Meeting Minutes for the Graduate Student Government

Monday, May 13, 2013
5:15pm in Admin 404

I. Call to Order 5:20 by President Amberlee Haselhuhn.

Eboard Introductions:
Each E-board member introduced him or herself and gave a brief description of the respective E-board positions and their requirements.

II. Approval of Agenda
Motion to approve Agenda by Marco and 2nd by Mohammad.
Decision to approve, unanimous carry.

III. Approval of Minutes from last meeting
Motion to approve April 15, 2013 GSG Minutes by Jenn and 2nd by Abhishek.
Decision to approve; unanimous carry.

IV. New Business

a. Tuition, fees, and stipend update (Amberlee Haselhuhn)

Amberlee's Presentation “Updates for May 13 GSG Meeting”

- **Graduate Tuition:** $788/credit hour
  - $45 increase/credit hour from last year
  - +6% increase in tuition
  - Tuition increase applied to both supported & unsupported graduate students

- **Exception:** Applied Science Education & on-campus Peace Corp Masters students only pay $514/credit hour
  - +9.4% increase in tuition

- **Graduate Stipends**
  - Minimum graduate stipends: +3%.
  - If you are at the minimum stipend level, your pay should increase by 3%.
- If you are already above the minimum stipend level, your pay likely won’t increase.
- You should discuss this with your advisor and department chair.
- Some departments increase all stipends by 3% regardless of the minimum level.
- This does not affect unsupported graduate students.

- **International Student Surcharge Fee**
  - **Original Proposed Fee:** $250 fall semester + $250 spring semester + $250 summer semester = $750 total fee per year.
  - **GSG Proposed Fee:**
    - $75 per semester (current students)
    - $100 per semester (incoming students)
    - $0 summer semester (all)
    - $150 per year fee (current students) and $200 per year fee (incoming students).
  - **Final Approved Fee:**
    - $150 fall semester
    - $150 spring semester
    - $0 summer semester
    - $300 total fee per year
      - $450 reduction in yearly fee!
  - **All tuition and fee changes will start in Fall semester 2013.**

- **New Teaching & Learning Center**
  - A $1 million gift was recently given to the University
  - This gift will establish the William G. Jackson Center for Teaching & Learning.
  - This center will provide TA support for grad students.
  - Opening date: ?? (To be determined).
b. Funding request for nametag and phone surcharge (Jennifer Winikus)

- GSG is over-budget on two items that had a previous funding request.
  
  - Phone $7.43
    - This is due to long-distance calls for part of stipend study for The Graduate School.
  
  - Name Tags $3.50
    - This increased due to manufacturing cost increase. They provide name recognition and increased visibility. The name tags can also be reused year to year.

- Please see Figure 1 at the end of the minutes for the spreadsheet version of this information.

Motion to approve funding request by Shreya; 2nd by Mohammad.

Vote unanimously carries to approve overages in budget.

V. Officers' Reports

a. President (Amberlee Haselhuhn)

Board of Control Meeting

A large $1 million gift to the University for Jackson Center. It will be known as The William G. Jackson Center for Teaching and Learning

A large bequest from the estate of Waino Wahtera will fund the Wahtera Center for Student Success. Both centers will be located in the Administration Building and construction has begun. Information and details will follow at a later date.

New Shuttle Schedule

George Butvilas, Director of Facilities Management, noted that Facilities is trying out new things for the shuttle and is also trying to see what works

Schedule will be modified on an as needed basis; Lakeshore Center=Free Ride to downtown.

Welcome Packet with Resources for New Representatives
Packet is used to explain what you are required to do and also to make your jobs easier because you are volunteers.

The Welcome Packet will be made available in both paper and electronic versions.

Please let us know your feedback about the document so we can modify it.

**Informational Pamphlets**

Updating on a monthly or bimonthly means of communicating information to your constituents. The current pamphlet (May 2013) concerns Tuition and Stipends, an Update on the International Student Surcharge Fee, and “How do I know if I have to take the Advanced responsible conduct of research (RCR) course?”

**Feedback:** Many of the representatives present felt this was a great idea to keep all updated.

Updates are on the website and will update the entire GSG body, so no one is caught off guard.

**Any Questions:** When will this be made available? In the near future, please check the GSG website.

b. Vice-President (Shreya Kumar)

**Student Health Insurance**

Aetna is the insurance provider the University will be going with; Aetna received good feedback and with their cost cap it is under what a new provider cost would be.

Shreya is attending a meeting tomorrow where the University will finalize insurance choices.

There will be an approximate $200 increase for supported graduate students.

Unsupported students will bear the full cost.

The Graduate School will decide what amount they will pay. This information will be made available at a later date.

c. Treasurer (Jennifer Winikus)

**Current GSG Budget**

As of May 13, 2013 GSG has spent $58,730.37.
$5,728.12 will go out for Travel Grants.

The budget carry over for 2013 is 57,672.18 and includes previous surplus.

Our 2013-2014 surplus is $43,254.14

Discretionary funding is voted on by W&M.

Surplus spending is a separate item and can be voted on by 2/3 majority.

Please see the Excel image (Figure 2) given at the end of the minutes for further details.

d. Secretary (Kate Aho)

**GSG Department Representative Elections**

Please hold representative elections in your respective departments in May or August.

Please let the Secretary know who new representatives are. Send an e-mail to kgaho@mtu.edu telling me the name of the new representative(s), e-mail addresses, and department name.

**VI. Committee Chairs**

a. Academic (Howard Haselhuhn)

**Graduate Research Colloquium**

The GRC has been booked in the MUB on Wednesday and Thursday Feb 19 and 20, 2014.

**Alumni Reunion**

August 20th, 2013

Posters from 2013 GRC for presentations to showcase GRC to Alumni in attendance at the Reunion.

**Academic Committee-A Brief Introduction**

Organize events that are academic in nature

These include the GSG Lunch-N-Learn and Graduate Professional Development (2hrs) Fall.

And the Graduate Research Colloquium (GRC) (Spring) 2 Day Conference

b. Public Relations (Marco La Manna)
Public Relations Committee-A Brief Introduction
Promote awareness of GSG; Run website, facebook, posters, blog, and renovate the GSG Website.

c. Social (Abhishek Bhavalkar)

Social Committee- A Brief Introduction
Hosting Events and Socials to increase community development of GSG.

GSG Orientation Picnic and Quincy Mine Tour
Orientation Picnic is scheduled for August 28 from 4:30-8:30 and the Quincy Mine Tour is scheduled as well. More information will follow.

GSG is in need of Van Certified Drivers for events. Please e-mail kgaho@mtu.edu or arbhaval@mtu.edu if you can do this.

GSG is also in need of Orientation Facilitators; if interested please email Abhishek at arbhaval@mtu.edu.

First Friday Social
Abhishek is meeting with Graduate School Staff about the First Friday Social.

The Social is set for September 6th, 2013.

VII. Liaisons
Liaisons serve as a GSG voice on a committee. Desperately Seeking Liaisons.

a. Undergraduate Student Government (Jennifer Winikus)

Budget Allocation for Student Activities Suite 106 MUB.
A major renovation will be undertaken and there will be ability for Office Check Out and a user-friendly space available for graduate students and organizations.

Diverse populations and Graduate Students
Diversify going into a new population and Student Organizations will be represented in government.

b. Friends of the Van Pelt Library (Kate Aho)
The Friends were writing thank you notes to those who donated books and monetarily gave to FVPL.

VIII. Old Business/Discussion Items
a. Concerns or questions from Representatives for GSG

How are funds allocated for GSG Meet and Greets?
Meet and Greets are a primary way of outreach to graduate students.

Host a discussion about issues or suggested changes.

Food Provided
    You can choose to pay up front and get reimbursed through the treasurer.
    Or,
    You can ask for an Econo Card to pay for the food items.

Allocation of Funds
    The E-board is unsure of the numbers and is currently looking into this.
    More information will follow at a later date.

Encouraged to hold one a semester.

Some departments match this funding.

You are required to invite a member from the E-board.

“Hosting a Meet and Greet” Document is available online on the GSG website under representative.

Transportation/Transit Fee $40 a semester

    GSG and Michigan Tech Administration are waiting for information from the Transit Enterprise’s advisor.

    Plan B has not been released publicly.
    Not going into effect this fall semester 2013.

c. Meet & Greet Reports

**Materials Science Engineering/Biomedical Engineering Meet and Greet**
Professor Peter Moran gave a presentation concerning his proposed Dissertator Mode.
    He discussed his goals and funding options; Michigan Tech Administration is tentative about funding.
    General positive feedback; Increase in graduate level.

Transportation System
    Mixed feelings about this proposal; plan b has provided no details
More iconic elements related to Michigan Tech are needed outside; Outdoor skating rink and skate rentals; maybe set something up for Winter Carnival.

IX. Adjournment

Motion to adjourn by Shreya; 2nd by Jenn.

Motion carries unanimously.

**Figure 1** May 13, 2013 GSG Budget Overages

<table>
<thead>
<tr>
<th>Administrative Budget</th>
<th>Allocated</th>
<th>Actual</th>
<th>Difference</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Line:</td>
<td>$258.00</td>
<td>$265.43</td>
<td>-7.43000000000001</td>
<td>Long Distance for Stipend Study</td>
</tr>
<tr>
<td>E-Board Name Tags</td>
<td>$45.50</td>
<td>$49.00</td>
<td>-3.50</td>
<td>Company Price Increase</td>
</tr>
</tbody>
</table>

**Figure 2** May 13, 2013 GSG Budget Status Spreadsheet

<table>
<thead>
<tr>
<th>May 13, 2013 Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account Balance (through end of April)</td>
<td>81401.18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2012 Budget</th>
<th>Allowed</th>
<th>Spent</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>$10,500.00</td>
<td>9,894.67</td>
<td>$605.33</td>
</tr>
<tr>
<td>Social</td>
<td>$5,000.00</td>
<td>2,190.20</td>
<td>$2,809.80</td>
</tr>
<tr>
<td>Administrative</td>
<td>$18,303.50</td>
<td>11,730.09</td>
<td>$6,573.41</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Grants</td>
<td>$36,000.00</td>
<td>30,271.88</td>
<td>$5,728.12</td>
</tr>
<tr>
<td>Merit Awards</td>
<td>$600.00</td>
<td>600.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Orientation</td>
<td>$2,750.00</td>
<td>2,594.97</td>
<td>$155.03</td>
</tr>
<tr>
<td>PR</td>
<td>$220.00</td>
<td>216.37</td>
<td>$3.63</td>
</tr>
<tr>
<td>Representative</td>
<td>$2,100.00</td>
<td>1,232.19</td>
<td>$867.81</td>
</tr>
</tbody>
</table>

| Total                           | $75,473.50 | 58,730.37 | $16,743.13 |
| (Includes Overages)             |           |         |            |
| Previous Surplus:               | $41,650.53 |         |            |
| Spent                           | $1,013.83  |         |            |
| Remaining surplus               | $40,636.70 |         |            |

| Carry Over for 2013: (includes previous surplus) | $57,672.18 |
| 2013-2014 Surplus:                     | $43,254.14 |
Agenda for a Meeting of the Graduate Student Government

Monday June 17, 2013
5:15pm in Admin 404

I. Call to Order by Amberlee at 5:20 p.m.

II. Approval of Agenda
   a. Motion to approve Agenda by Abhishek and 2nd by Howard. Motion carries unanimously.

III. Approval of Minutes From Last Meeting
   a. Motion to approve by Marco and 2nd by Abhishek. Motion carries unanimously.

IV. New Business
   a. Parking & Fees Update (Amberlee Haselhuhn)
      i. Daniell Heights $100.00 for parking in Heights and $35 for additional lots on campus. Other changes are taking place, but must be approved by Michigan Tech Administration.
      
      ii. Surcharge for Engineering/CS Students is going up. (New Today)
          1. Amberlee will check this out and report back at a later date.

V. Officers' Reports
   a. President (Amberlee Haselhuhn)
      
      i. Superior Ideas Graduate Student Travel Grants Project.
         Superiorideas.org is like crowd funded research. Jacque Smith and Amberlee used it to raise money for the GSG Travel Grant Program. It raised $1625 for travel grants for graduate students. Please check out our Superior Ideas page at: http://www.superiorideas.org/projects/travel-grant

      ii. My Michigan Tech Presentation.
         At the July Meeting Kristi Isaacson/Emmett Goldman will give a presentation concerning My Michigan Tech and its debut in the fall.

         It will have graduate student forms, weather, homework deadlines, course schedules, etc. This site does not replace Canvas or banweb.

         Some students offered contributions concerning the incorporation of an Alert/Reminder system. One student also asked “Are the Gmail
calendars going to be connected?” Finding the M-number and a link to GSG web page would also be helpful.

iii. **Facilities Work Requests.** By July 1st, all work orders done online. No other methods will be acknowledged. Please check out the following link to see the new Facilities Work Requests Process at: [http://www.mtu.edu/facilities/maintenance/requests/](http://www.mtu.edu/facilities/maintenance/requests/)

b. Vice-President (Shreya Kumar)

i. **Updates to 2013/2014 Health Insurance Rates**

GSG is currently checking on the health insurance rates and will provide updates at a later time.

ii. **Information for New Graduate Students Admitted to Michigan Tech.**

To help them adjust to life as graduate students at Michigan Tech, newly admitted students could get a packet of information that includes these potential topics:

- What should you pack?
- What are on campus employment opportunities? Placement procedures/NACELINK/Husky Jobs.
- GSG link and we need consent to share. There were no objections to sharing already existing page.
- Including IPS information as well.
- One student suggested including information about Transportation, GSG Social Dates, and Groups to participate in.
- Sept 3rd, 2013 Smoking Ban goes into effect.
- Linking into IPS website our GSG information.
- Graduate Student Congratulations email inclusion.
c. Treasurer (Jennifer Winikus)

   i. **Budget** spent to date is $540.44.

   ii. **Travel Grants for Summer**. There were 55 applications. Friday is the deadline/Jenn going through applications

   iii. **Current GSG 2013-2014 Standing Budget** provided as Figure 1 at the end of the minutes.

d. Secretary (Kate Aho)

   i. Please respond to my committee preference email.

      Please specify Primary Committee if picking 2; pick primary

   ii. **Committee Briefs**

      **Howard- Academic**
      The Academic Chair oversees the academic needs and development of the graduate student community; investigates and develops recommendations for the GSG on academic issues; organizes the Graduate Research Colloquium and Awards Ceremony.

      **Marco-PR**
      The Public Relations Chair promotes awareness of GSG among the university community through crafting publicity materials in a variety of communications media, especially the GSG website; responds to requests for general information from the graduate student body at-large.

      **Abhishek-Social--Quincy Mine Tour/Orientation Picnic**
      The Social Chair helps build a sense of community among graduate students through organizing social events each semester; assists the vice-president as necessary with Fall and Spring orientation; organizes the Graduate Student Orientation Picnic; works with other committees, as requested, with the social aspects of workshops, such as catering and reservations.

      **Jenn-Ways and Means-** Needs 2 people
      The Ways and Means Committee is chaired by the Treasurer and considers Graduate Student groups’ requests for funding on an as needed basis and then brings their opinion to the GSG body.
Liaisons serve as a communicator between various university committees and GSG.

ARC Meets Monday at 7pm.

Please see the GSG website for further information on committees and the bylaws by going here: http://gsg.students.mtu.edu/chairs.html

VI. Chairs
   a. Academic (Howard Haselhuhn)
      i. **GRC Update.** GRC is scheduled and MUB is ready.
      ii. **Lunch-n-Learn.** 1st Lunch-n-Learn is Sept 9th at 12 noon in MUB.
         Public Safety will speak concerning the Residential Safety Program
         and will discuss what steps students can take to ensure safety in community as a whole.
      iii. **Alumni Reunion.** The event takes place 1:30 pm Friday August 2nd.
         It is a Poster Presentation Session. This is a good networking opportunity. There will be posters and free food.

   b. Public Relations (Marco La Manna)
      i. **GSG Website.** Process of Remodeling the GSG website.

   c. Social (Abhishek Bhavalkar)
      i. **Events.**
         1. GSG and OAP Hosting a social event in the fall semester.
            a. Canoeing in September; 60 students can attend.
            b. Snowshoeing and Sledding may also be events worth attending.
            c. One student was curious and asked “What about the Fall Cruise?”
               i. We can look into it and verify numbers. IPS is also looking into it as well.

VII. Liaisons
   a. Friends of the Van Pelt Library (Kate Aho)
      i. September Meeting has been scheduled.
VIII. Old Business/Discussion Items
   a. Concerns or questions from Representatives for GSG
      i. Pamphlet emailed. This can be put in the department mailboxes; hold off for verification of numbers. Previous GSG Representatives indicated that these pamphlets made their jobs easier and help them to communicate more effectively with their constituents.

IX. Adjournment
   a. Motion to Adjourn by Abhishek and 2nd by Mohammad. Motion carries unanimously.
Figure 1 2013-2014 GSG Standing Budget

<table>
<thead>
<tr>
<th>Area</th>
<th>Item</th>
<th>2013-2014 Budget</th>
<th>Used to Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Phone Line</td>
<td>$258.00</td>
<td></td>
<td>$21.50 per month</td>
</tr>
<tr>
<td></td>
<td>Honoraria</td>
<td>$7,200.00</td>
<td></td>
<td>Stipend for Executive Board ($600 Spring and Fall) Excludes President</td>
</tr>
<tr>
<td></td>
<td>Office Supplies</td>
<td>$350.00</td>
<td>$26.49</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discretionary Fund</td>
<td>$10,000.00</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Transition Dinner</td>
<td>$450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$18,258.00</td>
<td>$26.49</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>Fall Colloquium</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Colloquium</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td>Includes awards and plaques, looking to grow for next year</td>
</tr>
<tr>
<td></td>
<td>Lunch and Learns</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$11,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>Mine Tour</td>
<td>$1,500.00</td>
<td>$0.00</td>
<td>Had to turn people down last year and looking to expand</td>
</tr>
<tr>
<td></td>
<td>Fall Orientation Picnic</td>
<td>$1,500.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Misc (Vans, PR, etc.)</td>
<td>$300.00</td>
<td>$0.00</td>
<td>New Update</td>
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<td><strong>Total</strong></td>
<td></td>
<td>$3,300.00</td>
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<tr>
<td>Social</td>
<td>Meetings</td>
<td>$1,000.00</td>
<td>$44.00</td>
<td>$50 per meeting</td>
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<tr>
<td></td>
<td>Socials</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td>For 4 socials</td>
</tr>
<tr>
<td></td>
<td>Softball</td>
<td>$1,000.00</td>
<td>$287.57</td>
<td>Softballs, social, awards</td>
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<tr>
<td></td>
<td>Softball coordinator stipend</td>
<td>$500.00</td>
<td>$0.00</td>
<td>Softball coordinator honoraria</td>
</tr>
<tr>
<td></td>
<td>Van Certification</td>
<td>$125.00</td>
<td>$0.00</td>
<td>For 5 van certifications fee increase from $22 to $25 each</td>
</tr>
<tr>
<td></td>
<td>First Friday Social</td>
<td>$600.00</td>
<td>$0.00</td>
<td>Good thing to continue to support, funded this year and now including is as a budget</td>
</tr>
<tr>
<td>line item</td>
<td>Estimated Revenue</td>
<td>Actual Revenue</td>
<td>Account Balance:</td>
<td></td>
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<tr>
<td>-------------------------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Softball Clinic</td>
<td>$400.00</td>
<td>$182.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Also worthy of support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$8,625.00</td>
<td>$513.95</td>
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<td></td>
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<tr>
<td>Benefits</td>
<td></td>
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<tr>
<td>Travel Grants</td>
<td>$18,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>from Graduate School, not GSG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Grants</td>
<td>$18,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>from GSG to supplement increase in grants received</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding Merit Awards</td>
<td>$600.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>$300 per award</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$18,600.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Flyers, etc.</td>
<td>$240.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From University Print Shop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Prizes</td>
<td>$220.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Prizes, competition awards etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. (Raffle tickets, etc.)</td>
<td>$40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$500.00</td>
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<tr>
<td>GSG Reps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Meet and Greets</td>
<td>$2,300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50 for departments with 1 rep, $75 for departments with 2 reps and $100 for departments with 3+ reps. Per semester (Fall and Spring)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$2,300.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Surplus</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>$62,083.00</td>
<td>$540.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*items in italics are costs associated with operation but are not part of the GSG budget.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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Graduate Student Government Meeting Minutes

Monday, July 15, 2013
5:15 pm Admin 404

I. Call to Order at 5:14 pm.

II. Approval of Agenda

    Motion to approve agenda by Trevor and seconded by Tolga. Motion carries.

III. Approval of Minutes from Last Meeting

    Motion to approve minutes from last GSG meeting by Abhishek Bhavalkar and seconded by Marco La Manna. Motion carries.

IV. Welcome to New GSG Members

V. New Business

    a. My Michigan Tech (Kristi Isaacson & Jarrod Karau)

        • My Michigan Tech has been worked on over the last 2 years.

        • The University hopes it will be a good source of information for students. All new applicants gain access to My Michigan Tech as soon as they apply (international and graduate) or accepted (undergrad).

        • The My Michigan Tech website will have detailed information relevant to each individual student. The following information could be included: the advisor listed, what forms are turned in, what forms are missing (will be a red exclamation mark), status, announcements, account information, registration status, GPA (including department GPA info), thesis progress information (including what needs to be done and what is next, quick view on the main and then a full list), and course information.

        • My Michigan Tech will have a quick link to Canvas and the user won't have to log in a second time.

        • The developers are looking at adding a Tech Express component. This will not happen this fall, but it may happen in the future. They are also looking at an Experience Tech Fee information tab.

        • More additions to the site will happen in the next year.

        • The Graduate School’s forms will be moving away from form codes to actual form names to alleviate some of the current confusion.
• My Michigan Tech access should occur around orientation time.

• The last year of applicants is already in the system.

• Please note that announcements in My Michigan Tech may replace some emails, so this site needs to be checked.

• Jarrod would be happy to return in the fall to get feedback and/or do a demo for interested students.

• The developers are considering granting access to parents, guest, staff, and alumni.

• Graduate faculty and graduate admissions staff also have a version of My Michigan Tech.

• Rent payments for Daniell Heights will be accepted through My Michigan Tech.

• Some students suggested putting a link in email to My Michigan Tech. The developers are looking into getting better integration with gmail.

• Depending on who you are and what type of student you are the features in My Michigan Tech will be different.

• The University and the site developers want My Michigan Tech to be a starting point to help avoid having to search for information in multiple locations.

• Banweb will always be there, but the user shouldn't have to dig through the menus to find information.

• Employee information and features will be added in the future

b. Graduate School Orientation Funding Proposal (Kristi Isaacson)

• The Graduate School is requesting $1,000 from Graduate Student Government to help fund new graduate orientation programming. Last year there was a pilot program with Compass to welcome graduate students to campus, such as Welcome Week and orientation. This program was so successful that the Graduate School would like to repeat it again this year with help from GSG.

• The Graduate School is seeing a trend that graduate students want to be more involved on campus.

• The Graduate School sent a schedule to the new students last year so that students were aware of opportunities to get involved on campus. This information increased the turnout of graduate students and their participation.
• As part of last year’s pilot program, graduate students were given orientation T-shirts for the first time and these shirts were a big hit with students.

• Graduate Students will be invited to the welcome photo this year.

• The requested funds from GSG will go toward the cost of purchasing T-shirts (which cost about $8,000, at $6.00 or $7.00 a shirt). Undergraduate students pay a $250.00 orientation fee per student, but graduate students don't pay a fee. A contribution from GSG will be helpful and make up for the student participation.

• Staff, faculty, and current students are not allowed to get the shirts, only new students (new graduate and undergraduate students).

• The GSG logo will be on the shirts.

• Participation in these social events makes orientation more than responsible conduct of research training.

• Students that finished a degree and are going into a new degree will count as a new student.

• This also helps with the community building by trying to include all students in the activities.

• No spring orientation event planned, but there will be shirts.

• Motion by Sara to approve $1,000, seconded by Marco.

• Representative suggestion to make this $1,000 orientation contribution a standing item in our budget.

• Voting: Motion carries unanimously (14/14) to fund $1,000 dollars from Surplus. Motion approved.

c. **Graduate Orientation Facilitators** (Kristi Isaacson)

• Facilitators are at each table for RCR training at orientation. There need to be 33 facilitators for the orientation sessions. This orientation training is in the afternoon.

• 11:30-1:00 pm is a graduate student fair to disseminate important information about campus services and opportunities to grad students. This fair is held the same day as orientation - August 28th.

• Anyone who has gone through the RCR training can be a facilitator; there is a training/refresher course. By serving as a facilitator you get lunch (meal ticket this year) and a gift.
• The GSG Orientation Picnic is right after orientation.

• There will be shirts to make facilitators stand out. Also hope to get GSG shirts.

VI. Officers' Reports

a. President (Amberlee Haselhuhn)

• Little Huskies Scholarship Application. There is a scholarship from Little Huskies for preschool children. The scholarship is ½ price tuition. The application is due August 1, see www.mtu.edu/childcare for more information.

• IGTAAP and Multiliteracies Center. IGTAAP and The Multiliteracies Center will have more services. All new international GTA/GTI are required to attend IGTAAP.

• Evaluation of Experience Tech Fee. The Experience Tech fee is being re-evaluated and may result in some changes to the fee that students pay. The three phases are: Phase 1: Is the distribution of the fee fair? Phase 2: Is the fee adequate? (student feedback will be considered) Phase 3: Should additional venues or services be added to the fee? The university committee responsible for this evaluation hopes to complete the process by the end of the fall 2013 semester.

• Survey Concerning New Affordable Housing for Graduate Students. The University is evaluating new affordable housing for graduate students and their families. A survey was sent out by Dean Huntoon to get information. Survey takes about 10 minutes to fill out.

b. Vice President (Shreya Kumar)

• Information presented by Amberlee in Shreya's absence.

• There is a blog post on the GSG blog site for incoming graduate students describing important information about services on campus, where to go for help, and even “husky lingo”. This could be a useful resource for current graduate students, too.

• Health Insurance FAQ was released.

c. Treasurer (Jennifer Winikus)

• This summer the GSG has spent $4990.27 dollars out of our budget of $62,083

• Presenting Travel Grants Awarded. These grants were for $250.00. 53 were awarded. There are 10 more that are conditional at this point. 31 out of 63 travel grant award winners have received travel grants previously. 38 out of 63 travel grant award winners have previously presented at conferences.
• **Attending Travel Grants Awarded.** These grants were for $150.00. There were 5 awarded and 1 denied. Of the 5, 2 previously presented at conferences and 2 were previous travel grant recipients.

VII. Committee Chair Reports

a. **Academic** (Howard Haselhuhn)

  • **GRC Dates.** Feb 19 & 20, 2014

  • **Academic Committee Member Numbers.** 8 people on the Academic Committee.

  • **Lunch-n-Learns.** There are 3 Lunch-n-Learns to be in the fall. The MUB is reserved.
    
    Sept 9th-Community Safety
    
    Oct 15-Professional Dress and Etiquette at Conferences and Networking. It will be a panel discussion, which will include Les Cook.
    
    Nov 5th- How to stay on track, be a good grad student and what an advisor expects. This session will be a panel discussion as well.

  • **Professional Development Day.** Sept 18 East Reading Room of Library. CV writing workshop.

  • **Alumni Reunion.** We still need 3 presenters of posters for the Alumni Reunion. There will be free food. Let Howard know if you know someone with a good poster or if you want to volunteer. August 2nd, Friday from 1:30-3:30pm.

  • **Academic Committee Meeting.** Howard wants another meeting of the academic committee before the end of July.

  • **Pasty Picnic.** Pasty Picnic will have 10 free tickets to have graduate students interact and network. Please speak to Amberlee if you are interested.

b. **Public Relations** (Marco La Manna)

  • Nothing to report

c. **Social** (Abhishek Bhavalkar)

  • **Upcoming Events:**
• Orientation Picnic, August 28th, Hancock Beach, 5-8:30PM after orientation.

• August 30, Mine Tour 10:30 am. There are 90 tickets.

• First Friday Social, Sept. 6th, 4:00

• Canoeing, Sept. 14th, 10:30am.

• Fall Colors Tour, Oct. 4, Friday 5:00pm

• **Potential Event.** In touch with IPS and Alumni Association to do a Football tailgating event

  • Need grill and van transportation volunteers.

  • If you are interested in helping with new student pick up, there is a need for van certified drivers. Please contact IPS for further details.

• **Van Certification for GSG.** Contact Abhishek if you want to get certified to drive the vans for GSG events.

**VIII. Old Business/Discussion Items**

a. **Concerns or questions from Representatives for GSG**

  • Need ARC, USG and University Senate Liaisons, please contact Amberlee if interested.

  • Some students have received a notification to pay the International Student Surcharge, even when not registered. Amberlee will bring this up with Dean Huntoon.

  • Some of the GSG Representatives like the informational brochures.

**IX. Adjournment**

Motion to adjourn by Marco, seconded by Abhishek, Motion carries unanimously.
A Meeting of the Graduate Student Government

Monday, September 9, 2013
5:15pm in Admin 404

I) Call to Order: Amberlee at 5:15 PM

II) Approval of Agenda: Motion by Rasika, second by Aerik. Motion carries unanimously.

III) Approval of Minutes from Last Meeting: Motion by Aerik, second by Marco, motion carries unanimously.

