

**I. Call to Order – 7.05pm**

**II. Recognition of Senators**

**III. Special Guest/Speaker: Jim Wohl, University Ombuds Officer**

- a. Jim Wohl explained the changing role of the Ombuds Officer and the confidential service he provides. He explained how he helps deal with complaints from staff and graduates, mediates conflict, and how the office is independent from the university. He explained different types of conflict and ways of mitigating them. He stated that he provides an end of year report to the President's Office with overall figures about the nature of issues being brought to him. Further information about the Ombuds Office can be found on their website at <http://web9.uits.uconn.edu/ombudsman/>
- b. Senator Sneed asked how well the Ombuds Office is able to meet the requirements of a university as diverse as UConn, and about the Ombudsperson's relationship with the Office of Diversity and Equality.
- c. Jim Wohl explained that people of colour, international students, and women are over-represented as groups who bring complaints to his office. The confidential, and informal nature of the Ombuds Office creates a safe environment for such groups to report.
- d. Monique Golden asked about the practical limits to confidentiality when bringing complaints to the Ombudsperson. For example, a supervisor with a small number of supervisees will be able to figure out who has made a complaint against them, and may potentially retaliate against that person.
- e. Jim Wohl explained that he does not take any issue further without the consent of the person who brings the complaint to him. If that person feels concerned about progressing with a complaint then it is not pursued further.
- f. Victoria Blodgett, Assistant Dean to the Graduate School, stated that they consult with Jim Wohl about patterns and trends affecting students that he notices from complaints. The Graduate School does not need specific details in order to gain data to inform policies that can tackle problems and emerging issues.
- g. Morad Behandish asked about exceptions to confidentiality. For example, if some has been hurt through harassment or assault.

- h. Jim Wohl explained that he is not a mandatory reporter and has no obligation to report incidents. The only exception to this is if someone is at imminent risk of harm and he has no way to prevent it.

**IV. Approval of Minutes:**

- a. GSS meeting minutes, 16<sup>th</sup> September 2015, approved

**V. Unfinished Business**

**VI. New Business**

- a. Voting procedures – Phillip Price

Phillip explained the rules regarding raising motions to vote and to end discussions, and how to most effectively use these rules to minimize unnecessary voting processes.

- b. Finance Committee elections

- i. The following students were elected to the Finance Committee through a majority vote:

1. Ameya Akkalkotkar
2. David Baldwin
3. Pariksheet Nanda
4. Suvash Dhakal
5. Ross Dardani

- c. External Committee elections

- i. Niko Tracksdorf explained the role of the Distinguished Professor Award committee, and his experience serving on it last year.

- ii. The following students were elected to the following committees through a majority vote:

1. Senate Diversity Committee - Chriss Sneed
2. Senate Faculty Standards Committee - Shariq Mohammed
3. Senate Growth and Development Committee - Alec Calvo
4. Senate Scholastic Standards Committee - Kacie Davis
5. Senate Student Welfare Committee - Michelle San Pedro
6. UConn Environmental Policy Advisory Council - Taylor Barr

7. Distinguished Professor Committee - Niko Tracksdorf
8. University Parking Advisory Committee - Brandon Benevento
9. Recreation Student Advisory Committee - Phillip Price; Parker Sorenson; and Nick Monto
10. UConn Community Resources Team - Lexy Parrill
11. AAUP Marth Mentorship Award Committee – Ruth Z. Yuste-Alonso

**VII. Executive Committee Reports**

- a. President – Tony Patelunas
  - i. Freedom of Information Act (FOIA). Tony explained that, unlike the Ombuds Office which keeps no records, the GSS is subject to FOIA. GSS has to make the minutes of its meetings publically available, and also announce its meetings and post the agenda in advance. He explained that GSS meetings can also be recorded by members of the public, however the senate can make rules in the GSS Bylaws to establish consistent codes of conduct for people who want to record meetings.
  - ii. GSO training. Tony has spoken to Michael Gilbert, Vice President of Student Affairs, regarding revamping the required training for graduate students in Graduate Student Organisations (GSO's). He is meeting with Christine Wilson, Assistant Vice President of Student Affairs and Director of Student Activities, to discuss changing the SOLID training for GSO's.
  - iii. Student health insurance. Currently there are 500-600 students on the non-Graduate Assistant (GA) healthcare plan. This plan is negotiated every 5 years, and adjustments are made to it every year. Tony has negotiated a seat for a graduate student to sit on the committee for health plan procurement. This committee shall meet over winter and we can elect a member of GSS to sit on this committee to ensure graduate interests are heard.
  - iv. Committee reporting. Tony explained to External Committee members that they should fill out committee report forms after their committees meet and at the following GSS meeting give a brief report about their committee meetings highlighting issues they felt affect graduates. He explained that the reports can account for confidentiality requirements, and even if a meeting is confidential or

has confidential sections, the committee member can still briefly explain to GSS why this was confidential.

