

- I. Call to Order - 7:10p.m.**
- II. Recognition of Senators;**
- III. Guest Speaker Scott Jordan (CFO) and Yuhang Rong (VP for Global Affairs)**
  - a. The speakers came to discuss the Visa Compliance Fee, which is a \$350 per semester fee for international students. The fee will go to hiring new visa processing employees in order to maintain federal compliance and keep up with the growing population of international students, which dependents for students with visas. The fee will also go to providing additional support to international students, including language support and additional cultural center hires.
  - b. Gayatri Phadke – When you look at other research universities, the national average is about \$230 per year; 30 universities do not charge and only 3 universities charge more than UCONN. Why is UCONN’s fee so high?
    - i. VP Weiner – Some other universities have it worked into other fees; it also depends on their international student scholars support. Some universities already have enough staff, or may not need to provide the same level of service. With the increasing population, there are other needs like TA programs, language training; these need to be beefed up; also need to be sure they have the program and resource support.
  - c. Chriss Sneed – Where did you get the data on the number of graduate students being served? There is a discrepancy between what is found in the fact sheet and what is being reported.
    - i. CFO Jordan- The number he is citing is what they certified to the federal government. The number they manage will also include dependents and Optional Practical Training students who have graduated.
    - ii. Ruth Yuste – do the dependents have to pay the fee?
      1. CFO Jordan – No.
      2. Ruth –Can you explain what you mean by training? Why would these trainings be covered under a compliance fee when there are other trainings like those of the writing center that international students already pay for.

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- a. CFO Jordan – These are courses that wouldn't otherwise be offered and need to be covered with these fees
- b. Ruth - This is assuming that the international students do not already speak English, which is a significant assumption.
- c. VP Rong - When you come you have to maintain grades and graduate on time, which can be difficult. Additional training provides support.
- d. Ruth Yuste – But this is a cost to excel, which other students do not have and there are other forms of support available to international students that do not require additional fees.
- e. Gayatri Phadke – They have to pass the TOEFFL and then pay again once they get here to come up to scratch.
- f. Ruth Yuste – Perhaps we should raise the TOEFFL. Using compliance fees does not seem appropriate.
  - i. CFO Jordan – Interpreted compliance liberally to help international student success.
- g. Tom Briggs – Why is it that UConn is now introducing targeted fees? Other students don't pay targeted fees for most programs. International students do not feel valued when it is said this is the best way help. This targeted fee is also being used for other students but only being charged of international students. Seems that it is being used as an excuse to charge and target international students. Does not support the picture of “UConn Nation.”
- h. Chriss Sneed – The process through which this fee was approved and rolled out was not ok.
  - i. CFO Jordan – They held town hall meetings.
    1. Gayatri – Announcements were not sent out through ISSS, the group that communicates directly to the population being impacted.

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2. VP Jordan – Communications went through the daily digest.
- i. Sam – SAL – Certain student groups who come before USG; are students on visas that do not allow for college. Will they not have to pay?
  - i. CFO Jordan – In order for the i-20 and admittance, the process does not allow for people not on the correct visas.
- j. Chriss – I sent a list of questions to the GSS Communications Director (email attached) to post on the screen. Could you take a look at them?
  - i. VP Jordan – The simple answer to the questions pertaining to #7 – They took a broad view of compliance, to encompass all the things in the question.
    1. Gayatri – Are the First Year Classes being covered by the fee going to target to only international students?
      - a. No they will be applied to all students
    2. Ruth Yuste – Cultural centers are identified by specific cultures but they are explicitly for everyone. International students already pay fees that go to cultural centers and not only international students use the centers.
    3. Gayatri Phadke – International students should not be charge 100k for recruitment; that is on the university, not international students.
    4. VP Jordan – Everything you say is fair, but to be clear, the University does not make a profit. UConn is heavily subsidized by the state; all

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money goes back out to programming. There is no ulterior motive.

5. VP Rong – Here is our message: I came as a graduate assistant in 1987. If you had told me I needed to pay additional amount, it was money I didn't have. But I relied on the ISSS day in and day out. I relied on campus employment and my advisor. Knowing all international student needs are not met, and you asked me if I were an international student today, when people make mistakes in ISSS, it is much higher stakes; we need to make sure the university is properly staffed to handle this.
6. Ruth – I am not saying this isn't important, but that it is not transparent. It does not look like it transparent or cost efficient. We haven't been involved in the discussion at all.
7. Chriss – Part of the breakdown and that we need more employees that is fine; the amount saying they would use do not reflect the amount that they would have to pay out.
8. Sam – What came first, the fee amount or services?
  - a. VP Rong – Services
  - b. CFO Jordan – It was an iterative process.
9. Kate – You say this is the best way to address international student needs, but we have been pushing for transportation for international students and this is not being covered at all.