IV) Welcome to new GSG members
   A) Alicia Steele – new Representative from Materials Science & Engineering
   B) Megan Johnson – new Representative from Biomedical Engineering
   C) Leah Tollefson – new Representative from Mathematical Sciences

V) New Business
   A) Changes to the Van Pelt Library (Ellen Marks)
      1) There have been some changes in format from print to digital for some library resources. This has been done in consultation with faculty and university libraries from across Michigan.
      2) The library is working hard to ensure that their resources are resources that we need.
      3) The library would like increased dialogue between graduate students and the library. Sarah Lucchesi, an Instruction & Learning Librarian, has been working on a needs assessment of graduate students.
      4) Removal of some of the print resources in the library will begin around mid-January.
      5) Criterion for print resource removal:
         (a) Resources that have circulated 3 times or fewer during the last 20 years
         (b) Resources that are in more than 2 Michigan libraries and more than 10 libraries across the country.
      6) Among Universities participating in this collaboration, Michigan Tech has the strongest engineering collection so Michigan Tech will keep most of the engineering print resources, even if they have not been circulated much during the last 20 years.
      7) A list of print resources that will be removed will be sent out to departments. If any graduate student, faculty, or staff member would like to keep a print resource on the list, the library will keep it with no questions asked.
      8) This project isn’t a result of a space issue
      9) It costs $20 to have a book on the shelf. Digital materials are cheaper and don’t get lost.
      10) Changes to journals and magazines
         (a) The library reviews which journals/magazines they should subscribe to annually based upon faculty recommendations and usage.
(b) They use inter-library loan statistics to determine which ones to subscribe to electronically
(c) The stacks near the café will be eliminated to allow for more seating space
(d) The hardcore research journals will be moved downstairs to the Garden Level, next to their other bound versions.
(e) The research journals on the Garden Level used to be in 2 alphabets. This summer the library staff combined them into one alphabet to make them easier to use.
(f) There is a large book scanner on the Garden Level that is free for students to use.
(g) The library has 7,000 digital research journals. Students should be checking in the electronic journals and not just the print versions since the digital resource pool is larger.
(h) Some popular, scholarly magazines will be retained near the café area as students have requested this. Students should let the library know if they would like more magazines in this area. They will also keep non-scholarly but general-interest magazines such as National Geographic in this area. If you can’t find the journal/magazine you’re looking for, check the catalogue and/or inform the library staff.

11) Government documents
   (a) Government documents are available in digital format now.
   (b) Print versions of government documents take up 1/3 of the space in the library’s compact storage.
   (c) The library is starting a partnership with the University of Minnesota who will maintain all of these resources. These resources will be available to the Michigan Tech community within a matter of hours from the University of Minnesota so they don’t have to physically be retained at Michigan Tech.
   (d) Some of the documents that are historically significant to the area and ongoing research initiatives, including maps, will be kept.

12) The library would really like to hear from graduate students about how they would like to use their resources. Please contact the library if you have some feedback for them.

13) Books that will be removed will be given to world groups/books to benefit low-income areas.

14) It may be possible for departments to take some of the books the library would like to remove from their print collection. If it’s not useful enough for the library to keep however, it may not be useful to the department, either. When departments run out of space and faculty retire, a lot of the books tend to come back to the Library so this may not be a long-term solution.

B) Changes to Campus Computing (Dan deBeaubien – IT)
   1) Dan, Joshua Olson, and Dr. Walt Milligan were all in attendance at this GSG meeting to answer any additional concerns students may have regarding the campus computing changes
2) Are there any provisions for graduate students to print in color for teaching purposes for free?
   (a) Each academic department has the option to load a certain amount of money to a student’s printing account to pay for color printing for teaching purposes.

3) Why are students paying more money for fewer services?
   (a) Money coming from the State of Michigan has significantly declined in recent years. There are insufficient funds to maintain free color printing services.
   (b) It is a common misconception that students pay a computing fee. There is no computing fee that students pay. Some courses have course or lab-related fees but this money does not go to IT.

4) What is an acceptable log-in time?
   (a) Up to about 30 seconds depending on the hardware in the computer you are using.
   (b) Due to the roaming profile environment, the log-in time tends to increase over time.
   (c) On a basic profile, the log-in time is 20-40 seconds.
   (d) It’s the user data on the roaming profiles that causes the computer to log-in very slowly.
   (e) It is possible to have your profile reset to significantly decrease log-in time. Please contact IT if you would like this done.

5) What happens if you print in color and the print is unsuccessful due to a paper jam or another issue?
   (a) The student can contact IT and they will be reimbursed.

6) Do the new Michigan Tech ID cards have RFID technology? Can’t this raise security concerns?
   (a) The new Michigan Tech ID cards do not operate on RFID technology. They are using a very secure technology and encryption for these cards. It is NOT easy to duplicate these cards although the non-identifiable information on them can be harvested.

7) What if an issue is reported to IT Help but it isn’t resolved?
   (a) The IT Help emails contain contact information for IT Help Management – you should contact them to have your issue resolved.
   (b) IT pays a lot of attention to how long it takes them to respond to a ticket and resolve an issue. Tickets this semester are being resolved more quickly than in previous semesters.

8) Are the number of calls/tickets to IT at Michigan Tech commensurate with our student body size based upon other universities?
   (a) Based upon conversations with IT representatives at other universities, the number of calls/tickets to IT at Michigan Tech is commensurate with our student body size.

9) Do we still have to leave our Michigan Tech ID cards with staff at the SDC when we want to use the weight room or pool?
   (a) No, students should not have to leave their card with anyone. This is not good business practice, especially since these cards can contain credit card
information (if a student opts-in to that program). Please let IT know if any location on campus asks students to leave their Tech IDs with staff.

10) What is being done with the empty space that used to house open computer labs in each department?
   (a) These empty spaces will be turned into wireless lounges with improved Wi-Fi capabilities, a couple computer stations, printing stations, and more.

11) Will IT be assessing Wi-Fi access on campus since there are several places where it's not accessible?
   (a) IT will be measuring wireless access, but it is expensive to implement wireless. They will improve the wireless access to the best of their ability but this could become a multi-million dollar endeavor.

12) Will cellular service on campus be improved since there are some labs that don’t have cellular service and this could be a safety issue in the event of an emergency?
   (a) IT has put some microcells in, and most departments have a budget for this, however on the University level, there are expensive systems in place that make it difficult to completely eliminate dead zones.
   (b) Even things like the type of glass used in new building projects can significantly impact the cellular service in a building

13) If graduate TA’s have issues while teaching, will they still have to find the course faculty member in order to raise a ticket or can students directly do this?
   (a) Having a faculty member associated with a ticket can escalate the ticket in the queue.
   (b) However, if students have issues related to teaching, this will automatically escalate the ticket in the queue. Please make it very clear that your issue affects teaching and mention what sort of a time frame you’re working with.

14) IT has implemented a frequently asked questions page related to printing to help answer student questions: [https://www.it.mtu.edu/printing/print-faq.php](https://www.it.mtu.edu/printing/print-faq.php)

C) Undergraduate Student Government President (Anthony Sharp)

1) USG will try to have more of their Eboard members attend the GSG meetings.

2) USG is in the process of helping students to register to vote. This can now be done in the USG office in the MUB.

3) USG and GSG are working together to collaborate more on issues that pertain to all students, such as the latest computing changes.

VI) Officers’ Reports

A) President (Amberlee Haselhuhn)

1) Remote Desktop Changes
   (a) Students have the option to access a windows desktop & University-licensed applications from home or while traveling using the remote desktop tool
   (b) To simplify this, IT has shut down the 8+ remote desktop services they used to maintain and replaced them with 1 service: remote.mtu.edu.
   (c) You can access this service through [https://vpn.mtu.edu](https://vpn.mtu.edu)
(d) If you’re already a user, you can just change the server name in your remote
desktop client and log-in as usual

2) Dropbox, Google Drive, and SkyDrive use changes on campus
   (a) Synchronization programs for Dropbox, Google Drive, and Microsoft SkyDrive
       have been disabled in all campus computer labs
   (b) Students can still use the web-based services
   (c) Data folders have been moved to the H drive
   (d) This was done to decrease log-in and log-out times

3) Workload Expectations for Supported Grad Students
   (a) Dean Huntoon recently released an annual email giving departments a guideline
       for how much time supported graduate students could reasonably be expected to
       work
   (b) Students enrolled in 9 credits (course or research)
       (i) One credit = 3.5 hours of a student’s time per week (31.5 hours per week)
   (c) Students also supported by a GRA, GTA, GTI, GADI, etc. should expect to put in
       20+ hours per week for a full appointment.
   (d) The total amount of time per week is 51.5 hours in coursework and/or research.
   (e) The most successful students don’t watch the clock, they focus on achieving
       goals of research and coursework
   (f) You and your advisor can best determine the amount of time you should be
       spending on coursework/research if you have concerns regarding this.

4) Other Notices
   (a) Please remember to replace your Tech ID by September 15th
       (i) You can do this in the Library
       (ii) You can submit a new photo via My Michigan Tech
   (b) Please remember campus has gone tobacco free
   (c) No issues reported regarding parking or the tobacco free campus plan
   (d) There’s no update on parking meters, yet. If the mechanisms in parking meters
       are installed, you have to start paying. If there is no way to pay to park in a
       metered spot, you can park there for free.
   (e) Please host elections if you don’t have all of your department Representatives or
       if you plan on leaving soon.

B) Vice-President (Shreya Kumar)
   1) Nothing to report

C) Treasurer (Jennifer Winikus)
   (a) This summer we awarded 53 presenting travel grants. In some cases the advisor
       forgot to approve the grant so we have been in the process of contacting
       advisors. Students should not be penalized for this.
   (b) 5 attending travel grants were awarded this summer
   (c) The deadline for fall 2013 travel grants is 5pm, October 11th. There have been 11
       applicants so far.
   (d) Our current budget is about $62,083. GSG has already spent $15,554.41.
There is a new Reimbursement form on the GSG website: http://gsg.students.mtu.edu/resourcesforrepresentatives.html. Please use this and attach your receipts when you have to spend money for Meet and Greets.

GSG has tax exempt cards that you can check-out. These cards can be used everywhere except Walmart and you are not charged tax for your purchases. This is important because GSG cannot reimburse taxes associated with your purchases. GSG also has Econo cards that you can check out to easily purchase from Econo Foods in Houghton.

VII) Committee Chair Reports
A) Academic Chair (Howard Haselhuhn)
   1) About 70 of the 90 registered people showed up to the first Lunch-n-Learn. Last year’s blacklist procedure will be implemented again.
   2) The next event is Professional Development Day on Wednesday, September 18th. There is no required registration and students can walk-in as their schedule permits.
   3) The next Lunch-n-Learn will be held in October.

B) Public Relations (Marco La Manna)
   1) The new GSG website is live
      (a) It includes information related to all of our events
      (b) In order to be more transparent, we have also added a column to add the meeting agendas online prior to our meetings. This helps members at large decide if they want to attend our meetings or not.
   2) The PR committee still needs people so please consider joining
   3) Representative request to include news items on our main page so that Representatives can easily link to this information and share it with their departments. This will also encourage people to look at our website more. Marco will implement this.

C) Social (Abhishek Bhavalkar)
   1) The Orientation socials were very successful – over 170 people showed up to the picnic and over 250 people showed up to the First Friday Social. Thank you to all of the volunteers who helped out.
      (a) Quincy Mine Tour: 90 people signed up and only 55 actually showed up
   2) The next social is a canoeing event, Sunday, September 15th, from 10am to 5pm. Snacks will be provided.

VIII) Liaisons
A) University Senate (Amberlee Haselhuhn)
   1) Their first meeting of the semester is Wednesday, September 11th
   2) We still need a liaison so please let Amberlee know if you’re interested.

B) Undergraduate Student Government (Jennifer Winikus)
   1) USG mostly discussed business items related to Student Activities
   2) Michigan Tech’s blood drive has consistently been more successful than blood drives elsewhere, even at one held in Lambeau Stadium each year.

C) Friends of the Van Pelt Library (Rasika Gawde)
1) Nothing to Report
D) Apartments’ Residence Council (Roba Bdeir)
   1) They changed their President over the summer and will be meeting soon.
E) Women’s Leadership Council/Philanthropy Group (Lee Presley)
   1) Neither group has met yet.
   2) WLC is hosting a clothesline project. All students are invited to participate in the clothesline project at the Center for Diversity and Inclusion. As part of this project you can decorate a t-shirt that will be displayed across campus.

IX) Old Business/Discussion Items
A) GSG Requires a New Secretary
   1) This is open to all GSG members. Current nominations were announced although none were accepted.
B) Meet and Greet Reports – postponed until the next meeting.
C) No concerns or questions from GSG Representatives

X) Adjournment
A) Motion to adjourn by Marco, second by Aerik, motion carries unanimously.
Agenda for a Meeting of the Graduate Student Government

Monday, August 12, 2013
5:15pm in Admin 404

I) Call to Order: Amberlee at 5:14 PM

II) Approval of Agenda: Motion by Marco, second by Howard. Motion carries unanimously.

III) Approval of Minutes from Last Meeting: Motion by Andrew, second by Trevor, motion carries unanimously.

IV) Welcome to new GSG members
   A) No new members.

V) New Business
   A) Updates to campus computing and the Van Pelt Library (Dan deBeaubien – IT)
      1) Dan met with Dean Huntoon a few weeks ago to discuss the evolution of computing and the library at Michigan Tech. A project has been implemented to significantly alter computing and the library. This project will be completed in a number of phases between now and July 2014.
      2) This project is called the Information and Learning Commons (ILC) project. Information about the project can be accessed on the online website: www.it.mtu.edu/ilc
      3) Throughout the library, updated power outlets, device charging stations, and wall monitors will be established.
      4) Changes to the seat count
         (a) There are currently 740 seats in the Library between the Café, reading room, and all workstations.
         (b) Once the ILC project is complete, there will be a total of 909 seats in the Library
            (i) This includes an additional 230 high-end desktop workstations: mostly Dell desktop workstations, 24 precision workstations, and 12 Macs with Creative Suite.
            (ii) There will be multiple printers and multi-function scanners.
      5) Phases of the ILC project
         (a) Phase 1: Collaborative workstations will be added throughout the Library to provide additional and improved areas for groups to work. A lot of power and USB outlets will be installed along with printers on every floor. Computers will be added throughout the Library. Satellite computer labs across campus will be shut down and those computers will be offered to new graduate students.
         (b) Phase 2: Replace the furniture in front of the Library Café and throughout much of the Library
(c) Phase 3: Improved and increased seating and computing outside the Director’s Suite

6) Removal of satellite computer labs
(a) There are currently 260 computers in 11 or 12 satellite computer labs across campus.
(b) All of the open computer labs will be shut down (except for one in Forestry and one in Chemistry).
(c) This is happening because IT must spend a lot of their resources on maintaining the infrastructure of these satellite labs (things like ceiling tiles, many types of chairs, etc.) when they would rather use their resources to improve hardware, software, and services to students.
(d) Will these labs ever be computer labs again? Probably not but the final destiny of these spaces has not been established.

7) Discussion with GSG Representatives
(a) Nothing will change in Rekhi and Fisher
(b) What will happen to the existing furniture in the Library?
   (i) Department Chairs and Deans have indicated that they would still like to have hangout/lounge spaces in their buildings. The existing furniture from the Library will go to furnish these areas which will act as wireless lounge areas with print stations.
   (ii) Suggestion from GSG member to send the existing furniture to Daniell Heights. This could be a simple, cheap way to improve the furniture in Daniell Heights and it could be a good boost to resident morale.
   (iii) There will be a hierarchy for distribution of the existing Library furniture.
      (i) IT owned/supported lounges in each department
      (ii) Replace furniture in the MUB
      (iii) Perhaps Daniell Heights
(c) Some of the open computer labs are used sporadically to teach some labs that require specialty software (such as M&M U202 & U203). What happens now?
   (i) Instructors will have to go to established teaching computer labs, such as those in Dilman.
(d) MEEM 122 will be a wireless lounge.
(e) Will the new machines be suitable for EE and CS work? All machines that will be in place this fall will be dual-boot (many operating systems can be chosen).
(f) IT publishes a list of software that exists on the computers. It can be found at http://www.it.mtu.edu/software/labsoft.php.
(g) IT is also working toward getting laptop licenses for Matlab and other popular software.
(h) Changes to printing
   (i) Color printing will no longer be free.
   (ii) Color printing will cost $0.25 per page (single side) or $0.40 per double-sided color page.
   (iii) Black and white printing will remain free.
   (iv) Residence halls will also have black and white printers.
(i) Will student parking availability near the library increase?
   (ii) Every building on campus is a 5 minute walk or less from the Library. It is unlikely that additional student parking spaces near the library will increase, but Dan does not have the authority to make these changes.

(j) The full Library will now be open 24 hours a day, 7 days a week. The help desk won’t be open 24 hours a day, but there will at least be security in the building.

(k) Can we change our department’s open lab(s) to a closed lab and turn them into teaching classrooms? Technically yes, but practically this probably wouldn’t happen.

(l) Where are the books going or will they be consolidated to account for the extra computers?
   (i) Amberlee met with Ellen Marks from the Library. Some duplicate resources will be removed along with some old government documents, micro-fiche resources, and books for which we don’t have a related research area. A list of purged books will be sent out and departments will be given a chance to request that certain books stay at Michigan Tech.

(m) How much did this entire project cost Michigan tech?
   (i) $1.3 million.
   (ii) The computing and other IT changes are $600,000 – similar to the general yearly cost of IT’s services. IT believes this will be a more effective use of their money.

(n) When does IT expect the bulk of this project to get done? Sometime between Christmas and the end of next semester.

(o) In the future, Undergraduate students may be required to have a laptop that meets certain software and hardware requirements when they come to Michigan Tech. These laptops will not be given to students like at Northern Michigan University. Students will be expected to provide their own laptop.

(p) Representative suggestion that it would be nice to have more vending machines available in the Library

B) Nominations are open for the position of GSG Secretary (Amberlee Haselhuhn)
   1) Due to the sudden and unprecedented leave of our Secretary, GSG is in need of a new Secretary.
   2) The Secretary receives a $1,200 honorarium.
   3) Duties and responsibilities of the Secretary were described along with eligibility criteria and the nomination process.
   4) Additional information can be found on the GSG website [http://gsg.students.mtu.edu/assets/docs/Resources/PrincipalOfficerElections.pdf]

VI) Officers’ Reports
A) President (Amberlee Haselhuhn)
   1) Updates on Housing
      (a) The report from the Scion Group was released. This report was sent to many contractors to request project proposals.
      (b) Based upon their findings, the Scion Group suggested two main things:
(i) Continue remodeling lower Daniell Heights and make it more family friendly.
(ii) Tear down and rebuild a new structure in the upper Daniell Heights and make it friendlier toward single students.
(iii) Only the data was sent to contractors – not these suggestions from the Scion Group.

(c) There is also a new Julien Properties LLC project at the Goodwill Farm near campus.

(i) If he obtains the proper approval from the City Council, Julien would like to tear down the Goodwill Farm and put in two state of the art structures for students with smart home technology, smart thermostats, leasing options for nice furniture, and safe secure access through swipe cards.
(ii) The project must be approved by the City Council due to occupancy code requirements in Houghton
(iii) If approved, they would be available for rent fall 2014

2) New IESL classes
(a) There are two new intensive English as a second language courses.
(b) Research 1 will be offered this fall on Mondays and Wednesdays from 1 to 3pm.
(c) Research 2 next spring will focus on publications, posters, theses, etc.
(d) If interested, please contact Beatrice Smith at bbsmith@mtu.edu.
(e) Additionally, all international graduate students are invited to participate in IGTAAP. These services were previously only offered for international student GTAs.

3) Other updates
(a) Please don’t forget about the Zipcars on campus. A 2012 Ford Hatchback will be near the MUB and a 2012 Ford SUV will be near Wadsworth Hall.
(b) Campus goes Tobacco Free on September 3rd.
(c) Don’t forget to sign up for student health insurance or prove that you have comparable insurance coverage.
(d) GSG still needs liaisons to the University Senate and Undergraduate Student Government – please contact Amberlee if interested.
(e) BrewFest is Saturday, August 24th from 1-5pm in the park by the Super 8. Cost of attendance is $30.
(f) Good luck to our softball finalists:
   (i) EE vs. Fiziks
   (ii) ISA vs. Tools of Ignorance

B) Vice-President (Shreya Kumar)
   1) The Office of Institutional Equity has prepared and released new books with a lot of resources for students. This info includes what to do if you feel you have been discriminated against or treated unjustly.
   2) GSG will request additional books

C) Treasurer (Jennifer Winikus)
   1) We currently have $43,254.14 in surplus funds available.
   2) We have spent $8,767.05 this year so far and we have $62,468 left in our yearly budget.
3) Our total account balance is $78,576.68.
4) Meet and Greet events should be held next semester.
   (a) $50/semester for departments with 1 Representative
   (b) $75/semester for departments with 2 Representatives
   (c) $100/semester for departments with 3+ Representatives

VII) Committee Chair Reports
   A) Academic Chair (Howard Haselhuhn)
      1) Thank you to everyone who came to the Alumni Reunion
      2) Everything is in place for the fall Lunch-n-Learn events and for Graduate Professional Development Day
   B) Public Relations (Marco La Manna)
      1) Marco has completely rebuilt the GSG website
      2) The new website will be up and running next week
   C) Social (Abhishek Bhavalkar)
      1) There are a couple graduate orientation events coming up and the Social Committee could really use some van certified drivers and a lot of volunteers – please let Abhishek know if you want to help out!
         (a) Orientation Picnic: Wednesday, August 28th, 5-8:30PM
         (b) Quincy Mine tour: Friday, August 30th, 10:30AM-1:30PM

VIII) Liaisons
   A) Friends of the Van Pelt Library (Rasika Gawde)
      1) Nothing to report
   B) Apartments’ Residence Council (Roba Bdeir)
      1) Nothing to report
   C) Women’s Leadership Council/Philanthropy Group (Lee Presley)
      1) Nothing to report

IX) Old Business/Discussion Items
   A) The Graduate School still needs facilitators for graduate orientation. Please let Kristi Isaacson know if you’re interested in helping out.
   B) No concerns or questions from GSG Representatives

X) Adjournment
   A) Motion to adjourn by Howard, second by Jenn, motion carries unanimously.
A Meeting of the Graduate Student Government

Monday, September 23, 2013
5:15pm in Admin 404

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

II. Approval of Agenda: Motion by Abhishek, second by Howard. Motion carries unanimously.

III. Approval of Minutes from Last Meeting: Motion by Rasika, second by Roba. Motion carries unanimously.

IV. Welcome to New GSG Members
   A. Jennifer Riehl - Representative from Social Sciences
   B. Wincharles Coker - Representative from Humanities
   C. Kejkaew (Ket) Thanasuan - Representative from Cognitive and Learning Sciences
   D. Can (Tony) Li - Representative from Computer Science
   E. Teresa Wilson - Representative from Physics

V. New Business
   A. Alumni Relations Presentation (Erin Thompson)
      a. Advertising their networking and mentoring program
      b. Alumni Association is located in the Alumni House
      c. The Alumni Association has a mentoring group on LinkedIn
         i. Where you can learn how to make yourself more marketable, learn from Alumni in the field.
         ii. Over 400 existing members, hope to grow their numbers to 500 by the end of the semester
         iii. Intention is to be a place where you can get unbiased advice on work environments, locations, and career plans.
         iv. Also used to share career-related articles and new
         v. It is NOT a place to ask someone to hire you, those posts are not entertained
         vi. It is NOT a job board, there is a different place that serves as a job board.
      d. Go to http://www.mtu.edu/networking at the bottom of the page, it shows you how to join the subgroup, it is a private group so request to join, detailed steps on the site.
e. They have a prize each week where the top influencer of the week gets a customized portfolio with the school logo. Contributions are posts, liking articles, etc.

f. Questions: Representative asked for clarification on who is considered an alumni. Erin says everyone who has been at Michigan Tech for more than a semester is an Alum.

g. The Alumni Association will host a photo booth at the Career Fair so you can have a professionally taken photo to use on LinkedIn and other professional development sites.

B. Global City Funding Request Reimbursement from Spring 2013 (Jennifer Winikus & Global City)
   a. In spring 2013, the stipulation was added to the Bylaws that within 30 days of the end of the semester the receipts and requests for reimbursement for the discretionary funds should be submitted.
   b. Discussion to suspend the article in the bylaws for the 30-day limit after the session to allow Global City's Discretionary funding request of over $1,000. The discretionary funding request was accepted last spring, but the receipts were not submitted within the 30-day period. The new policy may not have been clearly communicated from GSG to Global City.
   c. Representative explained what the money was used for and why there was confusion over the submission for reimbursement requests.
   d. The Bylaw to suspend is 6.e.iv.1
   e. Representative motioned for grandfathering in the funding for Global City as the law was enacted on May 1st and the vote for accepting the Discretionary Fund request.
   f. Motion approved unanimously to grandfather in funding for Global City.

C. Secretary Elections (Amberlee Haselhuhn)
   a. Leah was the only nominee. She started at MTU in the fall of 2013. She described some of her leadership activities and experience.
   b. Representative asked if Leah knows how to use spellcheck. Leah said she does.
   c. Leah elected unanimously.

VI. Officers’ Reports
A. President (Amberlee Haselhuhn)
   a. At the recent Graduate Faculty Council meeting, where they were reviewing whether a revenue-neutral modification to research only mode should be allowed.
   b. They passed a proposal, new graduate student admitted with a TOEFL score of 79 or below should be evaluated upon arrival. Based on this evaluation and a needs assessment, the ESL program should recommend appropriate support services.
   c. The Generations of Discovery results - raised more than $215M, more than their initial $200M goal, from 2006-2013.
      i. We have +52% graduate students enrollment increased
ii. +50% female enrollment in COE
iii. Since last year, graduate enrollment has increased by 37.
iv. Only one department’s GSG representative allotment was affected by the change in enrollment numbers.

B. Vice-President (Shreya Kumar)
a. Graduate Tuition Grant - details on their website
   http://www.mtu.edu/gradschool/admissions/financial/tuition-grant/

C. Treasurer (Jennifer Winikus)
a. Budget: Spent $15,594.41 out of $62,083
   b. Over 42 Travel grant applicants so far
      i. Deadline 5 pm Oct 11th
      ii. $250 per person for presenting and $150 for attending.

D. Secretary (Leah Tollefson)
a. No updates.

VII. Committee Chairs
A. Academic (Howard Haselhuhn)
   b. GSG next Lunch N Learn, networking at conferences

B. Public Relations (Marco La Manna)
a. Showed some GSG website features, Resources > Representatives
   b. To know where the meetings are held, About Us > Calendar

C. Social (Abhishek Bhavalkar)
a. Canoeing event successful, 55 people attended, so overselling ticket strategy worked well.
   i. Over 150 photos shared, over 2000+ have looked at it.
   b. Oct 4th, Fall Colors Tour
   c. Pre-Game Football Tailgate event, Sat, Oct 12th

VIII. Liaisons
A. University Senate (Amberlee Haselhuhn/Megan Johnson)
a. President and Evaluation Team Evaluation results are available online on the University Senate website.
   b. Proposal 25-13, wherein research is becoming interdisciplinary, some faculty will be allowed to take on a 0% dual appointment in a different department.
      i. Graduate students may find it difficult to find the external committee member.
      ii. This is still being evaluated by the University Senate

B. Undergraduate Student Government (Alicia Steele)
a. New members elected - Treasurer, Associate members.
   b. They discussed IT related changes.

C. Friends of the Van Pelt Library (Rasika Gawde)
IX Old Business/Discussion Items

A. Meet and Greet Reports
   a. Chemical Engineering - 30 people attended. Last Friday at 5.30 pm.
      i. Lots of intra-departmental concerns, not GSG specific.
      ii. Howard demonstrated remote desktop access, papercut client, etc.
   b. Geological and Mineral Sciences
      i. IT concerns
      ii. Requested more than just a “complaint” session from GSG Meet and Greets

B. Concerns or questions from Representatives for GSG
   a. Abhishek’s social events need van drivers. If you are interested, let them know.
   b. Representative - New DH bus in upper and lower heights that do not have a shelter. Representative says that the bus is supposed to be on time for the SDC - hence limited stops between upper and lower DH.
      i. Representative - evening bus may be too small in wintertime.
   c. Representative - Some students complained that they cannot understand the English of the instructors. Also complaints of teaching the class themselves. Solutions include:
      i. Students speaking to their professors, department chair, or program coordinator.
      ii. Maybe make a mandatory midterm evaluation.
      iii. Students can also speak to the center for teaching and learning.
      iv. Write an anonymous letter and place it in the mailbox.
   d. Representative - Students are complaining about not being able to add Dental plans on Aetna. It is because local dentists are not accepting the dental insurance plan.
   e. Representative - There are no legal counseling services available to students.

