

SASFAC Submission : Entry # 1261

Contact Information

Organization

Graduate Student Senate

Campus Address of Office

Student Union Rm 213, 2110 Hillside Road 03061
Storrs, Connecticut 06269
United States
[Map It](#)

Campus Phone Number of Office

(860) 486-3907

Organization Website

<http://gss.uconn.edu>

Organization Social Media Information

N/A

Organization History and Mission

History/Mission of the Organization

History The GSS was founded in 1996 in response to the need for a unified body to represent and support graduate students across the University and continues to serve in this role today. The organization is comprised of graduate students coming from across academic disciplines who represent both academic constituencies (i.e., Tier 11 groups organizing Graduate students from specific departments/disciplines) as well as non-academic constituencies (e.g., groups that cut across departments, like the Graduate Students of Color Association, TARANG, GOLDS, etc.). The GSS both supports and engages in a variety of activities through funding of Tier 11 groups and performing valuable services not offered by other units of the University, for example, during a period in the late eighties and the early nineties, the GSS had compiled and published a Graduate Handbook (currently published by the Graduate School). In the same vein, the GSS currently organizes events such as the Graduate Welcome Barbecue in order to facilitate incoming graduate students to know their fellow graduate students and learn about their university. In addition, the GSS also supports graduate students in more direct roles such as running an Emergency Short-Term Loan Program, which has proven invaluable to grads (especially during the summer months, when a lot of grads have limited means of income) and during any payroll issues that may come up (especially with new graduate students). The GSS also acts as a liaison between graduate students and the administration and selects graduate students to serve as representatives on various University committees to help ensure that its constituents' interests are adequately represented across the institution. 2. Mission Statement As one of the five deliberative bodies at UConn, the GSS is the sole body charged with the representation of graduate students. The GSS's mission is to:

- Represent the graduate community within the University community and serve as liaison between the graduate community and the administration.
- Serve as an advocate for the graduate community's concerns and needs to both University and non-University organizations.
- Provide services to meet the special needs of the University's diverse graduate community.
- Enhance and encourage cooperation and association within the graduate community.
- Enrich the lives of graduate students at UConn.

Revenue

Is your Organization seeking a fee increase?

No

Does your Organization receive income from any source other than student fees?

No

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Organization Structure and Payroll

Organizational Chart and Supplemental Excel Sheet

- [GSS-Organizational-Chart-Excel-Supplemental-2021-22.pdf](#)
- [GSS_Organizational-Hierarchy-Chart-2021-22.pdf](#)

Does your Organization pay any elected or appointed student leaders?

Yes

Elected Student Officers: What is the history and rationale for paying each position?

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All members of the GSS Executive Committee receive travel fund reimbursements. The GSS may approve funds in reimbursement of actual, documented expenses incurred by its officers, in recognition of their contributions to the GSS, to pursue professional development, research, or educational opportunities in line with the purposes of the GSS; as described hereunder and, in all cases, subject to a majority closed ballot vote of the Senate. At any time, the Senate may propose a vote to deny such travel funding to an officer who is not appropriately performing, or has not appropriately performed, his or her duties. A simple majority vote will inhibit travel fund disbursement. No such reimbursements shall occur after a student has graduated, regardless of when the travel was completed. Travel reimbursement funds may be accessed until May 1st of the year following the last year served unless the student has graduated. After earned as stipulated by Bylaw VI:6, reimbursement may be applied retrospectively to travel taken after the start of the respective officer's term. Travel funds available 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 summary of the budget for Executive Committee travel reimbursements is noted below:

i. President

Up to \$500 after 3 months served..

Up to \$1,000 after 6 months served.

Up to \$1,500 after 8 months served.

Up to \$2,000 after 10 months served.

Up to \$2,500 after 11 months served.

Up to \$3600 after 12 months served

ii. Vice President

Up to \$200 after 4 months served.

Up to \$500 after 6 months served..