- b. Vice President – Vanessa Lovelace
  - i. Student Life and Welfare Committee. Vanessa encouraged people to volunteer to sit on this committee, and explained that it deals with wide-ranging and important topics affecting the graduate body.
  - ii. Student Union Board of Governors (SUBOG) meeting. Vanessa stated that she attended this meeting which has a new Vice President but it still had not reached quorum so no decisions have been taken in it.
- c. Treasurer – Greg Treich
  - i. New computer purchase update. Greg has ordered two new computers for the GSS Office which should be arriving next week.
- d. Communications Director – Thomas Briggs
  - i. Attendance
  - ii. Public Relations Committee (PRC). Tom reported that Meera Surendran Nair and Ross Dardani are currently on the PRC but it is still open to any other graduates who are interested. The PRC met on Monday 5<sup>th</sup> October and decided that:
    - 1. The remaining GSS promotional tumblers can be given away at the GSS Halloween event, possibly filled with sweets and candy.
    - 2. GSS needs to design a logo and background watermark for the retractable banner and table throw. Tom asked if the Graduate Art Alliance (GAA) could help design these.
    - 3. They should order two or three different types of promotional items to give out at both GSS meetings, and GSS events like Happy Hours and Grad Prom.
    - 4. They need to ensure there are promotional items left over to give out at Orientation in Fall 2016.
    - 5. The next PRC meeting is scheduled for Monday 9<sup>th</sup> November at 3.30pm in the GSS Office, and any interested graduates are welcome to attend.
- e. Activities Director – Morad Behandish

- i. Halloween. This will take place in the lobby of the Physics building on Friday 30<sup>th</sup> October. It will be organised with the Student Association of Graduate Engineers (SAGE). Morad asked for volunteers to help run this event.
- ii. Thanksgiving dinner. This will take place in the ROME ballroom on Thursday 19<sup>th</sup> November.
- iii. Grad Prom. This will take place on Friday 29<sup>th</sup> February.
- iv. Happy Hours. Morad stated that GSS will be starting to host biweekly Happy Hours at the Nathan Hale Inn and urged senators to send reminders to their constituencies encouraging graduates to attend these social hours.
- f. Parliamentarian – Phillip Price
  - i. Outstanding Constituency Registration Forms. Phillip reminded those senators who have still not filled in their registration forms to do so as soon as possible.

**VIII. External Committee Reports**

- a. Senator Sneed reported on the Senate Diversity Committee's last meeting. They discussed the university's Diversity Report and UConn's own recent actions such as aiming to hire more diverse faculty.

**IX. Issues Forum**

- a. Graduate parking at Fine Arts complex.
  - i. Darren Brown, a graduate student in UConn's Department of Dramatic Arts brought to the attention of the GSS the limited parking available to GA's around the Fine Art complex. He explained that due to construction around that area the GA's have lost 7-8 parking spots in the Fine Arts Lot. He has conducted his own research in the adjacent S Lot car park and recorded that there are around 50-60 available spaces during the day there for Area 2 permit holders yet they have also been parking in the only spots available to GA's in the Fine Arts Lot. He proposes that the parking spots in the Fine Arts Lot currently assigned to GA's are made no longer also available to Area 2 parking permit holders. He said the university should stop construction vehicles parking in GA allocated parking. He added that this problem will only get worse in winter when shovelled snow takes up parking spots. He has explained that he has received a parking fine when he

could not find parking available in the Fine Arts Lot, which he is in the process of appealing. Darren asked the GSS to represent him and voice his issue to the university and to parking services so they can rectify this situation.

