



GRADUATE STUDENT SENATE

University of Connecticut

Minutes 6 March 2013

- I. **Call to Order at 7:05 pm.**

Regular meeting with Vice President Safet Beriša presiding, Secretary Erin Eighan recording.
- II. **Recognition of Senators**
- III. **Special Guest: Terence Monahan, Director of Environmental Health and Safety**
 - a. Working Alone Policy: Student Safety at UConn
 - i. New UConn Working Alone Policy established to increase safety awareness of students and faculty.
 - ii. Several Tragic events have occurred at colleges and universities around the country.
 1. These tragic events were highly publicized leading to growing safety concerns for student population.
 2. A 2008 event resulted in felony charges against Principle Investigator (PI) and Board of Regents with possibility of 4-1/2 years incarceration and multimillion dollar fines from personal assets
 3. CT University and Texas Tech
 - iii. This UConn policy helps clarify responsibilities for protection of student population.
 - iv. Policy Statement: No student is permitted to work alone in an immediately hazardous environment.
 1. Policy in place now.
 2. This policy applies to undergraduate, graduate, and post-doctoral students performing academic or research related students performing academic or research related work at the University of Connecticut Storrs, Regional campuses, and the Law School.
 - v. "Working Alone" means an *isolated individual* working within an *immediately hazardous* material, equipment in an area that, if safety procedures fail, could reasonably result in incapacitation and *serious life threatening injury* for which *immediate first aid assistance is not available*.
 - vi. "Immediately Hazardous Environment" describes any material, activity, or circumstance that could cause *instantaneous incapacitation* rendering an individual unable to seek assistance.
 - vii. "Unit Managers" (Dept. heads, PIs, faculty, supervisors, assigned senior students, etc.) are responsible for identifying conditions that may place a student in an *immediately hazardous environment*. This should be documented by means of a Workplace Hazard Assessment form (available on the EHS web page under forms).



GRADUATE STUDENT SENATE

University of Connecticut

Minutes 6 March 2013

1. Should be hanging in each work place. The Unit Manager should point student researchers/workers to it.
2. Senator Gutierrez: To what extent does this policy apply to field work?
 - a. It comes down to things you're likely to be exposed to. If you're out in the field and there are people that know where you are or you have radio/cell phone contact, then you have a control mechanism in place as long as you have someone within a few miles of you. We didn't intend this to cover field work in the Amazon or something.
 - b. The Unit Manager determines what the hazard level is.
- viii. If work activities involve potential exposure to an *immediately hazardous environment*, the Unit Manager must either:
 1. Assign a second person for the duration of the immediately hazardous task or for work in immediately hazardous locations (confined spaces, elevated work area, etc.); or
 2. Reschedule the work to a time when others are available to help monitor the welfare of the assigned student.
- ix. The Unit Manager is responsible to:
 1. See that personnel are properly trained, proper procedures are in place, and that proper personal protective equipment is readily available and use is mandatory.
 2. Minimize risk associated with students' academic work
 3. Ensure effective safety monitoring/means of communication for students
 4. Ensure students are aware of and comply with this policy
 5. Encourage safety culture by identifying/reporting concerns as well as complying with all EHS program requirements
- x. These are the same responsibilities defined by OSHA requirements for anyone tasked with overseeing/supervising personnel.
- xi. All personnel are responsible for notifying the Unit Managers of situations that present the possibility of a student working alone in an immediately hazardous environment.
- xii. Personnel assigned to keep watch must provide Direct observation at all times while students are in an immediately hazardous Environment to prevent a working alone situation.
- xiii. Students are directly responsible for adhering to all safety procedures, wearing appropriate personal protective equipment and to be current in training



GRADUATE STUDENT SENATE

University of Connecticut

Minutes 6 March 2013

requirements. Students shall not work alone in an area or on tasks that have been recognized as an immediately hazardous environment.

- xiv. Environmental Health and Safety (EHS) shall, upon request, assist in identifying immediately hazardous environments and working alone situations. EHS shall assist in the anticipation, recognition and evaluation of hazards and provide expertise in developing controls to prevent injuries to personnel. EHS will verify submitted area workplace hazard assessment during routine inspections
- xv. EHS has tools and the expertise to assist in any hazard evaluation:
<http://www.ehs.uconn.edu/forms/>
- b. Senator Sharpsteen: What are the consequences for a student who doesn't follow the procedures outlined?
 - i. Violation of policy may result in appropriate disciplinary measures according to University policies. It absolves the Unit Manager of responsibility.
- c. Senator Njuki: Could you tell us about the proposed centralized chemical inventory system?
 - i. Looking at instituting a centralized chemical management system that would be a receiving area that would then deliver them to all campuses. That would provide a means of tracking these chemicals. That would include biological materials and radiological.

IV. Approval of Minutes: 20 February 2013

- a. Approved.