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- a. CFO Jordan – We want to eventually get to a comprehensive system like Amherst has. Currently UConn pays WRTD. The goal is for UConn to own the route and extend it to Tolland and run as many buses as we want. We also want to connect Storrs to the rest of the world
  - 10. Matthew Parent: We need to wrap up. How do we communicate with you further?
    - a. The executive committee can set something up and individuals can also email CFO Jordan and VP Rong directly.
  - 11. Matthew Parent – Leaving sentiment – Graduate students all want to be in this together with the fee situation.
- IV. Approval of Minutes:**
- a. GSS meeting minutes, 1, February, 2017 (*to be approved by Senate*) – Amendments to February 1 – approved by voice vote
  - b. GSS meeting minutes, 15<sup>th</sup> February 2017 (*to be approved by Senate*) – Approved by voice vote.
  - c. GSS Executive meeting minutes, 1 March 2017 (*to be approved by Senate*) – Approved by voice vote.
  - d. Amended GSS meeting minutes, 11<sup>th</sup> November 2016 (*to be approved by Senate*) - Approved by voice vote
  - e. Amended GSS meeting minutes, 26<sup>th</sup> October 2016 (*to be approved by Senate*) - Approved by voice vote
- V. Unfinished Business**
- VI. Executive Committee Reports**
- a. President – Tony Patelunas

- i. Committee reports – Senate Executive Committee - Not much to note other than the committee free speech and civility.
    1. There is also a task force to discuss what is a fee philosophically. Fee policy hasn't been reviewed since 2002. The president wants a standing committee to vet any new fees. The task force has only met once, where they had a general discussion.
  - ii. SASFAC and Student Activities – Everything is going smoothly.
  - iii. Tony will be holding presidential office hours in the GSS office. The announcements will go out in the UConn Grad Student News.
  - iv. Invited speakers for the remainder of the semester -
    1. We are in communicate with Suzanne from SHS, who wants to work with the graduate population. She will come talk about grad student health topics.
    2. Luanne Saunders will be at the next GSS meeting.
  - v. Reimbursements and quarterly bills – 12-15 reimbursements have been processed. Harshul and Tony are working closely on this. The Quarterly bill is on the edge of being completed. All reimbursements up to February 1 should be completed by the end of the week.
  - vi. Foundation election – Student director of the foundation – Tony technically lost by 41 votes (.8percent), but the person who beat him did not turn in paperwork and was disqualified. This has been appealed, a decision will be made in a week.
- b. Vice President – Matthew Parent
- i. Student life survey – We are interested in doing this and also looking to the fact that there are many other surveys going out. We want to work with the ones going out. The student life committee will need to meet soon.
  - ii. Tier-II trainings – Still working on keeping tier II graduate students from having to go to trainings taught by undergrads.
  - iii. University Senate –
    1. Discussion about workshops for graduate students to be aware of moving forward

2. Grad appreciation week – Jordan will talk about this later on.
3. Free speech and civility – Two faculty members had qualms about the political claims and about whether university policy can supersede federal law. Matthew spoke as the grad representative, indicating it is a guiding document, not a specific policy.
- iv. Matthew parent – In future GSS meetings, let's stick to hand raising. When we talk over each other it gets annoying to colleagues trying to say things.
- c. Treasurer – Harshul Khanna
  - i. Purchase orders – A lot of events have food bills upwards thousands of dollars. We would like large orders to use purchase orders instead.
  - ii. Tipping policy – We will only be able to reimburse a 20% tip moving forward.
  - iii. Finance Committee – We have 4 members and will start looking at budget allocations.
  - iv. Budget requests – Only 12 organizations submitted. To account for this, we will have a larger special allocations budget next year.
- d. Communications Director – Jordan Rees
  - i. Student Health Insurance Review – I attended this meeting. It pertains only to undergraduates and non-employee graduate students. The premiums will actually be slightly less this year, and UConn is approximately on par with peer universities.
  - ii. Awards committee – If anyone is interested in the Awards committee, please see Jordan.
  - iii. Listserv meeting – I would like to have a meeting setting best practices for the new listserv. Please let me know if you are interested in attending.
  - iv. Graduate Student Appreciation Week – GSS will partner with the Graduate School for Grad Appreciation Week.
  - v. UAW International Women's Day Panel/Reception – This takes place tomorrow. GSS is Co-Sponsoring, so please attend if available.
- e. Activities Director – Bahareh Deljoo

