



## I. Call to Order

*Vice President of Management Amritt*

Present:

President Charles

Vice President of Management Amritt

Vice President of Finance Byambasuren

Vice President of Communications Lyons

Vice President of Programming Steele

Director of Clubs & Campus Relations Tate

College of Arts & Sciences President Gunawan

School of Public Affairs President Reeves

School of International Service President Ghassemi

School of Communications President Dooley

Graduate Business Association President Sandhu

## II. Approval of Minutes

Thursday, October 11, 2018

## III. Cabinet Reports

### PRESIDENT

- **In Progress**
  - Reviewing Liaison applications
  - Followed up with administration to discuss student space
  - Updated Constitution to distribute after this meeting - please take a look
  - BOT Committee hearing is next week - Thank you to all who responded to my email and please make sure to go over my report.
- **Upcoming**
  - As we move through winter break I will be working on starting the strategic plan. This document will be of great focus during the second semester and our winter retreat will focus on this a great deal.

### VICE PRESIDENT OF MANAGEMENT

- **Milestones**
  - Updates from the Faculty Senate Graduate Curriculum Committee and proposed resolutions and initiatives being undertaken by the Transportation Advisory Committee updates.
  - Eagles Elect, student-led voting initiative, was able to successfully register more than 1,000 students to vote. Efforts will be focused on election information for the weeks leading up to the midterm election.
- **In Progress**
  - AU Photo Collective will provide professional headshots for interested graduate students and graduation photos in the fall semester. The day of the shoot is Sunday, November 25 for four hours.
  - Formulation of governing Bylaws and rewriting the Constitution. A draft document will be made available at the end of the semester for public comment.



- Paperwork for student support payments for Liaisons and Programming needs to be submitted as soon as possible. Members on the university payroll system will be paid at the next pay period while everyone else will receive a check in the mail.
- **Upcoming**
  - Planning for the Spring 2019 Campus Climate Survey including questions topics, timeline, and graduate student community presentation.
  - Campus Labs on boarding with the Graduate Leadership Council and specific Graduate Student Councils.
  - Winter retreat will be held on January 19-20 with a Martin Luther King, Jr. Day of Service activity with the Office of Campus Life. More information will be forthcoming at the end of the month.

#### VICE PRESIDENT OF FINANCE

- **Milestones**
  - Grad Student Budget Forum on Thu, Oct 25 with 30+ attendees
  - Outline of Travel Grant application process for 2018-19 is completed
  - (the link is for internal purpose and not for the public minutes)
- **In Progress**
  - The travel grant application opens on (tentatively) Nov 16
  - Any questions regarding the application should be directed to: [myauglc@gmail.com](mailto:myauglc@gmail.com)
  - Online application form in progress and website will be updated
- **Upcoming**
  - Update instructions on how to request funding from the GLC
    - Collaborate with Kendall to streamline the process better
  - University budget committee meetings in November and December + BOT Finance meeting
  - Looking for review committee for Travel Grant

#### VICE PRESIDENT OF COMMUNICATIONS

- **Milestones**
  - **Rebranding** – Working with Carl, we were able to put together an updated Scope of Work document to send to the three agencies with which we have been communicating. Proposals were modified by the agencies to reflect the updated Scope of Work and those changes were communicated to me and Carl. We will be presenting the proposals for an up or down vote at this Thursday's meeting.
  - **Domain Name** – We have acquired the domain name **auglc.org** for a period of ten years. The new domain name will go into effect concurrently with the GLC website rebuild.
  - **Graduate Gazette** – Our first edition of the Graduate Gazette newsletter went out to students in October. We enjoyed a 62% Open Rate and a 6.81% Click Rate. This is an increase of over 10% in Open Rate and an over 4% increase in Click Rate from the last newsletter sent in April 2018.
  - **Paid Promotion** – We have paid promotion going on both social accounts. On Facebook, we are trying our first event promotion in addition to page promotion. On Twitter, we are currently just promoting the account. This paid promotion is meant to increase event attendance and grow page likes.



- **In Progress**
  - **Event Promotion** – Currently putting paid promotion behind the “Pre-Game with the Post-Grads” event for this Friday and working with Suzanna to finalize promotion and processes for the Wizards Outing.
  - **Travel Grants** – Working with Bini to develop a new, sleek online submission form for Travel Grant applicants. Also updating the application and reimbursement schedules.
- **Upcoming Activities**
  - **Fall 2018 Events Report** – Following the conclusion of our last GLC event of the year (i.e. the Wizards game), a report will be compiled and released outlining the success of the promotion for these events and what will be done moving forward.
  - **Slack Internal Communications** – This has been discussed on multiple occasions, but now that our GSCs and the GLC are at full (or near full) capacity, the Slack network will be fully fleshed out and detailed. Be prepared for a guide outlining how the Slack network will be used by your GSC and the GLC.

#### Director of Clubs & Campus Relations

- **Milestones / In Progress**
  - I created a google form surveying undergraduate clubs regarding graduate student participation. I am currently awaiting responses from undergraduate clubs but have requested this form be completed by November 9.
  - I created a spreadsheet that has been shared with the Presidents of each school to determine what clubs are present within each school and I have requested this be completed by Friday, November 9.
  - Some descriptions have been generated for the liaison positions
- **Upcoming**
  - Generate individual requirements for each of the liaison positions and cement the liaison position requirements
  - Develop a master list of clubs available to graduate students at American University.
  - Create club constitution template
  - Meet with the President of the Law School to discuss if there are clubs that graduate students may join.