V. Executive Committee Reports

- a. President – Chantelle Messier
 - i. Executive Committee
 - ii. Rec Center
 - 1. Last week Exec met with Mike Kirk, Amy Donahue, and Kent Holsinger.
 - 2. What is the process for approving this fee?
 - 3. There will be a proposal presented to the Board of Trustees. There will be a period for public comment. Then it will go back to the Board of Trustees to be voted on. The vote on the plan and the fee will be separated. That period of public comment will be really crucial for graduate students. The actual approval might not be until 2014, though it might go before the Board in 2013.
 - 4. If it is a flat fee, it will be \$450/yr. More probably, it will be a tiered system where grad students pay \$360/yr. The fee will not be put into place until the building was finished.



GRADUATE STUDENT SENATE

University of Connecticut

Minutes

6 March 2013

5. Graduate Stipends are slated to get a 4% increase in the following year, but they will continue to update us on the increase in stipends if fees increase.
 6. The economy isn't likely to change, and the right time for a big expensive project isn't likely to come. This is something that has been requested for 10 or 15 years as it is. So putting it off just means that grad students in the future would have to go through this all again.
 7. The majority of the rec center will be paid with this fee.
 8. The fee should not increase over 30 years because the bond should lock us into that rate.
 9. Fees for capital projects do routinely end when those capital projects end. One example of that is the Student Union fee which ended this year.
 10. Did not have usage statistics for the current rec facility, but will try to get them.
 11. They want a graduate student steering committee to work with the architects to make sure graduate students get what they need out of this facility.
 12. They are planning for an increased rate of usage.
 13. Unfortunately, because the University is entering into a bond to pay off the project, they cannot support an opt-in system because they have to pay the bond off in equal amounts each payment cycle.
 14. They would be willing to come and speak to GSS.
 15. Next Gen CT will be putting up renovated surface spaces and a parking garage to take care of additional parking.
 16. They will look into the possibility of validated parking passes for graduate students.
 17. They will also look into possibility of expanding the child care facilities.
 18. They were very receptive to a graduate student café space.
 19. Board of Trustees Student Life Committee is also up to date with Graduate Student concerns about the Rec Center. Rose Barham and Chantelle informed them.
- iii. Professional Development Symposium Recap
1. Thank you to all those who volunteered and attended. Over 50 people attended. Chantelle has some notes for next year's symposium.
- b. Vice President – Safet Beriša
- i. Student Life Committee



GRADUATE STUDENT SENATE

University of Connecticut

Minutes 6 March 2013

- c. Treasurer – Ian Yue
 - i. Finance Committee
 - 1. Met to review budget proposals for Tier-II Groups
 - 2. Proposed Finance Policies and Procedures Amendments
 - a. Please see addendum for details.
 - b. The vote on these amendments will take place at our next meeting.
 - ii. GSS Fee Increase Referendum
 - 1. Voting opens March 7-11 at vote.uconn.edu.
 - 2. Based on the results of the survey, we found that there were a lot of questions about the fee increase. We posted a list of FAQs on the website.
- d. Secretary – Erin Eighan
 - i. Public Relations Committee
 - 1. University Fee Survey: gssuconn.poll daddy.com/s/university-fees
 - 2. GSS Fee Increase Campaign
 - ii. GSS Meeting Schedule for Spring: 3/27, 4/10, 4/24
 - iii. Blog, *The Commons*: gssuconn.wordpress.com
 - iv. Contact GSS: gssuconn@gmail.com
 - v. Attendance
- e. Activities Director – Anish Kurian
 - i. Activities Committee
 - ii. Grad Prom Recap
 - 1. Thank you to those who volunteered their time to make this happen.
 - 2. The only complaint was that the DJ was there until about 2 am cleaning up his equipment.
 - iii. Ted's Social Night
 - 1. Will try to have at least one this semester. Trying to change the format to include some kind of social activity. The manager at Ted's is suggesting karaoke or trivia.
 - iv. We've received a request to offer more family friendly activities, so if there is anyone specifically interested in coordinating this initiative please contact Anish.
 - v. The creator of PhD Comics will be coming to speak on March 28. He will give a talk from 5:30-6:30 in the Student Union Theater. He will do a book signing. Anish is trying to coordinate a reception, too.



GRADUATE STUDENT SENATE

University of Connecticut

Minutes

6 March 2013

- f. Parliamentarian – Leland Aldridge
 - i. Procedures Committee
 - ii. Joint Elections: March 7-11 (vote.uconn.edu)
 - iii. Executive Committee Elections
 - 1. Nominations open next meeting. Elections will follow at the meeting after that. Anyone is welcome to run. Our terms are one-year long.

VI. External Committee Reports

- a. University Senate – Safet Berisa
 - i. Please see full report in the addendum.
- b. SUBOG SU Policy Council – Safet Berisa
 - i. Please see full report in the addendum.
- c. Student Union Partners – Safet Berisa
 - i. Please see full report in the addendum.
- d. Vice Provost for University Libraries Search Committee – Safet Berisa
 - i. Please see full report in the addendum.

VII. Issues Forum

- a. Senator Kilroy: On Monday there was a public comment to the Finance Committee of the legislature considering the Next Gen CT proposal. EEB members attended and their testimony is available as public record.