- ii. Monique Golden explained that the Graduate Union would be able to help with this issue as it affects GA's. She said he can pursue this issue under the union's grievance process.
  - iii. Tony Patelunas also offered for GSS to help voice this issue to the university. Brandon Benevento is the graduate representative on the University Parking Advisory Committee and he will be able to bring this issue to the attention of the relevant university authorities at the next committee meeting.
  - iv. Morad Behandish stated that this is a wider problem regarding effective allocation of parking that the university need to address.
  - v. Senator Parent explained that the university needs to look into not just the numbers of parking permits allocated but also effectively distributing permits according to need.
  - vi. Senator Rusgrove explained that the Graduate Art Alliance supports Darren on this issue as it affect all the students on the Master of Fine Arts program. She also supports his proposal to change the signage in the Fine Arts Lot so only GA's are permitted to park.
- b. Multiple constituencies
- i. Phillip Price explained that some graduates have asked whether they can represent more than one constituency. He explained that there are currently no rules regarding this possibility in the GSS Constitution or Bylaws. However, he feels that it goes against the spirit of GSS. He asked how the senate feels about this proposal and that he could draft a motion to amend the Bylaws to deal with this issue accordingly.
  - ii. Senator Greenberg suggested that it could mean a senator representing two constituencies would get two votes in GSS.
  - iii. Senator Nanda said that he was against the idea of plural voting.

- iv. Greg Treich suggested that the ability to represent multiple constituencies may be exploited by GSO's to fulfil their attendance requirements without sending their own representative.

**X. Adjournment**

**Meeting adjourned 8.27pm**

- I. Call to Order**
- II. Recognition of Senators**
- III. Special Guest/Speaker**
  - a. Jim Wohl, University Ombuds Officer
- IV. Approval of Minutes:** 16<sup>th</sup> September 2015
- V. Unfinished Business**
- VI. New Business**
  - a. Voting procedures – Phillip Price
  - b. External Committee elections
- VII. Executive Committee Reports**
  - a. President – Tony Patelunas
    - i. Freedom of Information Act (FOIA)
  - b. Vice President – Vanessa Lovelace
    - i. Student Welfare Committee
  - c. Treasurer – Greg Treich
    - i. New computer purchase update
  - d. Communications Director – Thomas Briggs
    - i. Public Relations Committee
  - e. Activities Director – Morad Behandish
    - i. Halloween
    - ii. Happy Hours
    - iii. Other upcoming activities
  - f. Parliamentarian – Phillip Price
    - i. Outstanding Constituency Registration Forms
- VIII. External Committee Reports**
- IX. Issues Forum**
  - a. Graduate parking at Fine Arts complex
- X. Adjournment**



Name	Email	Constituency	Senator? (Y/N)
Jayson Gill	Jayson.Gill@uconn.edu	Anthropology	N
Alex Brittingham	Alexander.Brittingham@uconn.edu	Anthro	N
ALEXIS PARRILL	ALEXIS.PARRILL@UConn.EDU	Ed Leadership	Y
Katelyn Jaynes	katelyn.jaynes@uconn.edu	English	Y
Laura Godfrey	Laura.Godfrey@uconn.edu	English	Y
David Baldwin	david.baldwin@uconn.edu	Philosophy	Y
Vignesh Vasu	vignesh.vasu@uconn.edu	Polym Tarang	N
Danielle Heichel	danielle.heichel@uconn.edu	Polymer Science	Y
Sharia Mohammed	sharia.mohammed@uconn.edu	Statistics	N
Ashley Boyle	ashley.boyle@uconn.edu	Ed. Psych	Y
Ross Dardani	ross.dardani@uconn.edu	Pol Sci	N
Matthew Parent	matthew.parent@uconn.edu	Political Science	Y
Karla Arias	karla.arias@uconn.edu	Chemistry	N
Svetlana Gelpi	Svetlana.Gelpi@gmail.com	Chemistry	N
Anab Roy	anab.roy@uconn.edu	LANGSA	Y
Niko Tracksdorf	niko@tracksdorf.com	LANGSA	N
Taylor Barr	taylor.barr@uconn.edu	Psychology	N
Candost AKKAYA	candost.akkaya@uconn.edu	PHYS	N
Sercan CANBOLAT	Sercan.canbolat@uconn.edu	Political Science	N