#### VICE PRESIDENT OF PROGRAMMING

- **Milestones**
  - 140+ showed up the SBA/GLC Happy Hour. A majority we are graduates students.
- **In Progress**
  - Tomorrow is the pre-game for post-grad basketball event. Please, please, please come and bring everyone you know. I sent out an email to all the presidents and clubs. It will be fun, and we have some good catering.
- **Upcoming**
  - I have all the Wizards tickets! I sent out a poll to the Council with times to be in the GLC office for pick-up. Please fill it out.



**IV. Council Reports**

**COLLEGE OF ARTS AND SCIENCES**

- **Milestones**
  - New anthropology senator
  - All department budgets reviewed and approved
- **In Progress**
  - CAS Social Mixer - Dec
  - Discussing possibility of CAS-specific travel grant
- **Upcoming events**
  - Escape room moved to Spring
  - Revising constitution to incorporate removal of executive members and stipend updates
  - Establish CAS clearing house

**GRADUATE BUSINESS ASSOCIATION**

- **In Progress**
  - Mixer with other DC area business schools on November 9th
- **Upcoming**
  - Survey Kogod grad students for next semester
  - Help with Red Dress gala promotions
  - Finalize spring programming

**SCHOOL OF COMMUNICATIONS**

- **Milestones**
  - We formulated and filled two new positions. SOC now has our full delegation, with the added positions of VP Communications (Darius Booker - Strategic Comms) and Secretary (Alexis Soto - Journalism/Public Affairs).
  - We completed a student survey to inform our platform for the year
  - We completed a rough draft of our budget, pending approval this Friday after we meet with Student Affairs.
- **In Progress**
  - Strategic communications plan
  - Establishing contact and developing relationships with students, professors, alums, and administrators
- **Upcoming**
  - November 15th career and networking event with Alums and Professors
  - Holiday food drive
  - December 6th event with Sen. Corey Booker

**SCHOOL OF INTERNATIONAL SERVICE**

- **Milestones**
  - We hosted the GSC Social Hour at Toro Toro on Thursday, October 18th. This event had a large turnout and was a great success.



- We hosted a Jazz Night at the Bridge Cafe on Thursday, November 1st. This event also had a large turnout. Our communications team posted videos and photos from the event on the story of our Instagram account and will be posting photos on Facebook.
- The GSC Senate passed a resolution, presented by the Rules and Regulations Committee, that sets the procedures for online voting.
- **In progress**
  - We are narrowing down the office at SIS that is responsible for keeping an updated listserv of SIS Alumni that we can reach out to for our Zoo Lights Event. This event had traditionally been cosponsored by the GSC and SIS Alumni Relations Director. Currently, this position is vacant at SIS but the GSC has decided to host the event on its own and keep the tradition going.
  - Our Rules and Regulations Committee is drafting legislation that would allow for permanent online student representation on our council. This will be done by adding a position on the SIS GSC Executive Council.
  - The Leadership Dinner, one of the GSC's flagship events, will be held on February 8th. We have confirmed that Daniel Mulhall, the Irish Ambassador to the U.S., will be our keynote speaker.
  - We have started looking for places to host the International Affair, our flagship event at the end of the year. It will be held in late April or early May.
  - The SIS Graduate Curriculum has been consolidated with the Undergraduate Curriculum, therefore, the SIS GSC is working to expand representation for graduate students that has been downsized in the merging of committees.
- **Upcoming**
  - Zoo Lights will be on November 30th.
  - The next SIS GSC Senate Quorum will be on November 16th.

## SCHOOL OF PUBLIC AFFAIRS

- **Milestones**
  - Voted and brought on new Finance Team - Francesca D'Andrea (Finance Director) and Tanar Sackley-Wright (Deputy Director of Finance)
  - Held a Midterm watch-party in Kerwin Lobby
  - GSC Kickball game with GW Trachtenberg School
    - Had 16-20 SPA students attend.
- **In-Progress**
  - Working with the SPA Events team to begin preliminary planning for the Gala.
  - Planning November event with George Washington Student Council
  - Collect a roster of all SPA students and identify international students to identify needs.
- **Upcoming**
  - Public Purpose Journal Happy Hour November 10, 2018 at the Front Page
  - SPA school-wide Thanksgiving dinner on November 18th
  - Collect canned goods for The Market on campus
  - Begin selling SPA Swag (t-shirts, sweatshirts, water bottles, etc.)
  - Planning December Academic and Social events



## V. New Business

- i. Redesign Proposal Presentation  
*Vice President of Communications Lyons*  
*Vice President of Management Amritt*

Vice President Lyons and Amritt delivered a presentation providing an overview of the GLC rebrand efforts to date. Three designers have been identified and final proposals have been provided to the council for review. The council had agreed on a designer with the design schedule from December 2018 to March 2019. Lyons and Amritt will be contacting the designer and proceed with executing the contract.

## VI. Adjournment

*Vice President of Management Amritt*