VIII. Unfinished Business

IX. New Business

- a. GSS 12/13-18: That the Graduate Student Senate amend Section 3.2.1 of the Finance Policies and Procedures, which outlines the membership and organization of the Finance Committee, from “five elected members” to “a minimum of five elected members.”
 - i. Motion: Senator Tomchek. Seconded.
 - ii. Treasurer Yue has no problem with this proposed amendment, though he would add that we should also amend 3.2.2 that the first 5 elected members not represent a specific constituency.
 - iii. Parliamentarian Aldridge: We should also amend 3.3.4
 - iv. Parliamentarian Aldridge: If we look back to what occurred in the Fall semester, we had Finance Committee elections over and over again. No one wanted to join and take on that duty. It seems to me that if people are becoming disgruntled and want to join the Finance Committee in the middle of the



GRADUATE STUDENT SENATE

University of Connecticut

Minutes 6 March 2013

proceedings of forming the budget it could be highly disruptive to the process and it might not be valuable to process.

v. Senator Mollmann: Motion to postpone the vote on this amendment until the next meeting. Seconded.

1. Senator Sharpsteen: I don't know Senator Wong's reasons for the amendments, but the discussion we had previous meetings was about the different allocations between social events and academic events. There were 3 or 4 people that said if you want to make a difference, then join the Finance Committee.

2. Senator Kilroy: I think we should just vote on the original motion, not postpone it.

3. Activities Director Kurian: I think the reason Senator Wong proposed it was because she thought five was an arbitrary number and why not have people who are interested be involved. That said, a 15 person committee would be unreasonable. Plus or minus one or two doesn't seem to be a huge deal, but I don't know if I like the idea of a 10 person Finance Committee, either.

4. **VOTE:** Yay – 11; Nay – 10. Passes.

b. Senator Bruce-Davis: There will be a teaching panel on March 27 from 2-3:30 (Gentry 144). If anyone has another professor that would contribute to the panel, please contact Senator Bruce-Davis.

X. Adjournment at 8:30 pm.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Attendance

6 March 2013

Name	Email	Constituency	Role
Chantelle Messier	chantelle.messier@gmail.com	Exec. Committee	President
Safet Beriša	safet.berisa@uconn.edu	Exec. Committee	Vice President
Ian Yue	ian.yue@uconn.edu	Exec. Committee	Treasurer
Erin Eighan	eeighan@gmail.com	Exec. Committee	Secretary
Leland Aldridge	laldridge@gmail.com	Exec. Committee	Parliamentarian
Anish Kurian	anish.m.kurian@gmail.com	Exec. Committee	Activities Director
Mike Winder	mjwinder@gmail.com	Physics	Senator
Eric Njuki	eric.njuki@uconn.edu	ARE	Senator
George Omolloh	george.omolloh@uconn.edu	At-Large	Senator
Michael Hutson	michael.hutson@uconn.edu	EEB	Senator
Steven Mollmann	steven.mollmann@uconn.edu	English	Senator
Hayley Kilroy	hayley.kilroy@uconn.edu	EEB	Senator
Aidalí Aponte-Avilés	aidali.aponte-aviles@uconn.edu	LANGSA	Senator
Troy Messick	troy.messick@uconn.edu	Linguistics	Senator
Micah Cash	micahcash@gmail.com	Studio Art	Senator
Talia Shabtay	talia.shabtay@uconn.edu	Art History	Senator
Ian Gutierrez	ian.gutierrez@uconn.edu	Psychology	Senator
Nathaniel Windon	nathaniel.windon@uconn.edu	English	Senator
Noah Sharpsteen	noah.sharpsteen@uconn.edu	Philosophy	Senator
Indu Updhyaya	indu.upadhyaya@uconn.edu	Animal Science	Senator
Kunal Dolas	kunal.dolas@uconn.edu	TARANG	Representative
Michelle SanPedro	michelle.sanpedro@uconn.edu	Anthropology	Senator
Song Li	song.li@uconn.edu	Chemistry	Senator
Ryan Tomchek	ryan.tomchek@uconn.edu	Mathematics	Senator
Rahul Narayan	rahul.narayan@uconn.edu	At-Large	Senator



GRADUATE STUDENT SENATE
University of Connecticut

Addendum: Attendance
6 March 2013

Shawn Washart	shawn.washart@uconn.edu	Higher Ed./Student Affairs	Senator
Micah Bruce-Davis	micah.bruce-davis@uconn.edu	Education	Senator
Matt Ross	mathew.b.ross@uconn.edu	Economics	Senator
Michael Ambroselli	ambroselli@phys.uconn.edu	Physics	Senator



GRADUATE STUDENT SENATE
University of Connecticut

**Addendum: Proposed Amendments to Finance Policies
and Procedures**
6 March 2013



Graduate Student Senate
University of Connecticut

Finance Policies and Procedures
Ratified by the Graduate Student Senate on September 26, 2012

Contents

[Section 1. General Philosophy and Guidelines..... 11](#)
[Section 2. Budget of the Graduate Student Senate 12](#)
[Section 3. Finance Committee 14](#)
[Section 4. Funding of Tier II Graduate Organizations 16](#)
[Section 5. Budgeting Process Procedure 19](#)
[Section 6. Special Allocations 23](#)
[Section 7. Paying of Bills..... 24](#)



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 1. General Philosophy and Guidelines