X. Adjournment: Motion by Sara, second by Abhishek. Motion unanimously carried.
Minutes for a Meeting of the Graduate Student Government

Monday, October 7, 2013
5:15pm in Admin 404

I. Call to Order 5:15

II. Approval of Agenda. Abhishek motions. Jenn seconds. Motion carries unanimously.

III. Approval of Minutes from Last Meeting. Motion by Shreya. Second by Abhishek. Motion carries unanimously.

IV. Welcome to New GSG Members
   ● Sinan Hao Mechanical Engineering - Engineering Mechanics
   ● Wesley McGowan School of Technology

V. New Business
   a. Resources for Students: Counseling Services (Counseling Services/EIT)
      ● EIT
         ○ Key for those who work with undergraduates
         ○ Help students of concern
         ○ Meets weekly
      ● Who is a student of concern?
         ○ Extreme changes of behavior/mood/temperament
         ○ Death in family
         ○ Code of conduct violations
         ○ Victims of crime
         ○ Has potential for harming themselves
      ● Who reports concerns?
         ○ Students, staff, faculty, community
      ● How do I report a concern?
         ○ Contact the Dean of Students Office (Bonnie Gorman’s office)
         ○ Contact Karmen Markham, Case Manager at Counseling services (karmen@mtu.edu)
         ○ Dr. Deb Charlesworth is the person to contact for graduate students
            ■ ddc@mtu.edu
            ■ Policies and procedural questions
            ○ Online TIP line for anonymous reporting
               ■ Not for 911 emergencies
               ■ Call or use web report
      ● What can EIT do?
         ○ Investigates problems discreetly
Meets with the student  
Refers student to Michigan Tech and community services  

- EIT does not affect student records, is confidential, and informal.  

- Contact  
  - Kareem Markham – Counseling Services  
  - Bonnie Gorman – Student Affairs  
  - Don Williams – Counseling services  
  - Rob Bishop – Academic and Community Conduct  
  - Travis Pierce – Housing  
  - Deb Charlesworth – Graduate school  
  - Dan Bennett – Public Safety  

- If you are even remotely concerned about a student, pass along your concern to EIT and let them discern what is needed for the student.  

b. Alumni Way Presentation (V.P. Les Cook)  

- What is the Alumni Way?  
  
  ~8 years ago, University president and admin brought in a group to update master plan for campus  
  - Build more on the water  
  - Landscaping, aesthetics of campus  
  - Recognition of distinctive pieces of Michigan Tech  
  - Legacy walk at the U of MN is similar  
  
  Results  
  - Complete mall area from Rozsa to the end of campus  
  - Sidewalks and seating areas added, some parking taken out by admin building  
  - Money coming from donors to pay for updates  
    - Capital campaign just completed  
  - Alumni Association funding a husky sculpture  
    - Intention to directly connect alum to the project on campus  
    - Board approves beautification of campus for visitors  
  - Arch that says Michigan Tech near Alumni House  
  - Design for campus approval is rendering and ideas  
    - Money needed to fund each of the projects  
    - $2 million to fund it  
      - $160,000 raised so far  
      - $120,000 raised for library improvement projects  
    - Will go in phases as money is raised  

VI. Officers’ Reports  

a. President (Amberlee Haselhuhn)  

- Concerns were raised during the last meeting regarding the quality of teaching at Michigan Tech  
  - Mid-semester evaluations
Mid-semester evaluations are strongly encouraged via a University Senate policy, but it are also strongly encouraged by Dean Huntoon and Provost Seel.

- Poor course evaluations
  - If professors/instructors receive less than a 3.0 on their evaluation, it is up to the discretion of the Department Chair to develop some remedial action
- English proficiency desired
  - Issue that is being worked on.
  - Tough to mediate.

- Legal advice for services
  - Other schools that offer legal services have law schools
  - Legal Aid of Northern Michigan
    - Free or low cost legal to MI residents with financial need
  - Option to collaborate with USG to co-host a lawyer on retainer
    - $5,000 - $20,000 per week? month?
    - Representative suggested a trial to see if it is useful for students or not
    - Representative mentioned that USG is planning to update their housing site with legal documents and information
    - Representative proposed if USG pitched in it would be possible to split costs proportionately to students (undergraduate vs. graduate)
  - Representative proposed general survey to student body
  - Representative proposed finding schools to partner with another school that already offers services
  - Rep proposed a presentation from legal representative
    - Spring Lunch ‘N Learn topic?
  - Search for Ombudsman is ongoing
  - Meet N' Greets
    - Scope out the demands of the constituents.
  - International Student Services does not offer support for changing visa - could be a legal service

- Experience Tech Fee
  - Moving forward to evaluate and assess student feedback
  - There may be some pressure to increase the fee
    - Not sure by how much
    - Costs will have to be covered for the next 3 years
  - Representatives NEED to talk to constituents!
    - Do grad students use the experience tech services as much?
    - Graduate students need to voice their opinions
      - Blog posts
      - Ideally would produce a concise report that could be
handed to administration regarding what grad students think about an increase and the experience tech fee

- Representative proposed an ad hoc committee to assess student feedback
  - Needs for students could have changed drastically over past few years
  - May reduce in-meeting time spent on experience tech fee
  - Representative suggested a blog asking more generally what students want to see or how much they use tech fee services.
    - It could include a link that can be forwarded onto constituents.
- Will hold off for now until representatives have a chance to talk to their constituents.
- Possibility to just pay just for the services we want? - flat out no from the university.
  - Rep. suggested looking at swipes of IDs from graduate vs. undergraduate students to make it proportional.
- Possible survey topics to canvas graduate students’ opinion about experience tech fee.
  - Are the aware of the services from Experience tech fee?
  - How often do they use it?
  - Is the value commensurate with the fee?
  - Is there a difference between international students and domestic students?
  - Is there any association with differential tuition that certain majors pay and experience tech fee?

- Library - partnering with patent and trademark office.
  - Room for 1 graduate student to attend events while there is a patent and trademark representative on campus.

- Brochures
  - ARC meetings were incorrectly reported
    - 7:15 pm on Mondays
  - Brochures found on GSG’s “Resources for Graduate Students” page.

b. Vice-President (Shreya Kumar)

- The University is considering implementing text messaging alerts for campus events and campus news (i.e. more than just safety alerts)
  - Initial thoughts:
    - Should be opt-in/opt-out
    - Customizable for alerts that you want
    - How much we want it related to how much it costs

- Information and Learning Commons Development Update
  - The Library will be open 24/7 the 3rd week of October
  - Students will be informed if that timeline changes
● USG is planning on putting up legal documents related to renting and housing issues on their housing site

c. Treasurer (Jennifer Winikus)
   ● Travel grant applications due Friday at 5pm
     ○ After deadline, applications will go into spring pool

d. Secretary (Leah Tollefson)
   ● Committees have been selected. Expect to receive notification from your committee chair soon.

VII. Committee Chairs
   a. Academic (Howard Haselhuhn)
      ● Lunch n’ Learn on conference etiquette 10/15 12pm MUB ballroom
         ○ How to behave and dress at conferences
         ○ Panel discussion featuring Les Cook, people from Chem Eng, and an alum.
      ● Meet N’ Greets need to have at least one e-board member
   
   b. Public Relations (Marco La Manna)
      ● New GSG Representatives have been posted on our website.
      ● Anonymous contact form has been created
        ○ One new source for students to contact their representatives
        ○ Will ask you to sign-in, but the username will NOT be saved. You are only asked to sign-in to make sure that the form is really limited to MTU students
        ○ Name and e-mail is optional
      ● Calendar all available online

   c. Social (Abhishek Bhavalkar)
      ● Fall color tour - 140 people! Great turnout.
         ○ Thanks given to all of those who helped out.
      ● Tailgate party
         ○ 10/12 - 11am to 1pm
         ○ Help with tents and grilling is needed
         ○ Social committee and others will work on this.

VIII. Liaisons
   a. University Senate (Megan Johnson)
      ● Evaluation results for executive team can be found online
      ● Changes to faculty health insurance - does not affect graduate students
   
   b. Undergraduate Student Government (Alicia Steele)
      ● Communication Issues
         ○ Student body has no idea what USG does
         ○ GSG brochures shared with USG as a resource for them
      ● IT
         ○ Hope to clarify when labs are closing
c. Friends of the Van Pelt Library (Rasika Gawde)
   - Annual meeting is 10/24 from 4:30-6pm in East Reading room in library
   - Make a Difference Day 10/26
     - Need volunteers for book sale
   - Library open 24/7 starting 10/21

d. Apartments' Residence Council (Roba Bdeir)
   - Shuttle and bus concerns mentioned
     - Will find a way to let students distinguish between buses.

e. Women's Leadership Council/Philanthropy Group (Lee Presley)
   - WLC is preparing for students to attend an undergraduate student leadership council in Chicago.

IX Old Business/Discussion Items

a. Meet and Greet Reports
b. Concerns or questions from Representatives for GSG
   - USG Discussion
     - The USG E-board working on getting organized. Strong leadership from some of their committee chairs.
     - Last year USG went through 3 presidents.
       - Trying to become more than just a bank - have reached out to GSG to try to emulate the things that we do.
     - Developing short-term tutorials to help students through the rough time of labs closing.
   - Blog post possible for students who want to provide feedback for GSG.
   - Tech IDs
     - Purchasing community programs through SDC
       - Every class needs to go through ticket line
       - Sporting events would lengthen line
       - Follow-up on that

X. Adjournment Motion by Marco. Second by Shreya. Motion carries unanimously.
I. Call to Order

II. Approval of Agenda - Motion by Erik. Second by Jenn. Motion carried unanimously.

III. Approval of Minutes from Last Meeting - Motion by Abhishek. Second by Aerik. Motion carried unanimously.

IV. Welcome to New GSG Members
   ● No one at this time

V. New Business

   a. Institutional Equity Resources (Dr. Jill Hodges)
      ● Ways to contact:
         ○ Room 308, Administration Building
         ○ http://www.mtu.edu/equity/
      ● What they do:
         ○ Equal Employment Opportunities at the University
           ■ All hires - faculty and staff.
           ■ Inclusive endeavors to make sure no groups are disparaged against
         ○ Handle all sorts of discrimination issues
           ○ Age, sex, religion,
         ● Implements Title IX - Educational amendment passed by the federal government (1972)
           ○ Equal opportunity for women’s athletics
           ○ Equality in education as a whole (all genders)
           ○ Intended to ensure that discrimination does not get in the way of your education. This includes, but is not limited to the following:
             ■ Sexual violence
               ● Rape, dating violence, domestic violence, stalking, sexual assault, sexual battery, sexual coercion.
             ■ Discrimination based on pregnancy
           ○ Most departments and offices are mandated to report situations that they observe.
             ■ Counseling Services are not mandated to report - everything is kept confidential.
               ● http://www.mtu.edu/counseling/
- Hard to investigate an incident if the complainant requires confidentiality.

b. Constitutional Amendment: New Equal Opportunity Statement

3.c. Amendment change proposal:
- Change in language is required by Board of Controls to remain compliant as an organization at MTU
- Changes to amendment 3.c. to include the following language changes to provide equal opportunity:
  - **national origin**
  - **sex**
  - **gender identity**
  - **genetic information**
- Will vote on it next time (11/4) per the requirements of our constitution

**VI. Officers’ Reports**

a. President (Amberlee Haselhuhn)

- Library is now open 24/7
- Security staff will walk you to your vehicle if you feel unsafe during late hours
  - Public safety will also do the same
- The Library is now also a Patent and Trademark Resource Center
  - More information about being a PTRC can be found here: http://www.mtu.edu/library/ptrc/

b. Vice-President (Shreya Kumar)

- Legal counsel services will continue to be discussed in Student Commission
  - Next step is to scope the need and desires of legal services from the constituents
  - GSG will keep in contact with USG to continue discussion about apportioning fees based on student body breakdown (% graduate students vs. % undergraduate students).
  - Julian Properties
    - Still on hold for the following reasons:
      - Zoning
      - Parking space related issues
    - More details to come soon.
- Representative brought up carbon monoxide leakage in Daniel Heights
  - Concern about checking for leaks in all of the blocks of Daniel Heights
  - Resident was sick and found out after receiving medical assistance discovered it was carbon monoxide poisoning.
○ Real-time update: Leak was caused from pipes that were not connected securely. Housing staff is going around all of Daniel Heights to make sure that all of the pipes are connected properly.

c. Treasurer (Jennifer Winikus)
   ● Budget
      ○ Budget: $20,779.24 out of $62,083
      ○ Account balance: $86,056,58
   ● Travel grants
      ○ Attending
         ■ 17 applicants
         ■ 7 awarded
         ■ 10 denied
      ○ Presenting
         ■ 65 applicants
         ■ 55 awarded
         ■ 9 conditionally awarded
         ■ 1 denied
      ○ Max 10% of travel grants can be attending.
      ○ Remaining for spring if everyone accepts and applies for reimbursement
         ■ $2450, which is about enough for 9 presenting and 1 attending
      ○ There will be further discussion regarding our options for funding travel grants next semester.
   ● What it means for GSG members to be in good standing
      ○ No more than 2 unexcused absences for gsg meetings and committee meetings
         ■ Communicate with secretary or committee chair
      ○ 2 excused absences allowed
         ■ On 3rd excused absence, it becomes an unexcused absence.
         ■ Extended leave is permissible, with an interim representative from your department
      ○ Representatives must communicate with students in their department to be considered in good standing
         ■ Ideas for communication:
            ● Forward brochures that Amberlee creates
            ● Send a quick summary email of important topics after meetings
            ● Representative brought up possibility of brochure stands.
            ● In Forestry, representatives print out the brochures and put them in everybody’s mailbox.
            ● Bulletin board where you can post information may be possible in some departments.
• Social hour started by representative and there is a scheduled time every week where the representative is available.
  ○ Representatives are required to hold 1 Meet and Greet/year, recommended 1/semester
    ■ Money for snacks are distributed as follows:
      ● $50/semester for 1 rep
      ● $75/semester for 2 reps
      ● $100/semester for 3 or more

d. Secretary (Leah Tollefson)
  • Nothing to update on.
    • Sinan Hao (liaison for ARC has nothing new to report)

VII. Committee Chairs

a. Academic (Howard Haselhuhn)
  • 10/15 Lunch N’ Learn Update
    ○ Panel discussion
    ○ 92 in attendance
    ○ Event recorded on video
  • Abstract submission site will go live this week for the Graduate Research Colloquium

b. Public Relations (Marco La Manna)
  • Short presentation on how to format an e-mail towards your GSG constituents

c. Social (Abhishek Bhavalkar)
  • Football tailgate
    ○ Small, but fun event.
    ○ Low turnout
    ○ Burgers, hot dogs
    ○ Free tattoos and beads
    ○ Possibility for USG and IPS to collaborate for future tailgates.
  • Suggested future events:
    ○ Snowshoeing or sledding event
    ○ Bowling event at Mineshaft
    ○ Salsa and Swing Dance
    ○ Karaoke Nights
  • GSG Member social to happen at the Continental Fire Co
    ○ Informal event for GSG representatives
    ○ More information to come as to when
VIII. Liaisons

a. University Senate (Megan Johnson)
   ● Zero-time appointments for professors and faculty
     ○ Discussion is tabled and they will no longer be pursuing zero-time appointments

b. Undergraduate Student Government (Alicia Steele)
   ● Funding requests
     ○ OAP has requested $20,000 from USG
       ■ Discussion has been tabled until next week
       ■ Request primarily because their normal hours of operation do not include bicycle rentals
         ● ½ of bicycle fleet need to be replaced and expanded

c. Friends of the Van Pelt Library (Rasika Gawde)
   ● No meeting has been held
   ● Annual meeting is 10/24 from 4pm-6pm in the library

d. Apartments’ Residence Council (Sinan Hao)
   ● Nothing to report.

e. Women’s Leadership Council/Philanthropy Group (Lee Presley)
   ● WLC
     ○ Seeking funding from their individual departments to underwrite their attendance to conferences
     ○ The Love Your Body Action Team of the Women’s Leadership Council is a committee that works to promote women’s health education and initiatives—and a positive body image for female students at Michigan Tech.
       ■ Promotes healthy attitudes about one’s body
       ■ Representative suggested asking WLC to open up pool for women only
     ○ WLC currently planning for female students to have coffee break chats with possible female recruits from the hometowns of students.
     ○ Nothing from Philanthropy group

f. International Club (Jessie Zhang)
   ● What is International Club?
     ○ Want to reform international club
     ○ Elections occurred a few weeks ago
     ○ Operate much like GSG
     ○ Goal is to promote better relations amongst all of the international groups on campus
- Bridge the gap between domestic students and international students
- Reach out to community because a lot of interest has been shown in international cultures
- Collaborate with other organizations to hold events
  - Collaborate with Global City
- Holiday party at end of year
  - Cookie contest
- Monthly newsletter
  - Events for all international groups
  - Interesting stories from domestic students and international students
- Graduate and undergraduate student organization

**IX Old Business/Discussion Items**

a. Experience Tech Program Updates & Feedback (Amberlee Haselhuhn)

- Experience Tech has a website detailing the benefits and venues accessible through the Experience Tech program
- Proposed numbers will be presented at the next GSG meeting (11/4)
- Discussion topics
  - Current offerings
    - $69 fee/semester (nothing in the summer)
  - Mont Ripley
    - Unlimited lift tickets
    - 50% discount on a one-day rental
    - With 2 full day visits to the hill, you have earned more value than what you paid
  - Portage Lake Golf course
  - Intramurals
    - Free
  - OAP/ Wellness Program
  - Gates Tennis Center
    - Free
  - Husky Hockey
    - Free tickets to first 750 students
    - Discounted beyond 750 ($5)
    - Free open skating (no skate rentals available)
    - Graduate student family seating (tickets given in advance)
  - Visual and Performing Arts
    - Free admission to VPA performances
- Free admission to family (up to 26/year)
  - Spouse/Partner and Dependent Benefits
    - $5 at the SDC office. Grant your spouse/partner & dependents to some of the same events.
    - [http://www.techexpress.mtu.edu/#page=FAQs;group=HOME PG](http://www.techexpress.mtu.edu/#page=FAQs;group=HOME PG)

- Statistics
  - Total Usage 2012-2013
    - Undergraduate 28,344
    - Graduate 2,028
  - Usage per student
    - Undergraduate students ~4x
    - Graduate students 1.53x
  - Mont Ripley gets the most usage by graduate students
  - Spring 2013 survey by Experience Tech Program Group
    - 30% of each population was surveyed
  - See [http://gsg.students.mtu.edu/assets/docs/Resources/ExperienceTechProgramReview.pdf](http://gsg.students.mtu.edu/assets/docs/Resources/ExperienceTechProgramReview.pdf) for more details

- Discussion
  - Why are they asking for additional funds?
    - Inflation
    - Plans for improvements and renovations.
  - Dean Huntoon said the graduate student body could possibly not participate, as a whole.
  - The Experience Tech fee gets rolled into our state tuition cap, since it is a fee that every single student must pay
    - The international surcharge fee does not count in the tuition cap since it is only international students that have to pay this fee.
  - Representative brought up selling PLGC or some other venue
  - High risk of seasonal depression - having services available to students can help maintain a happy and healthy lifestyle
    - If the whole graduate student body opted out, could they increase the fee by a significant amount?
• Reps from the OAP in the USG meeting said that since August they have run 42 events - had 300 families at Family Weekend.
  ■ Representative suggested adding a transportation plan as a possible added benefit to Experience Tech fee.
  • Could increase usage of Experience Tech
  • Lines would run late on Fridays and Saturdays
  • Cab services are considered wholly unreliable in this area
  • Some graduate students would not use this sort of transportation services
    ○ Market from both sides, of course
    ○ Backup if your car breaks down or you are plowed in
  • No opt-out and opt-in options would be available
  • May also help with housing situation of international students
  • Representative mentioned talking to the city of Houghton about bus transportation.
  • The new MTU shuttle service runs downtown and to Walmart. The full schedule is available at: http://www.mtu.edu/facilities/parking/campus-maps/Shuttle%20Service.pdf
    ○ Proposed fee has to be given to Board of Control by their early December meeting.
  • May not even consider requests for additional services until they speak with Les Cook
    ○ TALK TO YOUR CONSTITUENTS about how they feel about a possible 24% increase to their Experience Tech fee.
  ○ Tech Trails are a proposed new venue
    ■ Deer trail cams are now up on the Tech Trails
      • 475 bikes
      • 320 walkers
      • 400+ runners

b. Meet and Greet Reports

• Jennifer Riehl - Social Sciences
  ○ 10-15 people showed up
o Made a little survey that had questions about how students felt about Experience Tech and legal services
  ■ Results will be available by next meeting
o Concerns that were raised were more internal to their department
o Some students were not even aware of MyMichiganTech
o Graduate school will be phasing out some of the forms being sent out in email (since we get notifications through canvas)
o Career fair
  ■ Bring in more companies that are relevant to department
  ■ Force the department to get interest from companies

● Ket Thanasuan - Cognitive and Learning Science
  o 4 people in the department showed up
  o Most students said that they did not mind the Experience Tech fee

● Aerik and Rasika - Civil & Environmental Engineering
  o Requested additional lighting for parking lot off of Phoenix drive
  o Blue light domes/phones are around campus
    ■ 1 near the first floor of the M&M building
    ■ Should be made more visible around campus
    ■ Can be brought up to facilities
  o Positive feedback about getting food at all GSG events
  o Comments about bicycle repair stations
    ■ A few flaws
      ● The pump heads are difficult to switch from schrader to presta valves
    ■ Are bike lockers still available?
  o Smoking is occurring right below DOW
    ■ Some signs have been moved closer to that area
  o Request for speed limit enforcement on Canal
  o Request to repave the trail that goes along Phoenix drive that connects campus to downtown

X. Adjournment
Motion by Marco. Second by Abhishek. Motion carried unanimously.
Minutes for a Meeting of the Graduate Student Government

Monday, November 4, 2013
5:15pm in Admin 404

I. Call to Order 5:17pm

II. Approval of Agenda. Motion to approve by Marco. Second by Rasika. Motion carries unanimously.

III. Approval of Minutes from Last Meeting. Motion to approve by Aerik. Second by Roba. Motion carries unanimously.

IV. Welcome to New GSG Members

V. New Business
      a. Representative inquired about adding language to include those who are pregnant. The Board of Control does not meet until December and such language additions will have to be postponed until at least that time.
      b. Motion by Abhishek. Second by Marco. Motion carries unanimously and meets quorum.

VI. Officers’ Reports
   1. President (Amberlee Haselhuhn)
      a. Wednesday 11/06 is Patent and Trademark Day at the library
         i. Can register online at the following website:
            http://mtu.libcal.com/event.php?id=454889
         ii. Breakfast and lunch provided.
         iii. Ribbon cutting ceremony
         iv. Can find even more information at the following website:
            http://www.mtu.edu/library/ptrc/
      b. Letter received from city of Houghton regarding a proposed housing complex at Good Will Farm
         i. Location is just north of St. Albert’s on Macinnes Drive
         ii. There is a developer proposing to get rid of Good Will Farm and build a student housing complex there that will be comparable with what MTU offers at Daniel Heights
         iii. Developer has too many proposed 1 bedroom apartments to meet with city zoning laws. City council is considering a conditional rezoning in order to move forward with this project.
         iv. Student rental landlords have hired an attorney to oppose the project.
1. They claim there is no need for increased or improved housing at Michigan Tech because many of the rental properties go unrented.

v. City of Houghton feels that this may be a beneficial project and wants the opinion of the graduate and undergraduate students.

vi. Housing rates would be comparable and possibly slightly cheaper than Daniel Heights and this project is completely independent of Michigan Tech.

vii. Representative asked about the floor plans - Amberlee will look into getting those details.

viii. Developer has parking planned.

ix. Considering different utilities plans and furniture rentals to meet the needs of students and to remain competitive with Daniel Heights.

x. If all goes well, developer wants to have one of the two buildings ready to rent by next fall.

xi. Representative suggested official vote.

xii. Vote for student support for the temporary zoning change in order for the housing project to move forward. Motion by Sasha. Second by Teresa. Unanimous vote of support.

2. Vice-President (Abhishek Bhavalkar for Shreya Kumar)
   a. Student commission
      i. Zipcars
         1. Looking for feedback of use
            a. Rep suggested moving a zipcar in Daniel Heights.
            b. If it was put someplace convenient, then there will be more use by graduate students
         2. Undergraduate students have, as of yet, not been using the Wadsworth car.

b. Police officers will now have button cameras.
   i. Students will be informed that they are turned on and recording.
   ii. For protection of the officers, not to incriminate students.

c. Our request for more lighting at the Great Lakes Research Center will hopefully be done in Spring 2014.

d. Request for Hancock shuttle stop
   i. There will be a stop near Mt. Ripley during the ski season
   ii. They will be talking to the drivers and will take some action on getting multiple stops in Daniel Heights.

      1. Representative said that students would like stops at Clark St.

3. Treasurer (Jennifer Winikus)
   a. Budget
      i. $22,428.59/$62,083
      ii. Balance: About $85,562.78
iii. Surplus is $41,000

b. Options for Travel Grants

i. The travel grants program is growing rapidly enough and we have awarded so many travel grants the past two sessions that we are at risk for going over budget for spring semester travel grants.

ii. 20% of the people that are awarded travel grants never collect the money from GSG.

iii. Our options to deal with the possible budget issues for next semester include:

1. Fund 9 presenting and 1 attending
   a. Covers the remaining money we have budgeted for travel grants (~$2400).

2. Fund 18 presenting and 2 attending
   a. Use surplus money to cover extra funds needed.

3. Fund 27 presenting and 3 attending
   a. Use surplus money to cover extra funds needed.

4. Fund 36 presenting and 4 attending
   a. Use surplus money to cover extra funds needed.

5. Take a gamble and cover the excess of our remaining $2400 as needed from surplus.

iv. Solution going forward will likely be to allocate specific dollar amounts to each semester, so we will fund a determined number of travel grants.

v. Representative asked about what our surplus funds really are.

1. It is money that is not spent in the budget
2. Rolls up each year
3. 5 years ago about 5 travel grants were handed out each semester.
4. Representative asked about the drawing process for awarding travel grants.
   a. 4 different drawing pools based on the following questions:
      i. Have you ever attended a conference? Have you ever presented? Have you ever received a travel grant?
   b. Our main objective and priority is to give awards to as many students who have not presented and attended conferences.
   c. Representative asked if we could lower the dollar amount that we award for travel grants so that we could cover more people.
      i. Jenn responded that it was not practical to lower the amount of money given as it is intended to ease the financial burden of attending a conference.
d. Representative said that Alumni are donating funds. Can GSG possibly get funding from other locations to help stabilize our program going forward?
   i. Jenn said that we have to be very strategic about that and will be looked into further.

e. GSG does confirm that students do not have full funding before they award travel grants.

f. A bylaw change would probably be required to cap each semester.

c. Parking ban is now in effect
   i. If you need to keep your car on campus overnight, call public safety and let them know.
   ii. The ban is in effect whether there is snow or not.

4. Secretary (Leah Tollefson)
   a. Nothing new to report.

VII. Committee Chairs

1. Academic (Aerik Carlton for Howard Haselhuhn)
   1. Lunch N' Learn 11/5 at MUB Ballroom A (last of the semester)
   2. GRC submission site is now live.
      a. If you apply, you will be accepted.
      b. Not accepting travel grants for GRC.

2. Public Relations (Marco La Manna)
   1. Submission abstract link for the GRC
   2. More details will be posted on the website as we get closer to the GRC date.
   3. Academic committee takes care of everything else. Have your constituents know what GRC is - send an email to the grad student lists.

3. Social (Abhishek Bhavalkar)
   1. Nothing new to report

VIII. Liaisons

1. University Senate (Amberlee Haselhuhn for Megan Johnson)
   a. Update from Dan of IT
      i. IT has repurposed 100-200 computers for graduate use from computer labs that have been shut down
      ii. Each computer is set up with what they call a productivity software suite
         1. Additional software can be obtained
         2. Advisor approval may be required.
      iii. IT welcomes further questions regarding computing and technology on campus.
b. The search for an ombudsman continues
   i.  [http://www.admin.mtu.edu/ombuds](http://www.admin.mtu.edu/ombuds)
   ii. There will just be one student on the committee to represent all students
       1. Amberlee contacted Dr. Kennedy in the Cognitive and Learning Sciences department to ask about who uses the services of an ombudsman more.
          a. Do graduate students or undergraduate students use the ombudsman more?
          b. Issues that grad students bring to ombuds are more difficult and complex.
          c. He suggested a graduate student to be on the committee. This information was sent to president of USG.
       2. We can ask for future language change to allow for graduate student and undergraduate student representation.
          a. Will be in contact with Provost Max Seel and Brian Barkdoll (president of University Senate) to see if they could bring about the change of representation.
          b. This change will not be in effect until there is a new search for an ombudsman
          c. Amberlee will advocate for a graduate student on committee in the meantime.
             i. Jenn wishes to be considered for committee.

2. Undergraduate Student Government (Alicia Steele)
   a. Was not able to attend meeting.
   b. There have been complaints about ability to get hockey tickets
   c. Winter carnival dates and deadlines are released.
   d. Co-hosting an open forum with GSG featuring Senator Tom Casperson and Representative Scott Dianda
      i. USG would like to set up a visual wall of debt where students can go and mark how much student debt that they have accumulated thus far
      ii. Advocate for improved support of higher education
   e. USG would like to go through their bylaws to fix and update them to be more accurate and up to date.
   f. USG conducted a mid-term survey of their Eboard - results are not yet in.

3. Friends of the Van Pelt Library (Rasika Gawde)
   a. Meeting is Thursday - nothing to report.

4. Apartments’ Residence Council (Sinan Hao)
   a. Nothing to report.

5. Women's Leadership Council/Philanthropy Group (Lee Presley)
a. WLC sponsoring the Love Your Body action team will be taking photographs of volunteers in support of positive body image. In Fisher between 10am and 2pm on Wednesday and Thursday. Stop by at your convenience.

b. Philanthropy group
   i. Some of the outreach letters that were developed at the beginning of the semester have reached their target audience.

