1. **Attendance:** Sandip Roy,Gopi Yalavarthi**,** Mohsina Rahman, Essam Boraey, Israt Jahan, Khaled ‘Axel’ Djebbari, Karen Bresciano (Assistant Dean), Emma Dashnaw

A quorum was established with 6 E-board members.

**Meeting started at 5:42 pm**

1. **Executive Board Reports:**
	1. President – Sandip Roy
		1. University SEC update-
* SEC meets 2-3 times a month. There are multiple reports of threats of violence in campus targeting Muslim students and Jewish students and faculties. SEC wrote a formal letter to UConn Provost Anne D'Alleva. Some dialogues have been going on in the campus between Muslim students and Jewish students. The best solution is to hold townhall where faculties and students will be invited.
* Essam mentioned a student from Hartford campus shared an email and voice mail with him. It has been brought to the attention of SEC. The Islamic center had a press conference. Provost Anne D'Alleva will meet some organizations that represent Muslim students tomorrow. Sandip mentioned that UConn is having conversations regarding the distinction between freedom of speech and hate speech.
	+ 1. University Senate update-
* UConn will move to Microsoft office 365. Discussions are going on whether the files from google drive can be moved to Microsoft office automatically. UConn email will be changed to first.lastname@uconn.edu to netid@uconn.edu. USG is working on a draft to raise concerns about this.
* Dean Kent Holsinger shared that the number of international graduate students has recovered after Covid. Applications from China are still lower than before, however, applications from India have recovered compared to the Covid period.
	+ 1. Housing update- Around 4500 beds are being added to the Mansfield community, but University does not have a say in the logistics of that. From Fall 2024, university may be able to reserve 150-200 beds for graduate students. Nathan Furst, Vice President for Student Life & Enrollment, will look into the duration for which the reservation can be made. The building of new housing near Mansfield Community Center is on hold.
		2. Parking and transportation update-Sandip has met Andy Kelly from UConn Parking service and Stanley Nolan from the Utility Operations & Energy Management to discuss the matter of increased bus service. They will look into the issue to see if the hours of bus service can be increased. Some parking lots have been partially closed due to the maintenance work of power lines. Khaled asked if there was any discussion on increased citations around the campus. Sandip replied that parking citations have recently increased due to the increase of unauthorized parking on campus.
		3. Office assistant job duties
* Emergency loan review and holding regular office hours. Emergency loans need to be approved within 24 hours.
* Internal and external PR filing for GSS officers and post-event paperwork filing. Sandip said that post event documents need to be sent to Emma within 72 hours.
* PR filing for food for GSS senate meetings.
* Keep a record of office hour visits (check-in sheet)
* Print QR codes for senate meetings, and print attendance sheets for GSS organized events. Sandip said that all documents need to be sent to Emma in one email 48 hours in advance.
* Pick up delivered boxes from the TSOS office. (Please request the respective Tier II officers to help you if needed).
* Assist the Treasurer with finance/budgets. Any discussion on budgets and the quality of the submitted documents will be handled by the Treasurer. Office assistant is not required to attend the finance committee meetings.
* Make trips to Big Y with Tier II and for office supplies.
* Reviewing PRs filed by Tier IIs and forwarding it to TSOS. The PR will then go to Treasurer for signature from authorized signer 1 and then it will require authorized signer 2.
* Preparing weekly newsletter. Israt suggested bi-weekly instead of newsletters. Israt will continue to send emails about events and can manage the social media platforms of GSS instead of Emma.

Not all of these tasks are weekly and some of these tasks are monthly. *(Boraey/Djebbari) Motion to approve the office assistant job duties, including, but not limited to the tasks discussed. 5 in favor /1 opposed/0 abstention. Motion carries.*

*(Roy/Boraey) Motion to cancel food for the E-board meetings starting from the next E-board meeting. 5 in favor /0 opposed/1 abstention. Motion carries.*

* 1. GSS Senate Meeting Venues – Sandip suggested to have GSS meetings in other buildings such as McHugh Hall. More people can be accommodated, and the cost of food will be cheaper. Mohsina said that we can go for cheaper food options from UConn catering for the Senate meetings instead of moving the Senate meeting to another building. She suggested to have the Fall senate meetings at SU and for the Spring senate meetings, we can take a vote on the Senate to decide whether to have the meetings at SU with cheaper food options or to move the meetings to a different location. Mohsina will sit with Essam to review the UConn catering rate.
	2. Food pantry-Provost Anne D'Alleva wants to talk about food pantry. There are two suggestions: get a place for Food Pantry or run through GSS office with non-perishable food items. GSS used to run food pantry in 2012. Mohsina suggested to put the locations of the food pantries available in campus on GSS website.

