



## Graduate Representative Organization GC Meeting Minutes

Date/Time: 18:00 PM ET November 27th, 2023

[Zoom](#)

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- I. Call to Order and Agenda Review
  - Meeting was called to order at 6 pm.
  
- II. Approval of November 13th Meeting Minutes: [GC Minutes 11.13.23](#)
  - Motion to approve minutes (ID 80)
  - Minutes were approved.
  
- III. [Jim Brailer](#) from OIS presentation (20 mins)
  - Discussed OIS related issues, including:
    - In-person offices for emergency situations and better overall availability of OIS staff
      - Launching regular meetings with academic advisors
    - Improved turnaround time for any query/request
    - Visa and tax-related workshops
    - Case-specific questions addressed
  - Questions from GC:
    - Michael: Any plan to open in-person offices?
    - Jim: No.
    - Michael: GRO used to work with OIS to host tax-related workshops, which were quite helpful to students. Is there any plan to start reinstating those more frequently, even if they are virtual/hybrid sessions?
    - Jim: There was a particular staff member with a real passion for taxes. He's not with us any longer. We wanted our tax office to provide an overview, and they may have offered some online workshops last year. We've asked for funding to ask for an outside tax specialist to provide these services in the future. For now, we offer Glacier tax prep as a service free to all students.
    - Gabriel: Can you provide specific dates and numbers on when OIS will respond to requests, when it will reach the targets you've discussed, and

what kind of assurance is in place such that these time frames will be met?  
E.g. What happens if OIS fails to respond within 24/48 hours?

- Jim: We've changed our hiring model to hire only senior advisors, and we are back to our 24-48 hour standard response time. For case processing, we have a 10 business-day standard. If you're not experiencing that level of service, let me know because we are sufficiently staffed.
- Mihir: I talked to one student whose F1 activation took 2-3 weeks in an urgent situation. When he tried to get responses, it took almost a week for him to hear back from OIS. So what is the average response time for something like an F1?
- Jim: We remind students about the check-in process up to 30 days before school starts. We often have to chase students down. Again, they should expect 10 days at the most.

#### IV. Bylaws review

- Reviewed and approved changes on latest (11/27/23) Bylaws document
- Big changes include:
  - Guidelines for lack-of-performance discipline measures for eboard members
  - Reducing number of advocacy chairs from 2 to 1
  - Specifications regarding EB member expectations
  - Volunteering hours
  - Transition documents/processes
  - Specifying timelines for complaint escalation in case of sexual misconduct
  - Minor wording corrections
- Discussion point: Group Funding
  - Alex: Why do we not fund 100% of events? Why do we need GC review?
  - Michael: Groups should ideally be getting funding from their own organizations first. Also there have been events that are not relevant to the graduate body, or we've deemed to be too exclusive, so review addresses situations like these.
  - Rep: It just seems like a lot of time spent.
  - Lakshmi: We could raise the threshold, or delegate the initial decision making to something like e-board.
  - Gabriel: I strongly second Alex. The e-board should make the initial decision, and in cases of contention, we ask the GC.
  - Decision to amend: on suggestion of 1 e-board member, vote to approve will move to GC.
- Discussion point: Duties for department representatives
  - Michael: We don't really have any mechanisms for holding representatives accountable, e.g. for disseminating information to their departments.
    - Going forward, emails from reps to departments should cc the GRO email for accountability.
- Discussion point: Increasing hours for social chairs
  - Michael: We can't ratify this now since we don't have the budget to do this right now given that we still haven't received our roll-over money.

- Discussion point: Clearing up confusion regarding what actually constitutes a GC member
  - Michael: The Bylaws were confusing in that they stated that any GRO member (meaning all graduate students) can attend/participate but should read only Homewood students. We have rewritten to specify what this means.
  - Gabbi: Anybody should be able to attend, just without voting rights.
  - Michael: Well things get complicated, as they did with the JHPD survey meeting. More time should go to our folks.
  - Caroline: Can we specify such that other individuals could come in and participate if they request?
  - Gabbi: Let's not overthink. Let's give co-chairs power to decide.
- Discussion point: Volunteering for GC
  - Position-specific volunteer hours (to account for cases of mid-semester turnover)
- Discussion point: Attendance
  - Missing more than 1 vote considered absent- too strict?
  - Alex: What about excluding minute approval votes?
  - Decision to leave as is.
- Discussion point: Performance reviews
  - If co-chairs find someone to be underperforming, escalation steps laid out (personal communication, advisors, general council, impeachment vote.)
  - If underperformance is severe, could alter fellowship amount received.
- Motion to approve, Seconded, motion passes.

V. Funding requests: ECE GSA Finals Ekiben Event (10 mins)

- Scheduled to take place on December 12th at 12 PM at the Barton ECE Lounge
- Event costs \$800, requesting \$650 from GRO
- 50 total participants expected
- Cost breakdown:
  - Cost per sandwich = \$15, \$750 total
  - \$30 Ekiben delivery fee
- Mihir: Is this first-come first-serve?
  - Yes, but we will have advertising.
- Caroline: Is there a greater purpose?
  - Socializing, building sense of community.
- Mihir: Although it is first-come first serve, how many are you expecting to serve?
  - 50. But we are happy to have a poll to see if it should be first-come first-serve.
- Chat: Will this be advertised to all graduate students?
  - Largely ECE but we will not drive away other grad students.
  - Michael: In the spirit of GRO, this must be open to all. So this will need to be advertised to all graduate students, so you might want to have a registration form too.
- Michael: What if you get less than 50?
  - We will send out a secondary email.

