

# GRADUATE STUDENT SENATE

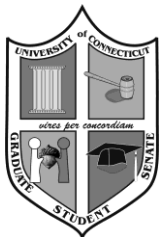
*University of Connecticut*

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## Executive Committee Meeting Minutes

13 February 2013

- I. Called to Order at 6:46 pm.
- II. Recognition of Attendees
  - a. All Present. Presiding: Chantelle Messier, Secretary: Erin Eighan.
- III. Approval of Minutes: 30 January 2013
  - a. Approved.
- IV. Officer Reports
  - a. Treasurer – Ian Yue
    - i. Finance Committee
      1. Special Allocation Request: Student Association of Graduate Engineers
        - a. Have had two of these events so far. School of Engineering is divided into a number of different departments, so this is a chance for them to network interdepartmentally.
        - b. This seems very similar to the Halloween Party spearheaded by the Physics Department, but roughly 60% of funds come from the participating departments.
        - c. How did they pay for the event in the past? Has the School of Engineering paid for this? Will they be this time?
          - i. School of Engineering cut funding and they don't see why they should fund social events. But they have agreed to fund coffee hour events during the semester.
        - d. Have you tried to approach the individual departments within the School of Engineering for funding? Probably the first person to go to would be the administrative assistant or program coordinator.
          - i. SAGE has not tried that yet.
        - e. More details on transportation plans?
          - i. Survey sent out with an RSVP, asking who needs a ride and who can give a ride. All officers arrive with cars.
        - f. How much has been spent from the Special Allocations fund?
          - i. So far only \$400 has been spent.
        - g. What games of skill are they planning?
        - h. How much did it cost in the past?
          - i. The first year they didn't have any games, so it cost around \$500. The second year, we did have games but



# GRADUATE STUDENT SENATE

*University of Connecticut*

---

## Executive Committee Meeting Minutes

13 February 2013

we didn't have to spend more funds on supplies, so it cost about the same.

- i. Executive Committee Decision
  - i. Postpone vote on an approval of the request until the next meeting. Between now and then, ask the CFO of SAGE to meet with departmental contacts to request funding from within the School of Engineering.
- ii. Paperwork to award Talia Shabtay funds is being prepared.
- iii. SASFAC Hearing
  1. One of the biggest things brought up during the public hearings was comparing fees to stipends. A big complaint is how high the fees are in comparison to stipends.
  2. There was also a concern for those students who have 50% or 75% assistantships. These kinds of assistantships shouldn't even be approved, yet departments still have them.
  3. Leland: Are we paying a greater proportion of fees than we used to? Do we have historic data on student fees and stipends? If the stipends are going up at the same rate as the student fees, then perhaps it's just a psychological thing.
    - a. Try going to the Vice President for Student Affairs for this information.
    - b. Ian – request this information from Vice President for Student Affairs for as far back as they have records.
    - c. Chantelle – request information from the graduate school regarding the stipends.
  4. GSS Fee Increase Hearing
    - a. Thursday, February 14 @ 3 pm (Student Union 331)
- iv. Cash Payments and Reimbursements
  1. From an E-mail Memo from Ian:

For SABO purposes, in order to reimburse someone SABO must verify: the amount that was paid (in the form of proof-of-payment -- so a receipt is required, not just a bill or invoice), and that the amount that was paid was paid for by the person requesting reimbursement. With any kind of cash transactions, the verification of who actually paid the bill cannot be confirmed that easily. Because of this, SABO has (slightly begrudgingly) made exceptions for cash reimbursements. A sufficient paper trail for cash payments will surely require a proof of payment.



# GRADUATE STUDENT SENATE

*University of Connecticut*

---

## Executive Committee Meeting Minutes

13 February 2013

This usually requires "Paid in Cash" to be written on the receipt and sometimes also the vendor verifying that the transaction was made. A more ideal paper trail for cash payments usually means "Paid in Cash" is printed on the receipt, perhaps also with the name of the person who paid. The vendor will also write and sign a statement verifying the payment in cash, and witnesses to the transaction will also sign the receipt/statement. This is the process GSS goes through when purchasing pizza from Randy's. Note, however, that I said this paper trail is "more ideal", as there is still no sure verification of payment by that person.

2. Should we implement a new policy in the Finance Policies and Procedures?
  - a. Ian would propose that we forbid cash payments over \$100 without prior approval from the CFO in consultation with the GSS Treasurer. Prior approval needs to be made before the payment transaction.
  - b. The prior approval means that we can set them up with appropriate paperwork.
  - c. Include in Section 7: Paying of Bills
  - d. Executive Approval Vote to send this recommendation to the Senate: APPROVED UNANIMOUSLY.
- v. Should the Activities Budget be held to the same standards as Tier II budget re: enforcing expense codes? Should we be allowed to reallocate funds within the budget between different expense codes? Right now, there is no specific rule on this.
  1. We ought to hold the Activities budget to the same standards as Tier II budgets.
  2. Would have to appeal reallocations over 10% of the approved budget to the Finance Committee.
  3. The motivation is mainly because the Senate approved a specific budget and that should be upheld as much as possible.
  4. If we pass anything we should have an effective date of the next budget cycle.
  5. Anish would request that the 10% bumper be raised and the policy be put into place next year.
- b. Parliamentarian – Leland Aldridge
  - i. Procedures Committee