6. International Club (Jessie Zhang)
   a. Video game night coming up on 11/15
      i. Fifa and American football games
         1. Fifa games will be have computers connected to the TV
         2. For the football game it will be xbox or ps3.
      ii. Registration opens this Wednesday (11/13)
   b. Sunday, 11/10 6pm will be the second general meeting for International Club
   c. Diwali night is coming up on Saturday (11/9)

IX Old Business/Discussion Items

1. Experience Tech Program: Specific Proposed Fee Numbers (Amberlee Haselhuhn)
   a. Current fee is $69/semester (students do not pay this during the summer semester)
   b. ETF revenue is down because undergraduate student enrollment is down. This is problematic because there are increases in inflation, energy costs, minimum wages
   c. See the powerpoint for greater detail about each venue and our proposal for the Experience Tech Fee
      i. https://drive.google.com/a/mtu.edu/file/d/0B6_aLXjwVAOHZ21kV1REMHV6bFk/edit?usp=sharing
   d. USG has unanimously approved the Experience Tech Fee increase.
   e. Jenn would like to motion to limit discussion to 10 minutes. Second by Jennifer Riehl. Motion passed with majority.
   f. Representative mentioned a consideration to hockey - more money requested should mean more tickets are available. A reasonable trade off would be to increase the number of tickets for the students.
      i. Ticket prices raised for everyone else by 41%
      ii. Interesting option to investigate would be students paying a nominal fee to guarantee their seat - there may be huge revenue if they did that for every game.
   g. What is the actual voting process?
      i. Committee will present whatever they want to the University’s financial planning group.
      ii. Committee is made up of each of the people who run these venues who definitely have a vested interest in getting the fee increase to pass.
      iii. Final vote comes from the Board of Control.
iv. GSG, USG and University Senate get to meet with them and voice our con
   1. Representative suggested that if graduate students also have to pay as much in ETF as undergraduates, then maybe some of the events from international organizations should be included in Experience Tech Fee.
   2. Representative suggested that bus service also possibly supported by Experience Tech Fee.
      a. When this has been mentioned in the past the response is that they want us to spend us money on extracurriculars while the bus service would support students for getting around town.
   3. Can’t have a separate Experience Tech fee program.
      a. Fee would have to be increased for undergraduate students significantly.

v. Representative inquired if the tuition cap increase is actually relevant to graduate students or if it just applied to undergraduate students
   1. Undergraduate students pay plateau tuition while graduate students still pay per credit.
   vi. They should improve their advertising regardless of whether the fee increases or not.
      h. Motion to extend discussion by 10 minutes. Second by Teresa. Motion denied by majority vote.

2. Gender-Specific Swim Times at SDC (Amberlee Haselhuhn)
   a. Lee has no updates currently. Meeting on Thursday.
   b. Will continue to look into and pursue this issue further:
      i. Student organizations are not being charged for rental time.
      ii. It is still unclear if it is difficult for the SDC to get gender specific lifeguards.
      iii. USG has prepared a resolution in support of this.
      iv. Center for Diversity and Inclusion is also on board with this initiative.
      v. The gender specific swim times would be open for all community members
      vi. How will parents with children be dealt with?
         1. Women with young children is acceptable.
      vii. Representative inquired into the language to be used - that is, how best to approach the subject of sex and gender identification.
         1. Renee Wells will be brought into the matter. GLBTQ liaison and CDI director. She will speak to those issues and will help find a resolution that fits everybody.

3. Meet and Greet Reports
   a. No new meet and greets for now. Sasha will report next time.
4. Concerns or questions from Representatives for GSG
   a. Howard mentions that the Chemistry department is against the ETF as a whole.
   b. Lawyers
      i. Can possibly go down to the smart zone and talk to the Michigan Tech lawyers
         1. This should be verified and looked into further
         2. Would they be advocates for Michigan Tech or for individual students?
      ii. Feedback from administration:
         1. We have to work with USG and will have to ask if they would allocate some funds for a lawyer. Both organizations have been focused on Experience Tech fee.
         2. GSG will follow-up with USG
   c. Emergency Phones
      i. Most of the parking lots have no phones and is off from the parking lot.
      ii. Blue lights not seen from parking lots by Rozsa or SDC.
      iii. A lot of the phones (especially ones inside the building)
           1. Different phones and do not look the same. It’s not a uniform system.
           2. One of the phones in the forestry building is not indicated on the map.
      ii. Representative suggested that they could put some in places that are really isolated and that you should be able to find emergency phones without thinking of them.
      iii. In the GLRC not everyone has access to the building and subsequently the emergency phones - only people who work there.
      iv. Representative mentioned that in today’s day and age, people are more likely to use their cell phone in the case of an emergency phone. Low budget interim solution is to post emergency numbers around and on signs.
      v. Representative commented that if you are in the library you can ask someone to walk you to your car and can also call public safety to get you to your car.
   b. Experience Tech Fee
      i. Official motion to vote on the formal stance for GSG for differential fee based on graduate student population and undergraduate student population. Official vote: 17 for differential fee, 3 opposed differential fee, no abstentions.
      ii. At Mt. Ripley, specifically the ski hill would cut their days down from 100 to 80, wouldn’t make snow until after Christmas, and would consider charging user fees.
      iii. When will the changes be made?
1. These fees will likely be implemented for fall semester of 2014. No changes made this year.
2. Representative mentioned that we should think about students future students to come- i.e. those who are not even students yet.

iv. Do graduate students use venues with preference?
1. Tech trails did not have specific usage data for this survey.
   a. Currently operate with grants and donations
2. Just put up cameras this fall.
3. Local community pays to use the Tech Trails, whereas students currently pay nothing.

X. Adjournment
Motion by Abhishek. Second by Aerik. Motion carries unanimously.
Meeting Minutes of the Graduate Student Government

Monday, November 18, 2013
5:15pm in Admin 404

I. Call to Order 5:15pm Motion by Abhishek. Second by Aerik. Motion passes unanimously.

II. Approval of Agenda Motion by Aerik. Second by Abhishek. Motion passes unanimously.

III. Approval of Minutes from Last Meeting

IV. Welcome to New GSG Members
   - Kishor Mahajan ME-EM
   - Pranav Jadar ME-EM
   - Joe Giddings MBA

V. New Business
   1. Final Review of Experience Tech Program (University Experience Tech Committee)
      a. Guests invited student representatives to ask them questions regarding the experience tech program and fees.
      i. Theresa Coleman-Kaiser (Assistant Vice President for Administration) appreciates Amberlee for bringing the work of the GSG to the committee.
      ii. Nick Sirdenis (Mont Ripley Manager) was impressed with what GSG has put together.
          1. Suggestions for increasing usage at the ski hill:
              a. Biggest feedback from graduate students to not put any regulations in place before you got to ski or play.
          iii. Golf course:
              1. Put a golf etiquette video on the experience tech website (http://www.mtu.edu/student-affairs/interests/experience-tech/) and on the PLGC website (http://www.mtu.edu/golfcourse/).
              2. Putting information around golf course about etiquette. e.g. why students should fix their divots.
              3. Trying to make it more student friendly.
      b. Feedback from constituents
         i. Representative suggested adding putt-putt/minitature golf at the golf course.
            1. There is a practice putting room, but not a true putt-putt course.
         ii. Representative reports that most of her constituents don’t even know what they can get out of Experience Tech.
            1. Nick Sirdenis (Mont Ripley) was at the graduate school orientation in the MUB for the first time.
2. Theresa Coleman-Kaiser asked for more specific feedback about how to get the word out about all of the benefits of Experience Tech.
   a. Any suggestions?
      i. Representative said that a lot of information is not clear among the websites for the different programs. If the info could be compiled into one brochure, it could be distributed amongst the student body. Emails are not seen as the best way to communicate this information amongst the graduate student body.
      ii. Suggestion to distribute information after orientation period has ended and students are settled in.
      iii. Representative suggested that they host an Experience Tech week where different venues are featured and have special deals - could get the word out and get students interested in the services.
      iv. Representative suggests using the EDS system all across campus.
      v. If the committee put together a little blurb, GSG could share it as a blog post and on our fb page.
         1. Theresa asked how often something like that would be effective
            a. 1x/month or seasonal seems sufficient.
      vi. Marco (PR Chair) suggests sending emails to him with information that is needing to be dispersed and he can post it to the appropriate channels.
      vii. Suggestion to advertise right before the breaks since many graduate students stay in Houghton during those times and have more free time.
      viii. Suggestion for skate rentals for open skate.
      ix. Suggestion for cricket intramurals.
      x. Representative mentioned that some constituents were not aware of the spouse and children benefits.
         1. If a lot more family stuff can be incorporated, it will be less of an impediment for the student body.
            a. GSG published a newsletter that did try to get the word out there regarding the spouse benefits.
            b. A separate flier would maybe suit the target audience a bit more.
xi. GSG could have a social event combined with Experience Tech fee program.

3. Amberlee - update for representatives who were absent at the previous GSG meeting
   a. We passed a motion to pursue a differential ETF.
   b. Several GSG members and USG members met to discuss a new proposed fee.
   c. That delegation unanimously supported the differential ETF.
   d. This proposal is being pursued with the support of Dean Huntoon and will be pursued with the financial group and board of controls.

VI. Officers' Reports
1. President (Amberlee Haselhuhn)
   a. ETF
      i. Memo review that Amberlee has been preparing for proposal.
         1. New numbers have been adjusted to account for new data and data correction.
         2. Average value for each student use has gotten further apart between grads and undergrads.
         3. $/Use (these numbers are obviously averages).
            a. Undergraduates benefitted $79
            b. Grads benefitted $27
   4. Given this data, we have really shown why a differential experience tech fee is a good avenue for us to pursue.
   5. The interesting thing is that even though the USG/GSG delegation unanimously supported this differential fee.
      a. Stay at the $69 fee until our use is commensurate with $69 fee. For this to be so, undergraduates would pay only $2.31 more per student per semester.
      b. Some representatives in USG (aside from the delegation that met with GSG) did not understand why we don’t use ETF as much and were upset with our proposed fee. If we ever brought in a transit system to use in Houghton and at Michigan Tech, they mentioned that they would support a differential fee at that time.
      c. USG representatives were split half and half.
         i. Some made great cases as to why they should support the graduate student plight.
         ii. Some confusion on their part is possible.
         iii. Made a motion to pass uniform fee across the student bodies.
            1. This motion failed to pass;
2. The topic was indefinitely tabled.

d. Les Cook said that it would be best if GSG and USG agreed on a fee amount that is uniform across both student bodies.

e. Amberlee felt like she was not qualified to make a decision based for all of us at that time.

i. Representative would like to propose our options in the memo.
   1. Wants to give them the 2 options:
      a. We pay $23.68 next semester (a fee commensurate with our use).
      b. We pay $69 next semester.

ii. Representative asked if it was presented anywhere that it is only ~$2.50 more per undergraduate student.

   1. ETF committee has asked that the proposed fee agreements and amounts not be shared with the financial data group yet.
   2. Dean Huntoon and Jacque Smith would like Amberlee to include these figure in our memo.

iii. It was mentioned again that we could hear back from the data financial group that all that is allowed is a $5 increase in the ETF.

iv. Motion to vote on the suggestion to give the university two options:

   1. Fee commensurate with our actual usage
   2. Maintain fees at $69.
   3. Motion passes unanimously

v. Representative asked why the benefit went down from 2010.

   1. They used to charge an Experience Tech fee in the summer too and graduate students are overwhelmingly present in the summer (as opposed to undergraduate students).
   2. Graduate enrollment is up, while undergraduate enrollment is down.

b. She will be working with Jennifer, Aerik, and Sasha to help form an ad-hoc committee to work out issues regarding transportation (shuttles, stops, etc.) Will allow for us to work on it over a longer time period.

c. She will be working with Dean Huntoon and Travis to talk about what is going on at Daniel Heights.

   i. City council supports Julian property at Goodwill Farm.
ii. May be available as soon as next fall.

2. Vice-President (Shreya Kumar)
   a. Student Commission
      i. Library
         1. Putting in another 25 computers in the 3rd floor
         2. Working on increasing accessibility to printers
            a. high volume printers
            b. photo copier
         3. Concerns regarding quiet areas
            a. Looking for feedback
      ii. Zipcars
         1. Noticed that zipcars have two designated parking spot by MUB and Wadsworth Hall. Students are almost always parking the cars in the wrong spot.
         2. Thinking about putting the cars just in one spot, as before.
            a. Feedback or preference from grad students can be communicated to Shreya.
         3. Shuttle to Hancock.
            a. Looked into it and said that it's not feasible, because they do not think they have enough numbers to justify the expense. Would have to reduce the rotations within Houghton and to Hancock.
            b. What was said (along with USG) is that if there are more numbers, they might consider it again.
         4. Shuttle to Walmart will possibly be stopping at Daniel Heights first before going to campus. They will probably change all routes.
         5. Busses in the morning are not stopping at all of their routes.
            Something that is promised to be looking into further.
            a. Representative mentioned that sometimes even if bus drivers see students waiting at a stop, they still sometimes do not stop.
         6. City of Houghton will run their regular paid bus.
      iii. USG also brought up that there might need to be more emergency phones on campus. Student Commission does not think they are going to go further with that.
         1. Tell people to go to library or use their cell phones.
            a. All of the emergency phones are inside of the library are inside - part of the reason why a lot of people don’t see or use them.
            b. Some parking lots do not have any blue phones.
         2. Jacque said that the funding for the blue light phone system came from alumni. Could be possible to contact the alumni and say that it is time to expand the system and ask for support.
3. Representative mentioned that the point is not about who uses them and is more about the availability for campus safety.

4. Representative thinks that because they are between doors it might trap you with trackers.

5. Representative has found articles that talks about the impact of potential crimes that are possibly reduced by blue phone system.

   iv. Light behind DOW will be put in next semester.

   1. Suggestion for a speed limit sign to be placed there as well.

   v. Miscellaneous comments and concerns from representatives:

      1. Walkway behind GLRC has a large hole that fills with water that has been there over a year. Goes into lot 30A facilities lot
      2. Campus speed limit is 25 unless otherwise posted.
      3. Lot 30A will soon only be faculty/staff parking lot.
      4. The lack of blue emergency phones could be impeding female enrollment.
         a. Incoming class is about 50/50 male to female. Culture is somehow seemingly not conducive to keeping them here.

3. Treasurer (Jennifer Winikus)

   a. Budget - $25,579.64/$62,083.00
   b. Account balance - $80,020.74
   c. Budget Issue

      i. Section VI.E.iv States: “The Executive Board shall have a discretionary fund of $250.00 each session”
      ii. Currently there is no line item in the budget for this discretionary fund, which limits the transparency of the expenditures.
      iii. Revenue Consideration

         1. 37 more grad students this year, additional 2220 in Student Activity fees then last year, (about 1300 grad students), as of 2012, we pay 50/semester for fall and spring(50% to GSG), 10 in the summer(100% to GSG)
         2. Revenue Estimate: 78,000(1300 students at 60/full year) plus the money from the Graduate School
         3. The addition of $250 to the budget is not an issue with the 37 additional students.
         4. Motion-Amendment of Budget

            a. Add a line item to the budget in the Administrative Section for the $250 discretionary fund, which will adjust the budget amount to $62,333.00
            b. Finances remain exactly the same. Motion made by Jenn. Second by Aerik. Unanimously passed.

5. Discretionary Fund Spending

   a. Notification

      i. $30 for a poster for the Alumni Poster Session Open House
ii. $83.98 for snacks for the GSG Social at the Continental Fire Company
b. (NOTE: Section IV.B.iv.2 says that the general body needs to be informed of any E-Board Discretionary Fund Account Spending)

6. Orientation Budget
a. $2,418.90/$3,300.00 was spent
b. $614.4 left over this year due to the Quincy Mine Tour attendance and the funds will go into roll and be considered for surplus next year
d. Motion
i. To reallocate $83.98 from the orientation budget from the Quincy Mine Tour to pay for the $83.98 for snacks for the GSG Social at the Continental Fire Company on November 15, 2013 and the remainder of the $614.14 would be left to go to the spring chair. Motion by Howard. Second by Aerik. Unanimously passed.
ii. (Note: Need a 2/3rd Majority vote with Quorum Present, Section IV.C.ii of the bylaws)

e. Next Meeting
i. We need to vote on what to do about travel
ii. Reminder of the options:
1. Fund the 9 Presenting and 1 Attending (2400)
2. Fund an additional 9 Presenting and 1 attending, total: 18 Presenting, 2 attending (2400 plus 2400 from surplus).
3. Fund an additional 18 Presenting and 2 attending, total: 27 Presenting, 3 attending (2400 plus 4800 from surplus)
4. Fund an additional 27 Presenting and 3 attending, total: 36 Presenting, 4 attending (2400 plus 6000 from surplus)
5. Gamble and cover any excess of the 2400 from the surplus

4. Secretary (Leah Tollefson)
   a. Abhishek, our beloved social chair, is graduating. Putting out a call for nominations. You may nominate yourself.
   b. Budget is $5000 per year. Responsible for orientation picnic, getting food for GSG meetings, keeping inventory of GSG property (games, equipment, etc). All Eboard members help with the GRC.
c. One thing to clarify is that the social chair would only be for spring semester - it’s a paid position ($600 for the semester) and you get an office in the admin building.

d. The job will be easier in spring semester.

e. Wesley/Obie nominates himself.

VII. Committee Chairs

1. Academic (Howard Haselhuhn)
   a. GRC abstract submission deadline is this Friday, 11/22 at 11:59pm.
   b. 1/10th of what we had last year, but most people submit in the midnight hour.
   c. Please e-mail your constituents and ask them to participate in the GRC and send them the link. (http://gsg.students.mtu.edu/colloquium.html)
      i. Marco will also post some notifications on facebook.

2. Public Relations (Marco La Manna)
   a. Deadline set for this Friday, 11/22 at 11:59pm
   b. Needs a few representatives to pick up posters after the meeting and place them around their departments.

3. Social (Abhishek Bhavalkar)
   a. Nothing new to report on.
   b. If you have questions about what the social chair does, e-mail or call him.

VIII. Liaisons

1. University Senate (Megan Johnson)
   a. Mike Meyers presented from CTL
      i. Evolution of MOOCS
         1. Michigan Tech is a residential campus
         2. MOOCS are not going to take over from the traditional campus learning.
         3. Online learning and blended learning will be implemented strategically.
      ii. Search for ombudsmen continues

2. Undergraduate Student Government (Alicia Steele)
   a. SAM (Student Association of Michigan)
      i. Regional conference that has representatives from most of the major universities in Michigan.
      ii. Host talks with other universities for problem exchanges.
         1. IT issues brought up by MTU
            a. MTU has:
               i. Longer service hours than most other universities
               ii. Only university to provide free black and white printing.
               iii. University provided the cheapest colored printing
            iii. Good articles in the most recent Lode.
               1. Very informative and actual
2. USG would like to have more of those articles published.

3. Friends of the Van Pelt Library (Rasika Gawde)
   a. Poet Laureate for the UP of Michigan is having a poetry reading at Finlandia
      i. [Link](https://www.google.com/calendar/render?eid=cmFrYWk2cjdudOTQzNDJ0cW4zdDRkaXNrcDggZmlubGFuZGJhdW5pdmVyc2l0eWNhbGVuZGFyQG0&ctz=America/New_York&pli=1&sf=true&output=xml)

4. Apartments’ Residence Council (Sinan Hao)
   a. No updates.

5. Women’s Leadership Council/Philanthropy Group (Leah Tollefson for Lee Presley)
   a. Philanthropy group is asking everyone to follow GivingTuesday on Facebook and to consider participating. GivingTuesday is a grassroots effort to organize a nationally recognized day of charitable giving. [http://www.givingtuesday.org/](http://www.givingtuesday.org/)
   b. Three main items to report for the WLC.
      i. They unreservedly support Roba’s request to establish a women’s swimming period at the SDC pool. There had been some question about making sure that the time included all persons who socially identify as women. Several conversations between all of the interested groups - the Muslim Students Association, Keweenaw Pride, and the Center for Diversity and Inclusion - resulted in an agreement to include all persons who socially identify as women. Children are also welcome to accompany their mothers or caregivers during this period. This is great news all around.
      ii. The members of WLC plan to have “coffee chats” with prospective Tech women students over the Thanksgiving break in order to encourage their enrollment.
      iii. Those WLC members who attended the recent student leadership conference in Chicago had a mixed experience but are resolved to focus on the positives. They do not plan to attend this particular annual conference again. Sorry to be cryptic but it's a long story.

6. International Club (Jessie Zhang)
   a. Trying to do a holiday party on 12/7 in the ROTC gym
      i. Will invite 7 or 8 different international groups to show how they celebrate Christmas or another holiday
      ii. Will also hold a cookie competition
      iii. Family friendly
         1. Face paintings for children
         2. Music and dancing

IX Old Business/Discussion Items

1. Meet and Greet Reports
   a. N/A

2. Concerns or questions from Representatives for GSG
   a. Representative from ME-EM
i. Students have requested coffee vending machines available in the ME-EM. Could be brought up with dining services. Worth bringing up with your department too.

b. Alicia mentioned issues of graduate student computers
   i. Cloud of mysteries if students can get computers in their office
      1. Wants to volunteer herself to talk with IT in finding a more uniform way to set up the computers.
         a. Would like to get something put on website to clarify procedure for getting a computer in a graduate student office.
         b. Would like to see a lot more self-help and FAQ stuff on their website.
   ii. Marco suggests representatives and constituents send an email to the GSG email address or submit the online form if they want to remain anonymous. This will help us bring numbers, facts, and figures to IT and will serve as documentation of graduate student issues.

X. Adjournment Motion to adjourn. Second by Rasika. Motion carries unanimously.
Minutes for a Meeting of the Graduate Student Government

Monday, December 2nd, 2013
5:15pm in Admin 404

I. Call to Order 5:16pm

II. Approval of Agenda Motion by Howard. Second by Abhishek. Motion carries unanimously.

III. Approval of Minutes from Last Meeting Motion by Abhishek. Second by Aerik. Motion carries unanimously with amendment of a name spelling.

IV. Welcome to New GSG Members

V. New Business
   1. Graduate student writing group (Amanda)
      a. Desire for graduate student writing groups. Maybe people in similar disciplines would want to work together for theses, etc.
      b. Groups would meet in the multiliteracy center - she will be sending out a survey to see if there is any interest in this.
      c. Student groups would be paired with a graduate coach.
      d. How would you like us to disperse the surveys?
         i. Survey monkey?
         ii. Incentives?
      e. Comments from reps:
         i. Graduate students will have interest if they want to make their work publishable regardless of incentives.
         ii. Put the word out through different sources.
            1. Our fb page
            2. We will spread to our colleagues and friends.
         iii. Having the length of the survey up front so students know it is quick.
         iv. The writing groups are currently being offered for global cultures classes.
            1. They put students together as study teams to work together on homework, et al.
         v. Graduate student writing groups would be more like a workshop.
            1. Could work with someone at your same level of writing or in your same area.
         vi. Representative recommended putting in the definition of a writing group before the survey, so that students fully understand what a writing group is and does.
         vii. What specific services are available?
1. Anything that we, as graduate students, would work on - grad school applications, publishable work, presentations. Anything communication related.
2. Groups of coaches will watch and give feedback on presentations, if desired.
3. Weekly appointments, walk-ins, one time are all available.
4. It’s totally free!

viii. Other comments:
1. You can register for a credit, but you do not have to.
2. Representative used it when he was writing his proposal on his paper. He reports that it helped with the deadlines.
3. The MLC can help with spoken English, as well.
4. Representative said that it would be helpful to work in groups so that they could get peer review and structural analysis of documents.
5. Suggestion to have particular department faculty working with writing groups.
6. Could advertise through IPS and ESL.

VI. Officers’ Reports
1. President (Amberlee Haselhuhn)
   a. Transportation Ad Hoc Committee
      i. 12/2/2013 - 04/30/2013
      ii. Chaired by Jennifer Riehl
      iii. Scope & purpose to investigate and make recommendations regarding transportation related issues as they pertain to graduate students, not limited to but including:
           1. Increased and/or improved transit system
           2. transportation safety
           3. parking
           4. shuttle
           5. environmental concerns
      iv. Comments:
          1. This is intended to be a way to get feedback from students, get in contact with administration about the issues, collect the big transportation related issues, look at trends, and develop more formal relationships with the students and administrators.

b. Experience Tech
   i. Keweenaw Symphony Orchestra concert
      1. Saturday 12/7/2013 7:30pm
      2. Free for you and guest with student ID!

c. Library
   i. Free lunch this Wednesday 12/4/2013 12pm-1pm
ii. Give feedback about the current issues and challenges.

d. New campus-wide antivirus software
   i. FREE for students!
   ii. MT is moving away from McAfee for more robust anti-virus software.

e. Single Gender pool hours
   i. Survey sent out with 3 questions
   ii. Tech Women News has a women’s only swim time that is hosted by the Muslim Student Association
      1. Sunday, 10-noon
      2. Open to non-members
      3. Female lifeguard
      4. Students do not have to pay. Non-students pay $4
      5. MSA pays for lifeguard
   iii. Will this be sent out to faculty and staff? Can be advertised to faculty and staff, yes.

f. Toys for Tots
   i. Drop-off site on campus
   ii. Unwrapped toys
   iii. 1st floor of administration building

g. Other updates
   i. Preparing final report for differential Experience Tech Fee
   ii. Amberlee will be giving a presentation to University Senate, Board of Control Academic Affairs Committee, Board of Control and Executive Team

2. Vice-President (Shreya Kumar)
   a. Nothing to report.

3. Treasurer (Jennifer Winikus)
   a. Budget Update
      i. Account Balance: Approximately $80,020
      ii. Budget:$25,943.62/$62,333
   b. Travel Grants
      i. This year awarded: 12 attending and 127 present. Total $33,550 with 139 awards
         1. Averages about 70 awards a semester
         2. On average we are up 16% in awards this year from last year
      ii. Travel Grant History
         1. Fall 2012 - 30% increase from 2011
            a. 57 travel grants for 2012-2013 year, they were short $4,600, we voted and approved covering it with surplus
               i. We were under budget still in the end
               ii. Averages about 50 awards a semester
            b. 5 years collection rate was 82% on average
iii. From the Bylaws
   1. VI.D.iv.4 Should the number of applications exceed the available funds, the GSG shall hold a drawing to determine which grants will be awarded.
   2. Drawing Methodology
      a. Group 1: Never attended, Never Presented, Never received a travel grant
      b. Group 2: Never Presented, Never received a travel grant
      c. Group 3: Never Presented
      d. Group 4: Remainder of Applicants

iv. Options
   1. Fund the 9 Presenting and 1 Attending ($2400)
   2. Fund an additional 9 Presenting and 1 attending, total: 18 Presenting, 2 attending ($2400 plus $2400 from surplus).
   3. Fund an additional 18 Presenting and 2 attending, total: 27 Presenting, 3 attending ($2400 plus $4800 from surplus)
   4. Fund an additional 27 Presenting and 3 attending, total: 36 Presenting, 4 attending ($2400 plus $6000 from surplus)
   5. Gamble and cover excess of the $2400 from the surplus (anticipate 63 Presenting and 9 attending, which would cost $17,100, and require $14,700 from surplus, but assuming 80% reimbursement it would only need $4520 from surplus)

v. Motion at 5:47
   1. Limit discussion to 5 minutes with vote at the end of 5 minutes to extend the discussion or vote on what to do about funding travel grants for the spring.
   2. Motion by Jenn. Second by Roba. Motion passes unanimously.

vi. Discussion
   1. Representative commented that awarding travel grants is one of the best thing that we do. Don't want to turn people away, especially considering outcome of the past gambles. Encourage the fifth option.
   2. Representative recommended encouraging students to present their results.
      a. We can look into making bylaw revision next semester.
   3. Representative suggests for next year we make an eligibility requirement that they present at the GRC.
   4. Representative thinks that we really need to fund more than what we have budgeted for.
      a. Solutions will be discussed next semester.
   5. Could we gamble up to a certain amount?

vii. Motion to vote on what option the graduate student government would like to do for the budget issues regarding travel grants. Motion by Jenn. Second by Alicia. Motion carries unanimously.
1. A: Fund the 9 Presenting and 1 Attending ($2400)
   a. 0 votes
2. B: Fund an additional 9 Presenting and 1 attending, total: 18 Presenting, 2 attending ($2400 plus $2400 from surplus)
   a. 1 vote
3. C: Fund an additional 18 Presenting and 2 attending, total: 27 Presenting, 3 attending ($2400 plus $4800 from surplus)
   a. 0 votes
4. D: Fund an additional 27 Presenting and 3 attending, total: 36 Presenting, 4 attending ($2400 plus $6000 from surplus)
   a. 1 vote
5. E: Gamble and cover excess of the $2400 from the surplus.
   a. 22 votes
6. Option E passes by simple majority, with quorum met.

viii. Motion to limit discussion to 5 minutes by Jenn. Second by Shreya. Motion carries unanimously.

