

Nicholas School Student Council – Council Planning Meeting
Tuesday, 1/22/2008, 7:30pm - 9:00pm, Room A158

Present:

Ben Landis	Co-Executive Director
Mary Greene	Co-Executive Director
Connor Coleman	Forestry/ESC Rep
Katie LaJeunesse	NicTAC Rep
Julia Gruber	Program Areas Rep
Julie Burlage	Secretary-Treasurer
Xiaoqing Sun	International Rep
Annabelle Ng	International Rep
Mallory Dimmitt	Professional Skills Rep
Justin Bowers	Alumni Rep
Jason Franken	2 nd Year Advisor/Member Ex-Officio
Jen Weaver	GPSC Rep
Anna-Marie Laura	GPSC Rep

1. **Welcome (~7:40pm)**
2. **ITEM: Decide regular council meeting times.**
 - a. Tentatively, every other Tuesday, 4:30-5:30pm
 - b. To be finalized. Action Item: Announce time for next Council meeting.
3. **ITEM: Set up fridge cleanup sign up.**
 - a. Mary Greene passed around volunteer signup sheet for initial cleaning scheduled 1/25.
 - b. Noted: FOREM will be contacted soon about taking turns on cleanings.
 - c. *Post-Meeting Addendum*: Jason Franken emailed noting fridge cleaning announcements should also be posted on fridge a few days ahead, to alert non-listserv custodial/staff who also use fridge.
4. **ITEM: Reconfirm GPSC Reps.**
 - a. Ben Landis commented on importance of GPSC Rep role (relaying important info related to graduate life, such as campus housing, insurance; Nic School representation and voting) and noted shortcomings of GPSC. Comments from current reps.
 - b. Anna-Marie Laura, Brandon Little, and Jen Weaver are reconfirmed as GPSC reps, with notation that Little is willing to pass on role. If no one is to take her place, we will send two instead of one rep. The position will be offered at the next general meeting.
 - c. A-M. Laura reports on upcoming GPSC major meetings with Brodhead, and will email dates of events.
5. **ITEM: Budget and Reimbursement Procedures.**
 - a. Greene and Landis recognize efforts of 2007 Council in securing budget for current and future NSSC.
 - b. Landis reports on meeting with Jason Franken and Jim Haggard (Assoc. Dean, Finance/Admin). Per approval by Dean Bill Chameides and Haggard, NSSC is allotted \$3,000 in funds per fiscal year, with rollover option. First allotment is available immediately, with second allotment available beginning July 2008. It is noted that:
 - i. The July 2008 allotment is intended to last through Spring 2009 term.
 - ii. NSSC has full discretion of budget allocation, with no prior approval required from Deans Chameides or Haggard.
 - iii. Sole condition of funding, per Dean Chameides, is that NSSC would assist Dean's office in planning and recruitment of major speaker to Duke/Nic School.
 - iv. No budget is presented. It is suggested that a future Council meeting be convened to discuss and approve appropriate budget allocations. It is noted that Julie Burlage as Secretary and Treasurer will be primary supervisor of approved budget. Action Item: Prepare and approve Spring 2007 operating budget.
 - c. Landis informs Burlage and Council that detailed reimbursement procedures for Council expenditures will be forthcoming. Burlage will be responsible for approval of all reimbursement submissions. Action Item: Send out new reimbursement procedures and introduce Greene, Landis, Burlage to Debra Wilson (reimbursement staff).
6. **ITEM: Directors Report.**
 - a. Greene reports on meeting with Dean Chameides, Landis, and Franken. In addition to request for speakers, approval for budget, Chameides also agrees to addressing MEM student body, as well as monthly update meetings with Co-Directors.
 - b. Landis comments on Directors' vision for 2008 NSSC.

- i. Information source for MEM students, esp. in areas not addressed by Admin offices. Also serve as organizational center for student groups.
- ii. Improving student-faculty interaction and student influence in availability of courses and skills modules.
- iii. Improving student community and learning environment.
- iv. Student advisory group to Dean Chameides.