Name	Email	Constituency	Senator? (Y/N)
Frank Cao	frankcao@gmail.com	Physics	N
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Julia Drubin	julia.drubin@uconn.edu	SLHS	Y
Meera Surendran Nair	meera.nair@uconn.edu	ANSC	Y
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KATHIGH RUSGROVE	KATHIGH.RUSGROVE@UCONN.EDU	GAA	Y
Qiang Sun	qiang.sun@uconn.edu	DMS	Y
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Eric Simning	eric.simning@uconn.edu	ARE	Y
Ameya Akkalkotkar	ameya.akkalkotkar@uconn.edu	(CBE) Senator-at-Large	Y
Ordoitz Galilea	ordoitiz.galilea@uconn.edu	Sociology	Y
Chriss Sneed	chriss.sneed@uconn.edu	GSCA	Y
Monique Golden	monique.goldere@uconn.edu	GSCA	N
Latanya Brandon	Latanya.brandon@uconn.edu	EDCI	N
David Greenberg	david.greenberg@uconn.edu	Economics	Y
Michael Ambroselli	ambroselli@phys.uconn.edu	Physics	Y
Suvash Dhakal	suvash.dhakal@uconn.edu	CF EERI	Y
RUTH Z. YUSIE ALONSO	ruth.yusie-alonso@uconn.edu	LAWESA	Y



Name	Email	Constituency	Senator? (Y/N)
Jayson Gill	<a href="mailto:Jayson.gill@uconn.edu">Jayson.gill@uconn.edu</a>	Anthropology	N
Alex Brittingham	<a href="mailto:Alexander.brittingham@uconn.edu">Alexander.brittingham@uconn.edu</a>	Anthropology	N
Alexis Parrill	<a href="mailto:Alexis.parrill@uconn.edu">Alexis.parrill@uconn.edu</a>	Educational Leadership (HESA)	Y
Katelyn Jaynes	<a href="mailto:Katelyn.jaynes@uconn.edu">Katelyn.jaynes@uconn.edu</a>	English	Y
Laura Godfrey	<a href="mailto:Laura.godfrey@uconn.edu">Laura.godfrey@uconn.edu</a>	English / Medieval Studies	Y
David Baldwin	<a href="mailto:David.baldwin@uconn.edu">David.baldwin@uconn.edu</a>	Philosophy	Y
Vignesh Vasu	<a href="mailto:Vignesh.vasu@uconn.edu">Vignesh.vasu@uconn.edu</a>	Tarang	N
Danielle Heichel	<a href="mailto:Danielle.heichel@uconn.edu">Danielle.heichel@uconn.edu</a>	Polymer Science	Y
Shariq Mohammed	<a href="mailto:Shariq.mohammed@uconn.edu">Shariq.mohammed@uconn.edu</a>	Statistics	N
Ashley Boyle	<a href="mailto:Ashley.boyle@uconn.edu">Ashley.boyle@uconn.edu</a>	Educational Psychology	Y
Ross Dardani	<a href="mailto:Ross.dardani@uconn.edu">Ross.dardani@uconn.edu</a>	Political Science	N
Matthew Parent	<a href="mailto:Matthew.parent@uconn.edu">Matthew.parent@uconn.edu</a>	Political Science	Y
Karla Arias	<a href="mailto:Karla.arias@uconn.edu">Karla.arias@uconn.edu</a>	Chemistry	N
Svetlana Gelpi	<a href="mailto:Svetlana.gelpi@uconn.edu">Svetlana.gelpi@uconn.edu</a>	Chemistry	N
Arnab Roy	<a href="mailto:Arnab.roy@uconn.edu">Arnab.roy@uconn.edu</a>	Literatures, Cultures, and Languages	Y
Niko Tracksdorf	<a href="mailto:Niko@tracksdorf.com">Niko@tracksdorf.com</a>	Literatures, Cultures, and Languages	N
Taylor Barr	<a href="mailto:Taylor.barr@uconn.edu">Taylor.barr@uconn.edu</a>	Psychology (Industrial / Organizational)	N
Candost Akkaya	<a href="mailto:Candost.akkaya@uconn.edu">Candost.akkaya@uconn.edu</a>	Physics	N