- i. Grad prom report - It went very well. We have a link for all the pictures and will post it online as soon as possible.
- ii. A lot of people asking about Halloween – it was never a GSS event. There was confusion because the former activities director had a dual position with SAGE. This was the source of confusion. It was unclear which organization was actually having the event.
  - a. Gyhuo – How many grad prom tickets were not distributed?
    - i. Bahareh; We had some tickets left because not everyone who attended picked them up.
      - 1. Gyhuo – why did the announcement go out on Soapbox later than everywhere else?
        - a. Some delays were due to all the executive board issues. Also, because we did not have access to a listserv, it took longer to get information to soapbox. That is why we sent emails to the departments and posted on facebook—to get the information out in alternative forms as early as possible.
- iii. Coffee Hour with GSS – This will take place after spring break.
- iv. Seminar with SAGE – March 21<sup>st</sup> - visa and green card options after graduation. GSS is co-sponsoring.
- f. Parliamentarian – Covered by Tony Patelunas
  - i. Procedures committee - If you are interested in serving, please contact the executive committee.

**VII. New Business**

- i. Parliamentarian election – postponed due to no nominees.
- ii. By-law draft (Tony) – worked through the attached by-laws. Please send comments to the committee.

**VIII. External Committee Reports**



- a. President's Working Group on Immigration Changes – Tom Briggs - see attached report
  - i. Gayatri Phadke – A friend told you can call state a senator if you are travelling abroad to pressure on people completing visa paperwork so it gets done in a timely fashion.
  - ii. They also talked about how the travel ban will impact applications to UConn.
    - 1. Tom – Send him an email with questions he can pass on to the committee.
    - 2. Tony – There is a representative from admissions but we should note that all grad admissions are done through the grad school and not the admissions office.
      - a. Dean Holsinger is on the committee as well.
      - b. Ruth Yuste – There is an information session at 11 tomorrow at ISSS regarding the travel ban.
- b. University Diversity Council – Gayatri Phadke–Their was a second meeting. They are going to do cultural sensitivity for people on the council and do an informal survey to assess the cultural competency under different constituencies. There will be another meeting in June – contact Gayatri Phadke about this. Also feel free to contact Joelle Richardson.

**IX. Issues Forum**

- a. Bursar's late fee – Instead of a daily fee its is supposed to 150 up to twice. Who can we talk to about this?
  - i. Tony will reach out to bursar.

**X. Adjournment – 9:13**

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- IV. Unfinished Business**
- V. Executive Committee Reports**
  - a. President – Tony Patelunas
    - i. Committee reports
    - ii. Office hours
    - iii. Invited speakers
  - b. Vice President – Matthew Parent
    - i. Student life survey
    - ii. Tier-II trainings
  - c. Treasurer – Harshul Khanna
    - i. Purchase orders
    - ii. Tipping policy
    - iii. Finance Committee
    - iv. Budget requests
  - d. Communications Director – Jordan Rees
    - i. Student Health Insurance Review
    - ii. Awards committee
    - iii. Listserv meeting
    - iv. Graduate Student Appreciation Week
    - v. UAW International Women’s Day Panel/Reception
  - e. Activities Director – Bahareh Deljoo
    - i. Grad prom report

- ii. Coffee Hour with GSS
  - f. Parliamentarian – Donyeil Hoy
    - i. Procedures committee
- VI. New Business**
  - i. Parliamentarian election
  - ii. By-law draft (Tony)
- VII. External Committee Reports**
  - a. President's Working Group on Immigration Changes
- VIII. Issues Forum**
  - a. **Bursar's late fee**
- IX. Adjournment**



Jordan Rees &lt;jordan.rees@uconn.edu&gt;

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**(no subject)**

1 message

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**Chriss Sneed** <christina.sneed@uconn.edu>

Wed, Mar 8, 2017 at 7:34 PM

To: Jordan Rees &lt;jordan.rees@uconn.edu&gt;