1. If stats hold, $4530 is only ~12% of our surplus
2. Put the cap at $14,700 so we can at least cover as many as we did in the fall. Historically, fewer apply for travel grants in the spring.
3. Why our numbers higher this year?
   a. Word-of-mouth
   b. Digital submissions
   c. Advertising on fb, blog, etc.
4. 30 days after the end of the session to submit for reimbursements.

ix. Motion to vote on limiting expenditure to $17,100. Second by Alicia
1. Those in favor
   a. 20
2. Those opposed
   a. 4
3. Abstentions
   a. 1
4. Motion passes by simple majority with quorum met.

x. Future discussion
1. Will Require Bylaw Revision
   a. Prior to about 4 years ago there was a finite number of Travel Grants awarded each semester
   b. Do we want to return to finite allocation?
   c. Do we want to change the policy for when the conference is compared to the application?
   d. Do we want a black list for those that apply and never collect?
2. Will discuss in January and March

4. Secretary (Leah Tollefson)
a. Elections for social chair.
b. Call for last minute nominations.
c. Motion by Jenn to close nominations. Second by Leah. Motion carries unanimously.
d. Nominations:
e. Individual presentations
   i. Each constituent discussed qualifications and answered questions from voting representatives.
f. Closed door discussion
g. Voting results
   i. Alicia Steele - 10
   ii. Wesley McGowan- 14
   iii. Teresa Wilson - 1

h. Wesley McGown wins the election by simple majority, with quorum met.

VII. Committee Chairs
1. Social (Abhishek Bhavalkar)
   a. Group photo taken for Abhishek’s last meeting
   b. Thanks to all GSG members and organization
      i. Played an important part in graduate life.
      ii. Learned a lot, left comfort zone, met talented people.
      iii. Wish best of luck to everyone.
      iv. Get together, Serve, Grow (GSG)

2. Public Relations (Marco La Manna)
   a. Anonymous form
      i. Use it for any concern that you have
      ii. No need to leave e-mail or name
      iii. Username is not stored
      iv. Tell your constituents

3. Academic (Howard Haselhuhn)
   a. GRC
      i. 119 abstracts
      ii. 14% more than last year
      iii. Putting together the abstract book and will send to those who submitted.
      iv. After that, open up nominations for awards
         1. Mentor award
         2. Leadership award
         3. Teaching award
      v. Academic committee meeting during exam week

VIII. Liaisons
1. University Senate (Megan Johnson)
a. 11/20 Sarah from library gave presentation on patent resource center. Cannot give legal advice. Holding workshops.
b. Dave Reed gave update on university budget
   i. Top expenditures - payroll and financial aid.
c. Ombudsman
   i. Meeting with President on Friday.
2. Undergraduate Student Government (Alicia Steele)
   a. Nothing to report - cancelled meeting since they would not meet quorum.
3. Friends of the Van Pelt Library (Rasika Gawde)
   a. Nothing to report.
4. Apartments' Residence Council (Sinan Hao)
   a. Nothing to report.
5. Women's Leadership Council/Philanthropy Group (Lee Presley)
   a. WLC - nothing new to report.
   b. Philanthropy group - tomorrow is Giving Tuesday. Nationwide, grassroots movement.
6. International Club (Jessie Zhang)
   a. Saturday, 12/7/2013 Christmas Holiday party
   b. Traditional Christmas cookie or dessert contest
   c. Free snacks
   d. Music
   e. Face painting
   f. ROTC gym from 6-10pm

IX Old Business/Discussion Items
1. Meet and Greet Reports
   a. Pranav is planning one for ME-EM in spring.
   b. Sasha - Chemistry
      i. Mostly students came talked about issues with ETF and Housing in Daniel Heights and Houghton/Hancock
   c. January - early in the semester best for future meet and greet reports
   d. Wesley is planning a meet and greet in the spring.
2. Concerns or questions from Representatives for GSG
   a. Advocating for both zipcars to be at the MUB.
   b. 2 separate locations has been a headache for them to manage - 1 car is something that will be entertained if people do not use it as much. The MUB is preferable for both cars. Undergraduate students favored Wadsworth Hall.
   c. When you receive survey for single gender. Send it out.

X. Adjournment Motion by Shreya. Second by Aerik. Motion carries unanimously.
Meetings for a Meeting of the Graduate Student Government

Monday, January 13, 2014
5:15pm in Admin 404

I. Call to Order 5:17pm

II. Approval of Agenda. Motion by Howard. Second by Teresa. Motion carries unanimously.

III. Approval of Minutes from Last Meeting. Motion by Howard. Second by Marco. Motion carries unanimously.

IV. Welcome to New GSG Members & Guests
   1. Chris Van Arnsdale - Civil and Environmental Engineering
   2. Abhi - Computer Science
   3. Joseph - Physics

V. New Business
   1. Funding Request from CSSA
      a. Original fund request
         i. Timestamp:
         ii. Organization Name: Chinese Students & Scholars' Association (CSSA)
         iii. Representative Name: Yuxiao Wang
         iv. Representative Contact Email: yuxiaow@mtu.edu
         v. Representative Title in organization: Treasurer
         vi. Total number of students in your organization: 80
         vii. Number of graduate students in your organization: 25
         viii. Event Title: Chinese Night
         ix. Event Venue: MUB & Rosza center
         x. Event Date (MM/DD/YYYY): 1/18/2014 0:00:00
         xi. Event Time: 12/30/1899 17:00:00
         xii. Total Cost of Event: 6500
         xiii. Amount Requesting $1200
         xiv. Describe the proposed event: Chinese Spring Festival, also named Chinese New Year, is the biggest festival for Chinese people. Chinese Night is planned to promote Chinese culture and to celebrate this festival with all MTUers!
         xv. How does the event directly benefit Graduate Students?: We will delight students understanding about Chinese culture and enjoy a fabulous night with dinner and performance right at Michigan Tech
         xvi. Has your organization put on this event before? : Yes
         xvii. If you answered 'Yes' to previous question, How many people
attended t...: 270

xviii. How many people do you expect to attend this year?: 300-400

xix. What was your budget last year and reasons for changes to your budget?: The budget we get for the Chinese Night last year from GSG is $1,000. The reason I raised the amount of our budget is because the budget we got from USG was decreased from $5,000 to $4,000, which is the total amount we could use for the academic year 2013-2014. So here we have a shortage for reimbursement.

xx. Do you have other sources of funding for this year’s event? If so, what are they?: Yes, and those are mainly from USG, and we also have some other sponsors but very little money like Super 8 and Matt.

xxi. How will you advertise for this event?: We will promote this event by posters, social medias, email lists, and other media channels.

xxii. Do you agree to include the GSG logo on advertisement material?: Agree

b. Discretionary funds request
i. CSSA is requesting $1200 for Chinese Night

c. Suspension of Bylaws
i. VI.E.i.3-“Completed application materials must be submitted in writing to the Ways and Means Committee for preliminary review, at least 4 weeks before the event.”
   1. This is an issue since the application was submitted on December 28 and the event is Jan 18, only 21 days

ii. VI.E.i.1- “The organization must be comprised of mostly graduate students”.
   1. This is something we traditionally just ignore for CSSA since their numbers are based on membership which does require financial contribution along with the impact the event does have on the community

iii. Howard motions to suspend these bylaws for this meeting only.
    1. 17 in support of suspending these bylaws
    2. 1 opposed to suspending these bylaws
    3. Bylaws suspending for this meeting only.

d. Presentation by CSSA - Tao Tao president of CSSA
i. Budget for Chinese New Year event
   1. Explained budget and funding sources

ii. What is Chinese New Year?

iii. Why do we need funding?
   1. Expect 30-50% of the attendance will be by graduate students.
   2. Opportunity for graduate students to learn something different about culture.
   3. Questions from representatives:
      a. Previously Chinese nights
i. Around 250-300 people attend
ii. Claims that 40% of the performances will be by graduate students.
iii. Ticket fee is higher this year because they want to have a higher quality meal.

b. What will you do with the costume afterwards?
   i. Some of the costumes will be reused.
   ii. Some of them will be given to the performers for ½ cost.

c. Where will additional revenue go to if ticket income is greater than budgeted?
   i. Planning to purchase a laptop for documentation purposes.

d. MTU provides services for saving documents. Why do you need a laptop?
   i. It makes the whole process more professional.

e. How much did USG actually give to the CSSA?
   i. He believes it is $5000.

f. Why can’t the costumes be rented or re-used in future years?
   i. They are purchased in China from volunteers who have gone back to China.

g. Why was the funding request submitted with a total budget of $6500 and your presentation reflects $7110?
   i. A reflection of the actual cost of using dining and catering services
   ii. Also increased budget for advertising.

e. Closed discussion
   i. Motion to limit discussion to 5 minutes following the W&M Recommendation, followed by a vote to continue discussion or vote on funding. Motion seconded by Shreya.
      1. 18 vote in favor
      2. 1 vote not in favor
      3. Motion carries.

f. History with CSSA Funding
   i. This year the event is requesting $1200. In 2012-2013 $1,500 was requested and $1000 was approved, in 2011-2012 $1200 was funded. Each year recommendations for other funding was suggested, this year funding was cut by $1000 from USG.
   ii. Graduate Students do pay for tickets

g. W&M Recommendation
   i. Case 1: We recommend that if no one from CSSA shows up to present and answer questions the GSG provides No Funds
   ii. Case 2: CSSA is in attendance. The overall recommendation is $600 with
contingencies:

1. Submission of a full itemized budget
2. Statement of where the revenue goes
3. Another GSG vote once these two items and the receipts are submitted

h. Discussion
   i. How much have we agreed to spend from discretionary funds?
      1. We have not spent anything at this time.
      2. Our discretionary funds are $10,000.
   ii. Representative floats the idea to pay for MUB services at $960.
   iii. Is it reasonable to ask them to offer graduate students membership ticket costs?
      1. If we can ask for the membership fee for tickets, it should increase graduate student participation.
      2. Not a lot of graduate Chinese students are really active in this organization.
   iv. Since it was brought up comparing the two main cultural organizations that we fund, how much does a graduate student pay to be a member in the organization?
      1. CSSA $20
      2. Indian student association $15

i. Motion to vote on funding request from Jennifer. Second by Howard. Motion carries unanimously.
   i. A: No Funds 1 votes
   ii. B: $600 2 votes
   iii. C: $1000 4 votes
   iv. D: $1200 1 votes
   v. E: $960 12 votes

j. Discussion of stipulations
   i. Fully itemized budget
   ii. Statement in writing where the ticket sales go
   iii. $960 only goes to the dining services fee.

k. Motion to have all of these stipulations included in our funding by Jenn. Second by Shreya. Motion carries unanimously.

l. Motion to un-suspend the bylaws. Jennifer seconds the motion. Motion passes with 19 in favor and 1 not in favor.

VI. Officers’ Reports

1. President (Amberlee Haselhuhn)
   a. Experience Tech Fee proposal
      i. Differential fee proposed based on undergraduate and graduate usage
      ii. Group suggested adding two new venues
         1. Tech Trails
         2. All Rozsa level events
      iii. Proposal approved to increase fee to $73 to cover new venue costs, nothing else.
iv. Undergraduate student fee would increase to $90.

b. Graduate Housing
   i. Voted to enter into a lease operating agreement for Daniel Heights with Julian properties.
   ii. Plan is that this agreement would result in renovation of Daniel Heights.
   iii. Bank financing terms, legal review, et al. still need to happen.
   iv. Renovations could happen as early as this summer or fall.
   v. MTU will still control the rent.

c. Important upcoming meetings
   i. Provost Max Seel and Dean Huntoon to talk about travel grant funding
      1. More funds are possibly available
   ii. International Student Surcharge Fee
      1. Decreased significantly last year.
      2. Will increase incrementally for the 2014-2015 year.
      3. Not sure of the amount planned for increase.
      4. GSG has been invited to discuss possible increases to this fee.
   iii. Graduate Faculty Council
      1. Dan Debobian presented.
      2. Library seating at about 80% capacity.
      3. Since colored printing implementation, students have printed ~5000 colored prints.
      4. Free Microsoft Office and MatLab licenses will be available to students soon.
         a. Believe that IT will have to update access on a yearly basis.
   iv. Graduate degrees made up about 30% of the graduates at commencement.
   v. Board of Control approved a welcome center project.
      1. University is funding this through donations and not through your tuition dollars.

2. Vice-President (Shreya Kumar)
   a. Nothing to report.

3. Treasurer (Jennifer Winikus)
   a. Treasurer Report
      i. Budget correction
         1. Issue: $18,000 + $18,000 + $600 is not equal to $18,600
         2. In past how this was handled: *items in italics are costs associated with operation but are not part of the GSG budget.*
         3. Motion by Jenn: Correct total to $36,600 for the Benefits section, bringing overall budget to $80,333. Motion seconded by Jennifer Riehl. Motion carries unanimously
ii. Balances
1. Budget: $35,517.29 / $80,333
2. Surplus: $2,200 / $43,254.14
3. Account Balance: $90,958.37
   a. As of December Statement, haven’t gotten January statement yet.

iii. Discretionary fund application
1. Would like to add two budget request questions to the application:
   a. Question: Please list the expenses and for each expense monetary amounts
   b. Question: Please list all funding sources and the amount of funds provided for each source

iv. Discussion
1. It’s fair to change the questions, because it will help organizations.
2. When you request money for student organizations, this information has to be given anyway, so it should be something an organization is prepared for.
3. A lot easier to look at a table or a paragraph.

v. Motion
1. A vote of confidence for the modification of the discretionary funds application mid-session to allow for collection of information that is needed. Second by Jennifer. Motion passes 18 for and 2 against.

vi. Travel Grants
1. Application Deadline: February 21, 2014 5PM
2. Presenting Awards: $250
3. Up to 63 awards
4. Attending Awards: $150
5. One awarded for every 9 Presenting Awards

vii. Good Standing
1. Notify your department grad students of events, issues that concern them and other stuff that is important from GSG
2. Attend meetings
3. Participate on a committee
4. Host at least one meet and greet annually
   a. Make sure to invite the Eboard to the meet and greet

viii. Meet and Greet
1. $50 for departments with 1 rep, $75 for departments with 2 reps and $100 for departments with 3+ reps. Per semester (Fall and Spring)
2. Can not use funds on equipment, alcohol or give aways
3. Invite the Eboard
4. Everything you need to know:
5. [http://gsg.students.mtu.edu/resourcesforrepresentatives.htm](http://gsg.students.mtu.edu/resourcesforrepresentatives.htm)

4. Secretary (Leah Tollefson)
   a. GSG Elections
      i. February 24: Nominations open for Principal Officers
      ii. March 17: Nominations open for Committee Chairs & voting for Principal Officers
      iii. March 31: Voting for Committee Chairs
      iv. Please think of individuals you would like to nominate. As we get closer to these dates, Leah will provide more information.
   b. Meet & Greet Events
      i. According to the GSG bylaws, representatives are required to host meet and greet events at least once per year.
      ii. If you have not hosted a meet and greet, I will be sending you an email.

VII. Committee Chairs
1. Social (Wesley McGowan)
   a. Jacque presents about the Chili run during the Winter Carnival.
      i. Local chapter of the alumni association, local establishments, et al. run and put out several hundred gallons of free chili. Jacque wants volunteers on Wednesday night - the all-nighter.
      ii. If interested, see him at the end of the meeting.
      iii. As representatives, feel free to see if any constituents would like to volunteer.
   b. Saturday, 01/25 is International Ski day. Does not know the prices of the renting or the costs of ski and snowboard lessons. Wesley is going to try to get the costs of lessons covered. There will be a free shuttle to and from Mt Ripley. 2 lessons at 11am and 1pm.
2. Public Relations (Marco La Manna)
   a. Nothing to report.
3. Academic (Howard Haselhuhn)
   a. Lunch N’ Learn - How to Be a Great Graduate Student
      i. 3 panelists confirmed.
      ii. May push this past GRC, if we can’t get 5 panelists confirmed by Wednesday.
      iii. Will know soon if it is confirmed.
   b. Abstract Book
      i. Should be complete soon. Just a few more requests for changes.
      ii. Separating into sessions based on topics, not by department.
      iii. There is a rule that judges cannot grade their own students presentations.
      iv. Trying to get a special speaker to kick off the GRC banquet. Shooting for the State Rep Scott Dianda.
c. Merit Awards
   i. Eboard not eligible to nominate, but GSG members are.
      1. Leadership and Scholar award have a $300 value associated with
         them.
      2. Entertaining nominations until January 18th.
      3. Remind people in your department to nominate!

4. Transportation Ad-Hoc Committee (Jennifer Riehl)
   a. Meeting next week. Nothing to report for now.

VIII. Liaisons
1. University Senate (Amberlee Haselhuhn for Megan Johnson)
   a. Amberlee gave a presentation explaining who GSG is and what we do.
   b. Several proposals passed
      i. Amended policy on classroom attendance. Your faculty and instructors
         should abide by these rules.
      ii. New minor in music performance.
   c. Current reviewing proposals to add a Masters in Accounting
   d. Position for liaison is open and a coursework masters in kinesiology.
      i. Meet Wednesdays at 5:30pm. Usually you do not talk - just sit and listen.

2. Undergraduate Student Government (Amberlee Haselhuhn for Alicia Steele)
   a. Updating their off-campus housing website. They are hoping to include legal
      resources, information about landlords, pictures of the rentals.
   b. IT is looking for feedback on how to make the wireless lounges more usable.
      i. MUB Alumni Lounge A Wednesday at 6pm. Serving pizza, beverages,
         snacks. Let them know in some capacity that you are coming.

3. Friends of the Van Pelt Library (Rasika Gawde)
   a. Not present.

4. Apartments' Residence Council (Sinan Hao)
   a. Sent an email about ARC. Feel free to email if you have any questions.

5. Women's Leadership Council/Philanthropy Group (Lee Presley)
   a. Not in attendance.

6. International Club (Jessie Zhang)
   a. Going to do a winter statue
   b. Sunday, 02/09 potluck with 50 people in attendance. Sending an email when more
      is known.

IX Old Business/Discussion Items
1. Meet and Greet Reports
2. Concerns or questions from Representatives for GSG

X. Adjournment Motion by Howard. Second by Teresa. Motion carries unanimously.
Minutes for a Meeting of the Graduate Student Government

Monday, January 27, 2014
5:15pm in Admin 404

Notes by Jennifer Winikus

I. Call to Order - 5:15pm

II. Approval of Agenda
  Motioned By: Howard Haselhuhn
  Seconded By: Rasika Gawde
  Passes Unanimously

III. Approval of Minutes from Last Meeting
  Motioned By: Robert Larson
  Seconded By: Jennifer Reihl
  Passes Unanimously

IV. Welcome to New GSG Members
  Katy Hickey - MBAA

V. New Business
  a. None

VI. Officers’ Reports
  a. President (Amberlee Haselhuhn)
    ● International Student Surcharge fee meeting: CSSA, Indian Student Association, Marco, Shreya, Dean Huntoon, Members of the Financial Data Group, Executive Team
      o Increase by $50 a semester to $200
      o Decreasing the burden on graduate students is being evaluating a I-20 processing fee or rolling it into a credit
    ● Meeting with housing- Travis Peirce this week
      o Questions concerning fees(maintenance) and snow removal
    ● Single Gender Pool time
      o Female only pool time could violate student activity fee usage.
      o Lawsuits have come up at other public universities who have offered single gender swim time due to Title IX and Discrimination issues
      o Early Feb a group of Tech Officials are meeting to discuss this
    ● Michigan Tech Student Directory
      o Your directory information is now available to everyone
      o Information may contain your personal addresses, phone number, and email address
      o Working to try to change this access
      o Not a FERPA violation to have the information out there
      o There was no choice given to the default set up
      o Working to communicate this to students
      o Can restrict what information is publically available
      o Search “Directory” on the Michigan Tech Website, then log in, then go to
“My Privacy Settings” and can select the access levels
  ● It is variable what the default information privacy settings
  ● Open Forums: Friday- University Budgeting and Financing, Jan 31, 2-5 pm DOW 642
  ● Open Forum: Thursday, Jan 30 on Off Campus Housing Fisher 135
    ○ Promote on Facebook was suggested
  ● IT has confirmed they will present at the February forum on Campus Computing
    ○ Shooting for Dow 642
  ● Planning open forums for campus technology, health care, with the executive board
  ● Last year there was a lot of communication to the board of control about the
    communication between administrators and the campus community. This is the first
    time there has been a forum co-hosted by Faculty Senate, Staff Senate(check name),
    GSG and USG
  ● Reminder check your spam folder to make sure GSG stuff isn’t going in there, don’t
    want to miss

b. Vice-President (Shreya Kumar)
  ● Attended MUB Vision Committee, which is aimed to develop a vision statement by
    the end of March to be a rubric of what the MUB should represent
    ○ It was recommended to consider the proximity to ME-EM, and the lack of
      provided grad computers.
    ○ If you have feedback please contact Shreya
  ● Welcome Center will move from the 1st floor of Admin to the MUB
  ● Privacy issues have been brought up with Student Commission
  ● Health committee meeting with Paul Tomassi, Dean Huntoon, Deb, Shreya, and
    Amberlee- discussed how LifePoint has taken over Portage Health.
    ○ We had been told there will be no change to the services offered to
      students.
    ○ This is seen as an opportunity to evaluate if there are things in the contract
      that is in the interest of students to have changed or added.
    ○ It is in the works to get some cost information made available for visits and
      treatments. For example a list of prices for common visit reasons (like the flu)
      after insurance is considered.

c. Treasurer (Jennifer Winikus)
  ● Budget Balance: $37,495.52/ $80,333
  ● Account Balance: $93,058.37, based on December Statement
  ● Spent $160 of E-Board Discretionary Fund budget on Camera/tripod
  ● Max Steel has earmarked 7k to help fund travel grants

VII. Committee Chairs
a. Social (Wesley McGowan)
  ● Sat Feb 1, or Sat Feb 22 are looked at for rescheduling, plan to do it on Feb 1 based
    on volunteers
  ● Video in works for how to dress to go skiing-making use of the camera
  ● Winter Carnival is next week, Feb 5th, need 4 more volunteers to help with the Chili-
    Run, MUB makes the chili with the recipe from The Library
    ○ First shift is: 6:30 pm, second is around 9pm-11pm; need driver and 2 people
      to hand out, there are 2 vans.
  ● Have not heard back from the Mineshaft, waiting on Quote for planning. Planning
Feb 15th

- Need session chairs for the GRC, which is mostly you introduce who is presenting

b. Public Relations (Ket for Marco La Manna)
- Please make sure to do the evaluations and return them to Ket
- Please grab flyers and get them hung up

c. Academic (Howard Haselhuhn)
- Lunch and Learn, highest attendance ever, 106, had to turn away about 15 people.
- There will be another lunch and learn after the GRC
- Got approval to invite the Board of Control to be judges and attend the banquet
- State Rep Scott Dianda will be skyping in for the Banquet
- Jim Turnquist meeting will be happening to try to get companies to be judges
- Will be emailing information to each rep with information to assist with approaching department chairs to request funding to sponsor snacks for sessions
- Please contact Wesley or Howard if you want to be a session chair
- Judges-each rep please get 3 judges, judges can be technical staff or faculty, please return by Feb 10th at meeting. Aiming for 3 judges per session.
  - Handout includes the explanation and the sign up form for what session the GRC they want to judge. Can register on line with the link in the information packet.
  - There is a link to the abstract book, they should check and make sure the session of interest does not contain the student they advise. Students will not be judged by their advisor
- Still need mentor and scholar award evaluation ASAP!

d. Transportation Ad-Hoc Committee (Jennifer Riehl)
- Met and are going to be gathering information
- Will meet to look at possibility of designing a survey

VIII. Liaisons

a. University Senate (Jessie Zhang)
- Dept. of Kinesiology Chair presented for a PhD which is a collaboration that the will be awarded from Central Michigan University. Research will be conducted at Tech, courses will be done first at Central Michigan University
- MS in Accounting has been approved
- MS in Kinesiology has been approved

b. Undergraduate Student Government (Alicia Steele)
- 3 open positions since people did not return(2nd, 3rd or 4th)
- It would be nice for an international student to be elected to a position since there are no international students currently on USG
- Revision to funding bylaws, approved some changes
- Organizations are required to have 1 representative present on January 28 in Fisher 135 6pm for Mandatory training or they do not get funding from USG
- Showed snow bikes, there are 5 available for rental

c. Friends of the Van Pelt Library (Rasika Gawde)
- Met on the 16th
- Talked about book sale in April
- Feb 8 noon-4pm in the library there will be hot chocolate(Free) and Michigan Tech Blankets for sale

d. Apartments’ Residence Council (Sinan Hao)
• The way complaints and concerns have been acknowledged to be an issue and they are working on improving this
• ARC is doing a statue for the all nighter
• There is a statue meeting in Hillside on Jan 28

e. Women's Leadership Council/Philanthropy Group (Lee Presley)
   • Lee’s last meeting as Liaison due to obligations
   • Philanthropy group meets rarely, first meeting is this Thursday
   • WLC is open membership, meet more often than Philanthropy Group
   • Need a new Liaison, contact Amberlee if interested

f. International Club (Jessie Zhang)
   • Will be doing an All Nighter Statue, should be located in front of the library
   • First Gen Meeting Feb 9, pot luck 1pm in Hillside kitchen
   • Planning on doing a newsletter to highlight past events, upcoming events, guest writers, aim is both international and domestic opinions.

IX Old Business/Discussion Items
  a. Meet and Greet Reports
     • School of Technology had Meet and Greet at Mineshaft, most was focus on research, not any campus-wide concerns
  b. Concerns or questions from Representatives for GSG
     • Elections will be on March 17 for Principal Officers and then committee chairs after that, if you are interested in a position you should
     • Good Standing: Attendance, participation on committee, communication with your peers, host meet and greet
     • What should be the default setting for the Student Directory? Please speak to your peers about this

X. Adjournment- 6:10pm
   Motion: Howard Haselhuhn
   Second by Jennifer Reihl
   Passed unanimously
Minutes for a Meeting of the Graduate Student Government

Monday, February 10, 2014
5:15pm in Admin 404

I. Call to Order
5:15pm

II. Approval of Agenda
Motion by Wesley
Second by Shreya
Motion passes unanimously

III. Approval of Minutes from Last Meeting
Motion by Roba (with amendments)
Second by Jenn
Motion passes unanimously

IV. Welcome to New GSG Members
Tejaswini Gajjala from Electrical Engineering

V. New Business
1. Discretionary Funding Request: Merit Awards Banquet (Howard Haselhuhn)
   a. Original funding request
      ii. Organization Name: Graduate Student Government
      iii. Representative Name: Howard Haselhuhn
      iv. Representative Contact Email: hjhaselh@mtu.edu
      v. Representative Title in organization: Academic Chair
      vi. Total number of students in your organization: 1294
      vii. Number of graduate students in your organization: 1294
      viii. Event Title: Graduate Research Colloquium
      ix. Event Venue: MUB Ballroom
      x. Event Date ( MM/DD/YYYY ): 2/20/2014 0:00:00
      xi. Event Time GRC Banquet
      xii. Total Cost of Event : 5665
      xiii. Amount Requesting $ 665
      xiv. Describe the proposed event: The GRC Banquet is the awards banquet for the students receiving graduate school awards, GSG Merit awards and presentation awards from the GRC.
      xv. How does the event directly benefit Graduate Students?: Only graduate students are given awards. Graduate students are the only student body represented at the event.
xvi. Has your organization put on this event before? : Yes
xvii. If you answered 'Yes' to previous question, How many people attended the event last year?: ~300
xviii. How many people do you expect to attend this year?: 300
xix. What was your budget last year and reasons for changes to your budget? Also indicate how GSG funding would be used. $4500. The GRC banquet was grossly underfunded last year with an estimated 100 people not being served at the banquet. The catering costs for the banquet have gone up by about $900 to feed the extra group and to include lactose free and gluten free options.
xx. List all expenses and the associated monetary value for this event. Make note of what costs are actual and what are projected costs:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Category</th>
<th>Monetary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUB Catering</td>
<td>3910 Merit Awards</td>
<td>105 Poster</td>
</tr>
<tr>
<td>Pirzes</td>
<td>600 Oral Prizes</td>
<td>600 Stationary and Miscellaneous</td>
</tr>
<tr>
<td>Certificates</td>
<td>600 Certificates</td>
<td>50 Favorite Poster</td>
</tr>
<tr>
<td></td>
<td>50 Highest Attended Session</td>
<td>50 Total</td>
</tr>
</tbody>
</table>

b. Academic committee of behalf of GSG has requested 665 dollars to cover cost of food at GRC to meet needs of those with dietary restrictions and to feed all those who attend.
c. Ways and means unanimously support this funding request

2. A Presentation on the GRC funds request by Howard
   a. An excellent opportunity for grad students
   b. New this year
      i. Collaboration with career fair
      ii. Multidisciplinary sessions
      iii. Special banquet guest - Scott Dianda
   c. Presentations have doubled in number - budget has only gone up by $500 in the past two years
   d. About 100 people were unfed at last year’s banquet.
      i. Complaints were consequently made to GSG and dining services
      ii. We would like to provide vegetarian, lactose intolerant, and gluten free options, but they are a little more expensive.
   e. $665 is to cover MUB catering.
   f. Discretionary funds will be used to cover excess costs of the banquet. Unused discretionary funds will remain with GSG.
   g. Questions concerning discretionary funding request:
      i. Is there any food being provided during the sessions?
1. We will talk about that soon.

ii. How many people need special dietary needs?
   1. Howard will get a total county from the RSVPs. Have not received all of the RSVPs yet.

iii. Entertain a motion to fund $665
   1. Motion by Shreya
   2. Second by Marco
   3. All in favor of approving the motion?
      a. Motion passes unanimously, excluding Howard’s abstention

h. Other sources of funding
   i. Please ask your department chairs to sponsor a session
      1. The cost is only $28.50
      2. Will put the department’s name on a placard in that session
      3. Requirements: Can forward them the charge or get the account #.
      4. Departments that have already agreed to sponsor:
         a. Geological and Mining Engineering
         b. MEEM
      5. Need to find 10 more sponsorships.

ii. Judge requests
   1. Bring them to Howard after the meeting in the committee chair office.
   2. Day 2 posters are in great need of judges.

iii. What about next year?
   1. Corporate sponsorship for next year.
   2. Contingent upon public relations at this year’s career fair.
      a. Invited to join GRC, but not the banquet.
   3. Early planning will help out next year.