Sercan Canbolat	<a href="mailto:Sercan.canbolat@uconn.edu">Sercan.canbolat@uconn.edu</a>	Political Science	N
Frank Cao	<a href="mailto:Franktcao@gmail.com">Franktcao@gmail.com</a>	Physics	N
Anees Ahmed	<a href="mailto:Anees.ahmed@uconn.edu">Anees.ahmed@uconn.edu</a>	Physics	N
Laura Snider	<a href="mailto:Laura.snider@uconn.edu">Laura.snider@uconn.edu</a>	Linguistics	Y
Nicholas Monto	<a href="mailto:Nicholas.monto@uconn.edu">Nicholas.monto@uconn.edu</a>	Speech, Language and Hearing Studies	Y
Julia Drouin	<a href="mailto:Julia.drouin@uconn.edu">Julia.drouin@uconn.edu</a>	Speech, Language and Hearing Studies	Y
Meera Surendran Nair	<a href="mailto:Meera.nair@uconn.edu">Meera.nair@uconn.edu</a>	Animal Science	Y
Elza Neelima Mathew	<a href="mailto:Elza.mathew@uconn.edu">Elza.mathew@uconn.edu</a>	International Food Technologists Student Association	N
Abraham J. Pellissery	<a href="mailto:Abraham.Pellissery@uconn.edu">Abraham.Pellissery@uconn.edu</a>	Animal Science	N
Kaleigh Rusgrove	<a href="mailto:Kaliegh.rusgrove@uconn.edu">Kaliegh.rusgrove@uconn.edu</a>	Graduate Art Alliance	Y
Qiang Sun	<a href="mailto:Qiang.sun@uconn.edu">Qiang.sun@uconn.edu</a>	Marine Sciences (Avery Point)	Y
Pariksheet Nanda	<a href="mailto:Pariksheet.nanda@uconn.edu">Pariksheet.nanda@uconn.edu</a>	Molecular and Cell Biology	Y
Eric Simning	<a href="mailto:Eric.simning@uconn.edu">Eric.simning@uconn.edu</a>	Agricultural and Resource Economics	Y
Ameya Akkalkotkar	<a href="mailto:Ameya.akkalkotkar@uconn.edu">Ameya.akkalkotkar@uconn.edu</a>	Senator-At-Large	Y
Ordoitz Galillea	<a href="mailto:Ordoitz.galilea@uconn.edu">Ordoitz.galilea@uconn.edu</a>	Sociology	Y
Chriss Sneed	<a href="mailto:Chriss.sneed@uconn.edu">Chriss.sneed@uconn.edu</a>	Sociology / Graduate Students of Colour Association	Y
Monique Golden	<a href="mailto:Monique.golden@uconn.edu">Monique.golden@uconn.edu</a>	Graduate Students of Colour Association	N
Latanya Brandon	<a href="mailto:Latanya.brandon@uconn.edu">Latanya.brandon@uconn.edu</a>	EDCI/Neag	N

David Greenberg	<a href="mailto:David.greenberg@uconn.edu">David.greenberg@uconn.edu</a>	Economics	Y
Michael Ambroselli	<a href="mailto:ambroselli@phys.uconn.edu">ambroselli@phys.uconn.edu</a>	Physics	Y
Suvash Dhakal	<a href="mailto:Suvash.dhakal@uconn.edu">Suvash.dhakal@uconn.edu</a>	Earthquake Engineering and Research Institute	Y
Ruth Z. Yuste Alonso	<a href="mailto:Ruth.yuste_alonso@uconn.edu">Ruth.yuste_alonso@uconn.edu</a>	Literatures, Cultures, and Languages	Y
Elham Sherafat	<a href="mailto:Elham.sherafat@uconn.edu">Elham.sherafat@uconn.edu</a>	Iranian Cultural Organization	N
Darren Brown	<a href="mailto:Darren.brown@uconn.edu">Darren.brown@uconn.edu</a>	Fine Arts	N

**Instructions:** Please fill out and email this form within 7 days of your committee meeting to [thomas.briggs@uconn.edu](mailto:thomas.briggs@uconn.edu) with the subject header “Committee Report Form” and the date of the next GSS meeting at which it will be presented (i.e., “Committee Report Form 11-7-12”). To fill out the form, click on the editable fields and enter the specified information.

**Senate Executive Committee**  
**9/18/15 and 9/25/15**

*Chair:* Gary English  
Dramatic Arts, SEC

*Representative:* Tony Patelunas  
President, GSS

*Website:* URL Address

*Committee Type:* University Senate

**Overview of Report**

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Were the details of the meeting confidential?

The first meeting is confidential, the second is not

Was anything of relevance to graduate students?

