



## **Graduate Student Senate**

### **Cabinet Meeting Minutes**

Date: July 1, 2024, 5:38 pm (Central Time)

Location: Teams Virtual Meeting

Attendees:

Kadesh J. Clouden (K.C), President

Nancy U. Chimezie (N.C), Vice President

Bachchu Shekh (B.S), Director of Communication

Jessica L. Holden (J.H), Director of Programming

Absent:

Shernice V. Armbrister (S.A), Director of Finance

Agenda:

- Brief Introductions
- Meeting with Dr Hoelscher (May 31st recap)
- Senators/Representatives
- Event Calendar/Planning
- Fall 2024 Budget
- Communications/Webpage update

- Social Media and Madison Jordan
- Other Business

### *Brief Introductions*

The meeting commenced with introductions, where each member introduced themselves and outlined their roles. It was agreed that the core Cabinet would meet monthly, with updates communicated via WhatsApp.

### *Meeting with Dr. Hoelscher*

K.C provided a detailed breakdown of his meeting with Dr. Hoelscher, Associate Dean of the Graduate College, which was held on May 31<sup>st</sup>, 2024. K.C emphasized the need for improved communication with the Graduate Student Senate (GSS), adding that they have proposed monthly check-ins to stay informed and that the Graduate College offered their support to enhance GSS's presence.

Communication strategies were reviewed, noting the limitation of four mass emails per semester. K.C shared that the emphasis will be on utilizing WhatsApp and social media, with assistance from the Graduate College new Coordinator of Marketing and Recruitment, Madison Jordan for social media efforts.

Election planning was addressed, with a proposal for in-person elections to improve clarity and engagement. Starting preparations early, around April, was suggested, along with creating shadowing roles as an opportunity for candidates to familiarize themselves with the responsibilities of a particular position.

K.C shared that budget and event planning were deemed crucial, requiring at least one month of advance planning to secure funding and approvals. He added that the senate should avoid the use of personal funds through reimbursements due to potential delays as advised by Dr. Hoelscher.

### *Senators/Representatives*

K.C shared that the need for three additional representatives were discussed: one for the Student Government Association (SGA), one for the Student Organization Funding Allocation Council (SOFAC), and a Faculty Representative. He added that assigning these roles may involve current Cabinet members or incoming senators.

### *Event Calendar/Planning and Fall 2024 Budget*

J.H opened with the proposition of event ideas included monthly open floor meet and greet sessions and networking events to foster connections among graduate students. J.H highlighted the importance of these networking events, suggesting a casual business formal event with snacks and conversation cards for those new to networking. K.C encouraged documenting social activity ideas and leveraging the SAC calendar to avoid scheduling conflicts. Collaboration with other student bodies was suggested to increase engagement and reach. N.C. emphasized the importance of connecting and engaging more with students to increase awareness of the GSS and its presence on campus.

K.C provided an overview of recurring events such as writing workshops, resume-building sessions, and the Einhellig Interdisciplinary Forum, highlighting the need for funding support for these events.

J.H proposed more structured campaigns and possibly debates for future GSS elections to increase involvement and transparency. Regular communication through emails and feedback collection via forms were emphasized to keep graduate students informed and engaged.

Budget planning was stressed by K.C, highlighting the importance of planning events well in advance, understanding funding sources, and adhering to guidelines for fund usage. J.H requested clarification on booking rooms for events and mentioned not receiving a relevant email, which K.C agreed to follow up on.

#### *Communications/Webpage update and Social Media*

K.C reiterated that we are allowed four emails per semester, access to a WhatsApp group where admins need to be re-appointed, and access to an Instagram social media account. He added that there is potential for collaboration with the Graduate College's new Coordinator of Marketing and Recruitment, Madison Jordan, for content creation. Madison has also offered to work closely with and mentor the Director of Communications to enhance our social media reach and presence. K.C also shared that Dr. Hoelscher, who coordinates the GSS webpage, will be able to update it once given the appropriate information.

K.C highlighted the need to form a subcommittee for communications and programming, with the support of the Senators, to alleviate the workload required for these roles. B.S agreed, noting the positive impact of having the Senators' support last semester. J.H offered to assist with social media content creation when needed and suggested spotlighting active members to ensure consistent event promotion and implementing graduate student takeovers on social media to increase engagement.

#### *Other Business*

K.C mentioned the need to schedule professional photos at the alumni center for official GSS webpage use.

J.H shared that we should also consider tabling at SOAR events to increase GSS presence.

#### Action Items

K.C:

- Coordinate with International Programs
- Schedule professional photo sessions.
- Share a folder for event planning and budgetary organization.
- Follow up on the email for booking rooms and share necessary documentation.
- Schedule a meeting with Director of Communications and Madison Jordan to discuss a social media plan for the Fall semester.
- Appoint Graduate Student WhatsApp Group admins

J.H:

- Email about tabling at the graduate student orientation.
- Collect availability schedules for setting a consistent meeting time.
- Assist with social media content creation and management when needed.

B.S:

- Update the password on the GSS Instagram account.
- Communicate GSS Webpage updates to Dr Hoelscher

All Members:

- Document and share ideas for events.
- Utilize the SAC calendar for event planning.
- Ensure GSS presence at orientations and welcome week events.
- Confirm senator roles and representatives for various committees.
- Plan and budget events in advance.
- Share availability for scheduling meetings.
- Participate in informal meet-ups and support each other in fulfilling roles.

Additional Notes:

- Emphasis on increasing GSS visibility and involvement in various activities.

- Need for clear communication and structured event planning to enhance student engagement.
- Emphasize open communication and mutual support within the cabinet.

The next meeting was scheduled for the first week of August, an exact date to be finalized.

The meeting adjourned at 6:29 pm.

Respectfully Submitted,

---

Kadesh Johnathan Clouden