

- I. Call to Order: 11:01am
- II. Roll Call
- III. Approval of July 9, 2014 Minutes - Approved
- IV. Executive Board Reports

A. **Executive Chair** – Alexandria Lesak – alesak@kent.edu

1. Introduction of Executive Board Members
2. General Senate Procedures
3. Senatorial Responsibilities
 - a. Being a senator means representing your academic unit, and it is your responsibility to send out information to your department including award deadlines, Gradfests, and other events. It is usually best to send out a summarized list rather than the full minutes.
 - b. You are only permitted to miss one meeting per year for your academic unit to remain in good standing with GSS and thus allow your students to be able to receive funding.
4. Faculty Senate Report – July Meeting
 - a. Discussed issues of the transfer of graduate credits. They are changing the policy to be more consistent. There is a maximum of 12 credits hours that a transfer graduate student can apply to their graduate degree at Kent State University. This still requires the approval of their department and the paperwork requesting the transfer of graduate credit from another academic institution must be completed before the end of the student's second semester.
5. Administrative Assistant Chair
 - a. Deb Lamb will be leaving GSS and we are seeking a new Administrative Assistant. Please see attached sheet for job description. This opening is being solicited to the senate, but if you are aware of anyone within your department in need of an hourly position, please pass this information along.

B. **Executive Vice Chair** – Fritz Yarrison – fyarriso@kent.edu

1. Committee Representation –
 - a. Last year we had great representation on 13 university committees. We hope to continue this trend.
 - b. Please see attached sheet for available positions. An "O" represents an open position.
 - c. Student Media Policy needs two graduate student representatives to create a forum, so it is vital we fill that committee.
 - d. Even if a position seems to be filled please contact Fritz in case of any possibilities of an alternate or secondary representatives.
 - e. The requirements for sitting on a committee include attending the committee meetings and then filling out a form online that will be presented to senate by a representative.
- Q. How often do the committees meet?

A. It varies by committee.

f. If you are interested in serving on a committee or have any questions please contact Fritz

C. Health Services - Health Insurance – Danielle Mongold – mongoldd@kent.edu

1. Graduate health insurance has changed insurance companies to United HealthCare Student Resources
2. The plan runs from Aug 21, 2014 – Aug 20, 2015
3. Deadline for Fall/Annual enrollment is Sept. 30th
4. There are different rates for GA and non-GA, as well as high and low deductible plans.
5. This year's higher prices are because there is no longer a maximum benefit.
6. There are also higher prescription co-pays
7. There is a 100% coverage at the DeWeese Health Center
8. Note the change in referral distance, now 10 miles instead of 40.
9. See attached handouts. Start from www.uhcsr.com
10. Be sure to use your local U.S. address
11. Use your 9-digit Kent State (Banner) ID when applying
12. Your Bursar account cannot be billed

Q. Aetna provided discount cards, how will that work now?

A. Discount cards are automatically included for vision and dental. More information can be found through the customer service number on the sheet or information on the card. [More information can also be found at this website.](#)

Q. If I graduate in May will my coverage continue?

A. Despite your enrollment status your insurance continues. Free access to the health center however would end.

D. Finance Chair - Gordon Cromley – gcromle2@kent.edu

1. 2013-2014 Award Review
 - a. We gave out almost \$250,000 in travel and research awards
 - b. 73% of the 2013-14 budget went to awards
2. 2014-2015 Budget
 - a. See attached Fiscal Year 2015 Budget Proposal for details
 - b. The difference between FY13-14 and FY14-15 comes from a \$90,000 budget surplus which last year's board chose to reinvest back into awards.
3. Domestic Travel Award
 - a. Based on current trends in the DTA reimbursement process, which include number applications, number of submitted reimbursement packets, and average reimbursement amount, the executive board under leadership of the finance chair is forming a committee to look at changing the DTA.

