

VII. Liaison Reports
a. University Senate (Ali Mirchi)
   i. International Student Surcharge Fee
      1. Dave Reed presented the latest news on the International Student Surcharge Fee.
2. Dave described his meeting with the GSG ad hoc committee members and other administrators as very constructive. He was very content with the way the proposal was analyzed by GSG.

3. The initially proposed fee is being seriously reconsidered.

4. Ali explained that the fee is a blow to morale and an imposing hardship for graduate students.

5. There will be a fee. This fee will be increased over the years and they would like to start out at a lower number, first.

ii. Proposed Transportation System
   1. Many opinions expressed both for and against the proposed transportation system.
   2. More discussion is needed between parties.

iii. Audited courses have to be registered for by the end of the business day on Wednesday of the second week of classes – the same week as add/drop courses. This was implemented because some students are taking advantage of the current policy to avoid receiving a failing grade.

iv. Revision of Course Evaluations
   1. Question 20 on the current course evaluations is not favored by professors.
   2. Question 20 will be broken down into 5 different questions to obtain a better representation about the way a course is taught.
   3. Online evaluations
      a. USG really pushed to have every instructor’s individual teaching evaluations online.
      b. Amberlee and Kevin met with Dr. Vable to discuss the posting of teaching evaluations online.
         i. Dr. Vable would prefer to have evaluations averaged out on a department level and posted at the department level rather than at the individual level.
         ii. The goal is to put pressure on the system to improve widespread change rather than to put pressure on the individual.

b. University Senate Finance Committee (Trevor Fisher)
   i. A minor in Aerospace Engineering is being discussed currently. This new minor could bring a lot of money to the University.

c. Undergraduate Student Government (Jenn Winikus)
   i. Nothing new to report.

d. Women’s Leadership Council and Philanthropy Group (Aleta Daniels)
   i. Both groups will be attending Spring Fling.
   ii. The Philanthropy Group will have a poster set up for students to thank alumni who have supported their education.

e. Apartments’ Residence Council (Taile Leswifi)
i. The ARC will be hosting elections tonight at 7pm in the Hillside multipurpose room.

ii. It would be good for graduate students to attend this meeting and to be elected to a board position.

iii. The ARC really needs student representatives from Daniell Heights.

f. Friends of the Van Pelt Library (Kate Aho)
   i. They raised $3,500 from their recent book sale.
   ii. A new $6,800 scanner has been purchased for student and faculty use. The item is a large plot scanner that can handle larger maps. This scanner should be up and running within the next few weeks.

VIII. Old Business

a. Concerns/Questions from GSG Representatives
   i. There will be a GSG meeting in May, probably on May 13\textsuperscript{th}.
   ii. There is one meeting per month in the summer.

b. Lunch-N-Learn (Andrew Baker)
   i. The last Lunch-N-Learn for the semester was held. The topic was financial literacy.
   ii. Presentation was well attended and concerned budgeting and identity theft.
   iii. The presentations from this event are online. Andrew will send this information once he gets them.

c. Social Science Graduate Student Society (Lee Presley)
   i. Graduate students have formed their own organization for the purpose of professional development and to bring together the multiple graduate programs within their department.
      1. Lee is the President of this organization.

d. Problems with the Shuttle Service
   i. The shuttle schedule has changed recently to include stops at the Lakeshore Center.
   ii. Not many people are actually going to the Lakeshore Center.
   iii. This was brought up during the Chemical Engineering Meet and Greet and was brought up to Student Commission
      1. They have been monitoring how many people use each route.
      2. Parking and Transportation Services is very opening to rescheduling the routes based upon what times/routes are busiest.
      3. They have taken this request into account.
      4. The schedule will be revised as needed since it is a living document. The schedule will be updated for summer.
      5. George Butvilas has actually driven some of the shuttle buses to personally evaluate the scheduling needs.
   iv. Would it be possible for Parking & Transportation Services to let students know when the schedule has changed?
      1. The online bus tracking system is not working
2. Not everyone has a smartphone to use the online tracking system.

3. The best way to do this would be to email the Daniell Heights email list when the schedule changes.
   a. Comment that there is no such email list.
   b. There should be an email list for housing to use to communicate with Daniell Heights residents. The same route of communication could be used by Parking & Transportation Services.

**e. Meet and Greet Reports**

i. Chemical Engineering

   1. Most of the discussion was regarding the International Student Surcharge Fee.
   2. Students didn’t particularly dissent or give a formal approval of the new proposed transit system.
   3. Students complained about the changed shuttle schedule.
   4. Chemical Engineering students would like to have access to more buildings than just the Chem Sci since they work in several buildings.
      a. You just have to ask your Department Coordinator to get building access.
   5. Access to late night coffee and snacks on the main area of campus (not just in Wadsworth Hall) would be nice. Students proposed implementing this in the MUB.

f. General Discussion

i. A lot of students are unhappy about increasing transportation fees but they are also unhappy with the transportation services currently available to them. If you want more services you will have to pay more.
   1. A lot of schools have integrated transportation systems well within their communities. Virginia Tech-Blacksburg has a phenomenal system with updated schedules, reliable buses, etc.
   2. It’s possible to get a good, working system here in Houghton-Hancock too.
   3. A lot of schools have integrated transit systems with the local communities.
   4. The proposed transit system at Michigan Tech would only cost $40 per semester whereas the average cost at other universities is $43 a semester. The proposed fee is reasonable regardless of whether or not the proposal goes ahead.

**IX. Presidential Thanks and Outgoing Comments**

a. Kevin Cassell wanted to thank everyone for their participation in GSG and for the wonderful year.
   i. Congratulations to all of the new Eboard members on their elections.
   ii. Many thanks to both Jarod and Margo who have put in so much time, 4 years and 3 years respectively, to further GSG.
X. Adjournment: Motion to adjourn by Shreya, second Aleta, motion carries unanimously.