Up to \$1,000 after 11 months served..

iii. Communications Director

Up to \$200 after 4 months served.

Up to \$500 after 6 months served.

Up to \$1,000 after 12 months served.

iv. Treasurer

Up to \$500 after 3 months served.

Up to \$1,000 after 6 months served.

Up to \$1,500 after 8 months served.

Up to \$2,000 after 10 months served.

Up to \$2,500 after 11 months served.

Up to \$3600 after 12 months served

v. Activities Director

Up to \$500after 3 months served

Up to \$1,000 after 6 months served.

Up to \$1,500after 11 months served.

vi. Parliamentarian

Up to \$200 after 4 months served.

Up to \$500 after 6 months served.

Up to \$1,000 after 11 months served.

All of the aforementioned positions have received compensation in the past. Payment is made in consideration for the formidable amount of time and energy that the officers expend on behalf of the organization and its constituents. The change from stipends to travel reimbursements was made due to issues relating to F-1 visa restrictions.

Appointed (hired) Student positions: What is the history and rationale for paying each position?

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GSS currently has one appointed student position, an hourly wage (10 hours per week) worker to assist with the administrative functions that the GSS office requires to provide support and services to its constituents. The 10 hours per week workload was based on the workload of this position in past years, when it was a 10 hour graduate assistantship (GA). Most recently, the administrative assistant position was held by Katya Hunt (graduate student, Public Policy).

The most recent pay rate for this position was \$15.00 per hour, which was within the pay range of a Class IV student labor position set by UConn Student Employment. Payments are made biweekly via the University's payroll system. This wage is appropriate, as the Administrative Assistant position is listed under Job Code 411/Student Administrative Specialist.

The total payment for the 2021-22 was estimated to be \$8,084.00.

**Given the University's recent redefinition of a GA, GSS was not able to offer a GA, yet opted to keep the position in the form of student labor. However, the Senate may entertain a future discussion about reinstating a Graduate Assistantship for this position. This discussion will take at one of the meetings this semester. See the theoretical projection below for general implications stemming from this line of thinking.

Does your Organization pay any non-student staff?

No

Activity Participation

Who is eligible to participate in your activities?

- All graduate students across all campuses

Please describe how students (number and/or percentage) utilize your services and/or participate in your activities?

All UConn graduate students who pay the Graduate Student Activity Fee are eligible to be elected as GSS Senators or members of the GSS Executive Committee, enabling them to directly participate in GSS policy making as well as perform control and oversight of GSS finances. Senators may represent academic programs or other recognized organizations whose members cut across programs (e.g., the Graduate Students of Color Association); they may also be at-large Senators charged with representing the entire graduate student body.

All registered Tier II groups consisting primarily of graduate students and/or wishing to run programming targeted at graduate students are eligible to apply for a yearly budget from the GSS, regardless of their membership in the GSS. Special Allocations are also available on a per-event basis.

All events and activities organized by or funded by the GSS must be open and accessible to all fee-paying graduate students at UConn (however, event accessibility need not be limited to graduate students).

All fee-paying graduate students are eligible to apply for short term interest free loans (up to \$1500.00) provided by GSS.

Please upload your Organization's Quickbooks Profit & Loss Report Standard Last Fiscal Year (FY 21)

- [Fy21_PLsheet.pdf](#)

Please upload your Organization's FY 22 Budget

- [Student-Activity-Fee-Budget-Projection-Form-GSS_021122.xlsx](#)

Please upload your Organization's Quickbooks Profit & Loss Report Standard Last Fiscal Quarter (FY 22 July 1-Sept 30)

- [FY22-July1_Spt30.pdf](#)

Expenditures

Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your Organization.

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a. Funding graduate Tier II organizations

The GSS provides funding to registered Tier II student organizations whose membership consists mainly of graduate students. There are two ways in which these groups are funded: (1) they can apply for a fiscal year budget (deadline: Jan 31st) which enables them to host multiple events per year and (2) groups can apply for Special Allocations which are funds allocated for a specific activity. Most groups which apply for funding are academically oriented organizations (e.g., Physics Graduate Student Association, Medical Anthropology Forum, English Graduate Students Association), but the GSS also funds non-academically oriented graduate student organizations (in the current allocation: TARANG, for example).