1. Question #7 outlines that recruitment is \$100,000, why are current international students paying for recruitment of international students?
2. Question #7 outlines that cultural centers will receive \$150,000. Why are international students solely responsible for this fee? All students have access to this.
3. Question #7 outlines that first year experience programs will be given \$100,00. Why is this being charged under visa compliance when all undergraduate students use these programs?
4. Question #7 outlines a large total. How did that number come to fruition? What is "other"
5. Question #9 outlines that Global Affairs will maintain accounts to ensure appropriate expenditures. Again, all students have access to those services.
6. Question #10 talks about the students who UCONN is still responsible for post-graduation. What is the current number of students that are under this status?

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**Chriss Sneed**

PhD Student, Sociology

Instructor, Department of Sociology &amp; Women's, Gender, &amp; Sexuality Studies Program

Student Representative, Sociologists for Women in Society (SWS)

Co-Organizer, [Borderlands: A Critical Graduate Symposium](#)

they/them

University of Connecticut

Harry G. Manchester Hall (Sociology)

344 Mansfield Road - UCONN Unit 1068

Storrs, CT 06269

THIS DOCUMENT ASSUMES PAY IS REMOVED, REPLACED WITH TRAVEL REIMBURSEMENT, AND EXECUTIVE DUTIES WILL BE MODIFIED..

Goal:

Change executive stipends to travel reimbursement/payment to cover.

Summary of changes:

All officer pay re-define

Added Executive Committees and Office Hours

Specified meeting requirements for internal committees

BYLAW II: Executive Committee

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## BYLAW II: Executive Committee

- 1) **Membership.** The Executive Committee of the GSS shall be composed of the President, Vice President, Communications Director, Treasurer, Parliamentarian, and the Board of Trustees Graduate Student Representative.
- 2) **Responsibilities.** As a coordinating and policy-recommending body for the Senate, the committee shall:
  - A. Recommend a budget to the Senate.
  - B. Prepare an agenda for Senate meetings.
  - C. Appoint individuals to committees and posts outside of the GSS, subject to approval of the Senate.
  - D. Facilitate communication among Senators and between Senators and their constituencies.
- 3) **Authority.** According to its role as an executive body for the Senate, the committee may:
  - A. Request reports from other Senate committees and appointees to outside committees or posts on their activities.

- B.** Appropriate expenditures as necessary between Senate meetings, subject to a three-fifths majority vote, consistent with the Finance Policies and Procedures.
- C.** Voice its opinion on motions before the Senate.
- D.** Exercise jurisdictional authority over all disputes that cannot be settled at a lower level, including disputes between committees.

#### **4) Committee Meetings**

- A.** The President shall prepare an agenda for and preside over all meetings.
- B.** The Communications Director shall record and sign minutes of all meetings and shall communicate those minutes to the senate.
- C.** Any vote taken by the Committee shall require a three-fifths majority for passage.
- D.** Meetings shall occur at least once per month.

**E.** If circumstances preclude a meeting, the President may solicit an electronic vote from the members on issues that call for immediate action. At least five-sixths of the Executive Committee must participate in the vote, and its results shall be recorded in the minutes of the next Executive Committee meeting.

**F.** Quorum shall consist of two-thirds of the Executive Committee.

## 5) Officer Duties

**A.** Each officer shall be required to report to the Senate at each Senate meeting.

**B.** Each officer shall be required to participate as a full Executive Committee member.

**C.** Each officer shall attend the regular meetings of the Executive Committee and the Senate.

**D.** Each officer will spend 2 hours per week in the GSS Office. These hours will be made public on the GSS website ([gss.uconn.edu](http://gss.uconn.edu)).

**E.** The President, Treasurer, Parliamentarian, and Activities Director shall not be an officer of any other graduate student organization. The Vice President and Communications Director may serve as officers on graduate organizations, but must abstain from any votes relating to the funding of those organizations.

## 6) Transition of Officers

**A.** To ensure an effective transition of Executive Committee duties, each officer and officer-elect shall document that a comprehensive transition plan has been developed and agreed to by both the incumbent and the officer-elect. The plan will terminate when both parties have attested to the accomplishment of the goals set forth in the plan by way of their signatures.

