Meeting called to order at 12:33 pm.

Holman/Laliberté Motion to accept minutes from 10/08/09 and 10/22/09
PASSES (20 in favor, 1 opposed, 0 abstention)

President’s Report – Pat

Chancellor’s visit
Thank you to all who attended
The Strategic Investment fund (which would require 3% of all campus operating budget to be given to the Chancellor’s office to be redistributed) is being seriously reconsidered. It will most likely be severely limited or eliminated entirely.

Dean Sandweiss – Thank you to all who participated and helped. The quality of graduate students here is unparalleled in Maine. Many campus administrators were impressed by your presence and presentation. The Board of Trustees has been made aware of the importance of graduate education here at UMaine.
Policy on thesis credit grading
There is currently a proposal from the Grad Board to create a “U” grade indicating “unsatisfactory” progress toward a thesis project. Currently, the only thesis-specific grade is “R” which means that the grade is “deferred” until graduation. Upon successful completion of the thesis all “R” and “U” grades are converted to “ACC” grades indicating that the thesis has been “accepted.” None of these grades contributes toward a student’s GPA.

Currently, faculty may also assign an “F” or “L” grade for thesis credits indicating a student’s failure to show adequate progress. These grades contribute negatively toward the student’s GPA. The “U” grade would allow faculty to express dissatisfaction without impacting a student’s GPA.

Health Committee update
David Cassidy – Met with a representative from the insurance company. We brought up idea of dental supplemental insurance and eye care, but they aren’t interested in providing that. They’d be willing to offer a policy if it’s mandatory, but that would be quite expensive. We have some brochures for supplementary care from other companies. We’re trying to extend Wellness Benefit to be a lump sum of money that could be used for dental, physicals, eye exams, etc. We’re also looking into increasing the $100,000 cap, and the representative thinks that could be changed without being too expensive. We will try to get a plan out by February to be able to negotiate coverage. We will also be trying to keep the funding as 50% from UMaine and 50% from students. If we join another group, we may be able to get a reduced rate.

Please encourage your departments to come forward with stories and ideas about Cutler Health Center and our insurance coverage (both good and bad) so we can make a more informed decision.

Social event
November 20, 8-12 pm. Stodder 80’s night (Some trivia), 80’s karaoke. Might have some pizza, but it will be after dinner.

Board of Trustees (BOT) – Julie-Ann
Next BOT Meeting Nov. 16
They’ll be announcing specifics of the system-wide restructuring plan that will be enacted over the next 3-4 years.

We are in a fairly good position right now. Students here at UMaine have shown the Board and the Chancellor that we are more informed and concerned with the state of the system than students at many of the other campuses.

Governor Baldacci and the state legislature also seem to favor UMaine as the flagship campus and recognize the importance of that role. The legislature is pushing for budget shortfalls to be absorbed by the system office rather than the campuses.
More to come after the meeting.

Mentor Award Update
The award application will be coming out by the end of the semester

Treasurer – James
Amendment to Standing Rules
Cassidy/Fatemi: Motion to amend the Constitution and the Standing Rules
PASSES (21 in favor, 0 opposed, 1 abstention) (see below for amendments)

Slade/Pingree Motion to proceed with Financial Review for this year.
PASSES (21 in favor, 0 opposed, 1 abstention)

Grant Officers Report – Christie
Grants/Clubs & Orgs Update
All scores are in. I am working through the final funding breakdowns. Checks will be written next week.
Announcements of funding should be out by Monday along with a date when students may pick up their checks. Please encourage students to wait until that date to try to pick up their checks. Th reviewers all agreed that we’d try to fund more people with possibly reduced funding. Very few applications are being rejected entirely.

New Business
Amendment to Constitution
ARTICLE X — DUTIES OF THE OFFICERS

Section 4. Duties of the Treasurer

E. The Treasurer shall submit all accounts of the GSG for an independent audit or review on a yearly basis.
Amendment to Standing Rules

IV. Treasurer:

The treasurer is responsible for all the financial transactions of the GSG and keeping appropriate records of expenditures and income. The treasurer is responsible for keeping the GSG budget up to date and managing the money in the GSG’ University of Maine Credit Union accounts. The following is a general list of activities as they occur during the term of office.

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<tr>
<th>Time</th>
<th>Activity</th>
<th>Responsibility</th>
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<tr>
<td>May/June</td>
<td>End Fiscal Year</td>
<td>* Pay bills, FY ends June 31</td>
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<tr>
<td>July/August</td>
<td>Start Fiscal Year</td>
<td>* Pay bills (some apply to previous years budget)</td>
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<td>* Complete Annual Financial Report from previous year</td>
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<td>* Contact financial auditors to schedule meeting time to submit financial report and reconcile any questions.</td>
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<td>* Work with President to establish preliminary GSG budget.</td>
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<td>* Request check for balance of Activity Fee funds from Bursar’s office. Funds apply to previous FY.</td>
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<tr>
<td>September</td>
<td>Start Academic Year</td>
<td>* Finalize budget with GSG Board</td>
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<td>* Complete financial audit or review of the previous year.</td>
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<td>* Payment of Summer Stipend (30% of annual amount).</td>
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<td>* Arrange for payment of Office Assistant (Currently with The Dean of Student’s and Comm. Life Office) Rehires get raise.</td>
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<td>* Receive Activity Fees from Bursar’s Office</td>
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<tr>
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<td></td>
<td>* Receive Unified Fee funds from Grad School</td>
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A. GSG’ Financial Accounts
3. UNIVERSITY OF MAINE FOUNDATION CASH MANAGEMENT ACCOUNT
B. Annual Financial Audit or Review

The GSG has always used the accounting firm of Loiselle, Goodwin and Hinds (207-990-4585) for the annual financial audit or review and federal tax filing. Jim Hinds C.P.A. is the CEO and we have worked with Patracia Ellis C.P.A. for the last few years directly. Negotiation of the auditing or reviewing fee is done with Jim Hinds. The current
agreement is for $1000, provided GSG submits all documents in proper order. This firm has been good to the GSG and is strongly recommended that GSG continue their relationship with them.

In April the GSG Treasurer or President will receive a letter indicating that the fiscal year is about to come to a close and that the GSG should start putting together the annual financial report. The following is a list of what should be in the annual report for the audit:

8. Checkbook with stubs: Turn in the checkbook with stubs for the period when checks were written to pay for items or services covered in the FY of the audit or review. Everything will be returned.

When the auditors accountants have finished with the audit or review, usually in October, request four copies of the report. Keep two copies for the GSG, one on display and one in the files and send one copy of the report to the VP for Finance and Administration and one to the Graduate School advisor to the GSG.

**Meeting adjourned at 1:13**