When deciding on which events to fund, the events must "contribute to the intellectual, cultural, and/or professional capital of the graduate student body" and preference is be given to events that "have an appeal which extends beyond the members of one academic discipline" (GSS Financial Policies and Procedures, Section 1.2). Decisions about budgets are made by the Finance Committee, a standing Committee of the GSS whose members are elected by the Senate. Special Allocations are decided on by the Executive Committee of the GSS.

b. Emergency Short-Term Loans

The GSS provides short-term, zero-interest loans of up to \$1500.00 to graduate students who find themselves in need of such support. The loan fund is occasionally replenished with new funds allocated from the GSS budget in order to assure the stability of the fund. The actual disbursement of funds and repayment of principle is handled by the Bursar's Office. We have changed the bylaws to make the disbursement and repayment procedure smoother.

c. Activities

Under the Activities Director's and Executive Committee's guidance, the GSS directly hosts a small number of events during the year. These events range from midsize gatherings (Social Nights) to large celebrations (Grad Prom, Thanksgiving lunch, Welcome Back BBQ) to information sessions (Graduate Appreciation and Information Night, and in the recent past the GSS Professional Development Symposium).

What are the top 3 expenditure categories for your Organization?

- 607- Promotional Items
- 608.2- Refreshments-Events/Programs
- 613- Awards and Prizes

As a governance Organization which funds Tier 2 RSOs, what is the approximate ratio of dollars used for your own activities vs funding? Please provide a rationale for this ratio.

Approximately 30% of funds are used for own organizational planning, including student wages, refreshments, supplies, and contractual services. Refreshments, Promotional Items, and Awards/Prizes are the top three prizes in order of highest to lowest.

What are the top 3 expenditure categories for your Organization's funding of Tier 2 RSO's?

- 608.2- Refreshments-Events/Programs
- 615.2- Contractual Services- Events/Programs
- 623- Rental

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/21 when compared to the previous years budget. What are the short-term goals for the organization?

No significant changes. The GSS prioritizes spending our budget to support and enrich graduate students above all. We actively work to ensure our funds can reach the greatest number of graduate students possible. This is done by complimenting their research work with professional development events and support for symposiums and conferences to gather the best and brightest minds in the field at UCONN. As articulated earlier we would like to enhance the overall lives of graduate students across each campus through a variety of programming initiatives and endeavors. Furthermore, as many graduate students lack social options around Storrs, GSS provides the events such as the welcome back BBQ, Thanksgiving lunch, and Grad Prom to entertain graduate students at UCONN.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

There are none.

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Fund Balance

If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

The minimum amount the organization would require to be carried over to the next would be around \$63,000. This is based off this year's budget of needing around \$11,000 for general operations and around \$52,000 for the activities budget. The activities budget could be decreased giving a minimalistic outlook, but this is the most we would expect to need to keep a budget in order to still provide general services to the graduate students.

If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

The budget for the end of this year is projected to 72,054 where the budget for the next year is projected to be 62,634. If our organization is carrying a fund balance, we expect to set the SASFAC fee to zero in order to use up the surplus accrued during this time.

Projections and Future

Please upload your Organization's FY 23 and FY 24 Budget Projections

- [Student-Activity-Fee-Budget-Projection-Form-GSS_0211221.xlsx](#)

What are your Organizational priorities that are reflected in your projected budgets for the next two fiscal years?

The GSS prioritizes spending our budget to support and enrich graduate students above all. We actively work to ensure our funds can reach the greatest number of graduate students possible. This is done by complimenting their research work with professional development events and support for symposiums and conferences to gather the best and brightest minds in the field at UCONN. As articulated earlier we would like to enhance the overall lives of graduate students across each campus through a variety of programming initiatives and endeavors. Furthermore, as many graduate students lack social options around Storrs, GSS provides the events such as the welcome back BBQ, Thanksgiving lunch, and Grad Prom to entertain graduate students at UCONN.