7. ITEM: Members Report/General Discussion of Ideas for 2008 Goals and Tasks.

- a. Connor Coleman (FRM/MF Rep)
 - i. Reported on position duties.
 - ii. Reported on discussion with Prof. Swenson on participation in Division Faculty Meetings. Suggests plan for reps from ESP, EOS and CEM to attend Meetings of their respective Division, to serve as representation and communication between MEM students and faculty. Action Item: Confirm Faculty meeting structure/divisions and arrange for MEM representation.
- b. Katie LaJeunesse (NicTAC)
 - i. Reported on position duties. Discussed existing efforts to set up independent Student Rating Website to evaluate MEM courses and faculty. Discussion is extended to consideration of a new NSSC website as central source for all info.
 - 1. Franken mentions sites to consult for making Google Calendar public.
 - 2. Coleman and others mention merits for broadcasting NSSC info on official site, and having a one-stop source for MEM academic and social event info.
 - 3. Landis suggests Bulletin Board in Lounge, and sending email digests like GPSC mailings.
- c. Julia Gruber (Program Area Officer)
 - i. Reported on position duties.
 - ii. Discussed the need to reconfirm/recruit Program Area reps. Action Item: Reconfirm/recruit Program Area reps.
- d. Julie Burlage (Secretary/Treasurer)
 - i. Reported on position duties.
 - ii. Suggested setting up regular “peer-advisor” sessions for each concentration so experienced MEM students can help advise newer students on courses/profs.
 - iii. Suggested courses on different engineering/ecological models used in environmental professions. Landis expanded discussion to merge with idea of “Brown-Bag Lunch series”, which would serve as intro courses to update MEM students on topics they would otherwise not have time to learn. A-M Laura suggests bringing Non-Nic/Duke experts as well.
- e. Xiaojing Sun and Annabelle Ng (Internationals Rep)
 - i. Reported on position duties and annual International events (potluck, etc.). Suggested “Civic Review” module to familiarize Internationals with U.S. politics.
 - ii. Responded to question on whether Internationals were acclimating to Nic School/Durham. Assessed that most are socializing OK and if not with fellow MEM's, are socializing with non-Nic Internationals.
- f. Mallory Dimmitt (Professional Skills Rep)
 - i. Reported on position duties, as well as suggestions gathered for new skills modules: North Carolina Natural History, Bird Watching, etc.
 - ii. Determined that longer more compact modules for Excel, STATA, and Office may be helpful (Sunday classes that run for more than one hour, and with some hands-on time.)
- g. Justin Bowers (Alumni Rep)
 - i. Reported on position duties, particularly Fall Phon-a-thon and Alumni Group meetings. Current changes in Alumni Affairs Office is noted by Bowers and Franken.
 - ii. Also noted that 3 NSSC Alumni Reps need be present at future luncheons with Alumni Group, and Bowers will announce upcoming dates and recruit additional reps from Council.
- h. Jason Franken (Ex-Officio Advisor)
 - i. Franken and Hosterman will come to as many meetings as possible
 - ii. Reported on 2007 effort in Duke Earth Day planning. Earth Day/Week is discussed as a potential setting for attracting Major Speaker.
- i. Jen Weaver and Anna-Marie Laura (GPSC Reps)
 - i. Discussed upcoming major GPSC assembly meetings, including Brodhead visit.

- ii. Tangent discussion by Landis on need for Marine Lab “sub-council”. Resulting discussion agrees that this is likely not needed.
- 8. **ITEM: Outreach Letters to Admin.**
 - a. Landis recommends that all reps either send an email greeting or say hello in person to their Admin/Faculty partners, to introduce themselves as 2008 NSSC reps. Action Item: Reps should make contact with Admin/Faculty. *Addendum:* Greene and Landis will send this instead.
- 9. **ITEM: Academic Officer Decision.**
 - a. Landis notes to Council that the Academic Officer position has not yet been filled, and describes basic duties of position and further reference. Landis suggests Council can serve as Officer as a whole, or that a willing volunteer take on role.
 - b. Mallory Dimmitt volunteers to take on Academic Officer position. Action Item: Make sure Dimmitt understands full responsibilities of position, and final confirmation.
- 10. **MISCELLANEOUS:**
 - a. LaJeunesse suggests posters for Computing Annex to improve student morale.
 - b. Time and Date for first General Assembly meeting (all MEM students) will be announced pending Dean Chameides scheduling. Action Item: Greene and Landis to arrange meeting time. (Wednesday 11:20)
 - c. Reps are encouraged to think of task and fundraising ideas.
- 11. **Closing (~9:00pm)**

Resulting Action Items:

1. Announce time for next Council meeting.
2. Prepare and approve Spring 2007 operating budget.
3. Send out new reimbursement procedures to all reps, and introduce Greene, Landis, Burlage to Debra Wilson (reimbursement staff).
4. Reconfirm/recruit Program Area reps.
5. Confirm Faculty meeting structure/divisions and arrange for MEM representation.
6. Greene and Landis email all MEM Admin/Faculty office to introduce 2008 NSSC reps.
7. Make sure Dimmitt understands full responsibilities of Academic Officer position, and final confirmation.
8. Greene and Landis to arrange meeting time for General Assembly meeting.

Task Group Concepts and Planned 2008 Tasks:

Ideas for major tasks and goals discussed during this meeting have been organized into the following tentative categories. These will be presented to General Assembly to attract student volunteers. Current volunteer leads are identified:

1. **“Academic/Skills Development Group”**
 - a. Improving and Designing New Professional Skills Modules (Lead: Mallory)
 - b. Setting up Brown-Bag Lunch Series. (Lead: Mallory)
2. **“Information and Technology Group”**
 - a. Better Nic School calendar and better NSSC website (Lead: Julie and Katie)
 - b. Bulletin Board (Lead: Ben)
 - c. Follow-up and complete NSSC online rating tool (Lead: Katie) Maybe merge with mid-term evaluation and/or formation of student-created “general catalog”
3. **“Student Life Group”**
 - a. Continue planning for International orientations (Lead: Annabelle/Xiaoqing).
 - b. Fridge Cleanings (Lead: Mary)
 - c. Student Areas Improvement – Magazines, furniture fixes (Lead: Ben)
 - d. Nic School Student Organization leaders meeting (Lead: Ben/Connor)
4. **“Special Events Group”**
 - a. Major Speaker Event (Lead: Ben and Mary)
5. **“Dean’s Advisory Group”**
 - a. Set up arrangement for Program Reps to attend Division faculty meetings.
 - b. Discuss ideas on improving Nic School green leadership/presence.
 - c. no specific goals discussed.

Not Discussed, But Present on Original Agenda:

- Yearbook
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