- Motion to approve full amount, seconded. Motion passes.
- VI. Alex: We are still collecting data, please send data to me ([adejong2@jhu.edu](mailto:adejong2@jhu.edu)) by the end of this week. If you have not yet sent out the [survey](#) to your department, please do so this week. Note again this is a general template so please don't send it as is and add your department details before sending it out.
- We aim to begin focus group work by next meeting (potentially offline given upcoming Bylaws review.) [Mark your department here](#) if the survey has been sent out to your department. PLEASE DO THIS. It is your responsibility.
- VII. Reminder of meetings with Deans (5 mins)
- Michael: We will send out documents to collect questions for the upcoming meetings with Dean Ed (Dec. 5th at 4:30) and Dean Favret/Celenza (Dec 6th at 12 PM)
  - Meeting location will be shared soon.
  - Gabriel: I have linked the last accountability sheet to the agenda, where we document and track responses to our specific grad-related issues. Please check this sheet, and show up!
- VIII. E-board updates (5 mins)
- Advocacy chair elections in the next GC (12/11)
  - Position description: is responsible for engaging with grad students regarding efforts to enrich student life in areas that include, but are not limited to, housing security, and financial and environmental concerns.
- IX. Winter Gala with SPH
- Dec 16th, tentative location: glass pavilion
  - Tentative budget: total cost: \$8,600
    - \$2000 from SPH
    - \$1,515 from GRO
    - \$7000 from ticket sales
    - 20\$ Tickets
  - Slight budget cuts
  - More than 25% budget for the semester so vote needed.
  - Motion to approve full amount: motion passes (Voting ID 83)
- X. Winners of conference grants will be announced
- XI. Open Discussion and Questions:
- Roll-over money should be in by next semester.
  - We also have shirts!
- XII. Vote to adjourn
- Motion to adjourn, passes (Voting ID: 84)
  - Meeting adjourned at 7:52

### XIII. Voting Results

Voting Motion ID	80	81	82	83	84
Motion	Approval of 11/13 Meeting Minutes	Bylaws	ECE Ekiben Event	Intercampus Winter	Adjournment
Anthropology	Yea				
Applied Mathematics & Statistics (AMS)	Yea	Yea			
History of Art	Yea				
Biology	Yea	Yea	Yea	Yea	Yea
Biomedical Engineering (BME)	Yea	Yea			
Biophysics	Yea	Abstain	Abstain	Yea	Yea
Chemical & Biomolecular Engineering	Yea	Yea	Yea	Yea	Yea
Chemistry					
Civil Engineering					
Classics	Yea	Yea	Yea	Yea	Yea
Cognitive Science	Yea	Yea	Abstain	Yea	Yea
Computer Science	Yea	Yea	Nay	Yea	Yea
Economics	Yea	Yea	Yea	Yea	Yea
Electrical & Computer Engineering (ECE)	Yea	Yea	Yea	Yea	Yea
Engineering Management		Yea	Yea	Abstain	Yea
English	Yea	Yea	Yea	Yea	Yea
Environmental Health and Engineering (formerly DOGEE)	Yea		Abstain	Yea	Yea
EPS (Earth and Planetary Sciences)	Yea	Yea	Yea	Yea	Yea
Modern Languages and Literatures (Formerly GRLL)	Yea	Yea	Yea	Yea	Yea
History					
History of Science and Technology	Yea	Yea	Nay	Nay	Yea
Comp Thought and Literature	Yea	Yea	Abstain	Yea	Yea
Information Security Inst	Yea	Yea	Yea	Yea	Yea
Materials Science & Engineering	Yea	Yea	Yea	Yea	Yea
Mathematics					
Mechanical Engineering	Yea	Yea	Nay	Yea	Yea
Near Eastern Studies (NES)	Abstain	Abstain	Yea	Abstain	Yea
Philosophy					
Physics and Astronomy	Yea	Yea	Abstain	Yea	Yea

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Physics and Astronomy	Yea	Yea	Abstain	Yea	Yea
Political Science	Yea	Yea	Yea	Yea	Yea
Psychological and Brain Sciences	Yea	Yea	Yea	Yea	Yea
Sociology	Yea	Yea	Abstain	Yea	Yea
Writing Seminars					
Robotics	Yea	Yea	Abstain	Yea	Yea
Co-Chair 1	Yea	Yea	Yea	Yea	Yea
Co-Chair 2		Yea	Abstain		
Secretary					
Treasurer	Yea	Yea	Abstain	Yea	Yea
Admin & Funding	Yea	Yea	Yea	Yea	Yea
Social 1	Yea	Abstain	Yea	Yea	Yea
Social 2	Yea	Yea	Yea	Yea	Yea
Advocacy 1	Yea	Yea	Yea	Yea	Yea
Advocacy 2		Yea	Abstain	Yea	
Communications	Yea		Nay	Yea	Yea
Diversity					
Graduate Involvement Chair	Abstain	Yea	Yea	Yea	Yea
Professional Development					
Intercampus Co-ordinator			Nay	Yea	
Intercampus Chair	Yea	Yea	Nay	Yea	Yea
Summer sports coordinator					
Health & Wellness	Yea	Yea	Abstain	Yea	Yea
Security Concerns Chair	Yea	Yea	Yea	Yea	Yea
<b>Yea</b>	<b>36</b>	<b>34</b>	<b>21</b>	<b>34</b>	<b>35</b>
<b>Nay</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>
<b>Abstain</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>2</b>	<b>0</b>