VI. Officers’ Reports
   1. President (Amberlee Haselhuhn)
      a. Met with Travis Pierce in Housing to discuss concerns
         i. Received feedback from graduate students living in Daniell Heights
            1. What if you are not able to shovel (at a conference, out of town, et al)
               a. Are you still liable for the shoveling fees if you can’t meet the needs?
            2. A new leasing agreement next year with Julian will hopefully include snow removal.
         ii. Met with director of transportation services to discuss relocation of MUB bus stop.
            1. Construction of new welcome center impedes room for the bus
stop.
2. Concern is when it is really cold, people wait inside the MUB and run out when the bus arrives.
3. Transportation services will look at heating the bus stop it builds or to the MUB circle.
   a. Feedback appreciated.

iii. Newsletter sent out.
   1. Good feedback received so far.

iv. Open forum with IT
   1. Thursday, February 27th - 5-6:55pm in DOW 642
   2. Chance for you and constituents to ask IT any questions that you want.
      a. Wireless lounges - graduate computing - computing changes
      b. This is your opportunity to ask and get an answer face to face and not have to deal with the ticketing system,
   3. Dan de Beaubien, Tom Gemignani, Josh Olson will be the reps there.
   4. Should be featured in the newsletter.
   5. Students can submit questions in advance.

v. Student organizations expo in the MUB
   1. Can inform or share info about GSG with companies that will be visiting.
   2. In MUB Ballroom A from 5-7:30pm 02/17
   3. Info about GSG set up - a 60 second blurb memorized about who we are, who we service, what we are involved with, et al.
   4. Dress code - business casual
   5. No resumes given out.
   7. Email Amberlee to do so.
   8. Wesley, Saagar, Jessie, Jenn, Marco all volunteer

vi. Misc
   1. Will be meeting with the board of control next friday.
   2. A meeting tomorrow that Leah, Jenn, Shreya and Amberlee are attending to discuss differential tuition on campus (graduates versus undergraduates? No one knows.)
   3. As far as we can tell, no changes would be made until 2015-2016 or even later. We will learn more.
   4. Questions?

2. Vice-President (Shreya Kumar)
   a. Updates to health services
      i. Have officially moved to an Upper Great Lakes Family Health Center - that is what it is at the SDC now. A change in branding and a billing change
is the result.

1. The Portage Health hospital has merged with LifePoint.
2. The thing at the SDC has nothing to do with Lifepoint, but it is leasing its operations from Portage Health.
3. If you go up there, you will be billed from the Upper Great Lakes Family Health Center, unless you get x-rays or other lab work, then you are billed with Portage Health.
4. Aetna or BlueCross are not being billed correctly. What Portage and Upper Great Lakes Family Health Center are doing is stopping bill processing for now until things can get fixed.
5. Basically if you visited some time towards the end of last year, you should double check your bill.
6. Question
   a. What if you were a student who did not know the situation was happening?
      i. If you paid your bill and it was a mistake, they will correct it.
   ii. Looking to get together a panel sometime in April to talk about health issues.
   iii. They have a sliding fee program at the new SDC thing for those who are at or below the poverty line. Call and they will make you bring documents. They will help you fill out the form and tell you if you are eligible for discounts.
   iv. Another type of insurance called HAP and another one called Mellina
      1. HAP is an HMO and it requires prior authorization for your visit. So you can’t do walk-ins if you are on that kind of insurance because the wait time is at least 7 days. Most people with HAP or Mellina are undergraduates from downstate. Should talk to your insurance beforehand so that you can get authorized. You may have to pay and not be covered by your insurance. Be wary and talk to people before you actually have an appointment. Should talk to people at the reception and talk to people who know about. The doctors and PAs are not the experts.
      2. Will try to have a lot of those people come and talk to you.

3. Treasurer (Jennifer Winikus)
   a. Act Bal: 91,641.42
   b. Budget 38,400.83/80,333.00
   c. Applications for travel grants are due Friday, February 21st at 5pm
      i. Next week will be sending out a reminder
      ii. Please tell students to apply
      iii. Last time we met that we had a discretionary board expense. We spent some of the funds on the camera, case, and tripod. It is used to post
videos on our website.

iv. General discretionary fund with the approval of GRC is at $1,625/10,000 allocated. We do have about $5,100 in applications that have to be reviewed. We will present this at the next meeting, providing everything goes smoothly.

v. Surplus still at $40,000 or so - we have only spent about $2,000.

d. Apply for travel grants!
i. You can still apply if you applied for summer and fall travel grants and did not receive an award. If the conference is taking place in May 2013 and end of April this year, then they can still apply for spring. Must be a full time student and need their advisor's approval.

4. Secretary (Leah Tollefson)
a. February 24: Nominations open for Principal Officers
b. March 17: Nominations open for Committee Chairs & voting for Principal Officers
c. March 31: Voting for Committee Chairs

VII. Committee Chairs

1. Social (Wesley McGowan)
a. Ski Day
   i. About 200 people showed up.
   ii. Thanks to volunteers.
b. Chili run was fun.
c. Need 4 volunteers for GRC session chairs.
   i. Roba will sign up for a time slot.
d. Update on Mineshaft
   i. 03/29 booked
   ii. 7pm
   iii. Food will be figured out soon.
   iv. GSG tradition
      1. Free bowling and food
      2. Pay for your own alcohol if you want it.
v. Looking at possibly expanding to give some students tokens for the arcade.
   vi. Usually a very well-attended event.

2. Public Relations (Marco La Manna)
a. Developing the GRC fliers.
   i. Won’t be able to distribute it at the next meeting. Will ask for a couple of volunteers to distribute after it is printed. If somebody is free on Thursday or Friday, let Marco know.
   ii. Will also get GRC details on the electronic displays, library screens,
Tech Today, and possibly slides on the Film board movies.

b. Made a couple of changes to website. Looking for feedback on that.

3. Academic (Howard Haselhuhn)
   a. Will meet once more this week - pretty good shape.
   b. Howard needs about 20 more judges.
   c. Howard will send an email to inform representatives who from their department has signed up.
   d. Can the judges be post-docs? Yes, just no undergraduates or graduate students.

4. Transportation Ad-Hoc Committee (Jennifer Riehl)
   a. Nothing to report, but we are meeting tomorrow.

VIII. Liaisons

1. University Senate (Jessie Zhang)
   a. At the last meeting, proposed a change to the current policy of sabbatical leave. There is no penalty for one semester, but only get 50% of their salaries for 2-semester leaves. We have really low participation in sabbatical leaves because of this. Proposed a change to have a 80% of their academic salaries for 2 semester leaves. This comes from a comparison with other universities.
   b. Change procedures for administrators. Low participation - maybe some software will encourage participation.

2. Undergraduate Student Government (Alicia Steele)
   a. Did not meet last week because of Winter Carnival.
   b. Two weeks ago, main topics:
      i. Winter carnival preparation.
      ii. Elections
         1. 3 committee members stepped down - filled those. Have 2 more openings as of now.
         2. E-board nominations are opening on 02/19. Elections occurring 03/05. Elections close 04/02 for committee chairs.
         3. Need good candidates.
      iii. Hoping to work on their constitution - it’s a mess.

3. Friends of the Van Pelt Library (Rasika Gawde)
   a. Missed the meeting - got an update in email.
   b. Had hot chocolate and cookie event on Saturday with book sale.
   c. They have a book cart in the library where they sell books.
      i. Will have a new armoire for that purpose being built.

4. Apartments’ Residence Council (Sinan Hao)
   a. Built the Legoman statue besides the huge tree outside library.

5. Women’s Leadership Council/Philanthropy Group (Lee Presley)
   a. These positions open for ambitious individuals who would like to be in the WLC and Philanthropy. Need to be a graduate student, please let Amberlee know.

6. International Club (Jessie Zhang)
a. Potluck was successful. Hopefully USG will get more involved so they can promote diversity.
b. Iranian community is doing an event on 03/21.
c. Thai night is also coming up.
d. 03/01 is African night.
e. International night coming up.
f. 04/01 is Holi night.
g. Come to any events supporting the international community.

IX Old Business/Discussion Items

1. Meet and Greet Reports
   a. Mechanical SAI
      i. A week before the winter carnival.
      ii. A decent number of people attended.
      iii. Feedback form was anonymous. Want more shuttle services in the peak hours.
      iv. Want to turn the direction of the shuttle from walmart into daniel heights.
      v. A few required courses have very few number of seats for a lot of people who need it. Increase the number of seats in that subject or make it available for both fall and spring semesters.
   b. Shuttles comment from Amberlee
      i. Representative from Daniel Heights performed a survey and collected responses from residents.
      ii. A lot of concerns were voiced about wanting a bigger shuttle bus. They will look into that. Cost is a major factor. They know they have to change the system to be ADA compliant. Bus that they are looking to get would be bigger to accommodate that - don’t know what that means in terms of square footage or increased number of seats.
      iii. Walmart run will be looked into changing the flow for that one.
      iv. Some students voiced concerns on safety about driver texting. Those comments were taking very seriously. Is that still occurring? Let us know..
   c. Roba Forestry
      i. Few graduate students showed up. Around 10 or 11.
      ii. Not too many concerns. The Master’s students have a shared office and they requested a way to lock the actual door - they should have keys now.
      iii. Another concern was inter-departmental communication
         1. Find a way to get announcements from biology about lectures and colloquia.
         2. Something that they want to see more of.
   d. Don’t be afraid to ask people what they want to see.
i. New

ii. Changes
   1. From a meet and greet in forestry the idea came up from having a visible community garden and within a year a garden is in front of WADS. Some of the produce is used in dining hall food.

iii. We have impact!

   e. Jenn wants to remind everyone to only advertise within your department. You can join forces, but only within those forces. Jenn needs the receipts - she needs to be able to document everything.

   f. Jacque
      i. Have a lot of momentum. We are on the radar and we will be asked for more decisions and input.

2. Concerns or questions from Representatives for GSG
   a. Representative was wondering about career fair - graduate school does have a station. Who usually mans the booth? Christie or Shelly - a member of the graduate student staff. Thinks that someone who is out there as a student and communicate with students is a good choice to add to the booth.

   b. Comments for transportation meeting
      i. It would be nice if they had the schedule posted at the bus stops and a sign saying it was a shuttle stop.

      ii. GPS tracking system that has been being worked on for the past year
          1. They have 1 working model. Looking to expand that.

      iii. Do the drivers wear name tags? Maybe they should...

X. Adjournment
Motion by Teresa
Second by Wesley
Unanimous.
Minutes for a Meeting of the Graduate Student Government

Monday, February 24, 2014
5:15pm in Admin 404

I. Call to Order
   1. 5:16pm

II. Approval of Agenda
    Motion by Marco
    Second by Wesley
    Motion passes unanimously

III. Approval of Minutes from Last Meeting
     Motion by Teresa
     Second by Wesley
     Motion passes unanimously

IV. Welcome to New GSG Members

V. New Business
   a. Discretionary Funds
      i. Allowed $10,000 per session
      ii. Have spent $1,625
      iii. Have $8,375 remaining for the session
   b. Two Requests today
      i. ISA - Holi Night
         1. Requesting: $2346
      ii. Iranian Community at Michigan Tech
         1. Requesting: $2800
   c. Motion to Approve Request Procedures
      i. Representatives can present for up to 3 minutes
      ii. Up to 5 minutes of questions
      iii. Ask for need to continue with questions
           1. If none, move on
           2. If there is, vote to approve 5 additional minutes
      iv. Closed Room- Ways and Means/Treasurer Recommendations, less than 2 minutes
      v. Closed Discussion for up to 5 minutes
      vi. Ask for need to continue with discussion
          1. If none, move on
          2. If there is, vote to approve 5 additional minutes
      vii. Motion must be made to approve the funding- This is where amounts can be
specified

viii. Vote

ix. End closed session, move on

1. Motion by Jennifer Riehl
2. Second by Wesley
3. Motion passes unanimously

d. Discretionary Fund Request - ISA Presentation

i. Original fund request

2. Organization Name: Indian Students Association
3. Representative Name: Muraleekrishnan Menon
4. Representative Contact Email: mmenor@mtu.edu
5. Representative Title in organization: President
6. Total number of students in your organization: 150
7. Number of graduate students in your organization: 140
8. Event Title: Holi Night
9. Event Venue: Memorial Union Building
10. Event Date ( MM/DD/YYYY ): 4/12/2014 0:00:00
11. Event Time 6.00 P.M. - 9.00 P.M.
12. Total Cost of Event : 3846
13. Amount Requesting $ 2346
14. Describe the proposed event: Holi Night is a social gathering of Michigan Tech students, faculty and university employees. The event is put together by the Indian Students Association to celebrate the famous Indian festival of colors - Holi. The idea behind is to bring the Michigan Tech family and friends together on the occasion of this festival. All guests will be introduced to the idea of the festival, they will interact and take part in fun games and be entertained with cultural performances during a grandeur dinner buffet.
15. How does the event directly benefit Graduate Students?: The event is open to all and provides an opportunity to all graduate students to know more about Indian culture and the festival Holi. It also becomes a platform for graduate students to interact with professors, colleagues, faculty advisers, fellow students and other employees of Michigan Tech in an informal dine-in setting.
16. Has your organization put on this event before? : Yes
17. If you answered 'Yes' to previous question, How many people attended the event last year?: 300
18. How many people do you expect to attend this year?: 350
19. What was your budget last year and reasons for changes to your budget? Also indicate how GSG funding would be used. Last year's budget requested : $2,486 The event is one in high demand and hence there is hardly any chance of reduction in the number of guests. In fact,
ISA is planning in such that more guests can be part of the event. The GSG fund will be used for meeting the cooking and dining service expenses.

20. **List all expenses and the associated monetary value for this event.**

   **Make note of what costs are actual and what are projected costs:**

   **Do you have other sources of funding for this year’s event? If so, from where and how much?**

   We are in contact with Center for Diversity Inclusion to fund this event. However, based on our prior experience the maximum CDI funds we will meet only 5 to 7% of our actual budget. We also have a part of the event which we plan to organize in the Daniell Heights in collaboration with Apartments Residents Council (ARC). We are contacting ARC to fund part of this celebration.

21. **How will you advertise for this event?:**

   Posters Emails Social media

   Personal Invites

22. **Do you agree to include the GSG logo on advertisement material?:**

   Agree

23. **Expenses**

   All costs mentioned here are estimated expense/revenue based on prior experience:

   2. Khana Khazana: $666
   3. Dining service expense:
      a. Table cloth: $180
      b. Napkins: $100
      c. Employees: $200
      d. Supervisor: $200
   4. Advertisement of the event - $200
   5. Games: $100
   6. Colors: $200
   7. Ticket sales: ($1500)

   Fund requested: $3846 - 1500 = $2346

ii. **Holi Night**

   1. The Indian festival of colors
   2. Beginning of spring celebration
   3. An opportunity to celebrate our culture with grads, undergrads, faculty, and community
   4. A dinner social with games and dance

iii. **ISA with Michigan Tech collaboration**

   1. Rich international community
   2. Healthy relationship with GSG
   3. Successfully partnered with GSG and 2013

iv. **Budget**

   1. **Expenses**
      a. Traditional buffet dinner $2766
      b. Dining service $480
      c. Entertainment $400
      d. Marketing $200
   2. **Revenue**
      a. Ticket sales $1500
      b. External funding TBD
   3. **Total Expense**
      a. $3846
4. Total Revenue
   a. $1500
5. Funding request
   a. $2346
6. Primary reason they need more funds - organization has grown by 2x (double).
   
vi. 5 Minutes for questions
1. The $1500 in ticket sales - how much are you charging for non-members?
   a. $3 members, $3 non-members. Volunteers will get free tickets.
2. Have you asked Khana Khazana to cook already?
   a. No, we have not, because we do not have enough funds to do so yet.
3. Asking GSG to fully fund the event other than ticket sales. Have you asked USG for funding or asked any other organizations for funding?
   a. USG provided funds for other events - Diwali night. In conversation with IRHC (last year ARC help share part of the expense). Trying to do the same this year, but it is unknown, because no other organization has gotten back to ISA
4. If we fund you guys this amount and other organizations come through to support you, what will you do if you get more money than you need?
   a. Based on our experience, what we got from other organizations was very meager. We don’t anticipate getting much more beyond our needs, but if we do, we can reduce the cost of the tickets for members.
5. What if you don’t get the full amount that you are requesting, will you have to cut things from your program?
   a. We will have to possibly increase the price of the tickets to increase revenue.
6. How many people are you expecting will attend?
   a. 350
7. Where will it be held?
   a. Going to be in the MUB commons
8. Will there be enough room for 350?
   a. Yes, there was last time.
   b. We use the pit and the other side too. The main area of the MUB can accommodate around 275 people. The 350 expected attendees also includes volunteers.
9. Do you have enough volunteers if you do not have enough money to pay khana khazana?
   a. Yes, we will have volunteers helping to cook. Last year a khana khazana team and our volunteers cooked.

vi. Requesting $2346
vii. ISA Funding Request
   1. Past 2 years, $2000 was awarded
   2. This year requested: $2346
   3. Recommending: $2000 plus a picture to use for Archive Site

viii. Discussion
   1. Representative made a comment that the ISA used to charge $18 for
      non members for events. Thinks their request is legitimate
   2. $8,375 is what we have left until 04/30.
   3. 05/01 we reset with $10,000 for discretionary funds in our budget
   4. We have another funding request today, then there are another two
      that we expect to see come through, but have not heard from those
      organisations yet.

ix. Motion by Yashika to vote
x. Second by Shreya
xi. Motion passes unanimously
xii. Vote
   1. A: Full amount ($2346), plus a picture - 9 votes
   2. B: $2000, plus a picture - 11 votes
   3. C: Abstention - 1 vote
   4. E: None ($0)

e. Iranian Community at Michigan Tech Presentation
i. Original fund request
   2. Organization Name: Iranian Community at Michigan Tech
   3. Representative Name: Ali Mirchi
   4. Representative Contact Email: amirchi@mtu.edu
   5. Representative Title in organization: Member of the organizing
      committee
   6. Total number of students in your organization: 46
   7. Number of graduate students in your organization: 38
   8. Event Title: 1st Michigan Tech Norouz Celebration
   9. Event Venue: MUB Ballroom
   10. Event Date (MM/DD/YYYY): 3/29/2014 0:00:00
   11. Event Time: 6:00-9:00 PM
   12. Total Cost of Event: $6300
   13. Amount Requesting: $2800
   14. Describe the proposed event: We are requesting financial support from
      the Graduate Student Government (GSG) to promote Michigan Tech’s
      cultural diversity by celebrating Norouz. Iranian Community at Michigan
      Tech will organize a Norouz Celebration event to share the Iranian New
      Year traditions. The event will include Iranian dinner (several authentic
      dishes providing a sampling of Persian cuisine), dance performances,
      and live music.
   15. How does the event directly benefit Graduate Students?: The event
      will expose graduate students to one of the world’s ancient cultures
      which can improve global cultural literacy. Familiarity with world cultures
      and appreciation of other nation's traditions and customs is an
advantage for job applicants in the competitive global job market. The event is also a time to celebrate the start of spring which helps create a good mood among the graduate students. Up to 20 self-funded graduate students will be admitted free of charge.

16. Has your organization put on this event before?: No

17. If you answered 'Yes' to previous question, How many people attended the event last year?:

18. How many people do you expect to attend this year?: 150

19. What was your budget last year and reasons for changes to your budget? Also indicate how GSG funding would be used. $2800.00 is requested to cover travel expenses of the music band and partially cover the cost of light and sound system.

20. List all expenses and the associated monetary value for this event. Make note of what costs are actual and what are projected costs:

   Do you have other sources of funding for this year's event? If so, from where and how much?: Yes. -Event tickets: $1000.00 (100 tickets will be sold at $10 each) -Support from Center for Diversity and Inclusion: $500.00 -Support from Undergraduate Student Government: $2000.00

21. How will you advertise for this event?: We will advertise the event by posting flyers across campus, posting an ad in Daily Mining Gazette, displaying flyers at Film Board movie sessions in Fisher 135, sending email invites, and creating an event page on Facebook

22. Do you agree to include the GSG logo on advertisement material?: Agree

23. Expenses

   All costs are projected costs.

   -Publicizing: $130.00 (Flyer printing ($50); Posting ad in Daily Mining Gazette ($60), Film Board ($20))

   -Live traditional music: $3550.00 (Travel cost (air fare, lodging, and meal) for four musicians ($2750) coming from Canada; Honorarium ($600); Light and sound system ($200))

   -Dance performance and open floor: $970.00 (Travel cost (air fare, lodging, and meal) for one dancer ($790) coming from California; honorarium ($150); Local DJ for open floor ($30/hr))

   -Dinner: $1000.00 (Ingredients for ethnic appetizers, main dishes, and dessert; food will be prepared for 165 people (10% safety factor))

   -Decoration and gifts: $150.00 (Flowers ($50); books and souvenirs ($100))

   -Free admissions: $500.00 (50 tickets will be made available to helpers (20), invited guests (10), and self-funded graduate students (20))

   ii. Norouz Celebration: The Herald of Hope and New Beginning

   1. Iranian New Year

   2. Celebrated for millennia

   3. Trying to organize this event for the first time at MTU

   4. Student org just started this fall.

      a. 46 student members

         i. 38 of whom are grad students

   5. 03/29 6-9pm MUB ballroom

   6. 150 guests

   7. Requesting $2800
8. Revenue costs $6300

9. Requesting $2800 for live, traditional music - first time on the Michigan Tech campus

10. Program
   a. Dinner
   b. Dance performances
      i. Community
      ii. Professional dancer
   c. Musical performances
   d. Open floor dance event
      i. Local DJ

11. 5 minutes for questions
   a. How will you choose the 20 self-funded graduate students who get tickets?
      i. An idea for making this event accessible to as many students as possible is to give tickets to 20 self-funded graduate students.
      ii. The procedure we are proposing is to ask GSG to send an email out to the graduate student body - if you respond with information to Iranian community, then from there the 20 students will be chosen.
      iii. Volunteers get in free
      iv. $10 flat rate for all students
   b. Could you explain about the books and souvenirs?
      i. Raffle items, but that is not what the funding request is for, since GSG does not fund prizes and giveaways.
   c. Have secured funding through USG, Center for Diversity and Inclusion, et al?
      i. Can consider that as well.
   d. Have you considered other options for live traditional music?
      i. Other options significantly decrease the value of the event.
   e. What happens if the musicians don’t make it in?
      i. Professional dance performer will have to take up the slack - they are going to be in a few days earlier. They will have more time.
   f. Are you planning to do this event next year?
      i. Ali hopes that it will become a tradition of the student organization. The group has potential for doing that, but he does not know.
   g. How long are planning for the dance and music performances to take?
      i. 20 minutes for music
      ii. 10 minutes for the dance
      iii. Hedging bets on how long the audience will be engaged and interested
   h. Will it be in the Rozsa?
      i. It will be in the MUB
i. Do you have sponsors?
   i. We do not, no.

iii. Requesting $2800
iv. Iranian Community Request
   1. Brand new event
   2. Requesting $2800
   3. Recommending $2000 and a picture for the archive side
   4. Conditional recommendation: $200 for self-funded graduate student tickets

v. Discussion
   1. Does the $200 count as gifts?
      a. No. Paying for an opportunity for cultural enrichment for graduate students
   2. It was my understanding that the tradition was, for the first time event, you support them more and then each year you step it down and encourage them to find funding in other, better ways.
      a. Representatives therefore encourages funding the full amount of $2200
   3. As a new student organization, it is impressive that 38 of 46 students are graduate students.
   4. Representative brought up how it was a lot to spend $6300 on an event for 100 people.
   5. For the Chinese Festival, they organize events that have students participate and dances - could easily substitute that with performances by students themselves.
   6. Jenn had asked Ali why they have planned for only 160 people. Ali told her that the only thing that is affected by more ticket sales is the dinner - they are doing ticket sales in advance. Sa Ra supposedly asked Khana khazana to cook for 450.

vi. Motion by Roba to vote
vii. Second by Robert
viii. Motion to vote passes unanimously

ix. Vote
   1. A: Full amount ($2800), plus a picture - 3
   2. B: $2200, plus a picture - 9
   3. C: $2000, plus a picture - 4
   4. D: $1500, plus a picture - 6
   5. E: None ($0)

x. Not a simple majority - need to re-vote
   1. B: $2200, plus a picture - 12
   2. C: $2000, plus a picture - 6
   3. D: $1500, plus a picture - 3

2. Surplus funds 2200/43254.13
   a. Ski Patrol Presentation
   b. See end of minutes for original funding request
   i. Must be a benefit to GSG and graduate students for surplus funds requests
   ii. Student president of Mont Ripley Ski Patrol
      1. Ski patrol serves graduate students and undergraduates alike
2. Offer medical services and promote safe skiing and snowboarding

3. Current situation
   a. Increased numbers of skiers, snowboards, especially graduate students
   b. Saw over 1400 swipes from grad students this year.

4. Most funding comes from USG
   a. Medical supplies
   b. Maintain equipment

5. Looking to buy new hand held radios
   a. Lose about 4 per year due to normal wear and tear.

6. Requesting 1300 for these radios - 8 in particular
   a. Should last for 2 seasons.

7. Collaboration
   a. GSG/IPS safety ski video
   b. Keep us in mind for future events

8. Thanks for giving him this time to present

iii. 5 minutes for question

1. How much funding do you get from USG?
   a. Generally, around $2000
   b. We also have member dues which accounts for quite a bit more - no hard numbers on that.

2. When is the last time that you bought new radios?
   a. Approximately 4 years ago, we made an effort to go through and buy more radios.

3. With more students on the hill, do you have more ski patrol?
   a. Yes, we do - more patrollers. This past season our numbers were around 40 ski patrollers. There are opportunities for graduate students to join the ski patrol.

4. It will cost about $160 per radio.

5. How does the ski patrol get trained?
   a. In the spring semester, they do ski and toboggan training - physical education class held through MTU. Toboggan handling skills. Fall semester you enroll in outdoor emergency care - where you get all of the medical training. We are there to make sure that we package people up and make sure that they get to medical care.
   b. How many hours/year do you volunteer? 80 hrs/year for every patroller. Most go beyond that. There is a 400 club - prestigious - for those who make 400 hours per year.

iv. Requesting $1300

v. Ski Patrol Request
   1. Recommending full amount
      a. Safer for all
      b. Safer for events where GSG and Ski patrol collaborate

vi. Discussion

vii. Motion to vote by Sasha

viii. Second by Shreya

ix. Motion passes unanimously
x. Vote
   1. A: Full Amount($1300) - 22 UNANIMOUS
   2. E:None($0)

VI. Officers’ Reports
   1. President (Amberlee Haselhuhn)
      a. Concerns about sidewalk going up to SDC hill
         i. Oddly enough, even though it typically believed to be “on campus” it is completely serviced by the city of Houghton. Best to contact the City of Houghton if the sidewalk is dangerous.
      b. Accessibility over carnival
         i. Computers were unavailable for several days
         ii. Ellen Marks
            1. For all future breaks, they will put some computers in the reading room, so it is accessible for graduate students and others, even if rest of library is closed.
            2. Just going by what public safety recommended
      c. IT Open forum in DOW 642
         i. Very important that we have students attend this, especially if they have concerns
            1. Otherwise perceived that we don’t have concerns about computing, it issues, teaching, productivity.
            ii. REALLY important to get student attendance
      d. On campus jobs available for students may be dwindling
         i. Last fall dining services stopped hiring students to swipe people into the dining halls
         ii. Rumors that facilities might not be hiring students anymore
         iii. This is really a big deal that this opportunity is being shut down
      e. Friday breakfast between Board of Control and students
         i. Undergraduate students dominated the meeting
            1. Complained about the beautification of campus
               a. Removing snow statues sites from campus
               b. Undergraduates said that the Alumni Association should learn how to say no from alumni donations
            2. IT computing changes this year
               a. This was one of the worst changes that they have seen at Michigan Tech in the 7 or so years.
               b. Everything is reversible - even if they tell you it is permanent.
               c. Wireless lounges, connectivity, access to software are still issues.
            ii. Teaching evaluations brought up
               1. Students prefer to evaluate midterm so that they could benefit now instead of at the end of the semester
iii. A small complaint about TA positions - it seems that whomever reaches the professor first, gets the position.

iv. Anything graduate oriented in that breakfast?
   1. Indirectly, if undergrad students want more focus on teaching and less on research there could be a bigger push in that area.

v. IT forum is open to anyone on campus
   1. Dan Debeaubian - CTO
   2. Josh Olson - assistant
   3. Tom Gemignani - official liaison within IT
   4. May have other guests there - not sure.

vi. Has there been something set up for receiving questions in advance?
   1. Anonymous contact form
   2. Questions emailed ahead of time
      a. Can be asked for you anonymously
   3. IT is graciously helping us record the open forum
      a. Important to have a student audience there.
   4. At the last housing open forum - Howard and Amberlee were the only graduate students to attend.
   5. Can we collect questions from the constituents?
      a. It would be best if they could attend, but yes, of course.
   6. Marco wants to point out that gsg@mtu.edu goes to Marco and Amberlee
      a. Marco will be very happy to ask the question to IT
      b. Use the contact form
   7. Should have a slide on all of the library TVs and
   8. Will be sending out an email, posting to facebook and the blog site, but we should all advertise it

vii. Board of Control heard from GSG, then went into a closed discussion. They made a decision about the leasing agreement for Daniell Heights next year. It was decided that it is not in the best interest of the university to enter into a lease agreement with Julien Properties. Not sure what this means in terms of snow removal, renovations, new furniture, et al. We strongly advocated to get old library furniture up to Daniell Heights, but we were told no. Do not know what this means for renovations. Meetings will be held with Travis Pierce to discuss it.