**B.** Transition plans for each officer position will be approved by both the

- outgoing and incoming Presidents.
- C. The President transition plan will be approved by the outgoing and incoming Vice Presidents.
  - D. All documents deemed necessary to the position, including the approved transition plan, will be stored in the respective officer's email account and on the GSS office computers.
  - E.

7) Board of Trustees Graduate Student Representative

- A. To enable effective communication between the GSS and the Board of Trustees, the Graduate Student Trustee shall be a non-voting member of the Executive Committee *ex officio*.



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- B.** The Executive Committee shall invite the Graduate Student Trustee to deliver a report on the past year's proceedings of the Board of Trustees to the GSS during the final meeting of the Senate in the Fall semester.
  - C.** The Graduate Student Trustee may also be a Senator for a constituency or an at-large Senator if so elected.

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## BYLAW VI: Executive Travel Funds

- 1) The GSS may approve funds for reimbursement of documented travel expenses associated with professional development opportunities of its officers, in recognition of contributions made to the GSS and its work by the individuals holding those offices, subject to a majority closed ballot vote of the Senate.
- 2) At any time the Senate may propose a vote to remove travel stipends from an officer that is not appropriately performing their duties. A simple majority vote will inhibit travel fund disbursement.
- 3) Travel cannot be reimbursed after a student has graduated regardless of when the travel was completed.
- 4) Travel reimbursement funds may be accessed until May 1st of the year following the last year served unless the student has graduate.
- 5) After earned as stipulated by Bylaw VI:4A, reimbursement may be applied retrospectively to travel taken after the start of the respective officer's term.
- 6) Travel funds awarded to officers of the execution of duties as defined in the GSS Constitution and Bylaws shall be limited to the following totals for each office, regardless of the number of individuals serving in each office:

### **A. President**

- i. Up to \$500 after 3 months served.
- ii. Up to \$1,000 after 6 months served.
- iii. Up to \$1,500 after 8 months served.
- iv. Up to \$2,000 after 10 months served.
- v. Up to \$2,500 after 11 months served.

vi.

**B. Vice President**

- i. Up to \$200 after 4 months served.
- ii. Up to \$500 after 6 months served..
- iii. Up to \$1,000 after 11 months served..

**C. Communications Director**

- i. Up to \$200 after 4 months served.
- ii. Up to \$500 after 6 months served..
- iii. Up to \$1,000 after 11 months served..

**D. Treasurer**

- i. Up to \$500 after 3 months served..
- ii. Up to \$1,000 after 6 months served.
- iii. Up to \$1,500 after 8 months served.
- iv. Up to \$2,000 after 10 months served.
- v. Up to \$2,500 after 11 months served.
- vi.

**E. Activities Director**

- i. Up to \$500after 3 months served
- ii. Up to \$1,000 after 6 months served.
- iii. Up to \$1,5000after 11 months served.

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**F. Parliamentarian**

- i. Up to \$200 after 4 months served.
- ii. Up to \$500 after 6 months served.
- iii. Up to \$1,000 after 11 months served.

3)

4)

**5) Summer Duties and Stipends**

- A.** The President, the Activities Director, and the Treasurer shall play an active role over the summer, coordinating summer events, overseeing GSS finances, and preparing for the coming year, including but not limited to the pre-planning of Fall activities.
  - B.** During the summer months, the Executive Committee may withhold any portion or all of the monthly stipend paid to the President by majority vote. At the first Senate meeting of the Fall semester, the Senate shall vote to approve any portion or all of the funds for the Executive Committee.
  - C.** In the case that officers are unable or unwilling to fill their summer roles, the Senate may appoint individuals to do so in their place.
  - D.** In the event that officers or their appointed substitutes becomes unwilling or unable to continue in the role over the summer, the Executive Committee may appoint by a three-fifths majority vote a substitute to serve the role for the remainder of the summer.
- 6) The individuals being considered for travel funds shall abstain from voting on their own awards.

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## BYLAW VII: Procedures Committee

- 1) The Procedures Committee shall oversee all GSS elections.
- 2) The Procedures Committee shall oversee the membership and verify credentials of both the membership and other graduate student organizations.
- 3) The Procedures Committee shall report any election and membership violations to the Senate for action.
- 4) The Procedures Committee shall deliver a recommendation on disputes concerning the interpretation of the Constitution and its Bylaws.
- 5) The Procedures Committee shall periodically review and recommend changes to the Constitution and Bylaws in light of operational exigencies of the Senate. The contents of this update shall be subject to approval of the Senate.
- 6) The Procedures Committee will meet no less than once per semester.