- 1.1. Mission Statement.** The Graduate Student Senate is the primary source of funding for University of Connecticut graduate student organizations and clubs that have limited opportunities to receive funds from the University of Connecticut.
- 1.2. Purpose of Events.** Events funded by the Graduate Student Senate should contribute to the intellectual, cultural, and/or professional capital of the graduate student body. Preference will be given to events that have an appeal which extends beyond the members of one academic discipline.
- 1.3. Graduate Student Activity Fee.** The Graduate Student Senate is funded by the Graduate Student Activity Fee, which is paid by University of Connecticut graduate students. The Graduate Student Senate will not fund organizations whose members are not predominantly University of Connecticut graduate students, or events whose primary beneficiaries are not graduate students paying the Graduate Student Activity Fee.
- 1.4. Accessibility.** Events funded by the Graduate Student Senate will be open and accessible to all graduate students. The Finance Committee, Executive Committee, and the Senate will give priority, with regard to funding decisions, to the number of graduate students that will be served by the use of Senate funds.
- 1.5. Non-Discrimination Policy.** Organizations, groups, or individuals using University of Connecticut funds or facilities cannot intimidate, interfere, or discriminate on the basis of age, sex, sexual orientation, marital status, race, color, creed, national origin, physical handicap, or political activity.
- 1.6. Content Neutrality.** In accordance with the University of Connecticut's Division of Student Affairs Student Activities guidelines, the Graduate Student Senate shall adhere, at all times and in all circumstances regarding funding, to the principle of content neutrality. Funding decisions will not be based on the content of the ideas being expressed by an organization, only the degree to which an event or activity will benefit the graduate student community.
- 1.7. Outside Funding.** Organizations are encouraged to obtain outside sources of funding for events, and those organizations that do will be given preference during the budgeting process.
- 1.8. Fiscal Year.** The Graduate Student Senate's fiscal year shall adhere to that of the University of Connecticut, beginning on the July 1 prior to the school year start and concluding on the June 30 after the school year end. This definition shall hold for any mention of "fiscal year" for the remainder of this document.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 2. Budget of the Graduate Student Senate

2.1. Adopting the Budget

- 2.1.1. The budget for the following fiscal year will be presented by the Treasurer to the Senate and voted on at the last meeting of the academic year.
- 2.1.2. A two-thirds majority vote of the Senate is required to adopt the proposed budget.
- 2.1.3. If the Senate does not approve a proposed budget, it must amend the budget and vote again.

2.2. Organization of the Budget. The budget will include:

2.2.1. Allocations for:

- 2.2.1.1. General operations of the Graduate Student Senate and its office.
- 2.2.1.2. Stipends for members of the Executive Committee.
- 2.2.1.3. Salary and benefits of the Administrative Assistant.
- 2.2.1.4. Events organized by the Activities Director or the Executive Committee in collaboration with the Activities Director (hereafter, the Activities Budget).
- 2.2.1.5. Funds for Special Allocations.
- 2.2.1.6. Budgets of Tier II Graduate Organizations.
- 2.2.2. Unappropriated funds. This account will be used to hold the funds of the Graduate Student Senate that have not been appropriated by the Senate.
- 2.2.3. A summary of income received to date, as well as a forecast for the next fiscal year.
- 2.2.4. A report on the financial status of the Short-Term Emergency Loan Fund.

2.3. Changing the Budget

2.3.1. Executive Privilege

- 2.3.1.1. The Executive Committee has the right to reappropriate money within and across the budget allocations for general operations and the salary and benefits of the Administrative Assistant by a majority vote. Notification of changes made must be announced by the Treasurer at the next Senate meeting.

Comment [H1]: Revised language to make clear that the Activities Director is involved with all events in the Activities Budget.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

2.3.1.2. The Activities Director has the discretion to reallocate amounts within the Activities Budget to different expense codes within the existing allocation, provided that, in doing so, the total percentage of money per each expense code is approximately the same as that which was approved by the Senate. Within the Activities Budget, the Activities Director may reallocate a maximum of 20% of his or her total allocation among expense codes. Any reallocation beyond this amount must be approved by the Executive Committee and be announced by the Treasurer at the next Senate meeting.

2.3.1.3. In the event that funds for a Special Allocation must be allocated before the next meeting of the Senate, the Executive Committee has the right to allocate the funds itself by a two-thirds vote. Notification of the changes made must be announced by the Treasurer at the next Senate meeting.

2.3.2. The Executive Committee, the Activities Director, and any Tier II Graduate Organization may request additional funds from the Graduate Student Senate via Special Allocation by following the procedure outlined in Section 6 of the Finance Policies and Procedures.

2.3.3. Organizations receiving a budget allocation (or Special Allocation) have the discretion to reallocate amounts to different expense codes within the group's existing fiscal year allocation (or Special Allocation), provided that, in doing so, the total percentage of money per each expense code is approximately the same as that which was approved by the Senate. Within a fiscal year budget allocation or Special Allocation, an organization may reallocate a maximum of 10% of its total allocation among expense codes. Any reallocation beyond this amount must be approved by the Finance Committee.

