

AGENDA
Graduate & Professional Student Council
2004-2005 Academic Year
Meeting Five: 24 January, 2005

**Action Items for Council members are in bold*

- I. Attendance
 - A. Sign-in sheets
- II. Approval of Minutes
- III. Committee Reports
 - A. Community Relations: Rachel Poretsky and Philip Duhart, Co-Chairs
 - B. Health Insurance: Jeff Lake, Chair
 - C. International Student Affairs: Satya Sahoo, Chair
 - D. Fundraising: Leslie Herbert, Chair
 - E. Georgia Graduate Student Interdisciplinary Conference: Sabrina McGraw and Ashwini Nadkarni, Co-Chairs
 - 1. Tentative Schedule: Friday, Feb. 11th, 1-5 and Saturday, Feb. 12th, 10-4
 - 2. Speaker—Dr. Richard Wertime; Keynote: Saturday 12:30-2:00, \$10
 - 3. PD Workshops—Friday, Feb. 11th
 - 4. Abstracts—39; 32 presentations, 7 posters
 - 5. **Volunteers—registration desk, moderator, floater (reward: free attendance at Keynote luncheon)**
 - F. Social: Jenny Jeansonne, Chair
 - 1. GGSIC reception: Friday, Feb. 11th, 6:00-8:00pm
- IV. Old business
 - A. Increased Bus Service Petition—75 signatures; will submit copies and formal request to President's office and transportation office
 - B. Aderhold Crosswalk
- V. New business
 - A. Parking services
 - 1. Open parking during intersession and breaks
 - 2. Family and graduate housing issues
 - 3. **Other issues?**
 - B. GSA Elections
 - 1. Job Duties for Pres and VP (see Appendix)
 - 2. Tentative Timeline
 - a. Candidacy Forms Available—Feb. 7th
 - b. Candidacy Forms Due—Feb. 28th
 - c. Candidates Address Council—March 7th
 - d. Election—March 8th-11th
 - 3. Secretary elected during Council meeting in April
 - C. Next Meeting: Monday, February 7th, 2005, 6:30-7:30pm, SLC 348
 - 1. SGA candidates will address the Council
 - 2. **Voting is February 8-9 via Oasis**

- D. Open Discussion from the Council
- E. **Volunteer Sign Up for GGSIC**

Appendix: Job Duties of the GSA President, Vice President, and Secretary

Duties of the President

The President of GSA is responsible for coordinating the Council and running Council meetings. He/she or his/her designee is the primary spokesperson for GSA in working with the University administration and the community at large. The President will also be responsible for coordinating and planning GSA events throughout the year, or designating individuals to carry out these tasks, and will have control of the GSA budget to that end. The President, in cooperation with the Vice President, will select graduate students for service on University committees and working groups or serve on those committees him/herself, and will be responsible for recruiting members from departments not represented on the Council. The President will represent graduate and professional student interests on University Council. The President will be provided a University assistantship for his/her work for GSA, and is therefore primarily responsible for all activities of these organizations. The President will not vote at Council meetings except in case of a tie.

Within the following description, 'local' refers to but is not limited to The University of Georgia and Athens, Georgia; 'state' refers to the State of Georgia, and 'national' refers to but is not limited to nationwide graduate student organizations. The phrase 'graduate student' will be interpreted in the broadest manner to include any student pursuing a post-baccalaureate degree. 'Graduate Student Association' (and the abbreviation GSA) refers to the Graduate Student Association at the University of Georgia and the Graduate Student Association President is the elected leader of said body. 'GPSC' refers to the Graduate and Professional Student Council, the representative student government for graduate and professional students at the University of Georgia.

Who receives the Graduate Student Association President Assistantship?

The Graduate Student Association President Assistantship will be awarded to the Graduate Student Association President. The assistantship is neutral in regards to the degree program of the recipient, meaning that it does not depend upon master, doctoral, certificate or professional degree program. However, the Graduate Student Association President must be enrolled in a program which falls under the jurisdiction of the UGA Graduate School. The assistantship is governed by all rules of the Graduate School regarding standard teaching and research assistantships, including credit hour enrollment.

