

E-Council Meeting 1

28 Aug 2024

Meeting Minutes

Attendance: Jessica, Aminah, James, Neha, Saad, Mrunal, Lokesh, Soham, Jennifer

Primary Notetaker: Aminah

Start: 12:37 PM

End: 1:59 PM

Executive Summary: This is the first E-Council meeting for FY2025. At the first E-Council meeting, basic procedures were discussed, and meeting norms were adopted. New E-council members were welcomed since the last meeting between members was in May. Feedback on how the five major events and training could be improved. This training was held in August August, 2024, and included the UMBC Office of Equity and Civil Rights (ECR), Understanding the Bylaws, Roberts Rules of Order, and training. Members provided feedback for the Welcome Event at the RAC, the Commons takeover, and Open House events. E-Council members then discussed if should be best to help Senators select their Shared Governance Committees, or if Senators should request their committees, first come first serve. The website will be updated to reflect current Shared Governance Committees before the next E-Council meeting, and Soham will work to get all the Senators to select their committees after active committees are identified. The meeting was adjourned at 1:59 PM.

The Executive Council Group Norms

- How E-council works, how voting works: cabinet votes, E-Council breaks tie if comes up
- Not just a one-sided sharing, but we need opinions!
- For effectiveness, Chairs put things on the agenda when help is required, or once a month what your committee is doing, also welcome to share successes and achievements, Dan will be keeping track also.
- Meetings won't be recorded, for now. To ensure the comfort of all those speaking.
- Meeting norms that the cabinet came up with being discussed.
 1. Use what has been done and stay close to precedence, and with GSA in Student Affairs what changes will come and help us with.

2. We need to save the autonomy of the Senate and keep a balance.
3. Delegate jobs appropriately, don't want anyone overwhelmed, not duplicate efforts. Cabinet is learning, we know made mistakes and want to learn.
4. Keep hours as a record. And you don't overdo it. The cabinet will be doing the same.
5. Assume that everyone's intentions are good. But keep a balance also.
6. Need to try new things, risks are associated with risks. Be ready to take responsibility if, inevitably, something negative happens.
7. Welcome to add more things to add, welcome to do so. There is no deadline for this.
8. Saad: being on the same page with Cabinet would help as things trickle down from Cabinet to E council, so he feels it is good for E council to adopt these norms.
9. Practice/Real vote: Should the Cabinet norms be adopted as E-council Norms?
Vote: Cabinet (Jessica, Soham, James, Aminah) Abstain
E-Council: Yay (4) - Saad, Neha, Mrunel, Lokesh Abstain: None
Passed! The norms are adopted for the E-council also.

Discussions

1. May 2024 GSA Meet and Greet for Incoming and Outgoing E-Council Members
 - a. The E-Council discussed how the previous events held until this point went. They discussed what was successful, and provided critical feedback so that they could improve for future events. The discussion opened with a discussion about what could have been improved from the E-Council Meet-and-Greet for outgoing and incoming E-Council members, in May.
 - b. Were past E-Council members invited to attend previous meetings? Would it be advantageous for them to be there, and help in moving forward?
 - c. Previous E-Council members were invited but most were unable to attend. The goal of the meeting in May was to onboard the new E-Council members and to meet the predecessors, but this did not happen for several new E-Council members. If a future requirement is made for new E-Council members to meet the

prior E-Council members early, what should we do if people move on, and how do we keep E-Council members supporting the transition for the new E-Council members?

- d. Suggestion: Out-going E-Council Chairs should create a handbook or develop notes, and other material to support the transition to incoming E-Council members.
- e. The documentation of prior work would help incoming E-Council members to see what tier duties are. If members are unable to attend onboarding meetings and the information is forgotten, creating documentation that can be passed along can help close the loop. This has helped E-Council members in the past.