- Presentation by Chief Architect. Science I complex will be built on X/Farm Brown parking areas. New parking areas will be established before ground breaking.
- VPR will return 50% of grant tuition to PIs IDC account
- Number of beds for graduate students could increase for Fall 2016.

**Detailed Report**

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Discussion focused on Common Schedule changes at the regional campuses. Schedule changes will not affect graduate classes, but could affect GTAs that teach on regional campuses.

Task force is being established to investigate efficacy of common schedule. Spring 2016 will see ~30% classes at regional campuses change to common schedule.

Sally Reis:

Storrs has received 1% rescission but it has been absorbed centrally.

Search is underway for new Neag Dean.

Michael Gilbert:

Number of beds for Graduate Student could increase for Fall 2016  
Student Recreation Center is approved by BoT.

Kent Holsinger:

GA/TA contract implementation – faculty trainings being established.  
Health insurance has changed again for graduate students.

**Action Items for Senate**

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- None

**Attachments\***

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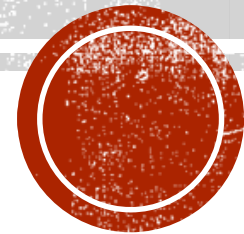
None

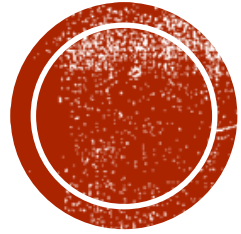
*\* Please only include an attachment if the document is not (or will not become) available publically elsewhere AND if you cannot excerpt from it to include in your detailed report AND if it is a necessary accompaniment to your detailed report. Attach it as a .doc file (if possible) separately.*



**CONNECTICUT FREEDOM OF INFORMATION ACT  
AS APPLIED TO  
UNIVERSITY OF CONNECTICUT  
STUDENT GOVERNMENT GROUPS**

Rachel Krinsky Rudnick, JD, CIPP/US  
Assistant Director of Compliance/Privacy  
Office of Audit, Compliance & Ethics  
University of Connecticut





# **GENERAL INFORMATION ABOUT FOI**

# WHO DOES THE CT FOIA APPLY TO?

- **All municipal and state government agencies** – including their committees, sub-committees, working groups, tasks forces, brainstorming group, etc.
- **Quasi-public agencies** -- like the Connecticut Lottery Corporation, the Connecticut Resources Recovery Authority and the Connecticut Housing Finance Authority.
- Agencies that are the **functional equivalent** of public agencies

# FUNCTIONAL EQUIVALENT

- 3 Factors to determine if an agency is a “functional equivalent”:
  1. Does the agency performs a government function;
  2. Does it receive government funding; and/or
  3. Is there government involvement in, or regulation over, what the agency does?
  
- Agencies don't have to meet all 3– they are considered on balance to determine if the agency is the functional equivalent of a public agency.

# CT FOIA IS DIVIDED INTO 2 PARTS:

## 1. *Meetings Provisions*

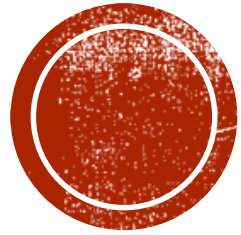
- Public has right to know when a public agency is going to have a meeting, what will be discussed at that meeting
- Public has a right to attend that meeting, video tape, audio record, or photograph that meeting
- Public has right to access the minutes of the meeting.

## 2. *Records Provisions*

- Public has a right to access the records that are maintained by our public agencies. This includes the right to review or get a copy of the record.

# **PARKER V. UNDERGRADUATE STUDENT GOVERNMENT, UNIVERSITY OF CONNECTICUT, #FIC85-120 (OCT. 9, 1985):**

- Established that USG is required to follow the open meetings requirements of the CT FOIA.
- USG is the “functional equivalent” of a state agency.
- Logic was that USG receives direct funding from the University through collection of student activity fees by the University.
- One of the primary function of the student government organizations is the control and dispensing of Trustee funds (funds from Trustee accounts).
- Tier III student government organizations are considered for FOI purposes to be an extension of the “governmental function” of managing the University. If these groups didn’t exist, the University administration would perform the functions.