Comment [H2]: Revised language based on the results of the Exec vote. Also, I've made it such that the Activities Director is the sole person who shall take the initiative of re-allocating Activities Budget funds.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 3. Finance Committee

3.1. Purpose

3.1.1. The primary function of the Finance Committee is to act as the primary decision-making body with regards to the recommendation to the Senate for approval of a budget of Senate monies. The Finance Committee therefore has the authority to alter any and all requests, subject to the guidelines in Section 5.3. Creation of Senate Budget. All Finance Committee decisions are subject to confirmation of the Senate.

3.1.2. The Senate or the Executive Committee may assign the Finance Committee other responsibilities as needed.

3.2. Membership and Organization

3.2.1. The Finance Committee will consist of the Treasurer, the Parliamentarian, and five elected members.

3.2.2. One of the elected members must not represent a specific constituency, and therefore must be either an at-large Senator or a non-Senator. There cannot be more than one elected non-Senator on the Finance Committee, but there is no restriction on the number of at-large Senators.

3.2.3. The Treasurer will serve as the non-voting chair of the Finance Committee. The Treasurer may elect to vote to break a tie.

3.2.4. The Parliamentarian will serve as chair if the Treasurer is unavailable to meet.

3.2.5. Each fiscal year, the Finance Committee shall include at least two elected members who did not serve on the Finance Committee for more than a semester during the previous fiscal year.

3.2.6. There may not be more than one voting member from the same constituency.

3.2.7. The Treasurer may remove any member of the committee (except the Parliamentarian) for failure to fulfill duties and obligations, subject to a two-thirds vote of the Executive Committee. If the Parliamentarian is unable to fulfill his/her duties, either the President or the Secretary shall serve in his/her stead, subject to a two thirds vote by the Senate.

3.3. Elections

3.3.1. Finance Committee elections will be held at the second Senate meeting of the academic year.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

- 3.3.2.** Nominations will open immediately before the election. Any Senator or Officer may submit a nomination. Self-nominations are permissible. Seconds are not required.
- 3.3.3.** Elections will be conducted by closed ballot. Each Senator will have a number of votes equal to the number of open seats. The top nominees with a plurality will be elected.
- 3.3.4.** If a vacancy opens in the Finance Committee, an election to fill that vacancy will be held at the next Senate meeting.
- 3.3.5.** Terms of members of the Finance Committee expire on the last day of the Spring Semester.

3.4. Operations

- 3.4.1.** Members of the Finance Committee must attend all meetings if due notice has been provided by the Treasurer and provide timely feedback when solicited. All members are required to attend the Budget Hearing.
- 3.4.2.** The chair of the Finance Committee may call for a vote via e-mail if a meeting of the committee is deemed impractical or unnecessary.
- 3.4.3.** During the Summer, if action is required from the Finance Committee, the Executive Committee may act in its stead, with the Treasurer still serving as non-voting chair.

Comment [H3]: In Section 5, the Budget Hearing is referenced as a singular entity, so I changed it here for consistency.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 4. Funding of Tier II Graduate Organizations

4.1. Requirements for Funding

4.1.1. University Registration. An organization requesting a fiscal year budget allocation (or Special Allocation) must be fully registered as an “active” Tier II Student Organization and be in good standing with the Department of Student Activities by the last day of the Fall Semester (or at the time of request, for a Special Allocation). An organization must be fully registered, “active”, and in good standing with the Department of Student Activities in order to access funds from its fiscal year budget allocation or Special Allocation.

4.1.2. Regulations. Organizations must comply with the State of Connecticut Comptroller’s Office’s guidelines, as described in the Accounting Procedures Manual for Trustee Accounts, Graduate Student Senate Finance Policies and Procedures, and the policies of the University of Connecticut’s Division of Student Affairs Department of Student Activities.

4.1.3. Academic and Non-Academic Organizations

4.1.3.1. The Graduate Student Senate will fund both organizations whose members correspond to the members of a graduate degree program (“academic” organizations) and those whose members transcend multiple degree programs (“non-academic” organizations).

4.1.3.2. Academic organizations seeking funding shall correspond to or be a subset of constituencies of the Graduate Student Senate.

4.1.4. Attendance of Senate Meetings

4.1.4.1. A constituency organization receiving a budget must send at least one representative (either a Senator or a member of that organization’s Executive Committee) to all meetings of the Senate. A constituency may not miss more than two meetings per semester.

4.1.4.2. Non-constituency organizations receiving a budget must send a representative to two meetings per semester.

4.1.4.3. At the end of each semester, the Parliamentarian will review the Senate attendance of all funded organizations to verify that they have met the requirements in Sections 4.1.4.1 or 4.1.4.2. If an organization fails to meet said requirements in the Spring semester, its budget for the upcoming fiscal year will be cancelled. If an organization fails to meet said requirements in the Fall semester, it will not be eligible for

Comment [H4]: Here I updated the document name and made the UConn unit name more specific.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

reimbursement for events held in the Spring semester. These organizations shall still be eligible for Special Allocations.

4.1.5. Advertisement. Events funded by the Graduate Student Senate must be advertised to the entire graduate student population and to relevant subsections thereof. This includes using the graduate student listserv, but additional advertising should also be undertaken if applicable. Advertisements must provide all pertinent information regarding the event, and be sent in advance of the event by enough time such that anyone wishing to attend could, if desired, make arrangements to do so.