2. GSA Training: ECR, Bylaws, Roberts Rules, and How Senate Works Trainings

- a. Members felt that the training was on point, stayed on the agenda, and accomplished the goals of the training. However, attendees felt that the ECR speaker was just reading the slides. There felt like a lack of experience for the ECR speaker's part, E-Council members couldn't relate to the content well.
- b. Previous GSA members remember that last year's training had more engagement from members. The current GSA attendees in training may not have been all comfortable with the content, so there was likely less engagement.
- c. Despite a lack of engagement, members didn't identify any issues. They felt it was very informative and on point.

Welcome Event in the RAC

- a. For the Welcome Event in the RAC, GSA members managed tables, some gave speeches, and some held giveaways.
- b. There was a great turnout of new students. There were representatives from all levels of graduate students and organizations. The GSA could have had more name tags and more table space. The GSA had the same t-shirts, so we appeared to work as one group. We could've also identified through the use of hats. We could have scanned IDs at the table to improve, but we didn't. Security at the entrance to the RAC did not scan student IDs either. For the future, we also need to track our GSA volunteer attendants.

- c. Overall, it was considered successful and a great display of resources. However, the representation of GSA and related organizations could be improved in the future.
- d. Graduate students who attended wanted to join the GSA. For next time we can use our platform for future events to publicize recruitment of committee members.
- e. In the future, GSA members will be encouraged to publicize committee recruitment at events. It was done last year to recruit for the FY 2024 Legislative Concerns Committee. Next time, a QR code could be created and used.
- f. It's important to identify experience in recruitment for GSA Committee members, especially for Master's students who have two years.
- g. Future info sessions for committees could be created for individuals interested in serving as committee members or volunteers. These should be led by Committee Chairs. Senators could also publicize these info sessions. These can be held, whether or not they need members so reserve volunteer lists can also be made.

Commons Take Over

- a. There was a good turnout. Graduate students and GSA members alike got to experience the Office of Graduate Student Life (OGSL). The Community Liaison identified that they could have had more information to provide attendees. Next time, it would be beneficial if more members of the E-Council could attend.
- b. Both positive and critical feedback were provided for how the Commons Take Over was successful and how it could be improved. The event was very organic, and undergraduate students were welcome to attend.
 - i. The undergraduate Student Government Association (SGA) also set aside funds to hold shared events with the GSA. What are our views?
 - ii. *There are several student organizations, approved at both the Graduate and Undergraduate levels. Many of these include cultural and religious organizations. We can collaborate with campus organizations such as the Center for Wellbeing and their administrator, Matt Hoffman, to utilize resources.*

Open House

- a. There was a decent turnout and a steady amount of support.

- b. There was limited space. To have more space allocated for us, the GSA needs more members to show up for events. This includes committee chairs, committee members, and senators. In the future, we need to demonstrate that we have many GSA members trending, to show that we need additional space. This also would support the allocation of snacks, coffee, and study areas. We need to do more to represent graduate students.
- c.

Shared Governance Committees

1. E-Council needs to determine how committee members will be selected from senators. In the past, it was selected on a first come first serve basis
2. Here is the link to the official list of the University Committees According to the Plan of Organizations: <https://docs.google.com/document/d/1fK7vkAiBYA55PjiEriQaSU-1-9XOb5PxxOCIWQ7AEyg/edit>.
3. The UMBC GSA website listing Shared Governance Committees is old and outdated: [Shared Governance Committees – Graduate Student Association – UMBC](#)
4. The GSA website still includes unofficial committees. Leslie (university steering committee) is gathering information for these and we will get it if they are working.
5. Someone needs to go into the UMBC GSA drive and research who many members are needed for existing shared governance committees, when they are meeting, and how frequently do they meet. Do existing meetings have any fixed meeting times. Soham will lead the investigation, and Saad Khan volunteered to help researching.
6. In the past, the selection of committees was completed by first come first serve rules. However, we can ask for reasons that senators would like to join a committee, in the form and preferences.
 - Minutes will go to the E-council Folder and should be read and reviewed before the next meeting. Will be approved in the next meeting.

Meeting Adjourned: 1:59 pm