



**Graduate Student Senate
Cabinet Meeting Minutes**

Date: August 8th, 6:40 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

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

Agenda:

- Greetings
- Corrections and Omissions to Minutes
- GSS By-Weekly Meetings
- Senators
- NGSO Panel
- Events
- GSS Picture Day
- Website/BearLink Updates/Social Media

- Other Business

Greetings, Corrections and Omissions

The meeting, led by K.C, marked the first gathering for August. K.C welcomed everyone and mentioned that the agenda had been sent out earlier, hoping everyone had reviewed it. He suggested possibly eliminating the formal section for corrections and omission in future meetings, depending on its necessity. K.C emphasized the importance of establishing a structured meeting format to ensure efficiency.

GSS By-Weekly Meetings

The team discussed how often to hold meetings moving forward, especially with the upcoming semester. J.H suggested bi-weekly meetings, with one in-person meeting each month and the other via Teams for quick, informal updates. The group generally agreed with this approach. The team then discussed scheduling regular meetings, with most members agreeing that Thursday evenings after 5:00 pm would work best, although some members had conflicting schedules. The team tentatively decided on Thursdays for future meetings.

Senators

The team discussed the selection of senators, noting that only one former senator expressed interest in returning. They agreed to make an official call for senators, prioritizing those who showed early interest. N.C has been working on a form for this announcement and plans to complete it by Saturday, August 10th. The announcement will be made after the New Graduate Student Orientation (NGSO) on August 15th.

The team also discussed the GSS Constitution, with J.H and K.C noting its lack of clarity. It was decided that any proposed changes would be tested before making formal amendments.

NGSO Panel

Regarding the NGSO panel on Tuesday August 13th, the group received an official invitation and was allocated 15 minutes to introduce themselves and the organization before the panel discussion. J.H mentioned she would need to leave immediately after the panel due to her

Graduate Assistantship. The group speculated that the panel would be informal, with questions answered by any member who felt comfortable responding. The overall goal will be to provide orientation attendees with a clear understanding of GSS's operations and general life as a graduate student at MSU.

Picture Day

The team discussed the upcoming free picture day, scheduled from 9:00 am to 12:00 pm on the same morning as the NGSO panel. K.C suggested arriving early to take advantage of the opportunity, although J.H mentioned she already has professional headshots. The pictures are intended for updating the website, and K.C emphasized the importance of each member having professional photos.

J.H raised the question of dress code for the orientation and picture day, proposing that everyone dress in a coordinated manner. The team agreed on a business casual dress code, with jeans and a nice top (blazer optional), to maintain a consistent and appropriate appearance.

Website/BearLink Updates/Social Media

K.C discussed the need for updating the website and integrating it with the social media platforms. They noted that many students had expressed interest in joining the Senate via email, and suggested enhancing the website to provide more detailed information, similar to the SGA's format. K.C plans to create a document outlining the desired layout for the website and invited team members to contribute.

J.H mentioned that she would handle the updates on BearLink (now referred to as the Involve app) and could mirror the content from the website on BearLink. The team agreed that any updates to the website should reflect a collective decision.

For social media, K.C shared plans for a photo station at an upcoming orientation to generate content for the GSS social media platforms. B.S provided updates from a previous meeting with Coordinator of Marketing and Recruitment, Madison Jordan, about social media strategies for 2024-2025, which included suggestions for creating LinkedIn and Facebook accounts, and possibly a TikTok account to engage with students. K.C emphasized the importance of support for maintaining these platforms and suggested to N.C to include a section on the Senator form to identify senators with social media skills to help manage these efforts. K.C also offered access to a professional Canva account for creating premium designs.

Events

J.H outlined plans for upcoming events, including the NGSO and a potential informal Info Night in October. She suggested organizing a LinkedIn Networking and Resume-Building evening, noting the need for a clear budget to facilitate these events. J.H emphasized that she needs to know the available funds and the process for ordering catering and other supplies. K.C advised J.H to prepare an outline for each event, including proposed dates, requirements, and estimated costs, to help in securing and managing funds. J.H agreed to work on this and planned to schedule a meeting with K.C to review the budget and event planning details. K.C also recommended reviewing the transition documents and to prioritize preparing outlines for events for the month of August. J.H noted her busy schedule and personal commitments but assured that she would manage her tasks accordingly.

Other Business

K.C proposed hosting a town hall meeting for all graduate students starting in September, to which J.H responded positively, mentioning plans for a meet-and-greet event in September.

K.C discussed several additional key points. First, he emphasized the importance of familiarizing S.A with SOFAC documents and the purchasing procedures to ensure she is comfortable and understands her role. K.C also highlighted the need to plan for new merchandise, as the current Swag is outdated. He reached out to SGA President, Tamia Schiele, for insights on the Swag purchasing process and additional insights as the larger of the two student government organizations. A follow-up is needed.

N.C proposed creating a monthly platform for graduate students to voice their concerns and receive support, suggesting it could be an informal gathering with snacks. K.C agreed to consider this idea and suggested incorporating it as an official town hall. Additionally, N.C recommended increasing awareness of GSS through advertisements on the MSU website. Finally, N.C inquired about the possibility of involving other organizations in the upcoming NGSO and was advised to contact Dr. Hoelscher about any potential opportunities.

Action Items

- Call for Senators after orientation (Thursday, August 15th TBD)
- N.C - Information Form for Senators
- J.H - Event outlines for the month of August
- S.A - Review SOFAC and other funding sources and purchasing procedures
- B.S - Call for Senators posts for social media platforms

- B.S - Welcome week posts for social media platforms
- K.C - Photo Station at NISO and NGSO
- K.C - Follow up with SGA President on Swag Purchases and Insights
- K.C - Draft Website outline

The next meeting is tentatively scheduled for Thursday August 22nd after 5:00 pm.

The meeting adjourned at 7:22 pm.

Respectfully Submitted,

Kadesh Johnathan Clouden