4.2. Inappropriate Uses of GSS Funds. In accordance with the State of Connecticut Comptroller's Office, as described in the Accounting Procedures Manual for Trustee Accounts, and the University of Connecticut's Division of Student Affairs Department of Student Activities, the Graduate Student Senate will not fund:

4.2.1. Any activity or event that is not open and accessible to all current graduate students. The organization(s) responsible for the event must not only take all reasonable steps to physically accommodate guests, but also ensure, in so far as is practically possible, that the event be conducted in such a manner so that every graduate student who wishes to attend feels comfortable doing so.

4.2.2. Any activity or event where the primary purpose is social interaction within an academic organization, program, or department; that is, events or activities which are department-centric, or should, in the judgment of a reasonable person, be supported by a specific department or other University group that has independent access to an alternative source of funds. Similarly, the Graduate Student Senate will pay for food at events that "contribute to the intellectual, cultural, and/or professional capital of the University's graduate student body" (see Section 1.2), but not events whose sole purpose is the consumption of food, or the facilitation of interaction primarily amongst individuals from within a specific department or academic discipline.

4.2.3. Travel for individual graduate students, conference registrations, donations to clubs or other groups, or other requests that benefit only the individual receiving funds, except in so far as the Graduate Student Senate acts as the mechanism by which donations are collected for a specific group or cause and then distributed accordingly.

4.2.4. Capital equipment purchases for Tier II Graduate Organizations.

4.2.5. The purchase of alcohol.

4.2.6. Budgets for organizations whose members are entirely a subset of an existing funded organization of the Graduate Student Senate. These groups



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

remain eligible for Special Allocations. Separate academic organizations comprising one constituency may apply for separate budgets.

- 4.3. Special Consideration.** Organizations whose membership consists primarily of graduate students not based on the Storrs campus who pay the Graduate Student Activity Fee will be exempt from sending representatives to meetings of the Senate. When considering social events in the budgets of these organizations during the Budget Hearing, the Finance Committee will take into consideration the relative accessibility of Storrs-campus social events. All events must be open to all graduate students and advertised to graduate students on the Storrs campus.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 5. Budgeting Process Procedure

5.1. Information Sessions. The Treasurer and the Finance Committee will hold multiple information sessions during the fiscal year to keep Tier II Graduate Organizations informed on the budgeting and reimbursement processes, and provide general information regarding the Finance Policies and Procedures. At least one session will be held each semester. The GSS Office will announce the time, date, and location of the information session to the graduate population at least one calendar week in advance.

5.2. Tier II Graduate Organization Budget Submission

5.2.1. An organization must register two financial points-of-contact (the organization Treasurer and one other member of the organization's Executive Committee) with the Senate by the end of September. If the organization becomes active in the Senate after this time, it must register the points-of-contact immediately. The Senate Treasurer will disseminate all budgeting process information to these points-of-contact. The organization is responsible for keeping the GSS Office apprised of any changes to this information.

5.2.2. Organizations must submit their proposed budgets for the following fiscal year to the Treasurer by 11:59 pm Eastern Time on January 31. Budgets will be submitted in a standard format, as determined by the Treasurer and freely available on the Graduate Student Senate website, organized by event/activity and University of Connecticut expense codes.

5.2.3. Any organization that submits its budget late shall not be eligible for the budget process. Such an organization is still eligible to apply for Special Allocations.

5.3. Creation of Senate Budget

5.3.1. The Treasurer shall be responsible for determining, subject to Senate approval, the total Senate budget amount. This will include a maximum allocation for the Activities Budget and the total budgets of Tier II Graduate Organizations. The Treasurer will inform the Activities Director and the Finance Committee of the maximum allowable expenses for each of the six items described in Section 2.2.1.

5.3.2. The Finance Committee does not have the authority to exceed the budget limits provided by the Treasurer. The limits may only be altered by a two-thirds majority vote of the Senate.

5.3.3. The Activities Director will submit the Activities Budget for the following fiscal year by 11:59 pm Eastern Time on the last day of February.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

5.3.4. The Treasurer will examine all submitted budgets for compliance with the Finance Policies and Procedures and any pertinent State or University guidelines, rules, statutes, or laws.

5.3.5. The Treasurer will compile all budget information into a uniformly-formatted packet for the Finance Committee and distribute said packet to all Committee members in a timely manner.

5.4. Finance Committee Review

5.4.1. The Finance Committee will review all information submitted by the Treasurer, verifying that requests comply with the Finance Policies and Procedures.

5.4.2. The Finance Committee may request further information from requesting organizations at its discretion.

5.4.3. If needed, the Finance Committee may develop additional guidelines for funding for the duration of a fiscal year by a two-thirds vote, provided such guidelines comply with the Finance Policies and Procedures and any pertinent State or University guidelines, rules, statutes, or laws.

5.5. Budget Hearing

5.5.1. The Budget Hearing is to be held during the month of March. The Budget Hearing may be split into multiple events if necessary.

