

Graduate Student Advisory Council
October 27, 2010 9:00 AM
Effingham Room
Meeting Minutes

I. Call to Order Madeline Landes – 9:00am

II. Old Business

- A. Madeline provided a report and update on the Textbook Rental Advisory Committee Meeting that occurred on October 26th 2010, on the behalf of the committees GSAC representative, Ms. Ashley Gumbel, whom was unable to attend the GSAC general meeting. Madeline explained that this fee is a service and operational fee that aids in the operation of textbook rental and their services, not just for book rental. This fee's purpose and application was equivocated to that of EIU's athletic fee or technology fee. This fee is applied to all individuals regardless of if they attend athletic events or utilize technology applications on campus.

Please see attached meeting minutes from the Textbook Advisory Committee meeting that were taken by GSAC Representative Megan Gumbel for more information.

- B. Parking Services: Response offered from Chief Due, stating that the committee has been put on hold for now. Per Vice President Nadler's communication with Bill Elliott, he has requested a meeting with the GSAC President, Ms. Madeline Landes, and the GSAC representative that is serving on the EIU Parking Services Committee, Ms. Kim Ensign, to gain an update on the research and information pertaining to the GSAC parking Proposal that was composed at the end of last year by GSAC.

Direction from VP Nadler regarding an amendment to the EIU Shuttle Stop, desired by one GSAC members, to add a shuttle stop to Buzzard Hall will also be discussed.

Madeline will also contact EIU Student Government to inquire about the added shuttle stop. A GSAC member brought to Madeline's attention that EIU student government currently has a transportation committee that often addresses such components.

- C. Tobacco Task Force: Tobacco Coalition Task Force report was given by the committee 's GSAC representative, Ms. Kaylee Reinhoel, at the request of GSAC president Madeline Landes. Kaylee explained that a survey was sent to both faculty and staff through EIU e-mail regarding tobacco use on campus to gain opinions, data, concerns from members of the EIU community. Kaylee also mentioned that this survey will help in gaining perceptions on EIU moving towards a smoke-fee and tobacco-free campus.

Kaylee mentioned that individuals that complete the online survey will receive a coupon for a free donut from the EIU union.

The Coalition is also holding the Great American Smokeout on November 15th, 2010 from 11:00 am to 1:00 p.m. in the south quad. The event is aimed at helping individuals kick the habit. Food and drinks will be provided.

Please see the meeting minutes from the Tobacco Coalition Task Force Meeting that occurred on October 20th, 2010 that were taken by Kaylee.

III. New Business

- A. GSAC Listserve- Purpose is not a discussion forum, but for distribution of graduate information. GSAC members are automatically subscribed; all subscribers are free to post on the listserv. When replying to a post, the reply will only be sent to the message's poster. If you want your response to be posted to all members of the listserv, hit "Reply to all" Please see Jessica or Madeline for more information or questions.
- B. EIU Graduate School Facebook Page. - Purpose is a networking tool for EIU graduate students, prospective graduate students, and EIU Alumni. GSAC is providing the welcome on this page and is helping to update individuals on the activities and workings of the graduate student body here at EIU. This page is being modeled after the EIU Study Abroad facebook page. GSAC V.P of Public Relations, Ms. Catherine Bocke, in conjunction with GSAC President Ms. Madeline Landes, the Graduate School G.A., Ms. Jessica Leach, and the EIU Graduate School Publicity Director, Mrs. Lori Henderson to create, update, and maintain this page.
- C. GSAC Webpage- www.eiu.edu/~eiugsac
Contents: Introduction to GSAC, General information, constitution and updates, meeting dates and minutes, EIU graduate school event pictures, list of current officers, members, and sponsors. This sight is currently being maintained and updated by GSAC V.P of Public Relations, Ms. Catherine Bocke, in conjunction with GSAC President Ms. Madeline Landes, and Graduate School Publicity Director, Mrs. Lori Henderson.
- D. GSAC Constitution-
The GSAC Constitution was formulated in the 1990's. Per the request of Dean Augustine, the GSAC constitution should be updated. Work on this began at the end of last semester and Madeline proposes completion of this process and an updated constitution by the beginning of Jan. 2011. Proposed updates include: aspects of meeting format, all meeting minutes/reports, frequency of meetings, expectations and requirements of members, executive officer roles, and the nomination process of GSAC members and officers.