Description of Responsibilities

- Serve as the Chair of the Graduate and Professional Student Council. The duties of the GPSC chair include planning meetings, preparing agendas, recruiting representatives and maintaining clear lines of communication with and among the Council representatives.
- Advocate for graduate student concerns at local, state and national levels.
- Represent GSA's stance on any issue, or appoint someone to represent GSA.
- Disseminate information of relevance to the local and state graduate body.
- Participate in orientation activities aimed at graduate students.
- Encourage the development of a graduate school community by planning social and professional development events and publications which create interaction among graduate students, both within UGA and beyond.
- Advocate for the concerns of other University groups which have substantial graduate student membership.

- Serve in one of the two graduate student seats on the University Council, and occupy the seats on the Graduate Council and University Council Executive Committee reserved for a graduate student.
- Serve, or appoint a representative from the GPSC to serve, as a member on every committee within the University Council that has a graduate student seat.
- Serve, recommend or appoint, as appropriate, GPSC representatives or other involved GSA volunteers to serve on the various organizations and committees within the University of Georgia that require student representation, such as the Technology Fee Allocation Subcommittee of CAIT (Committee for Applied Instructional Technologies).
- Serve on the Mandatory Student Fee Advisory Committee.
- Serve as a liaison between GSA and the undergraduate Student Government Association.
- Serve as the chief administrator of all resources, financial and/or physical, for the GSA, under the supervision of the GSA Vice President and with the voted consent the GSA membership.
- Work with the subsequent year's elected President and Vice President to craft and submit a budget in the student fee allocations process, and to otherwise make the leadership transition as smooth as possible.
- Serve as the Chair of the Graduate and Professional Student Council. The duties of the GPSC chair include planning meetings, preparing agendas, recruiting representatives and maintaining clear lines of communication with and among the Council representatives.

How is the Graduate Student Association President Selected?

Elections will be held yearly in March. All prospective tickets must announce their candidacy to the Council a minimum of two academic weeks before the election. In accordance with the GSA Constitution, the President and Vice President will run together on a ticket. A President/Vice President ticket will be elected by a 50% plus 1 majority. If no candidate receives such, a run-off will be held as soon as possible between the two tickets with the highest votes. The mode of voting will be through the GSA website.

Who Provides Oversight for GSA within the Office of the Vice-President for Student Affairs?

In accordance with the rules governing all assistantships at UGA, the GSA President will report to a supervisor. That supervisor will be selected by the Vice-President for Student Affairs from within his or her office.

How will the GSA President be Evaluated?

The oversight of the GPSC provides ongoing evaluation and feedback for the GSA President throughout the year. Formal evaluations of GSA and the President will occur at the same time as the annual elections. GSA members will be provided a form at the same time as voting is conducted on which they can rate the actions of the President and Vice President in terms of the responsibilities described above and in terms of the goals for GSA stated at the onset of each academic year. There will also be a space for written comments. The Office of the Vice-President for Student Affairs will, likewise, evaluate the GSA President using the same measures provided to the members of GSA. Information from these evaluations will be used by the incoming President and Vice President to establish the goals of their office for the next academic year.

How is the GSA President Compensated?

The work of the GSA President will require 18 hours a week at the very least. Due to this amount of time and the full course load that s/he is required to take, the GSA President will be unable to accept any other assistantship. Therefore, the GSA President will be compensated from the budget of the GSA with a 4/9 assistantship, with the exact amount dependent if s/he is a Master's, PhD, or Professional student. The exact amount will reflect the guidelines established by the Graduate School as to program level and compensation. Along with this will come the privileges of an assistantship, such as tuition waivers. This compensation will begin on June 1 following his/her election and will continue through May 31 the following year.

Duties of the Vice President

The Vice President is responsible for working with the President to carry out the many duties associated with coordinating GSA and GPSC events and meetings. Primary duties include service on University committees and working groups, working with the President to recruit volunteers for same, and oversight of GSA expenditures. The Vice President will represent graduate and professional student interests on University Council.

Duties of the Secretary

The Secretary of the GPSC is responsible for maintaining and updating the minutes, attendance records, listserv, membership roll, and other records of the Council.