5.5.2. All requesting organizations will send 1-2 representatives to the Budget Hearing to explain the merits of their request. Each organization will be allotted ten minutes for presentation, with an additional ten minutes for questions. The Activities Director will also present the Activities Budget to the Finance Committee.

5.5.3. The Budget Hearing will be open to the public. The GSS Office will advertise the general dates and times of the Hearing by the end of January.

5.5.4. Any organization that does not send a representative to the Budget Hearing will have its request for an allocation for the next fiscal year removed from consideration.

5.5.5. If no member of the requesting organization is able to make the Budget Hearing as scheduled without undue inconvenience, the Treasurer may alter the previously announced schedule after consultation with all other parties potentially affected by the change.

5.6. Creation of Final Budgets



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

- 5.6.1.** Using information from the Budget Hearing and obtaining additional input if needed, the Finance Committee will recommend changes to the organization budgets to ensure that they fit within the amount allotted to Tier II Graduate Organizations by the Treasurer.
- 5.6.2.** Requesting organizations will be informed of modifications to their submitted budgets by the end of March.
- 5.6.3.** The Senate will vote on the Finance Committee's recommended budget as per Section 2.2.1.
- 5.6.4.** All Senate-approved budgets for requesting organizations shall be valid for the fiscal year in which the budgets were allocated. Any unused funds remaining in an organization's budget at the conclusion of a fiscal year will be considered unappropriated funds for the following fiscal year.

5.7. Appeal of Tier II Graduate Organization Budgets

- 5.7.1.** At any point during the budgeting process, any requesting organization wishing to appeal a decision of the Treasurer or the Finance Committee must submit an appeal in writing (inclusive of e-mail) to the Vice President within five days of being informed of that decision. The appeal must state a dollar amount being requested for each specific activity or event. Additionally, the organization submitting the appeal must be able to demonstrate one of the following:
 - 5.7.1.1.** That an action or actions of the Treasurer or Finance Committee was not consistent with the Finance Policies and Procedures, which resulted in the organization's request not receiving due consideration based on the guidelines described herein.
 - 5.7.1.2.** That materially relevant information is available now that was not available at the time of the decision.
- 5.7.2.** After verifying that the appeal is consistent with the Finance Policies and Procedures, the Vice President will present the appeal to the Executive Committee at its next meeting. The Executive Committee will vote as to the validity of the appeal. The Executive Committee may modify the amount of the appeal.
- 5.7.3.** If two-thirds of the Executive Committee approves the appeal, it will be added to the agenda of the next meeting of the Senate. Appeals must be voted on prior to the voting on the budget as a whole. A member of the appealing organization will explain the validity of the appeal. The Treasurer will explain



GRADUATE STUDENT SENATE
University of Connecticut

**Addendum: Proposed Amendments to Finance Policies
and Procedures**
6 March 2013

the ruling of the Finance Committee. The Senate may modify the amount of the appeal.

5.7.4. If two-thirds of the Senate approves the appeal, it will be added to the budget. The Senate's vote on the appeal shall be final.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 6. Special Allocations

6.1. Purpose. The Graduate Student Senate will use Special Allocations to fill one-time requests from the Executive Committee or Tier II Graduate Organizations for events that will benefit the graduate student community, consistent with Sections 1 and 4. Organizations do not need to have a budget to be eligible for Special Allocations.

6.2. Procedure

6.2.1. All required information for requests for Special Allocations from graduate organizations must be submitted to the Treasurer in writing (inclusive of e-mail) at least two weeks (fourteen days) prior to the meeting where the vote will take place.

6.2.2. After verifying that the request is consistent with the Finance Policies and Procedures, the Treasurer will present the request to the Executive Committee at its next meeting. A representative of the requesting organization may attend the relevant portion of the meeting to answer questions about the request. Following the presentation, the Executive Committee will vote on the request.

6.2.3. If the Executive Committee approves the request, it will be added to the agenda of the next meeting of the Senate. It is subject to approval by a majority vote of the Senate, which may opt to alter the amount of the request. The Senate's vote on the request shall be final.

6.3. Past Events. Special Allocations may not be used to fund events which have already transpired except in extraordinary circumstances. Organizations are responsible for submitting their requests with sufficient lead time to prevent this from happening.



GRADUATE STUDENT SENATE

University of Connecticut

Addendum: Proposed Amendments to Finance Policies and Procedures

6 March 2013

Section 7. Paying of Bills

7.1. Maintenance of Guidelines. The GSS Office will maintain, in a publicly accessible location, an up-to-date set of guidelines and information resources regarding the documentation required for reimbursement and direct payment requests.

7.2. Submission of Information. After an event has occurred, the organization responsible must submit all necessary and required information and documentation to the Treasurer.

7.3. Payments in Cash. The Graduate Student Senate will not process any reimbursement request for expenses incurred by Tier II Graduate Organizations in the amount of \$100 or greater if the expense was paid in cash. Exceptions to this policy will only be made should the Treasurer and the Student Activities Business Office approve the cash transaction prior to the expense being made.

7.4. Summer Events. The Graduate Student Senate will not process any reimbursement or direct payment request for expenses incurred by Tier II Graduate Organizations between May 15 and August 15 without prior authorization of the expenses by the Finance Committee. Should a Tier II Graduate Organization event fall within this time period and have been given in an approved fiscal year budget request or Special Allocation request, the expenses made for that event will be considered to have had such prior authorization.