Is there any additional information that the Committee should be aware of when reviewing your budget documentation?

None to my knowledge, though I am willing to fix any inaccuracies and gray areas within this packet.

Date the Organization will be holding (or already held) a public budget forum:

03/02/2022

Have you received TSOS comments and had an opportunity to amend or edit your submission?

Yes

Date that TSOS comments were recieved

02/15/2022

Date of formal Organization Budget vote

02/22/2022

Please upload a copy of your meeting minutes reflecting an affirmative SASFAC vote.

- [SASFACcommitteeLetter_2022.docx](#)

Notes



Final Submission (ID: 6192b0dd0caad)

added 2 hours ago

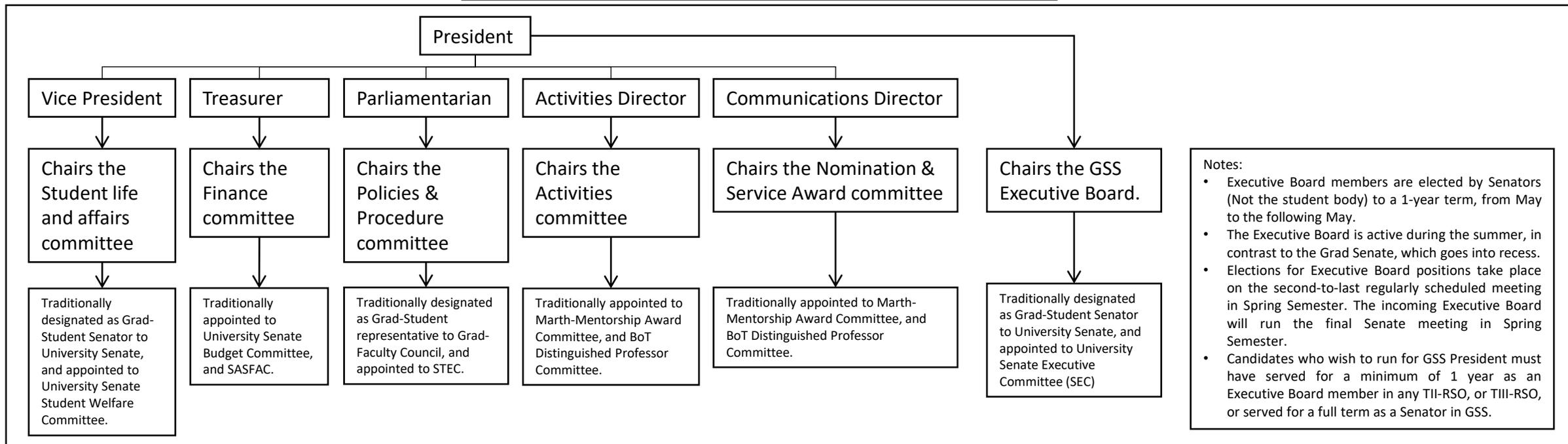
WordPress successfully passed the notification email to the sending server.

| Position/Title | SOLID Equivalent | Authorized Signer? | Time Approver? | Paid? |
|-------------------------|-------------------------|---------------------------|-----------------------|--------------|
| President | President | yes | Yes | |
| Vice President | Vice President | yes | Yes | |
| Treasurer | Treasurer | yes | Yes | |
| Activities Director | | Yes | Yes | |
| Communications Director | Secretary | | | |
| Parliamentarian | | | | |
| Administrative assisant | | | | Yes |