# **PUBLIC MEETINGS**

# DEFINITION OF PUBLIC MEETING

- Any hearing of a public agency
- Other proceedings of a public agency
- Any convening or assembly of a *quorum* of a multimember public agency and
- Any communication by or to a quorum of a *multimember* public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power



# “NON-MEETING” MEETINGS

There are some exclusions or exceptions to the open meeting requirements. Some examples:

- chance or social gatherings;
- collective bargaining strategy and negotiations;
- Caucuses; and
- communications limited to notice of meetings or agendas

# MEETINGS MUST BE OPEN

The meetings of all public agencies, except where executive session is permitted by statute, must be *open* to the public.

# EXECUTIVE SESSION

Only agency members may attend, except for persons invited to testify or give opinion (attendance limited to time persons are providing testimony or opinion). The agency must vote, by at least 2/3rds of those present and voting, to convene in executive session in public, and must state the purpose.

# WHEN IS EXECUTIVE SESSION PERMITTED:

- To discuss the appointment, performance, evaluations, health, & dismissals of an employee (the employee must be notified and can require the meeting be public);
- To discuss strategy & negotiations with respect to pending claims and litigation;
- To discuss security matters;
- To discuss real estate acquisition by a political subdivision (if openness is likely to increase the price); and
- To discuss the contents of records that are exempt from disclosure (defers to the Records Provisions)

# THE FOI ACT RECOGNIZES 3 TYPES OF MEETINGS

1. Regular
2. Special
3. Emergency (or emergency special)

Each of these meeting types has different requirements regarding posting notice, minutes and agendas.

## NOTICE OF MEETINGS

<b>Type</b>	<b>Notice</b>	<b>Agenda/ Notice Contents</b>	<b>Adding to Agenda/ Notice</b>	<b>Filing Record of Votes</b>	<b>Filing Minutes</b>
<b>Regular</b>	File yearly schedule with Sec'y Of State (state) or Town Clerk (municipal) by Jan. 31 <sup>st</sup> .**	Agenda available at least 24hrs. before meeting.**	Agenda items may be added by 2/3 vote of those members present and voting.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 calendar days after meeting.***
<b>Special</b>	At least 24 hrs. before meeting, file at Sec'y Of State (state) or Town Clerk (municipal).*	At least 24 hrs. before meeting. Time, place and business must be included in notice.*	Not permitted	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 business days after meeting.***
<b>Emergency</b>	None required if emergency is justified.	None required if emergency is justified.	Only emergency matters may be considered.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 72 hrs. after meeting. Must state reason for emergency.***

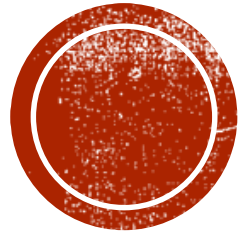
\* Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on agency website.

\*\* Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on websites for state agencies only.

\*\*\*Must be posted on agency website for state agencies only.

- Secretary of State's link re: FOI

<http://www.ct.gov/sots/cwp/view.asp?a=3184&q=399674>



# **PUBLIC RECORDS**



# WHAT RECORDS ARE COVERED BY FOI?

- Any recorded data or information relating to the conduct of the public's business
- Prepared, owned, used, received or retained by a public agency, (or to which a public agency is entitled to receive a copy by law or contract under certain statutory provisions)
- Whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method.

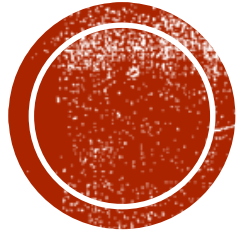
# FOI ALSO MORE BROADLY APPLIES TO THESE RECORDS:

All records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, except where federal law or state statute provides otherwise.

# PUBLIC'S RIGHT TO ACCESS RECORDS

The Public has a right to promptly:

1. Inspect such records promptly during regular office or business hours
2. Copy such records
3. Receive a copy of such records



# EXCEPTIONS, EXEMPTIONS & EXCLUSIONS

# EXCEPTIONS ARE MANDATORY

This is where another legal framework (state or federal law/regulations) prohibits disclosing certain types of records.

Ex) FERPA, HIPAA

# EXEMPTIONS ARE PERMISSIVE

Exemptions are permissive or discretionary – i.e., the agency can choose whether or not it feels it is appropriate to withhold or to disclose the records



# EXCLUSIONS ARE MANDATORY

These are listed and described in other sections of the FOI Act.

Example: C.G.S. §1-217 which excludes residential addresses of certain public safety officials.

# WHAT TO DO IF WE RECEIVE A REQUEST AND ARE NOT SURE HOW TO PROCEED OR HAVE QUESTIONS?

Contact my office:

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(860) 486-5256