- b. With a total budget of roughly \$230,000 we cannot continue to fund the DTA as currently constituted and have enough money for all our other function. To provide enough money to cover maximum reimbursements for ever graduate student to receive a DTA at Kent State would push our budget over 2 million dollars.
- c. For anyone interested in sitting on the DTA committee to discuss these issues and form an alternate plan to fund the DTA please contact Gordon.

Q. Would you recommend applying for the Domestic Travel Award in the Fall rather than Spring?

A. If you have a conference you want to go, to apply now. We are unable to predict the number of applications and or the reimbursements and we do not know what changes might or might not occur to the bylaws. We recommend that you always apply as soon as possible for whatever award you might be interested in.

Q. Can students apply for a travel award now for travel that would occur in Spring?

A. No. Please see the [website](#), or our magnet for allowed travel dates.

Q. When does the reimbursement occur?

A. You have a two week deadline for reimbursement paperwork from the completion of your travel or research. Once that occurs we go through and verify costs and then the forms go on to our business manager and then to Accounts Payable. The average time from turning in your paperwork to receiving a check in the mail is 8-10 weeks.

Q. What happens when a conference straddles both Spring and Summer.

A. Use your best judgment. If the bulk of the conference lies in either period apply for that period. If it is an even split applying in Spring rather than waiting for Summer would coincide with the GSS philosophy of applying sooner rather than later.

Q. Will presentation continue to take priority over attendance?

A. Yes, this was decided over the Summer.

E. Advocacy Chair – Andrea Meluch – ameluch1@kent.edu

1. Rec. Center Pricing

a. Over the summer all students must pay an addition fee. Andrea will be comparing other Rec Centers to see how Graduate Students are handled in similar situations

b. Floor- This may be because Kent's rec center is open to the community and thus different from student-centered centers.

c. Graduate Students are still very interested in participating at the Rec Center during the summer. Also, when PhD students reach Dissertation II they reach the same problem.

2. GSO TA Blackboard

- a. If you are a TA you should notice a TA Blackboard link that is an opportunity for TAs across campus to find centrally located teaching resources.
 - Q. Where is it located?
 - A. When you sign into BlackBoard you should see it.
 - Q. Is it only available to those labeled as TA instead of GA who simply fill teaching assistant positions?
 - A. Andrea will bring that up with Graduate Studies and BlackBoard
- 1. Research Award
 - a. There were 41 applications, the highest ever for the Fall
 - b. Conference Travel will most likely not be funded as we continue to stress Invited members to participate on the reward committee
 - c. Anyone interested in serving on the review committee please contact Andrea.
 - Q. Are people who are not senators allowed on the committee?
 - A. Yes
 - Q. We have a lot of people who are in Social Sciences and there are concerns about certain activities such as transcription services that are being rejected for not being appropriate research.
 - A. GSS focuses more on the proposal than the subject, but it does come down to the committee's decision. Thus, the more participation and diversification the committees receive the better.
 - Q. Are the Research Awards only twice a year?
 - A. Yes, they are given out in Fall and Spring
 - Q. Is there a specific Amount?
 - A. We can fund up to \$2000, but we can choose partial funding based on the committee's decision and the quality of proposal.
 - Q. How many applicants can you expect in the Spring?
 - A. There were 80 last year, and following current trends there will most likely be more in this Spring.
- 3. Philanthropy
 - a. We are considering a goods drive for this semester possibilities include the Domestic Violence Shelter/Women's Shelter Goods Drive, One Warm Coat, and others.
 - b. Dr. Warren has approached Graduate Studies for more attendance at athletic events. We are hoping to link up a graduate student social, possible at a Volleyball game, with our Fall 2014 drive.
 - c. Geography motions to support the women's shelter domestic violence goods drive. Seconded: Chemistry and Biochemistry Seconds.
 - d. More information will be provided at a later date.