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## BYLAW VIII: Activities Committee

- 1) The Activities Committee shall be responsible for scheduling and carrying out events applicable to graduate student enrichment, subject to approval by the Senate.
- 2) The Activities Committee shall be responsible for the planning, scheduling, organizing, and advertising of GSS-sponsored events under the fiscal constraints imposed by the Senate and the Financial Policies and Procedures.

## BYLAW IX: Student Life Committee

- 1) The Student Life Committee shall be responsible for addressing any major graduate student life issue which is brought to the attention of the Senate and is delegated to the Student Life Committee by the Executive Committee.
- 2) The Student Life Committee shall be responsible for identifying graduate student life issues. The Committee shall bring them to the focus of the Senate along with as much information as possible and shall be involved in as much of the communication on this problem as necessary.
- 3) The Student Life Committee shall be responsible for creating and organizing projects that will be directed towards or will improve graduate student life, especially those directed towards issues pertinent to graduate students.
- 4) The Student Life Committee will meet no less than once per semester.

## BYLAW X: Public Relations Committee

- 1) The Public Relations Committee shall be responsible for promoting the GSS, Senate sponsored events, and any information that is pertinent to the graduate student body.
- 2) The Public Relations Committee shall be responsible for overseeing and monitoring the GSS website (<http://gss.uconn.edu>).
- 3) The Public Relations Committee will meet no less than once per semester.



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## BYLAW XI: External Committee Representatives

- 1) External Committee Representative shall accurately represent to the best of their abilities the interests of the graduate student body with limited personal bias.
- 2) External Committee Representatives shall attend formal committee meetings and notify the Executive Committee if unable to attend committee meetings.
- 3) External Committee Representatives shall provide information concerning the organization, activity, and mandate of their committees.
- 4) External Committee Representatives shall provide written reports of committee meetings to the Executive Committee within seven days of each meeting, unless otherwise agreed upon by the Executive Committee and the External Committee Representative. These reports shall be provided to the Senate at the next Senate meeting.
- 5) External Committee Representatives shall provide at least one update per semester in person at a GSS meeting. If an in-person update is not provided, the External Committee Representative will forfeit their position to another representative.
- 6) Members of the Executive Committee shall be required to serve on certain external committees:
  - A. The President shall serve as representative to:
    - i. University Senate
    - ii. University Senate Executive Committee

iii. Graduate Faculty Council

**B.** The Vice President shall serve as representative to:

i. University Senate

**C.** The Treasurer shall serve as representative to:

i. Student Fee Advisory Committee

ii. University Budget Committee

iii. Any External Committee whose principal aim concerns matters of finance or budget

**D.** The Communications Director shall serve as representative to:

i. Student Union Board of Governors Student Union Policy Council

- ii. Any External Committee whose principal aim concerns the Student Union

**E.** The Parliamentarian shall serve as representative to:

- i. Graduate Faculty Council
  - ii. Student Activities Joint Elections Committee
  - iii. Student Trustee Election Committee
  - iv. Any External Committee whose principal aim concerns elections or issues of procedure.
- 6)** If scheduling concerns prevent a member of the Executive Committee from serving on a designated External Committee, the President may appoint another member of the Executive Committee to serve. If no member of the Executive Committee is available, the President may appoint a Senator. These appoints are subject to the approval of the Senate.

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## BYLAW XII: Administrative Assistant

### 1) Eligibility

- A. The Administrative Assistant must be a graduate student at the University of Connecticut, Storrs, campus.
- B. The Administrative Assistant shall not be either a member of the Executive Committee or a Senator.

### 2) Application and Hiring

- A. The application process shall be designed and administered by the Executive Committee.
- B. The hiring decision shall be made by the President, a second member of the Executive Committee, and at least one Senator.
- C. The Senate shall then approve the chosen Administrative Assistant by majority vote.

### 3) Responsibilities

- A. The Administrative Assistant shall manage the short-term emergency loan fund.
- B. The Administrative Assistant shall hold office hours in the Senate office at regularly scheduled and posted times.
- C. The Administrative Assistant will regularly update the GSS website ([gss.uconn.edu](http://gss.uconn.edu)) with relevant documents and policy provided by the Executive Committee.
- D. The Administrative Assistant shall complete any appropriate duties as assigned by the Executive Committee.