I. Constitution Committee- GSAC President Madeline Landes made a motion to formulate a committee consisting of the GSAC Executive Board and five general GSAC members to aid in the updating and revision of the current GSAC Constitution. The committee will meet at least once a month to work on the constitution. However, much of the work to the document will also take place via electronic communication as roles and duties of members of the committee are assigned. The current Constitution Committee consists of Madeline Landes, Ashley Hasara, Catherine Bocke, Dustin Smith, Ashley Gumbel, Kim Ensign, Stephanie Arrowsmith, Andrew Age, Chris Fredrick, Chris Houchans

IV. Meeting Minutes/Distribution

- A. Executive meeting minutes are not dispersed to all members.

- B. General meeting minutes will be dispersed to all members via Bill Elliot/GSAC Listserve as per past practice, after approval of the minutes from all members of the GSAC Executive Board and both GSAC Sponsors.

Attendance will be taken at each meeting by the Graduate School G.A., Jessica Leach, whom is in charge of tracking attendance, via spreadsheet, for each meeting.

With the new attendance tracking system, there will be no need to include attendance in general GSAC meeting Minutes. It was only previously included in GSAC minutes because no system existed to track attendance of members. Attendance will still be included in the minutes for GSAC Executive Meetings.

If you are unable to attend a GSAC meeting, please email Jessica (jrleach@eiu.edu) AND Madeline (mmlandes@eiu.edu) and provide the reasoning you will not be in attendance so that we can make note of an excused absence on the spreadsheet

General GSAC Meeting Minutes will also be uploaded to the EIU GSAC website. Because these minutes will already be distributed to the VP of PR, Ms. Catherine Bocke whom is in charge of maintaining the GSAC webpage, there will be no need for the VPAA, Ashley Hasara, to worry about uploading these to the GSAC website.

V. IAGS Conference

- A. Both GSAC President Madeline Landes and Graduate School Student Dean Ashley Gumbel were asked by Dean Augustine to assist and attend at the IAGS conference EIU was hosting this year on Friday October 29, 2010 at Neal Welcome Center. Madeline will report on this at the next general GSAC meeting.

VI. A motion was made by GSAC President Madeline Landes to formulate the following GSAC committees for the current academic year. Madeline will oversee these committees as part of her duty as GSAC president in conjunction with the Committee Chairs and GSAC sponsors.

A. Public Relations

- i. Function: Aid/maintain website, aspects of departmental events, photos of events on campus, communication across campus (DEN, Student Government, community outreach and press releases.
- ii. Will work along with Lori Henderson in Graduate School, as well as Programming Committee.
- iii. Will meet once a month, and during heavy programming and event planning, more than once a month meetings will occur.
- iv. Committee Chaired by GSAC VP of PR- Catherine Bocke. Anyone interested in participating on this committee should e-mail Catherine (cgbocke@eiu.edu) and Madeline (mmlandes@eiu.edu)

B. Programming

- i. Function: Community Outreach and Involvement, Social Components of GSAC and with the EIU Graduate Student Population.

The committee works closely with departments, grad. coordinators, and faculty development.

Examples include: Organize speakers, Graduate Expo, Special events GSAC decides to establish, Finals Crunch Brunch for social gathering. Members should be outgoing, creative, excited.

For more information on this committee or becoming involved please contact Dustin (dasmith2@eiu.edu) and Madeline (mmlandes@eiu.edu).

- ii. Will meet once a month, and during heavy programming and event planning, more than once a month meetings will occur.
- iii. CRUNCH BRUNCH NEEDS A NEW NAME... ANY IDEAS? Despite the event name's lack of appeal to some, Crunch Brunch occurs the Sunday before finals week around 7-11 pm. Breakfast food provided, talk and network with other graduate students, relax, and de-stress.
- iv. Committee Chair: Mr. Dustin Smith, GSAC VP of Programming

VII. Adjournment: President Madeline Landes- 10:00 A.M.