*(Djebbari/Boraey) Motion to allocate 15 min for each E-board officer’s report and then 5 min Q/A after each report. 5 in favor /1 opposed/0 abstention. Motion carries.*

* 1. Vice President – Mohsina Rahman
		1. Guest speaker for November and December Senate meetings- no guest speaker in November Senate meeting. Joseph Briody (Assistant Vice President for Student Affairs & Executive Director of Student Activities) and Suzanne Onorato (Executive Director, Student Health and Wellness) will be at the December Senate meeting.
	2. Treasurer– Gopi Yalavarthi
		1. Monthly bills- GSS monthly bills for the months of July, August, September and October need to be voted at the next Senate meeting.
		2. Revised budget-Special allocation was $5000 and now it has been increased to $10,000 for Fall and $10,000 for Spring.
		3. SASFAC filing- Gopi has attended the SASFC meeting. Grad activity fee, which was proposed to increase from 2024, has not been passed and will remain the same.
		4. Former E. Board travel reimbursements – Former E-board members Julianna Herman (former Parliamentarian) and Nafis Fuad (Former President and Treasurer) have requested for travel reimbursement. It needs to be voted on at the Senate.
		5. Fall formal bus- A WRTD bus was arranged for Spring Formal 2023 for $600. A vote needs to be taken on at the Senate to approve the WRTD bill.
		6. PR deadlines- PR system will close on the 1st week of December. Check reimbursement will be closed on Nov 18. Gopi will inform satellite campuses and other organizations. PR deadline is 4 weeks
		7. Finance committee- Gopi needs members for finance committee. Treasurer and Parliamentarian will sit at the Finance committee. 5 elected members are needed and 1 member cannot be a senator. Gopi needs a document about funding eligibility of the Tier II organizations.
	3. Activities Director– Essam Boraey
		1. Committees report -Essam had a meeting with Career Center. He also met Strategic Planning Committee. GSS Activities Committee has been formed with 3 members. Activities Committee meets regularly to discuss events. Two more yoga sessions will be held. SEC is looking for dean and Essam is in the search committee.
		2. Events updates (Fall and Spring)- rooms for Spring Senate meeting have been booked. Essam talked to a financial specialist for an event which will cost money. He talked to Career Center as well.
		3. OCAA update –Discussion on safe alcohol consumption.
		4. Office Assistant discussion- (*job performance was discussed which should have been done in the executive session*)

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* 1. Communications Director – Israt Jahan
		1. GSS Website (Funding Tab)-Israt has updated most of the GSS website. The Funding tab is yet to be updated. Once Gopi lets Israt know which financial documents are not current and can be removed from the website, Israt will update the Funding tab.
		2. November E-board meeting minutes- Communication Director has 7 business days from the date of the meeting to finalize meeting minutes and post in the website. Since the October Senate meeting minutes need to be sent to the senators on next Monday, this E-board meeting minutes will not be ready by then. Israt will send this E-board meeting minutes before December Senate meeting for Senate’s approval.

* 1. Parliamentarian – Khaled “Axel” Djebbari
		1. Procedures committee- Khaled has formed a Procedures Committee.
		2. University grad council- n/a
		3. Bylaw revisions- n/a
		4. Miscellaneous:
* Sandip said that Krista told him that she did not suggest that 2/3rd of the active senators regarding recall. Khaled replied that he spoke with Krista about 2/3rd of the active senators’ vote for recall and discussed with the Procedures Committee. The Procedures Committee aggreged on this.
* Sandip asked if a senator could make a motion regarding the 2/3rd of the active senators. Khaled said it has already been discussed and agreed upon by the Procedures Committee and a motion cannot be made to change it. Sandip said that senators can make a motion. Assistant Dean Karen Bresciano used SEC meeting as an example to clarify that motions cannot be made about anything and at any moment during a meeting. Sandip and Assistant Dean Bresciano exchanged words regarding the involvement of graduate school in GSS matters.
1. Old Business
2. New Business
3. Adjourn

Meeting adjourned at 8:35 pm