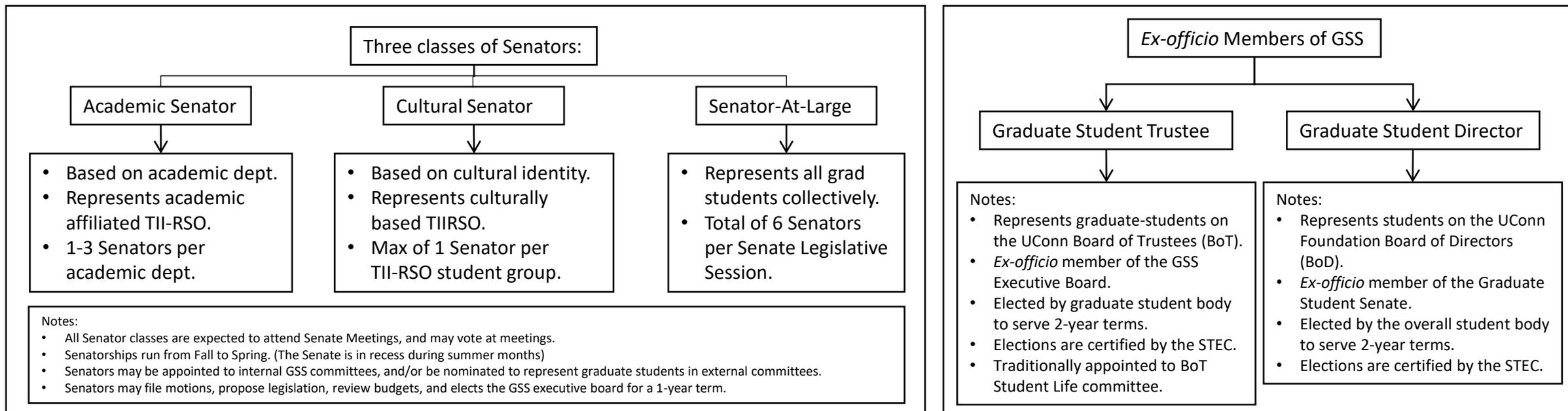
| \$/hr | Authorized to Work? | | | | | |
|-------|---------------------|---------------|------------|--------------|-----------------|--------------|
| | Summer Break | Fall Semester | Fall Break | Winter Break | Spring Semester | Spring Break |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| \$15 | Yes | Yes | Yes | Yes | Yes | Yes |

Graduate Student Senate Organization Chart

Executive Board



Senate Composition



Graduate Student Senate
Profit & Loss
July through September 2021

| | <u>Jul - Sep 21</u> |
|---|-------------------------|
| Income | |
| 547 · Student Fees | 27,196.29 |
| Total Income | 27,196.29 |
| Expense | |
| 603 · Gifts | 2,873.90 |
| 608 · REFRESHMENTS | |
| 608.2 · Events/Programs | 5,349.50 |
| Total 608 · REFRESHMENTS | 5,349.50 |
| 611 · Telephone | 50.55 |
| 613 · Awards and Prizes | -500.00 |
| 615 · CONTRACTUAL SERVICES | |
| 615.1 · Organization | 58.50 |
| Total 615 · CONTRACTUAL SERVICES | 58.50 |
| 640 · Business Taxes | 128.55 |
| 642 · Wages - Student | 3,337.55 |
| Total Expense | 11,298.55 |
| Net Income | <u>15,897.74</u> |