# GRADUATE STUDENT SENATE

*University of Connecticut*

---

## Executive Committee Meeting Minutes

13 February 2013

1. Mix-up with the Joint Elections Committee Marketing Branch. Talia had never been contacted by them. That means that they never got around to adequately marketing the Senator-At-Large election.
2. Proposed Apportionment for 2014-2015
  - a. Senator Slater has volunteered to talk to the Medieval Studies graduate students to see how they feel about being a separate constituency from English.
  - b. Anish: It could be a slippery slope to keep separating constituencies into these smaller divisions. For example, some of our divisions within Psychology are larger than some of these smaller groups that are already divided into separate constituencies.
  - c. Leland: The splitting up in this proposed apportionment was all along departmental lines. Medieval Studies is not part of the English Department. It is its own entity. The thing with NEAG is that the School of Education has four different departments (the School of Business has five different departments). The one thing that goes against that is Art and Art History, but the Procedures Committee received a petition from every member of Art and Art History requesting the split.
- c. Activities Director – Anish Kurian
  - i. Grad Prom
    1. Reminder for Grad Prom have been printed and are ready to be distributed at Happy Hour.
    2. The tickets should be ready by Happy Hour. Information will be distributed at large next week.
    3. Have fliers come in from DPC (Document Production Center)?
  - ii. Pizza Order
    1. Received several requests to change our wings to boneless.
- d. Secretary – Erin Eighan
  - i. Public Relations Committee
    1. One member is currently MIA and Erin has not been able to get in touch with him. What status does this leave the Public Relations committee in? No one has volunteered to join.
      - a. Can still run meetings. If you have 2 out of 3 members, you're still meeting quorum.
    2. Fee Increase Campaign



# GRADUATE STUDENT SENATE

*University of Connecticut*

---

## Executive Committee Meeting Minutes

13 February 2013

- a. Prezi Presentation
- b. Blog Post – Survey
- c. What form of advertising would reach graduate students?
  - i. Prezi to present in front of the Senate. Send it to the Senate listserv to forward to their constituencies.
  - ii. Contact CFOs and hold town hall sessions and/or information sessions.
  - iii. Erin – work with Ian to draft a survey to send out to CFOs.
3. Announcements about the Professional Development Committee
- e. Vice President – Safet Berisa
  - i. Student Life Committee
    1. Vice Provost for University Libraries Search Committee will have the first meeting on Tuesday, February 19.
- f. President – Chantelle Messier
  - i. Nominated for Student Leadership Program Student Life Award
    1. Two years ago we won the award for Stewardship.
    2. This year we were nominated for the award for Student Life.
    3. We need to accept the nomination and submit an application and letters of recommendation.
      - a. Perhaps Kent Holsinger would write a recommendation for us.
      - b. Erin and Safet – consider contributing to the application when it requests more information about our accomplishments
  - ii. Professional Development Coordinator as a member of the Executive Committee
    1. Proposed by Senator Eric Njuki
    2. *The Commons* (GSS Blog)
    3. The only obstacle would be concerning Executive Committee stipends
    4. We should formalize something for the Bylaws, roles for this coordinator should be.
      - a. Work as a liaison with the Graduate School to coordinate professional development events.
      - b. We would also have to change the Constitution. It would have to go through the Board of Trustees.
      - c. Chantelle – create a draft of the amendment to the Bylaws and Constitution



# GRADUATE STUDENT SENATE

*University of Connecticut*

---

## Executive Committee Meeting Minutes

13 February 2013

5. We could establish an special committee for the rest of this year. They could meet to begin generating ideas to make a stronger proposal.
    - a. Procedure to establish an special committee: The Senate needs to vote to create the committee. The new Bylaws and Constitution (approved this year) have specific rules for establishing this committee. If no Senator wants to be chair, an executive committee member could step in and be nominated.
    - b. Chantelle – email Eric Njuki to propose this at our next GSS meeting.
    - c. Charge: On a specific date, present amendments to the Bylaws and Constitution to include this new member of the Executive Committee.
  - iii. Professional Development Symposium
    1. Fliers have come in.
    2. Organizing a schedule of volunteers. Please send Chantelle your availability.
  - iv. Student Leadership Breakfast
    1. Coming up, but it is mostly an undergrad event. If you have thoughts of things to bring up, let Chantelle know.
  - v. Possible Amendment to Make-up of the Finance Committee
    1. If someone wants to make an adjustment to the make-up of the committee, we don't have any substantial objection to it.
- V. Prepare Agenda for the Next Meeting
- VI. Adjournment at 8:59 pm.