Recontracting is starting soon.
   1. Is it okay to share this information with people?
      a. The link can be shared with all. Amberlee will pass along information.

3. Vice-President (Shreya Kumar)
   a. Attending the Memorial Union Vision and Purpose Group
      i. A statement and rubric to accept or reject proposals made for the MUB
         1. For the most part, the MUB has been very accommodating.
         2. Draft version of the current vision - feedback desired.
3. Moving welcome center to the MUB, renovating, adding a new wing - where basically all can congregate.
   ii. Pranav recently came across more information regarding on campus jobs.

4. Treasurer (Jennifer Winikus)
   a. Treasurer Report
      i. Balances
         1. Budget: $44,370.10/$80,333
            a. Whatever is left over at 05/01 will be rolled into surplus - ask JENN about the details.
         2. Account: $90,338
            a. Still have checks that have not cleared
            b. Based on Jan 31 account statement
      ii. Travel Grants
         1. Good Standing
            a. **Travel Grant Eligibility According to Bylaws**
               i. VI.D.3.ii-Department Representatives Must Be In Good Standing
            b. **Good Standing Includes:**
               i. II.C.2.h Hold 1 Meet and Greet Per Session
               ii. II.C.2.g Communicate with constituents in a timely manner
            c. **6 departments have questionability as to satisfying II.C.2 conditions**
         2. Application Stats
            a. Presenting
               i. 40 applications, 28 have presented before, 31 have attended before, 16 have received travel grants before
            b. Attending
               i. 17 applied, of which 4 have presented at conferences before, 5 have received travel grants before, 8 have attended conferences before
            c. Applied too soon - 10
            d. Denied
               i. 1 from University of Southern California
               ii. 2 not full time
      3. Awarded
         a. Attending- $600
            i. Can only award 4
         b. Presenting- $3750 plus $6250 Conditional
            i. 15 awarded
            ii. 25 conditional
               1. Waiting on approval from Advisor(6)
               2. Waiting on Good Standing(15)
               3. Waiting on Advisor and Good Standing(3)
               4. Waiting on conference acceptance(1 student)
            c. All awards conditional on good standing will be awarded.
               i. Notification of awards will be made tonight.
4. Summary
   a. Awarded: $44,150
   b. Budgeted: $36,000
   c. From Provost Seel: $7,000
   d. From Surplus: $1,150
   e. Carry over is calculated with assumed 100% collection; Surplus is 75% of carry over

5. Secretary (Leah Tollefson)
   a. Motion to open nomination for Primary Officers
      i. Motion by Leah
      ii. Second by Jenn
      iii. Motion passes unanimously
   b. Who is eligible to be nominated?
      i. All current GSG members, but not members at large. You can nominate yourself and you can remain anonymous in your nominations.
   c. The 4 principal officers are secretary, treasurer, vice president and president.
      i. Abhi would like to Nominate Teresa for treasurer
      ii. Jenn would like to nominate herself for president next year.
      iii. Jenn would like to nominate Marco for VP.
   d. March 17: Nominations open for Committee Chairs & voting for Principal Officers
   e. March 31: Voting for Committee Chairs

VII. Committee Chairs
   1. Social (Wesley McGowan)
      a. Bowling Night
         i. Fliers will be going out soon for 03/29 bowling night.
            1. Just realized it is the same night as Norouz. Do we want to move our event? Is there any chance we could reschedule? Could be considered kind of rude and a waste of our money if we do not.
            2. We could also move it earlier in the day - theirs is from 6-9pm. Ours was scheduled from 7-10pm.
            3. We will talk after the meeting.
      b. Free attendance for students
      c. Is there a reason we only chose Saturday - representative said Friday might be better.

   2. Other social event
      a. Watch a movie and collaborate with film board.
         i. Will vote on educational or family-oriented.
      b. Board of Control and Experience Tech recommended that we try to showcase another Experience Tech venue - snowshoeing or golfing.
         i. Will be looking into those things.
      c. March and April there are many cultural events. Jessie sent a link to the cultural events. Daytime events?
3. Public Relations (Marco La Manna)
   a. Thank the helpers for the GRC
      i. Leah and Tejaswini distributed posters
      ii. Ket distributed table tents
   b. gsg.students.mtu.edu
      i. Activities
         1. Open forums
         2. ways to contact
            a. gsg@mtu.edu
            b. Anonymous contact form
               i. Your mtu.edu account will not be saved.
            c. Any other member of the Eboard
      ii. Resources
         1. Tab added for departments and organizations
            a. Discretionary funding guidelines
      iii. For suggestions to improve the website, contact Marco.

4. Academic (Howard Haselhuhn) given by Amberlee
   a. GRC was held last week. Went very well. Board of Control, Les Cook, a few others were able to come upstairs. Impressed by graduate students, professionalism. Increased participation from them should be expected for next year.
   b. State Representative Scott Dianda was not able to be contacted for our banquet - no word as to why.
   c. Howard did stay under budget.
   d. Sent out thank you notes to session chairs and judges for their help.
   e. In some sessions, the snacks ran out pretty quick. Hopefully this can be improved next year. Some issues with MUB catering - they never delivered half of our food order, but we were not charged for their mistake.
   f. By the time we meet next time, March 17th - nomination for best event of the year. We should nominate the GRC and whomever you felt like was a great leader. Amberlee will send out a link for the awards. Nominators get invited to a fancy dinner.
   g. Suggestions for next year:
      i. Email Howard, the academic chair. He will be training the upcoming academic chair.

5. Transportation Ad-Hoc Committee (Jennifer Riehl)
   a. It might be in our interest to conduct an audit - basically what they want to do is ride the bus, see how many students are getting on and off, whether it is stopping at the stops, whether it is on time. We started getting some stuff set up with things to do. Depending on how the meeting tomorrow goes, she may be asking for volunteers.
   b. Representative called complaining about the bus service
      i. They did not stop and he just drove right past the bus.
      ii. Representative thinks they hired new bus drivers and they were going by the map by facilities. And students don’t know the actual route stops, possibly.
iii. We want to have the stops that they have as better labeled and the schedule posted at the stops.
iv. Does this include the van or just the bus? Includes the morning and afternoon shuttle and the downtown one. MTU controls the van which happens in the afternoon from here to Daniell Heights and to Mt Ripley.

VIII. Liaisons
1. University Senate (Jessie Zhang)
   a. The manager of benefit services gave a presentation about the programs that are available for Michigan Tech employees
   b. They requested some changes to an instructor’s syllabus - some students have a hard time finding the syllabus.
      i. Are they trying to have the syllabi required to be posted to canvas? They are not required to use canvas at all.
      ii. Don’t think this will affect us.
      iii. A lot of professors are not handing out a paper copy anymore.
      iv. A lot of professors hand the responsibility over to the TAs.

2. Undergraduate Student Government (Alicia Steele)
   a. Considering a resolution to support requiring professors to use canvas.
   b. Diversity Outreach group
      i. Asked for volunteers for International Night, but it conflicted with their social night
   c. Looking into how to better distribute information
      i. Facebook, fliers in the dorms, coffee shops around town, KBC, and grocery stores
      ii. Announcements in lecture halls - for major elections and for big classes. Putting together a resume for feedback from students.
      iii. Looking at utilizing bulletin board by the clock at MUB. Hopefully will get information related to the IT open forum out there.
      iv. Link to GSG and USG on MTU smartphone app.
      v. Looking at doing more advertisements in the Daily Bull and the Lode.
   d. A lot of water fountains were broken around campus
      i. Facilities director was unaware. Looking for where the breakdown in communication was happening.
   e. Winter carnival library
      i. Closure made sense to the undergraduates.
   f. Upcoming academic breaks
      i. Upcoming library hour changes were discussed
   g. Blue light phones
      i. A committee meeting met regarding those. Not a single 2 phones are displayed in the same way. Estimates of $250,000 to upgrade that system. Suggested that USG might be able to partially sponsor that.
      ii. We did approach some individuals and was told that nobody on campus was
interested in updating the system. The original system was funded through
donors and not by Michigan Tech

iii. USG meeting took it through student issues - the committee will look into it.
iv. Student Commission quoted $150K, but they did think there were other
alternatives that did not cost that much. Can we get a member of GSG on that
committee? Alicia will ask.

h. Student leadership awards - information on the website has been updated
i. MUB Vision Committee
   i. Feedback from a student in her department - want to see more chain
      restaurants and food options instead of dining services
   ii. Surveys were conducted previously, but to no avail.
   iii. MUB food is getting really expensive.

3. Friends of the Van Pelt Library (Rasika Gawde)
   a. No meeting held yet.

4. Apartments’ Residence Council (Sinan Hao)
   a. Nothing to report

5. International Club (Jessie Zhang)
   a. Newsletter is coming out soon. First issue will be out on Tuesday - 2 pages
      i. Will have student experience section with a guest writer. Upcoming cultural
         events.
      ii. Will see how it is received.
   b. Planning for International Night 03/23. There will be more diversity for food and
      performances this year. Looking for volunteers to help with the food and cooking.

6. Question for ARC by Representative
   a. Cancelled the email list. Was told that it would be rebuilt, but it has not been built thus
      far. Sinan will look into it.

IX Old Business/Discussion Items

1. Meet and Greet Reports
   a. Robert Larson Biological
      i. 16 people stopped by
         1. 95% people complained about IT
         2. Pumped IT forum
   b. Tony Li
      i. Concerns:
         1. IT
            a. Machines and broken printers
         2. Departmental issues
            a. Not necessary to mention in this meeting
         3. Campus issues
            a. Shuttle is too small, especially for the afternoon because there
               are too many students in the afternoon.
               i. Amberlee will follow up on ADA compliancy and bigger
shuttle.

4. Interdepartmental work
   a. Subscribable calendar for seminars - it could be something that the grad school or gsg could host - so we don’t miss events and seminars in other departments.

2. Concerns or questions from Representatives for GSG
   a. Deadline for Masters information and changing due dates
   b. Graduate Faculty Council meeting
      i. All deadlines were changed
      ii. Deb Charlesworth will present in March.
      iii. Graduate faculty advisors should already know and have access to this information
      iv. Some things were moved up just a little earlier. We’ll be hearing about that in March
   c. Representative suggested that for the funding request, since there is such a divide among students, the band should be suggested to play for more time.

3. Motion to adjourn by Sasha
4. Motion seconded by Teresa
5. Motion passes unanimously
Mont Ripley Ski Patrol Radio Proposal to GSG

The Mont Ripley Ski Patrol is a Michigan Tech student organization (for both graduate students and undergraduate students) that has been established to provide medical assistance and promote safe practices to skiers and snowboarders through professional training and efficient interaction. During hill operation, ski patrol members oversee both undergraduate and graduate Michigan Tech students along with community members. During a typical season, much of our funding comes from USG SAF allotments. This money helps us regenerate our medical supplies and maintain equipment. Due to the increased number of skiers and boarders over the past few years, the USG SAF allotments alone have not been enough to maintain our equipment. Graduate students especially have seen drastic rises in use at Mont Ripley. In the 2007/2008 season, the first year the swipe system was implemented, 915 graduate students skied or snowboarded at Mont Ripley. Last year, 1,421 graduate students have visited Mont Ripley and benefited from our services (safety awareness and/or medical). We have never asked GSG for monetary help before and would like to ask for a one-time contribution to help us refill our handheld radio supply.

On-hill communication between patrollers and management personnel is essential to facilitate activities on the hill such as medical response, equipment movement, barrier maintenance, and other general activities. Radio communication is most critical when facilitating patrollers for accident response and patient transportation to the aid room. This ensures incidents are handled safely, professionally and efficiently. In addition to hill activities the ski patrol also hosts events during the off-season such as Fall color tours including the graduate student government hill social in 2013. During the summer months Mont Ripley Ski patrollers also volunteer their time to provide outdoor emergency care for several area mountain bike races. Radio communication is a necessity for both on hill tasks and off-season events.

Radios are vital to on hill communication and must be available to each patroller on a given shift. However, over the course of a season the ski patrol loses approximately four radios due to daily, normal wear—requiring annual replacement. The Mont Ripley Ski Patrol would like to request the assistance of the graduate student government in providing the necessary funds of $1300 to cover eight additional radios. This would provide us with all of the radios we need for the next 2 years. Any help towards this goal would be truly appreciated by the Mont Ripley Ski Patrol.

Lastly, we are always looking to collaborate with other student organizations. The Ski Patrol is happy to assist with any events requiring medical services or safety training. The GSG/IPS Ski Day video is an example of how we can help with your future events. Please keep us in mind if you need assistance with future endeavors.
Minutes for a Meeting of the Graduate Student Government

Monday, March 17, 2014
5:15pm in Admin 404

I. Call to Order 5:15pm

II. Approval of Agenda
Motion by Jennifer
Second by Marco
Motion passes unanimously

III. Approval of Minutes from Last Meeting
Motion by Sasha
Second by Wesley
Motion passes unanimously

IV. Welcome to New GSG Members

V. New Business
1. Changes to Thesis/Dissertation Deadlines (Dr. Deb Charlesworth, Graduate School)
   a. History
      i. 2007 formed a committee to come up with a set of guidelines.
      ii. 2010 those guidelines were approved and enacted.
      iii. New guidelines are being put in place to make things easier and more student-friendly.
   b. Changes brought to the Graduate Faculty Council
      i. Last day to schedule a final oral examination
         1. Tuesday, Week 10
      ii. Last day to hold a final oral exam
         1. Tuesday, Week 12
      iii. Last day to submit dissertation, thesis or report
         1. Monday, Week 13
      iv. Last day for grad school to review
         1. Monday, Finals week
      v. Deadline to make corrections
1. Friday, Finals week

vi. Low cost option for students who can't meet the deadlines and need to graduate next semester.

vii. Draft stage - provide a checklist that most students need help with, sessions for help in the library

viii. The graduate school will no longer accept any documents with any formatting errors.

   1. This should help give better feedback about the documents.
   2. Will clarify why documents may not have been accepted

ix. If you would like to be part of a group that can provide feedback to the graduate school about these changes, let Amberlee or Deb Charlesworth know.

x. Questions

   1. Are there any changes to the formatting?
      a. No, formatting is exactly the same. Just deadlines are changing.
   2. We will share these updates with our constituents, get feedback, and bring it back to.
   3. Let Deb know if you have any questions or concerns, as things are always evolving and changing.

2. Work/Life Balance Issues for Grad Students (Dr. Marika Seigel, Dept. of Humanities)

   a. Representing a small committee, she will be transitioning off of the committee, but she is getting feedback from graduate students before doing so.

   b. Project spearheaded by VP of Admin. Had a small worklife program here at Michigan Tech - lactation spaces on campus, developing flexible work options for Michigan Tech employees. Trying to develop a stronger work-life program that can more effectively support employees, graduate students and faculty.

   c. What are the major work-life issues that serve as obstacles?

      i. Child care
      ii. Exercise facilities
      iii. Parking
      iv. Big issues or smaller issues
      v. What do you think is the best method to gather this data from graduate students? Surveys, focus groups.
      vi. Should a grad student facilitate so that grad students are more honest?

   Comments

      1. It sounds like a really good idea to pursue.
      2. Focus groups sound like a really good idea - advisable if you do that to have graduate students leading the focus group for graduate students.
3. If you are interesting in leading one, please email Dr. Marika Seigel.

3. Surplus Funding Request: African Students Organization
   a. See end of meeting minutes for ASO fund request and ASO final budget
   b. Update on surplus funds
      i. $3500/42,254.14 surplus funds
   c. African Night Presentation format
      i. 3 minutes for the presentation
      ii. 5 minutes for questions
      iii. 5 minutes for a closed-door discussion
      iv. Vote
   d. Presentation
      i. Only asking for funds to balance expenses for African Night on 03/01
      ii. African Night
         1. An opportunity to showcase diverse cultures at Michigan Tech and in the Houghton area
         2. Mbongi Drum and Dance Ensemble
         3. Fashion designs modeled by Michigan Tech students
      iii. Questions and Comments
         1. Asking for $277. Just the difference between profit and expenses.
         2. Sold $900 in tickets.
      iv. Closed discussion
         1. 02/18/2014 was when they requested support
         2. By 02/23/2014, they decided on a request amount - $640
         3. Current deficit $277
         4. They did go over budget, but they are within a much smaller amount than they had requested.
         5. Africa Student Association did give some free tickets to the graduate students
            a. Rep states that it was a really good event.
            b. 20/25 members are graduate students
         6. Did anybody see the poster that they did? Our logo was not there, so we can’t say that it benefitted GSG in PR.
         7. Motion to vote by Shreya
         8. Second by Jessie
         9. Motion passes
         10. Vote
             a. A $277 23 votes, unanimous
             b. B Approve ___
             c. C Approve $0
             d. Does not meet bylaw requirements
                i. benefit GSG


VI. Officers’ Reports

1. President (Amberlee Haselhuhn)
   a. Rhetoric, Theory and Culture will be the new name of the Rhetoric and Technical Communication program. Humanities is looking for any feedback, should there be any.
      i. Rep says that the name change sounds nice and they keep the same acronym of RTC,
   b. Directory information that is automatically posted online
      i. Looking at only listing names and email addresses for students with an option to opt out.
      ii. Should we have an informal vote about this? Yes
          1. Vote to support having only names and email addresses being automatically published to the Michigan Tech directory.
             a. Agree - 23
             b. Disagree - 1
      iii. Rep tried to show a whole group of students how to change their directory information - it brings you to an infinite loop where you never get to change your privacy settings.
          1. Amberlee will look into that and keep GSG updated as to when it is fixed.
   c. Extended access to library services
      i. When you graduate or you are not here in the summer, you will now have access to the library and other services for a one semester grace period. An official statement will be sent out from Ellen Marks and the library.

2. Vice-President (Shreya Kumar)
   a. Position for softball coordinator is going to be opened soon. She will send more information on where you can go to apply. It is a paid position.
      i. Questions and Comments
         1. What are the hours for softball?
            a. Every Thursday, 5pm and sometimes 7pm or 7:30pm if there is a double game.
         2. Can be on the team and coordinator, if you wish.
         3. When does the league start - starts around the 10th of May. It depends on the snow, of course. If we do not have access to the grounds, then we don’t start playing. Starts with a softball workshop. In the past we have had applicants who have little to no softball experience, but have had good management experience have gotten the job.
4. Open to any constituent.
5. We should have a GSG team. That is something for the softball coordinator to initiate, perhaps.
6. There is a picnic at the end.
   b. Student Health and Student Health Insurance Open Forum - getting the dates decided based on the experts and their availability.

3. Treasurer (Jennifer Winikus)
   a. Treasurer Report
      i. Budget 50,430.65/80,833
      ii. Account balance 81007.41
   b. 2014-2015 Budget Approval
      i. Expected Revenue $85,500
         1. 1350 graduate students in fall and spring, student activity fees will bring in $67,500
         2. From the grad school $18,000
      ii. 2014-2015 $85,033
      iii. Budget increase: $4200
      iv. 2013-2014 budget $80333
   v. Administration Budget
      1. Changes +$50 to transition dinner (have not changed this in 3 years).
      2. No issues
   vi. Academic Budget
      1. +$50 Academic discretionary fund for unexpected costs (like delivery for food from the MUB). This will require a bylaw change, but that will be happening at the next meeting.
      2. $+1000 for Spring Colloquium. If we get the GRC funded from a corporate sponsor, it goes into surplus.
      3. This year, we asked for sponsorship from departments to fund snacks for sessions - this is decision that is up to the future academic chair.
   vii. Orientation Budget
      1. No changes
   viii. Social Budget
      1. +$50 discretionary fund (like academic chair)
      2. Adding a line item to softball income
         a. Non-students pay $10 to play, up to $100 a team
         b. This should help keep track of the income
c. The big mess comment
   i. Just means 2 E-board members will keep their eye on the line item and the coordinator has to be responsible and keep records.
3. Wesley suggests adding $300 to socials budget. If we want to continue the Mineshaft event, he thinks we need to add more here. Do we like that change? We will vote on the end.
4. Jacque suggests that if we are asking for money from other venues, they will want to know how much we have in reserves and 52,000 is apparently a lot more than most have.

ix. Benefits Budget
   1. Travel Grants +$3000. Jenn is in the process of looking for ways to raise more money and fund this in the future.

x. PR budget
   1. +$50 discretionary fund

xi. Representative Budget
   1. No changes
   2. This is assuming that no department increases or decreases the number of reps that they need.
   3. If we want to change this, we will have to revise the bylaws.

xii. Vote

xiii. Motion by Wesley to vote

xiv. Second by Jenn
   1. A Approve the $85,333 - 23 unanimous
   2. B Approve $80,333
      a. 2013-2014 budget without additions
   3. C Other option
   4. D Reject budget
   5. E Table vote

4. Secretary (Leah Tollefson)
   a. Entertain a motion to open elections for principal officers
      i. Motion by Wesley
      ii. Second Jenn
   b. Principal Officer Elections
      i. President
      ii. Presentation by Jenn
         1. Questions
      iii. Presentation by Sasha
         1. Questions
      iv. Discussion
   c. Vote
      i. A Jenn Winikus - 4
      ii. B Sasha Teymorian - 18
d. Vice President
   i. Presentation by Marco
      1. Questions
   ii. Presentation by Jessie
      1. Questions
   iii. Discussion
   iv. Vote
      1. A Marco - 16
      2. B Jessie - 5
      3. C Abstention - 2

e. Treasurer
   i. Presentation by Teresa
      1. Questions
   ii. Presentation by Jenn
      1. Questions
   iii. Discussion
   iv. Vote
      1. A Teresa Wilson - 8
      2. B Jenn Winikus - 13
      3. C Abstention - 2

f. Secretary
   i. Presentation by Robert
      1. Questions
   ii. Presentation by Leah
      1. Questions
   iii. Discussion
   iv. Vote
      1. Robert - 11
      2. Leah - 9
      3. Abstentions - 2
   v. Discussion
   vi. Re-vote
      1. Robert - 9
      2. Leah - 12
      3. Abstentions - 1

g. Open Nominations for Committee Chairs
   i. Entertain a motion to open nominations of committee chairs by Leah
   ii. Motion by Wesley
   iii. Second Shreya
   iv. Motion passes unanimously

h. Nominations
   i. PR
VII. Committee Chairs

1. Social (Wesley McGowan)
   a. Mineshaft Social Friday 3/28/2014 from 7-10pm
      i. Need drivers - can get people certified to drive the van.
      ii. Van certification can maybe be done on an International license.
          Wesley will look into this if needed.
   b. Next event that Wesley is planning - Stay Active with GSG on April 19th.
      i. Tennis lessons for free, basketball and volleyball, badminton in the
         multipurpose room.
      ii. Will be getting in contact with the rock climbing group to see if they
          will partner with us.
      iii. Trying to get in contact with OAP, but they have not responded yet.
   c. Dancing with Nosotros is April 11th. There is one hour of free dance lessons
      and free hours of dancing.

2. Public Relations (Marco La Manna)
   a. Nothing to report.

3. Transportation Ad-Hoc Committee (Jennifer Riehl)
   a. Were meeting tomorrow and we started by getting an assignment. Each
      talked to city of Houghton and Husky transportation motors. Going to do a
      compare and contrast of responses at the next meeting.
   b. Committee is going to try out the forms for the audit of services that they are
      conducting. May be coming to the next meeting with some volunteer sheets to
      see if data can be collected before the end of the semester.
   c. Survey invitation on transportation was sent out by President Mroz. A
      committee member jumped on the chance to get in contact with them.
   d. Crowdfunding with Superior Ideas was suggested as a way to improve services.

VIII. Liaisons

1. University Senate (Jessie Zhang)
   a. There was a proposed a change to the syllabus policy. Professors should
      either provide a hard copy or a link to the syllabus on canvas. It was rejected
at the Senate meeting.

2. Undergraduate Student Government (Alicia Steele)
   a. Differential tuition - information is on the website and is going out to graduate students.
   b. Opportunity fund for USG is out of money for this year’s budget. Therefore USG will not be taking any more funding requests.
   c. MUB vision group - undergraduate students felt that a faculty lounge in the MUB was not the best place.
   d. They are trying to figure out how is best to handle their Ways and Means Committee - they will be taking minutes now.

3. Friends of the Van Pelt Library (Rasika Gawde)
   a. The book sale was a success at Winter Carnival, so they will hold another one.
   b. 1st and 2nd of April - really looking for volunteers to help with packaging and organizing the books. She will be sending out information.
   c. Poet Laureate’s visit on the 11th and 12th

4. Apartments’ Residence Council (Sinan Hao)
   a. Not present.

5. International Club (Jessie Zhang)
   a. International Night is on Sunday.

IX Old Business/Discussion Items

1. Meet and Greet Reports
2. Concerns or questions from Representatives for GSG
   a. Special budget group hearings are next Monday, Tuesday and Wednesday. Jenn will let Joe know that Alicia will be attending those in her stead.
   b. Summer jobs at the facilities being privatized - no progress on that yet. Checking with individuals about why these are being made.

Motion to adjourn by Wesley
Second by Robert
Motion passes unanimously
African Night 2014 Funding Proposal

African Students Organization
aztafess@mtu.edu
asoexec-l@mtu.edu
This proposal is presented to you by the African Students Organization with the purpose of providing you with a rationale for hosting African Night 2014.

African Night is an event held annually since 2001 by the African Students Organization (ASO) in order to celebrate the diversity of the African continent. It is an occasion to showcase the cultures and traditions of the different nations in 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 people of Africa. The event offers a chance to portray an authentic picture of Africa 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 200 people. African Night 2014 will be held on Saturday March 1, 2014 in the MUB Ballroom from 7-9 PM. At the beginning of the event, the audience will be served flavorful dishes from countries in Western and Eastern Africa for a tasteful start of the evening. This year’s African Night is a gala event which encapsulates the essence of the event in which culture from the continent will be reflected through contemporary music, dance and fashion. We will have a guest performer Titos Sompa, a Congolese Dance and Drum ensemble and a Ghanaian fashion designer, Jennifer Akese Koranteng, to showcase her traditional and modern West African dresses which will be modeled by Michigan Tech students. This year’s program will also incorporate a speech by Shezwae Fleming, the director of Center for Diversity and Inclusion at Michigan Tech, and song by ASO members to commemorate Nelson Mandela.

We believe that the guest performers will improve the quality of our event by sharing their valuable work with our audience. The requested financial support will allow us to cover the negotiated service fees which include the performance, transportation and accommodation fees of the guests. Please see the attached African Night 2014 budget.
African Night 2014 will undoubtedly enhance the Michigan Tech community's knowledge of African arts and cultures. It will be an opportunity to understand how modern Africa is a blend of native traditions and cultural influences from the rest of the world accumulated throughout history. It is our hope that the audience will leave more enlightened about Africa's contribution to the global performing and culinary arts.

African Night reflects the core of our organization's mission which is to let people know about African cultures, be ambassadors for Africa on and off campus and to disseminate accurate information about African countries.

We hope that you find this event to be a cause worthy of your support. We look forward to hearing from you very soon.

Thank you very much for your consideration.

