



GRADUATE STUDENT SENATE

University of Connecticut

Executive Committee Meeting Minutes 30 January 2013

- I. Called to Order at 7:02 pm.
- II. Recognition of Attendees
 - a. All Present. Presiding: Chantelle Messier, Secretary: Erin Eighan.
- III. Approval of Minutes: 28 November 2012
 - a. Approved.
- IV. Officer Reports
 - a. Treasurer – Ian Yue
 - i. Finance Committee
 1. Derek Doran is away from CT and will be giving up his seat on the Finance Committee, so we will need to keep holding elections to fill his empty seat. One senator has already expressed interest.
 2. At the beginning of the semester, there was a vote on an appeal from TARANG. Appeal from TARANG was approved. Will be voting soon on an EGSA appeal.
 3. Tier II Budgets are due tomorrow.
 - ii. GSS Budget
 1. What percentage of the allocated funds of TierII groups do they actually spend? Began by analyzing data from FY 03-04 to the present and concluded that they spend approximately 70% of allocated funds.
 2. For the last two fiscal years Ian has been solidifying how the expense code budget gets translated into the summary budget that is presented to the Graduate Student Senate.
 - iii. Activity Fee Increase
 1. Exec voted to present the \$3 fee increase to SFAC. The last fee increase (\$10-\$13) was in 1999. The only other recorded fee increase was in 1983.
 - iv. Three memos have been sent out to Tier II groups
 1. How to place orders with internal vendors. Vendors do not send invoices to GSS if the group places the order.
 2. Groups must advertise to the Grad Listserv. Which listserv was clarified.
 3. All financial document submissions must come from the CFO.
 - v. TARANG lost their budget allocation for Spring 2013 because they did not meet the attendance requirement.



GRADUATE STUDENT SENATE

University of Connecticut

Executive Committee Meeting Minutes

30 January 2013

- vi. We have to keep all financial records for 7 years time. If we aren't comfortable with holding sensitive information in this office, then we can give those documents to SABO who *will* hold that information securely. In addition, we cannot shred any private documents in this office. SABO must do that according to state guidelines.
- vii. According to Bylaw V, Section 13, "Standard Operating Procedures for the Loan fund shall be outlined in the Short-Term Emergency Loan Fund Guidebook." Ian will be working on this guidebook over the next few months.
- viii. Ian will be working with Leland to clarify the definition of the "General Operations of Executive Committee Budget."
- ix. Monthly financial report will be presented at the next Senate meeting (all expenses through January 1, 2013).
- x. Received a special allocation report that will be presented at the next meeting. A representative will be in attendance at the beginning of our next meeting.
- b. Parliamentarian – Leland Aldridge
 - i. Graduate Faculty Council
 - 1. A draft leave of absence policy is being put together by the Graduate school. They want to set up a formal leave of absence that would "stop the clock" on the timeline of degree progression. You can apply for this leave of absence and, if approved, then you can take up to 12 months leave of absence.
 - a. Issues to address include how this affects international students here on a student visa.
 - b. This issue has already been voted on and approved by the GFC Executive Council.
 - 2. Draft revisions for the minimum requirements for the Doctor of Philosophy were submitted for discussion. The major changes included timeline requirements for degree conferral (i.e., turn in the dissertation within two weeks of degree conferral, etc.). The language and timeline for these requirements was also adjusted to reflect a forward-progress toward your degree.
 - a. This could be a real problem for some students who were prepared for the original timeframe. They said there would be a one-year grace period. Current students won't be held to the new catalogue until 1 year after it is in place.
 - ii. Applications for At-Large senator candidacy are online and available on elections.uconn.edu. Applications will be due on Feb. 15. Leland recommended



GRADUATE STUDENT SENATE

University of Connecticut

Executive Committee Meeting Minutes 30 January 2013

that Talia join the Joint Elections Committee on the Advertising side, but needs to confirm that she will join. There will be centralized efforts to advertise elections from the Joint Elections Committee.

iii. Leland requested a graduate enrollment report from the Graduate School so that he can prepare an allocation report for the next GSS meeting.

c. Activities Director – Anish Kurian

i. Grad School and GSS co-sponsored Happy Hour: February 8, 4-7 pm

ii. Professional Development Symposium: February 28

1. Catering is finalized. There will be 2 waves of food, one at 11 the other at 3.

2. Details about the reception are being finalized this Friday. Lizzie's Lunch Cart will be catering.

iii. Grad Prom: March 1

1. Cocktail hour has been cancelled for budgetary concerns.

2. Ian and Anish discussed the possibility of charging for grad prom—charging everyone, or charging for non-grad students. Anish would rather not have to complicate the event with an extra responsibility of collecting and securing money. We do have the money budgeted for this, so we don't even really need to charge for tickets. Anish has come to the decision that he does not want to charge for tickets.

a. Grad student will be allocated two tickets until capacity is reached for dinner (one given automatically, two upon request).

iv. Ted's Social Night

1. Right now the model is just providing food, and Anish would like to see a more actively social model. The quality of the actual socialization might increase. Anish would like to change the image of social night, so he will be working on this with Ted's. The model that Anish has working with the Nathan Hale on the Grad Student Happy Hour seems like it may be more successful.

v. Randy's Pizza

1. We need to change our pizza order this semester because we over-ordered too frequently last semester. Anish, Ian, and Bing will be working on adjusting this.

d. Secretary – Erin Eighan

i. Public Relations Committee



GRADUATE STUDENT SENATE

University of Connecticut

Executive Committee Meeting Minutes 30 January 2013

1. Leland has suggested that one of the big public relations challenges we will have is to promote the fee increase vote. Should we try to present an advertising campaign or should we hold town hall sessions?
 - a. We could add a caveat to come to a meeting with concerns.
 - b. Erin will work on framing language for the advertising/PR campaign with Leland and Ian.
 - c. Official vote will be held March 7-10.
- e. Vice President – Safet Berisa
 - i. Student Life Committee
 1. Hayley will be away from campus this semester, so she will be giving up her seat on this committee.
 2. Try contacted the Office of Institutional research to analyze the data from our previous survey. Safet has drafted questions for our next survey.
 - f. President – Chantelle Messier
 - i. Renovations for the Grad Lounge in the Student Union have officially been given a budget.
 - ii. Committee Appointments
 1. WRTD, STAG, Parking Appeals, University Senate Growth and Development Committee, University Senate need representatives.
 2. Ryan Tomchek has volunteered for STAG. Safet has volunteered for Parking Appeals.
 - iii. Chantelle has been requested to attend a meeting about a possible new graduate student fee. Chantelle would like some feedback from Exec about how to approach this issue during the meeting.
 - iv. Professional Development Symposium
 1. Erin will send out announcements via the grad listserv and our own departmental secretary list of email addresses.
 2. SUBOG has an event co-programming funding for AV equipment for any events held for students in the Student Union. This may be another way to conserve our budget.
 3. Will be sending out a request for a volunteer staff.
 4. Chantelle needs to work with Ian about how the Graduate School will be paying travel expenses and honoraria for speakers.
- V. Prepare Agenda for the Next Meeting



GRADUATE STUDENT SENATE

University of Connecticut

Executive Committee Meeting Minutes

30 January 2013

VI. Adjournment at 8:10 pm.