7.5. Disbursement of Funds. Disbursement of Senate funds will occur in the form of checks. All disbursements of Senate funds will be made according to policies set forth by the Student Activities Business Office and any additional pertinent State or University guidelines, rules, statutes, or laws. This includes any limits on time between expense and submission of all necessary and required information and documentation.



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

University Senate
25 February 2013

Chair: Susan Herbst
University, President
president@uconn.edu

Website: senate.uconn.edu

Representative: Safet Berisa
Vice President
safet.berisa@uconn.edu

Committee Type: External



GRADUATE STUDENT SENATE

University of Connecticut

Committee Report Form

Overview of Report

Were the details of the meeting confidential? Yes No

Was anything of relevance to graduate students? Yes No

- Presentation from Provost Choi on Next Generation and the Academic Plan Procedure
- Consent agenda items were passed.
- Report of the Curricula and Courses committee
- Student Evaluations of Teaching update
- Annual report from PAAC
- Annual report from PLAC

Detailed Report

NEXT GENERATION AND THE ACADEMIC PLAN PROCEDURE

<http://senate.uconn.edu/20130225.NGCandAcademicPlan.pptx>

CONSENT AGENDA ITEMS

January report from C&C cmte: <http://senate.uconn.edu/20130128.cc.pdf>

February report from C&C cmte: <http://senate.uconn.edu/20130225.cc.pdf>

Report of the Nominating cmte: <http://senate.uconn.edu/20130225.nom.pdf>

REPORT OF THE C&C CMTE: VOTE on the proposed changes to section II.C.2. of the *By-Laws, Rules, and Regulations of the University Senate* as presented at the December 10, 2012 Senate meeting

<http://senate.uconn.edu/20130225.cc.motion.pdf>

STUDENT EVALUATIONS OF TEACHING UPDATE

<http://senate.uconn.edu/20130225.set.pdf>

The existing 10 pt scale will be replaced by a 5 pt scale.

Will report medians rather than averages.

Students tend to give longer comments in online systems.

May be tied to receiving grade reports (USG strongly against).

Works on smartphones.

PDF reports for instructors.



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

ANNUAL REPORT FROM THE PRESIDENT'S ATHLETIC ADVISORY COMMITTEE

<http://senate.uconn.edu/20130225.paac.pdf>

Baseball and golf have the worst travel schedules.

ANNUAL REPORT FROM THE PROVOST'S LIBRARY ADVISORY COMMITTEE

<http://senate.uconn.edu/20130225.plac.pdf>

Action Items for the Senate

- None.



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

SUBOG: Student Union Policy Council

21 February 2013

Chair: Paul Bloom
SUBOG, VP for Policy
paul.bloom@uconn.edu

Website: www.studentunion.uconn.edu/policy_council.html

Representative: Safet Berisa
Vice President
safet.berisa@uconn.edu

Committee Type: External



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

Overview of Report

Were the details of the meeting confidential? Yes No

Was anything of relevance to graduate students? Yes No

- Potential expansion of the SU dining area.

Detailed Report

There's been talk of expanding the SU dining area by enclosing the patio with the outside seating which could add up to 200 new seats.

Action Items for the Senate

- None.



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

Student Union Partners

27 February 2013

Chair: Monica Rudzik
Student Union, Director
monica.rudzik@uconn.edu

Website: [N/A](#)

Representative: Safet Berisa
Vice President
safet.berisa@uconn.edu

Committee Type: External



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

Overview of Report

- Were the details of the meeting confidential? [] Yes [x] No
Was anything of relevance to graduate students? [x] Yes [] No

- Recycling on campus: all recyclable materials can go into any recycling bin.
SU hours during spring break.

Detailed Report

RECYCLING ON CAMPUS

Since the materials to be recycled are separated at the Willi-Waste facility (Single Stream recycling), there is no need to separate the materials into the separately labeled bins (paper, bottles, etc.).

Willi-Waste You Tube video about Single Stream recycling:

http://www.youtube.com/watch?v=Z_H-B0jeFhE

SU HOURS DURIGN SPRING BREAK

Table with 2 columns: Date and Hours. Rows include Friday, March 15 (7:00 a.m. - 5:30 p.m.) through Sunday, March 24 (10:00 a.m. - 12:00 midnight Resume Normal Hours of Operation).

Action Items for the Senate

- N/A



GRADUATE STUDENT SENATE
University of Connecticut

Committee Report Form

Vice Provost for University Libraries Search Committee

26 February 2013

Chair: John Elliott
School of Business, Dean
dean@business.uconn.edu

Website: [N/A](#)

Representative: Safet Berisa
Vice President
safet.berisa@uconn.edu

Committee Type: External



GRADUATE STUDENT SENATE
University of Connecticut

Addendum: Committee Reports
6 March 2013

Overview of Report

Were the details of the meeting confidential? Yes No

Was anything of relevance to graduate students? Yes No

- Any communication regarding the work of the Search Committee should be directed to the chair (see above).

Detailed Report

N/A

Action Items for the Senate

- N/A