#### **4) Compensation**

- A.** The Administrative Assistant shall receive equitable compensation for duties performed in accordance with the University of Connecticut's established guidelines and norms.

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# BYLAW XIII: The GSS Graduate Community Service Award

## 1) Name

- A. The name of the award shall be "The GSS Graduate Community Service Award."

## 2) Purpose

- A. The GSS shall institute the annual awarding of the GSS Graduate Community Service Award to honor a graduate student who, through his or her exemplary service, has made a significant contribution to intellectual, cultural, and professional capital of the graduate student community at the University of Connecticut.

## 3) Eligibility

- A. Eligible award candidates must:

- i. Be enrolled in a graduate-degree granting program at the University.
- ii. Be in good academic standing.
- iii. Have completed at least one full year of study at the University at the time of awarding.

- B. Individuals ineligible to receive the award shall include:

- i. Current executive officers of the GSS.
- ii. Current Service Award Committee members.

- iii. The Graduate Student Representative to the Board of Trustees.
- iv. Past award recipients.

**C.** Preference for the award shall be given to:

- i. Nominees whose service to the graduate student community was primarily uncompensated and/or voluntary in nature.

#### 4) Service Award Committee

**A.** Each year, the GSS shall form the Service Award Committee (hereafter, “the award committee”) to certify nominations and award the nominee who has demonstrated the most significant contribution to the graduate student community over the course of his or her graduate career at the University among those nominated.

#### **B.** Membership

- i. The award committee shall consist of five voting members.
- ii. The Communications Director shall serve as the chair of the award committee.
- iii. All committee members, including the chair, must represent different constituencies.
- iv. All other GSS officers shall not be members of the award committee.
- v. All other graduate students may be members of the award committee.
- vi. All committee members shall be appointed by the Senate.
- vii. Nominations for award committee membership shall be open at the beginning of the first spring semester meeting of the GSS.

#### 5) Nominations

**A.** Nominations for the GSS Service Award shall open March 1st and close March 31st. The Communications Director shall announce this fact via the graduate student listserv, the faculty/staff daily digest, and the GSS website.

**B.** Nominations may be submitted by graduate students, faculty, or staff of the University.



- C.** Nominations shall be submitted to the Communications Director.
- D.** The award committee shall determine the method and procedure for accepting nominations.
- E.** Self-nominations shall not be considered by the award committee.

**6) Voting**

- A.** The award committee shall meet to select the recipient of the GSS Service Award within one week after nominations close.
- B.** The award committee shall select the recipient of the GSS Service Award from among those nominated by a majority vote of the committee.
- C.** The award committee may, in the absence of a meritorious nominee, elect to suspend granting of the award for that year by a majority vote.

**7) Presentation of Award**

- A.** The Vice President shall notify the awardee and invite him or her to the next meeting of the senate.
- B.** At the next meeting of the Senate, the awardee shall receive a certificate of award and \$500 as a token of the Senate's appreciation for his or her service.
- C.** The awardee shall be given the opportunity to address the Senate

## BYLAW XIV: Alcoholic Beverage Policy

- 1) Events sponsored by the GSS at which alcohol is to be served must encourage responsible consumption of alcohol in the publicity, promotion, and execution of the event. There is to be no reference or publicity regarding the amount of alcohol that is available.

## BYLAW XV: Executive Committees

- 1) Each executive officer will serve as the chair to a committee of the respective Tier II officers:

- A) The President will chair a committee of Tier II Presidents.
- B) The Vice President will chair a committee of Tier II Vice Presidents.
- C) The Treasurer will chair a committee of Tier II Treasurers.
- D) The Communications Director will chair a committee of Tier II Secretaries.

2) Each committee will meet no less than once per semester.

3) The purpose of these committees is to facilitate direct communication between the GSS Executive Committee members and the Tier II organization Executive Committee members.

**Instructions:** Please fill out and email this form within 7 days of your committee meeting to [jordan.rees@uconn.edu](mailto:jordan.rees@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.