F. Research Symposium Chair – Scout McCully – smccull5@kent.edu

- 1. Education Policies Council (EPC) Report –

- a. The Faculty Professional Development Center is now the Center for Teaching and Learning, renamed to better facilitate Graduate Student instructors.
 - b. There is a new curriculum software.
 - c. Training sessions have begun across many departments this fall
2. 30th Annual Graduate Research Symposium (April 3, 2015)
 - a. Please let your constituents know the date and location (Kent Student Center) of the symposium
3. International Travel Award
 - a. Fall 2014 Award
 - i. We received four applications.
 - ii. Only two were complete applications.
 - iii. The committee met last Wednesday to review the remaining 2 applications, and we chose not to award either application.
 - b. It is our hope that the International Travel Award is viewed and treated as a competitive, highly selective award. Given that we have a limited number of awards we can grant each year, we believe only applications of the highest caliber should be awarded. We expect that graduate students will treat these applications as practice for future grant writing, and in doing so, should not only adhere to the guidelines, but put great thought and care into the 2-page proposals they write.
 - c. Across the two applications, some of the issues that influenced our decision not to fund were:
 - i. Lack of organization to proposal (e.g., one proposal was 1 paragraph--2 pages long!)
 - ii. Not discussing the importance of his/her presentation to the field (a rubric requirement)
 - iii. Demonstration of sufficient external funding
 - iv. Lack of description of the purpose of the travel (e.g., unclear whether presenting, if so, whether presenting poster or oral presentation)
 - d. In addition to those issues, I want to stress that we expect students meet the basic requirements:
 - i. All materials attached to the application must be blinded—their name should not appear anywhere on their confirmation of attendance, CV, schedule, or any supporting documents. This is made clear in the guidelines posted online.
 - ii. We plan to become more strict about students sticking to the limit of 2-pages DOUBLE SPACED
 - e. Money that we did not spend in the fall will be rolled over for Spring and Summer international travel.
 - f. Anyone interesting in being on the International Travel Award Committee, please e-mail Scout.

G. Information Services Chair – Mark Rhodes – mrhode21@kent.edu

1. Senator Updates
 - a. Please email Mark mrhode21@kent.edu or gss.info@gmail.com with any senator or alternate senator updates or if you are not receiving emails.
2. Website Updates
 - a. We are still in the process of updating the website, but our new site has gone live at <http://www.kent.edu/graduatestudies/gss>
3. Like us on [Facebook](#) and follow us on Twitter ([@ksugss](#)) for news! Tweet your successful GSS funded travel and research [@ksugss](#) and we'll Retweet you.

V. New Business

A. 2014-2015 Budget approval

1. Motion: Health Sciences; Seconded: Lifespan, Development, and Educational Sciences
2. Budget passes

VI. Old Business

A. Bylaw revision

1. It was proposed that the Bylaws be reworded so that food per diem rate be adjusted to remove exclusive language. Federal minimum per diem is \$46 per day, which is \$41 per day for food and \$5 per day for incidentals. It was proposed and passed that per diem will follow Federal laws.
 - a. Original Wording: "Food expenses are limited to a \$41/day per diem (\$7 breakfast, \$11 lunch, \$23 dinner as demarcated by travel times), the minimal per diem as established by Kent State University."
 - b. New Wording: "Food expenses will be reimbursed according to Federal minimum per diem."

VII. Announcements

- A. Next General Senate Meeting: Wednesday, October 1st from 11:00am – 1:00pm Moulton Hall Ballroom
- B. General Senate Meetings – Fall 2014
 1. Wednesday, October 1st from 11:00am – 1:00pm Moulton Hall Ballroom
 2. Wednesday, November 5th from 11:00am – 1:00pm KSC Room 317
 3. Wednesday, December 3rd from 11:00am – 1:00pm KSC Room 317
- C. GradFest: Friday, October 3rd from 6:00pm-8:00pm – Location TBD

VIII. Adjournment 12:35 – Motion: Applied Engineering, Sustainability, and Technology; Seconded: Sociology