Sincerely,

African Students Organization at Michigan Technological University

2013-2014 Executive Board
African Students Organization
Budget Proposal

<table>
<thead>
<tr>
<th>African Night 2014</th>
<th>Total Amount</th>
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<tbody>
<tr>
<td>1  Food</td>
<td>$1,500</td>
</tr>
<tr>
<td>2  Catering</td>
<td>$576</td>
</tr>
<tr>
<td>3  Guest Performer -- Titos Sompa</td>
<td>$2,500</td>
</tr>
<tr>
<td>4  Guest Performer – Jennifer Koranteng</td>
<td>$757</td>
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<tr>
<td>5  Advertisment</td>
<td>$150</td>
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<tr>
<td>6  ASO Performers Clothing</td>
<td>$250</td>
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<td>7  Unexpected Expenses</td>
<td>$500</td>
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<td><strong>Total Cost</strong></td>
<td><strong>$6,233</strong></td>
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<table>
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<tr>
<th>Overall Organization Budget</th>
<th>Total Amount</th>
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<tr>
<td>1  Cultural/Social Events</td>
<td>$750</td>
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<tr>
<td>2  General Meetings</td>
<td>$250</td>
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<tr>
<td>3  World AIDS Day</td>
<td>$1,000</td>
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<td>4  African Night</td>
<td>$5,733</td>
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<td>5  Graduating Members Recognition Dinner</td>
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<td><strong>Total Budget</strong></td>
<td><strong>$7,933</strong></td>
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## Expenses for African Night 2014

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<tr>
<th>Description</th>
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<tr>
<td>Performer 1 (Titos Sompa – Congolese Drum and Dance Ensemble)</td>
<td>$2720</td>
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<tr>
<td>(Performance + Transportation) - $2000</td>
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</tr>
<tr>
<td>(Accommodation) - $542</td>
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<tr>
<td>(Feeding) - $178</td>
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<tr>
<td>Performer 2 (Jennifer Koranteng – Fashion Designer)</td>
<td>$1404</td>
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<tr>
<td>(Performance + Feeding + Baggage Fees) - $850</td>
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<tr>
<td>(Accommodation) - $203</td>
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</tr>
<tr>
<td>(Air Ticket) - $351</td>
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<tr>
<td>Kitchen Services (Ingredients + Catering)</td>
<td>$1919</td>
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<tr>
<td>Advertisement (Ticket printing)</td>
<td>$150</td>
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<tr>
<td>Sound Lighting Services</td>
<td>$180</td>
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<td>Performers clothing</td>
<td>$397</td>
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<tr>
<td>Miscellaneous (Expenses on ingredients not provided by kitchen)</td>
<td>$156</td>
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<tr>
<td>Make up for fashion show models</td>
<td>$208</td>
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<td><strong>Total</strong></td>
<td><strong>$7134</strong></td>
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## Income

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<th>Description</th>
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<tr>
<td>Solicited Funds</td>
<td>$1957</td>
</tr>
<tr>
<td>Ticket sales</td>
<td>$900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6857</strong></td>
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Minutes for a Meeting of the Graduate Student Government

Monday, March 31, 2014
5:15pm in Admin 404

I. Call to Order 5:15pm

II. Approval of Agenda
   A. Motion by Pranav
   B. Second by Wesley
   C. Motion passes unanimously

III. Approval of Minutes from Last Meeting
   A. Motion by Shreya
   B. Second by Howard
   C. Motion passes unanimously

IV. Welcome to New GSG Members
   A. Zach Champion - School of Technology

V. New Business
   A. Discretionary Funding Request: Thai New Year 2014
      1. Presentation
         a) Promote Thai culture, food, and tradition to MTU community
         b) Thai New Year is April 12-15th
         c) Previous similar events had good turnout.
         d) Event
            (1) Food, beverages
            (2) Performances all by MTU students
         e) Budget
            (1) Updated sponsor list
            (2) Increased cost for food - went to several cultural events and found out that there is often not enough food for all who attend.
         f) Benefit to GSG and Grad Students
            (1) Many grad students will attend
            (2) Free admission to students under 7 (affects grad students with families)
            (3) GSG logo is already on their advertising posters.
      2. Questions
         a) Attendance - expect about 100 fewer people to attend because last year they hosted the event with the Korean students.
b) How are the ticket sales going? This week they will really be focusing their efforts on ticket sales. They had not really started their ticket sale pursuits so as not to interfere with other cultural event nights. Thus far, they have sold 30 tickets.

c) Comment about ticket sales from representative - a lot of students will wait until the last minute to buy tickets. She thinks that it will go well and that many will attend.

d) Representative thinks it is a great idea to give free tickets to children under 7.

3. Closed door discussion
   a) $4,175 left in discretionary fund. If we fund fully, we have $3185 left. We are near the one month mark for funding left.
   b) Requested $790
   c) Recommendation - funding full event.

4. Motion to Vote by Shreya
5. Second by Teresa
6. Vote
   a) Full amount - 19
   b) Some other amount - 0
   c) Abstain - 0

B. Surplus Funding Request: 10th Annual Bra Show
1. Presentation
   a) Last Friday held the 10th Annual Bra Show
   b) Events are super expensive to put on.
   c) Get all volunteers to come help out and do things.
   d) Support awareness and raise money for breast cancer.
   e) Men model bras too, just so they can get a small feel of how it is to be a woman.
   f) A doctor also comes to talk about breast cancer preventative measures.

2. Questions
   a) Requesting $705 to help support them.
   b) Attendance was about 200 people.
   c) We usually never get the costs completely covered - if needed, members dues are raised.
   d) If there are extra funds, what will be done with it?
      (1) Could return the money to donors - thinks it is important to make sure donated money goes exactly to the places that it was sent to.
   e) Asking for money to help support the event. Most other donations go towards the Breast Cancer Foundation

3. Discussion
   a) Recommendation - $705
b) Proposed amount was based directly on what costs we can cover to support their event.

c) Motion to vote by Shreya

d) Second by Wesley

e) Proposal to amend the motion to include the stipulation that any extra money goes to charity

f) Second by Shreya

Comment about how it has been advertised - do graduate students know about it? We can mention that we want graduate students to participate

h) Vote

(1) A - $705 full amount - 22
(2) B - not fund - 0
(3) C - abstain - 0

VI. Officers' Reports

A. President (Amberlee Haselhuhn)

1. On-campus jobs for students

a) Amberlee, Dean Huntoon, others have all heard rumors about this.

b) Contacted Director of Facilities and VP of Administration

c) Response from Director of Facilities

   (1) Sounds like nothing has changed.
   (2) All positions are posted at HuskyJobs.
   (3) First preference is given to those with prior custodial experience at Michigan Tech, prior custodial experience elsewhere, those with no experience.
   (4) Have been inundated with those trying to get a job by stopping by their offices.

d) Bob Hiltunen - Director of Auxiliary Services

   (1) Dining services and residence halls
   (2) Small changes to employment in these venues

      (a) Some positions have been removed - those who swipe you into the cafeteria.
      (b) Those jobs were given to retired individuals in the community.
      (c) Something that can be done to prevent theft of food and students report back that they like the change.
      (d) This is a very small # of jobs.

e) Do know that it is a big concern for students because international students can only work on campus. They will be meeting with Bob Hiltunen again tomorrow.

f) Ellen Horsch said that Michigan Tech students will always have priority over high school students.
g) The sad reality is that as graduate enrollment increases, so the competition for the finite number of jobs increases. If you have any suggestions for dealing with this, Amberlee will be happy to accept them.

h) Does IT have graduate students involved?
   (1) They do in their internship program.
   (2) All other jobs are listed with HuskyJobs.

i) Meeting with Bob can be a good chance to give feedback about many venues

j) Comment by representative - have heard that many students get the jobs by who it is that they know.

k) Shreya spoke with Kerri Sleeman at the Student Commission meeting
   (1) She definitely does not want international graduate students to get a negative impression of hiring practices that have not changed.
   (2) Wants grad students to remember that international graduate students are considered to be very important employees.

2. Internships and Coops to International Students
a) Marco and Amberlee are meeting with Thy, Director of International Programs and Services (IPS).

b) Presentation earlier this month from Thy. Thought that IPS would communicate these changes with grad students.

c) Not something Michigan Tech is imposing to try to discriminate - possibly a federal requirement.

d) Internships do not require grad students to take credits.

e) What was presented to Graduate Faculty Council - internships have to be academic in nature, students have to receive a grade, and the progress of the student has to be reported on.

f) With the cooperative program, Michigan Tech is apparently ahead of the field for universities with international graduate students. Students do have to pay for 1 credit, but they are a full time grad student.

g) Will strongly stress that IPS communicates this with the international student community.

3. Ellen Horsch has been collecting information about e-cigarettes. University Senate may have voiced concerns about the use of e-cigs. Due to Board of Control write up of rule - it was written as a smoking and tobacco ban. Ellen is accepting emails directly or comments can be brought to the GSG
a) Comments
   (1) Complaint about e-cigarettes is that they smell bad.
   (2) There is nicotine in that vapor, so it does pollute the air.
   (3) Some students have been used in classes and in buildings.
Regardless of outcome, needs to be addressed.

Rep said that if it was just about it smelling bad, then it is kind of a small jump to perfumes, soaps, detergents, et al.

FDA has cleared e-cigarettes for health effects.

Sounds like the issue is more where these are being used - a decorum issue - possibly recommended proper etiquette.

4. Tuition
   a) Received a tuition estimate for 2014-2015. Need to be approved by the Board of Control. Number that they are proposing is 4%, which for supported students means a 4% increase in stipends.

   b) Comments
      (1) Last year the increase was 3.6 or 3.8%
      (2) The Board of Control is waiting until May 2nd to approve.
      (3) Why do they say that it should be 4%?
          (a) Dave Reed does not mention why, in particular, but he does mention the differences between undergrads and grads.
      (4) Undergraduates have, overall, a 0% tuition fee increase, but the fees are changing across all years for students - overall tuition fees for students increase by approximately 7%.
          (a) Differential fees.
      (5) Can we recommend 0% increase in tuition?
      (6) Amberlee will email him and ask him why?
          (a) State tuition cap only applies to the majority. We are kind of at their mercy in that regard.
          (b) Michigan Tech charges their grad students less than most schools.
          (c) Also considering graduate differential tuition rates.
      (7) Extra state funding going all to undergrads or where is that 6% extra funding going to? Has not been approved by the state or the house yet.
      (8) General spin on it is they still had a $300,000 deficit before deciding on what the international surcharge fee was going to be, they thought it would be compensated through that. Overall, the University has to figure out how to make that deficit up.
      (9) Rather than just asking why, ask what we are getting out of that - what extra benefits we will get.
      (10) People may choose to go to other schools if tuition continues to rise and that will be counterproductive to the strategic 2035 plan.

B. Vice-President (Shreya Kumar)
1. April 17th 11am - Forum on Student Health and Health Insurance in ME-EM 112
   a) Encourage constituents to share questions beforehand
   b) Raise questions from the floor
   c) Communication with details will be sent out.
2. Facilities - Daniell Heights to Walmart bus
   a) City of Houghton turned the request down for bus to go that route.
3. Softball Coordinator
   a) 17 applications
   b) Coordinator choice was based on availability over the summer and softball experience.
   c) Position has been awarded to Wesley McGowan
4. Request for proposals for health insurance
   a) Market Insurance has always been in-network.
   b) Issue with Blue Cross/Blue Shield and Aetna not considering SDC health center to be in-network.
      (1) So far each of these providers are fixing the bills and reissuing them.
      (2) If you do see issues, call your insurance provider and the facility that you visited.
   c) Meeting next week on Thursday to discuss insurance for next year. Don't panic just yet. Will inform GSG if there is a reason to panic.
C. Treasurer (Jennifer Winikus)
   1. 53,163.13/80,833 for budget
   2. Don't have an up-to-date account balance - will get a new account statement at the beginning of April.
   3. Travel grants will reopen at the beginning of the summer semester. Will send out an email to those who have not claimed their money. Going to try to increase their rates there.
   4. May have to make changes to the budget depending on Bylaws revisions.
   5. Comment about account balances
      a) Why does GSG need to collaborate?
      b) Why do we need support for anything?
      c) IF anyone has ideas for a big GSG project that would support graduate students, let's talk about them.
         (1) Could spend more money on travel grants on our own. To do that, we would have to reallocate surplus funds.
         (2) We do have programs that are successful that we can funnel more money into.
         (3) More events in the summer might be nice - a lot of graduate students are here.
         (4) Can we sponsor any events for design competition teams? These groups have sponsorship logos.
(a) You would have to submit a request.
(5) Grad student lounge area on campus that is designated just for grad students only - can we add an addition or have something very central?
(6) Is it possible to provide scholarship for students that have financial constraints?
(7) Feedback given on how good the writing help is from the multi-literacy center. For the most part it seems like it is better than no help, but the feedback is not always timely. Graduate students don't necessarily think that it is worth their investment of time. GSCAP is something the GSG voted on a few years - we would like the ability to have 1:1 help. Writing, formatting, structuring, analyzing - but that program the GSCAP is $30/hour - maybe we could buy 10 hours a month or 20 hours a month for a few months to see how that goes. Kind of like the travel grants program.
(8) Has been a lot of discussion on the transport system between Houghton and Hancock. That is something in the last student commission that was talked about. GSG and USG are the only student orgs on campus that have this kind of money to work with. Facilities may submit a proposal to us to that kind of a request.

D. Secretary (Leah Tollefson)
   1. Committee Chair Elections
      a) Academic Chair
         (1) Presentation by Teresa
            (a) Questions
         (2) Presentation by Roba
            (a) Questions
         (3) Presentation by Sai
            (a) Questions
         (4) Discussion
         (5) Vote
            (a) Teresa - 5
            (b) Roba - 2
            (c) Sai - 12
            (d) Abstain - 2
      b) PR Chair
         (1) Presentation by Pranav
            (a) Questions
         (2) Presentation by Alicia
            (a) Questions
         (3) Discussion
(4) Vote
   (a) Pranav - 15
   (b) Alicia - 4
   (c) Abstentions - 1

c) Social Chair
   (1) Presentation by Wesley
      (a) Questions
   (2) Presentation by Alicia
      (a) Questions
   (3) Discussion
   (4) Vote
      (a) Wesley McGowan - 17
      (b) Alicia Steele - 1
      (c) Roba Bdeir - 0
      (d) Can Li - 1
      (e) Abstention - 0

2. Review of Proposed Bylaws & Constitution Amendments
   a) All of the proposed Bylaws changes are included in the appendix to these minutes.
   b) Discussion of proposed changes

VII. Committee Chairs

A. Social (Wesley McGowan)
   1. Social next week with Nosotros.
   2. Activity Day 19th of April at SDC 12-5pm
      a) Any ideas, please contact Wesley

B. Public Relations (Marco La Manna)
   1. Nothing to report.
   2. Will report more next week.

C. Academic Committee (Howard Haselhuhn)
   1. April 21st Lunch-n-learn
      a) So I have a graduate degree, now what?

D. Transportation Ad-Hoc Committee (Jennifer Riehl)
   1. Got a lot of things resolved when they talked to Angie (the Director of Transportation Services at Michigan Tech).
   2. Will email the minutes to those who are interested
   3. A lot of confusion about which shuttles were free to students and those which were not.
      a) Michigan Tech afternoon and Michigan Tech morning
      b) Husky Motors Van
      c) All free to students, faculty, and staff.
   4. City of Houghton runs the Downtowner from 10am - 2pm in the afternoon. It's not free for students and is not funded by Tech at all in any way.
5. Looking into why the schedule for City of Houghton is not correct.
6. Looking to audit - will solicit volunteers next meeting.

VIII. Liaisons

A. University Senate (Jessie Zhang)
   1. Student Commission is currently working on the emergency phone system - they are looking at updating all of those.
   2. Gave a presentation to the University Senate.
   3. Dan Bennett (Director of Public Safety) is trying to get this updated.
   4. We really need to consolidate our answer so that she can accurately present that to the committee.
   5. Main goal is to figure out how to suggest ways to fund it.

B. Undergraduate Student Government (Alicia Steele)
   1. Approved their budget.

C. Friends of the Van Pelt Library (Rasika Gawde)
   1. Annual book sale tomorrow and the day after tomorrow.
   2. MUB Ballroom

D. Apartments’ Residence Council (Sinan Hao)
   1. Not present.

E. International Club (Jessie Zhang)
   1. International Night was a success.
   2. Working on elections for the next couple of weeks.

IX. Old Business/Discussion Items

A. Meet and Greet Reports

B. Concerns or questions from Representatives for GSG
   1. Special budget group hearings went well. Available funds was only $25,000, which is much less than previous years. Most of the student Special budget groups struggled to make a coherent budget, whereas faculty budgets were much better. Will send an email with those updates.

X. Motion to adjourn by Teresa

Second by Jenn
Motion carries unanimously.
Minutes for a Meeting of the Graduate Student Government

Monday, April 14, 2014
5:15pm in Admin 404

I. Call to Order 5:15pm

II. Approval of Agenda
Motion by Roba
Second by Wesley
Motion passes unanimously

III. Approval of Minutes from Last Meeting
Motion by Wesley
Second by Jenn
Motion passes unanimously

IV. Welcome to New GSG Members
   ● Joseph Reath - Mathematics

V. New Business
   A. Information about Graduate Students Communication Assistance Program (Harriet King)
      a. GS-CAP Website
         i. A new website will be live very soon.
      b. Program has been around since 2011 - still growing.
      c. For an hourly fee of $30/hour, graduate students can pay for help with formatting, grammatical issues.
      d. Questions
         i. Will you be charged for a full hour if it takes you 30 minutes?
            1. No, students are charged by the 15-minute increments. Also, it is tax free.
         ii. About how long does thesis formatting and correction take?
             1. Only helped one student thus far. She was charged for 4 hours, although it took Harriet about 10 (as she had to re-familiarize herself with the formatting concerns).
         iii. There are other literacy organizations on campus. How do they all fit together?
             1. MLC, IGTAAP writing centers. GSCAP is working with the rest of these organizations as well. IGTAAP for international students, mostly. MLC is mostly geared towards undergraduate students.
         iv. After looking at a paper, are you able to give a rough estimate of how long it will take you to do the corrections?
            1. Yes, she will give you a free estimate.
2. She cannot write for you, but she can help suggest what might sound better.

v. Are there rules for having someone else write on your paper?
   1. Should be okay. Can look into that.

vi. Did you say that you would help with writing for journal papers or other writing pieces?
   1. Yes. She can help prepare slides as well.

vii. What formats do you support?
   1. She cannot take .tex files. OpenOffice or .docx files are acceptable.

viii. Where can we find you?
   1. Contact Harriet directly via email or by phone. She will use the library meeting rooms - low overhead for the University.

B. Jackson Center for Teaching and Learning (Mike Meyer)
   a. 2nd floor of the library
   b. Walk-in between 10am-4pm
      i. Canvas course design
         1. Quizzes
         2. Page design
      ii. Technology help
   c. Instructional Modules
      i. Basics
      ii. Grading
      iii. Learner-centered classroom
      iv. Out-of-classroom techniques
   d. Calendar of upcoming events
      i. Can make requests for the events.
   e. Questions
      i. Are they offered in the summer?
         1. Yes, make a request!
      ii. About how many graduate students utilize this service right now?
         1. Have had groups of up to 15. Math department has required graduate students to go through these UTLs.
      iii. How would you put this on your C.V.?
         1. Not a formal certification, but it is applicable as a workshop.
      iv. What is the structure of a UTL?
         1. 4 hours of pedagogical stuff, 2 hours of technical pieces.
   v. Workshops are held often - GTAs are always welcome. And there is food!
   vi. Do you offer help to those who want to record their lectures and use other online components?
      1. Check out the technical piece called video tools for teaching & learning. It is in UTL4 - Out-of-Classroom techniques.
C. Surplus Funding Request: GSG Office Enhancement (Marco La Manna)
   a. Approximately $39,000 left in surplus from this year.
   b. Eboard offices
      i. Proposed GSG office configuration
         1. President and VP room
         2. Secretary, Treasurer, PR Chair room
            a. PR Chair uses iMac
         3. Academic and Social Chair
            a. Storage and desk
            b. Workstation
         4. Anteroom
            a. Meetings
            b. TV - to be used as a projector.
      ii. This will allow the academic chair to store poster boards and the social chair to store miscellaneous equipment in their office.
      iii. Request
         1. Up to $1000 to cover the following:
            a. Workstation (laptop) for the academic and social chair
            b. TV screen
            c. Wireless printer
            d. Facilities/ IT Expenses
   c. Questions
      i. How many computers does GSG have now?
         1. Three
            a. PR - Needs to be an iMac
            b. Treasurer
            c. President
      ii. Didn’t IT change their policy about purchasing only specific hardware?
         1. IT does not maintain these computers in any way.
   d. Representative proposes increasing the funding request to $1500.
   e. Representative proposes the reimbursement to waive the bylaws stating that we have to have this done by May 31st - to be done by the start of the fall semester.
   f. Vote $1500, waive the bylaw requirement, to be done by the start of the fall semester.
      i. A - Support - 20
      ii. B - Opposed
      iii. C - Abstention - 1
   g. Motion passes.

VI. Officers’ Reports
   A. President (Amberlee Haselhuhn)
      a. Increase of tuition clarification by Dave Reed – where graduate student tuition will go and how grad students will benefit from it.
i. Questions/Comments
   1. A lot of information to process.
   ii. Amberlee will be including this information in a blog post.

b. Special library hours coming up
   i. May 2nd - May 11th
   ii. 8am to 8pm
   iii. This is the time right around graduation

c. Coops/Internships
   i. Any feedback?

B. Vice-President (Shreya Kumar)
   a. Student Health and Health Insurance forum on 04/17 in ME-EM 112 from 11am-12pm.
      i. Representatives on the panel from HR, Portage, Health & Wellness, and other health groups on campus.
   b. Health Insurance
      i. Looking likely that our costs will go up and that they will even go up considerably. The HR folks at Michigan Tech are working hard with all possible providers. As soon as GSG knows anything, we will definitely disseminate the information. If the student health insurance plan that Michigan Tech offers is too expensive, students can hard waiver and purchase their own health insurance.
   c. Emergency Blue Light Phones
      i. Max Seel has been charged with finding the means to implement this.
         1. If you have a feeling about whether you are happy or unhappy, please make comments to Jennifer Riehl as she is the GSG liaison to this group.
         2. Representative supports it - unless the funds to source it are from the general fund or tuition.
         3. Representative would like to see that the phones are not trapped inside locked buildings.
         4. Any talk of tying them in with the phones that are indoors?
            a. Point is to make it a uniform emergency system, so that students and faculty do not have to think about where the phones are.

C. Treasurer (Jennifer Winikus)
   a. Reimbursements for travel grants are due 05/31. She did not send out any reminder emails yet, as there have been a lot of conferences recently. She will send one out right around the end of the semester.
   b. Account Balance $90,800.96
   c. Budget $59,638/80,833
      i. 99.9% of our items have been on budget or under budget.
      ii. Professional Development $1030
1. MUB delivery fee that we were not expecting.
2. Would like to allocate $30 from the miscellaneous line item of the orientation budget.

iii. Motion to reallocate $30 from Orientation’s miscellaneous line item to professional development day

iv. Vote
   1. A Support - 21
   2. B Oppose - 0
   3. C Abstention - 0

d. Travel Grant Application form will go up at the end of the semester. Will include some new interesting questions for the purpose of gathering interesting statistics. These will not be used against people - they are intended just to collect data.
   i. Split first and last name fields.
   ii. Website of the conference
   iii. Duration of conference

D. Secretary (Leah Tollefson)
   a. Special Elections: Public Relations Chair
      i. Presentation by Teresa
      ii. Questions
         1. Do you have any ideas for additional ways or better ways to reach out to graduate students?
            a. Try to make events from GSG even more visual on campus, rather than the emails.
         2. At times the PR works collaboratively with others, can you handle that?
            a. Yes and she is good at proofreading things.
      iii. Closed-door Discussion
      iv. Vote
         1. A Teresa - 20
         2. B Tejaswini - 0
         3. C Abstention - 1
   b. Approval of Proposed Bylaws & Constitution Amendments
      i. Changes as specified in documents attached below.
      ii. Vote for Constitutional Changes
         1. A Approve - 21
         2. B Oppose - 0
         3. C Abstention - 0
      iii. Discretionary Funds changes discussion
         1. Will not be following Dean Huntoon’s suggestion - 4 weeks language kept as is.
      iv. Representative Allotment
1. If we revert back to 1rep/50 students, there are some departments that would gain representatives.
2. One thing that would happen if we did increase the number of reps, it would more accurately represent those (at least in the ECE department).
3. We changed to 1rep/75 because we were having a hard time finding a right number.
4. In those two big departments, there could be more headache for those about who will attend and in those departments there are probably more masters students.
5. There is the possibility to cap the number of representatives.
6. It is for the departments to manage how and who they elect.
7. Besides the lack of communication problem, which could be the same whether you have 4 or 6 representatives - are there any drawbacks to having more representatives?
8. Does this affect Meet and Greet funds?
   a. Yes, it does. There will be $50 added to some departments.
9. Do we have to use this room? Will it fit everyone?
   a. We paid for the technology, so we traditionally use it. We can fit more students in this room.
10. Material Science is adding a coursework masters - will that bump your department up?
    a. It does not seem likely.
11. Vote
    a. A 1/50 - 11
    b. B 1/75 - 2
    c. D Tiered program: 25, 100, 175, 250 - 4

v. Travel Grants
1. Overview
   a. Growth rate
      i. The number of travel grants we award each year increases
   b. Collection rate
      i. Collection rates are rising because
         1. Application & reimbursements are easier
         2. Other sources are “drying” up
   c. Award amounts
2. Travel Grant Award Projections
3. Financial projections
4. Discussion
   a. Surplus comes from funds that were not spent on prior years.
b. If we do put a cap on it, then people will be denied travel grants. There have to be considerations that will turn those away.

c. We get $36,000 from the Graduate School and Student Activities to fund this program, but the matching by the graduate school is not guaranteed. Thus far we have had to dip into our surplus funds.

d. Our surplus funds have been high enough that if we are looking outside of funding, those outside fundings people might not be sympathetic to our funding.

e. If we don’t do anything, come December Jenn will have to present another gamble. Last year we gambled $17,000 which is over half of our surplus.

f. If we increase the amount, then we have to decrease the number of students who receive them and decrease the amount of awards given.

g. Some departments are saying that students need to explore all other avenues of funding before asking the department to cover their costs.

h. Students have to submit to the department all of the grants that they got, if you get the travel grant in the summer for this spring.

5. Vote
   a. A Presenting $250, Attending $150 “unlimited” (current)
   b. B Cap # of travel grants to 49 presenting and 5 attending per summer, fall, and spring semester with rollover to next semester. -12

   vi. Motion to approve the proposed bylaws as a whole: The motion passes unanimously.

VII. Committee Chairs
   A. Social (Wesley McGowan)
      a. Spring Fling this Friday at SDC. Wesley will be there all day. They are giving out pirate themed things.
      b. Spring Fever this weekend. Only 2 people signed up to help Wesley. It is in 3 different rooms. Really need help. Advertise to your constituents about free tennis lessons. Probably by Wednesday Wesley will make an online document. Free snacks and water.
      c. Will give the details for the movie. Last social of the semester.

   B. Public Relations (Marco La Manna)
      a. Take a flier on your way out. Put it on the graduate student boards.

   C. Academic Committee (Howard Haselhuhn)
a. Lunch ‘N Learn Monday at noon. 5 panelists that took various career paths. Will discuss with graduate students how to prepare themselves.

D. Transportation Ad-Hoc Committee (Jennifer Riehl)
   a. Putting a blurb in the newsletter.
   b. Putting a list together of recommendations.

VIII. Liaisons
A. University Senate (Jessie Zhang)
   a. American State University
      i. 500,000 - education courses. National Labor College. A virtual campus. Michigan State has offered classes. They are union staff. The state legislature is going to find Michigan State and they might lose money. All public university in Michigan if they offered this kind of classes. Academic freedom. President Mroz gave a presentation a lot needs to be clarified.
      ii. Financial committee chair gave a presentation on the finance budget - undergraduate at Michigan tech is almost the highest in the state. The graduate student tuition rate is not comparable to other universities. Mike Mullens gave this presentation - tuition increases, but not to the level that he projects. Tuition at MTU is pretty low, but we have to report the highest tuition. UM only has to report humanities, because that is the majority.

B. Undergraduate Student Government (Alicia Steele)
   a. Finished their elections. 300 undergraduates voted - a low for them.

C. Friends of the Van Pelt Library (Rasika Gawde)
   a. Book sale went well.

D. Apartments’ Residence Council (Sinan Hao)
   a. Not present.

E. International Club (Jessie Zhang)
   a. Nothing to report.

F. Philanthropy Council (Wesley McGowan)
   a. Nothing to report.

G. Softball (Wesley McGowan)
   a. May 5th at 6pm - Manager’s Meeting for softball coordinators. Will need to call public safety.

IX Old Business/Discussion Items
A. Meet and Greet Reports
   a. Materials Science. Wants a corkboard to post things on. Had Meet and Greet on March 7th. Most discussion was department specific. Only one student liked having the newsletters printed and put in their mailbox – everyone else liked electronic copies. Alicia may selectively stuff mailboxes. A lot of discussion on coursework exception for research only mode. Talk of it in the Senate, but because we are a really small department a lot of electives only get offered once per year. Students would like to see something there. If similar departments have similar feedback,
Amberlee can bring that up the Graduate Faculty Council. Can technically do it right now, but anything you take cannot go toward your degree. Amberlee can look into that and send it out hopefully this week. There are some ways to do it, but the options cost extra and are work-arounds.

b. Teresa Wilson - March 24th Physics
   i. Travel Grants
   ii. Healthcare - what’s covered and what is not covered. Constituents should attend the open forum. Problems with dental and optical coverage.

c. Jessie Zhang - Geo
   i. Really frustrated with IT issues.
   ii. Asking about the changes to the deadlines with the grad school.
   iii. Wondering if on-campus transport for those who have injury - like a golf cart.

   1. Jennifer Riehl will see what Facilities thinks about that.

B. Concerns or questions from Representatives for GSG
   a. How would we feel about having shorter meetings, but having a meeting every Monday? Teresa would rather have shorter meetings every week. Jennifer Riehl agrees, Saagar agrees. President thinks that it would have been easier to meet every week. From a financial standpoint it gives Jenn more time to present stuff. Gives orgs more opportunities to give their requests in.
   b. Bylaws would not go into effect until May 1st.

X. Adjournment
Motion by Robert
Second by Teresa
Motion passes unanimously.