**President’s Working Group on Immigration Changes**  
**3/2/17**

*Chair:* Daniel Weiner  
Global Affairs

*Representative:* Thomas Briggs  
Senator-at-large  
[thomas.briggs@uconn.edu](mailto:thomas.briggs@uconn.edu)

*Website:* -

*Committee Type:* President’s Working Group

**Overview of Report**

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Were the details of the meeting confidential? No

Was anything of relevance to graduate students? Yes

**Detailed Report**

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Rae Alexander from the International Scholars and Student Services (ISSS) department reported on work being done to support people affected by immigration changes. She stated that they had held two information sessions, and uploaded the presentation on their webpage, available here: <http://issu.uconn.edu/category/immigration-changes/>

Rae reported that they have updated their travel information to take into account the increased likelihood of travelers being sent for secondary inspection and who to contact in emergencies. She reported that students are advised to try to make travel arrangements where they are likely to arrive in the US between 9am and 5pm because that is when more experienced staff tend to be available. She explained that the current on-call contact procedure goes through the UConn Police Department who can then get in touch with her in cases of emergencies.

I asked if there were any US airports that ISSS recommend students try to travel through or ones they should avoid. Rae said they are gathering data but at the moment they cannot make any specific recommendations. Rae said that if any UConn-affiliates are unjustly treated coming through airports ISSS can help them seek redress.

Daniel Weiner, Vice President for Global Affairs, stated the group needs to be prepared to issue a formal statement when the next Executive Order is issued. He also asked for suggestions about ways the university can support international students.

I explained that the visa compliance fee went against UConn's aim to support international students. I also pointed out that a large proportion of international students are Chinese, but I do not know how well their interests are represented to the university administration. I explained that the Chinese Student and Scholars Association used to receive a large budget from the Graduate Student Senate but for the last two years at least they had not sent representative to GSS. I asked whether the Undergraduate Student Government had better engagement with Chinese undergraduate students but the undergraduate representative was not present at the meeting to answer my question.

I also explained that GSS was a good way to engage international students and that a functioning GSS that was equally open to international students was vital to make international graduate students feel part of the university community. I also suggested that supporting services that international students are particularly dependent upon, such as public transport, would help. I stated that ISSS programs such as visa workshops, international coffee hours, and orientation week, help international students, especially during their first year.

### **Action Items for Senate**

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- Discuss ways for GSS to engage from international students from China
- Contact USG to discuss ways both groups can support international students.
- If any student has specific experiences they wish to report to the university they can also contact me and I will pass on this information.

### **Attachments\***

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Do you have any attachments? Should they be displayed during your report?

*\* 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.*

**Instructions:** Please fill out and email this form within 7 days of your committee meeting to [jordan.rees@uconn.edu](mailto:jordan.rees@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.

**UConn Diversity Council**  
**03/08/2017**

*Chair:* Joelle Murchison *Representative:* Gayatri Phadke  
Chief Diversity Officer Graduate Student  
[joelle.murchison@uconn.edu](mailto:joelle.murchison@uconn.edu) [gayatri.phadke@uconn.edu](mailto:gayatri.phadke@uconn.edu)

*Website:* <http://diversity.uconn.edu/university-diversity-council/>  
*Committee Type:* University wide council  
Internal/Standing

**Overview of Report**

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The university diversity council will be meeting every 3 months.

- Each council representative will be undergoing a cultural competency assessment and will participate in focus groups.
- A preliminary campus climate survey may be conducted at each level of constituencies within the university - the exact timeline and format is not yet decided.

**Detailed Report**

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**CULTURAL COMPETENCY ASSESSMENT**

All council members, deans, and some administrators will be completing an online self-assessment survey, a well-used cultural sensitivity and competency tool, data from which is anonymously collected. An external contractor has been hired to conduct focus groups and workshops with the council members, all upper-level administrators, and deans. The focus groups will assess, qualitatively, concerns we have regarding the campus climate, diversity and inclusion policies of the university. The workshops will be geared towards improving our cultural awareness. Additionally, we will be consulting individually with the contractor about the results from our online self-assessment surveys.

## CAMPUS CLIMATE SURVEYS

Joelle Murchison introduced a survey conducted by the city of Seattle to assess diversity and inclusion goals of various departments within the city. The survey was discussed, including addition of more answer choices, re-wording of question to include a more robust explanation of 'diversity'. Additionally, an extended discussion took place about specifically wording a question to assess quantitative results of diversity-oriented recruitment efforts. The idea is that this survey will be conducted through focus groups in various departments and schools on campus. The council members will be moderating such discussion groups. No timeline is known for these at this time.

### **Action Items for Senate**

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- If the senate has any concerns, please direct them to the CDO's office or me.

### **Attachments\***

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No attachments.