Graduate Student Senate

Profit & Loss

02/14/22

July 2020 through June 2021

Accrual Basis

| | <u>Jul '20 - Jun 21</u> |
|---|-------------------------|
| Income | |
| 546 · Interest Revenue (Univ.) | 141.03 |
| 547 · Student Fees | 102,729.80 |
| Total Income | <u>102,870.83</u> |
| Expense | |
| 608 · REFRESHMENTS | |
| 608.1 · Org Business Meal | 1,665.00 |
| 608.2 · Events/Programs | 3,318.00 |
| 608 · REFRESHMENTS - Other | 550.00 |
| Total 608 · REFRESHMENTS | <u>5,533.00</u> |
| 610 · SUPPLIES | |
| 610.2 · Events/Programs | 3,182.34 |
| Total 610 · SUPPLIES | <u>3,182.34</u> |
| 611 · Telephone | 185.35 |
| 612 · Advertising | 750.00 |
| 613 · Awards and Prizes | 1,000.00 |
| 615 · CONTRACTUAL SERVICES | |
| 615.1 · Organization | 351.00 |
| 615.2 · Events/Programs | 3,417.40 |
| 615 · CONTRACTUAL SERVICES - Other | 58.50 |
| Total 615 · CONTRACTUAL SERVICES | <u>3,826.90</u> |
| 623 · Rental | 58.50 |
| 624 · Travel | 218.90 |
| 642 · Wages - Student | 11,572.00 |
| Total Expense | <u>26,326.99</u> |
| Net Income | <u><u>76,543.84</u></u> |

| Code Description | | FY21 Actual Amount | FY22 Original Amount | FY22 Updated Amount | FY23 Original Amount | FY23 Updated Amount | FY24 Projected Amount |
|--|--|-----------------------|-------------------------|------------------------|-------------------------|------------------------|--------------------------|
| R e v e n u e s | 501.1 General Donations | | | | | | |
| | 501.2 Foundation Donations | | | | | | |
| | 501.3 Benefit Fundraiser Donations | | | | | | |
| | 502 Dues | | | | | | |
| | 512 Advertising | | | | | | |
| | 513 Awards and Prizes | | | | | | |
| | 514 Vendor Commissions | | | | | | |
| | 515 Contractual Services | | | | | | |
| | 516 Co-Sponsorship | | | | | | |
| | 520.1 Admissions Sales | | | | | | |
| | 520.2 Food Sales | | | | | | |
| | 520.3 Merchandise Sales | | | | | | |
| | 520.4 Participation Sales | | | | | | |
| | 520.5 Services Sales | | | | | | |
| | 522 Registration/Entry Fees | | | | | | |
| | 523 Rental | | | | | | |
| | 524 Travel | | | | | | |
| | 530 Penalties and Fines | | | | | | |
| | 531 Miscellaneous Revenue | | | | | | |
| | 533 Change Fund Returns | | | | | | |
| | 540 Business Taxes | | | | | | |
| | 546 Interest | 1,000 | 500 | 500 | 500 | 500 | 500 |
| | 547 Student Fees | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | - |
| | Total Revenues | | 106,000 | 105,500 | 105,500 | 105,500 | 105,500 |
| E x p e n d i t u r e s | 601 Donations | | | | | | |
| | 602 Dues | 500 | 500 | 500 | 500 | 500 | 500 |
| | 603 Gifts | | | | | | |
| | 604 Photocopying | | | | | | |
| | 605 Postage | 120 | 120 | 120 | 120 | 120 | 120 |
| | 606 Printing | | | | | | |
| | 607 Promotional Items | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | 608.1 Refreshments - Organization | 5,000 | 5,000 | 5,000 | 5,000 | | |
| | 608.2 Refreshments - Events/Programs | 62,000 | 60,000 | 60,000 | 65,000 | 65,000 | 99,852 |
| | 609 Subscriptions | 150 | 150 | 150 | 150 | | |
| | 610.1 Supplies - Organization | 500 | 500 | 500 | 500 | | |
| | 610.2 Supplies - Events/Programs | 5,000 | 4,000 | 4,000 | 4,000 | 4,000 | 11,855 |
| | 611 Telephone | 250 | 250 | 250 | 250 | 250 | 250 |
| | 612 Advertising | | | | | | |
| | 613 Awards and Prizes | 2,050 | 2,050 | 2,050 | 2,050 | 2,050 | 1,750 |
| | 615.1 Contractual Services - Organization | | | | | | |
| | 615.2 Contractual Services - Events/Programs | 10,000 | 8,000 | 8,000 | 8,000 | 8,000 | 13,855 |
| | 616 Co-Sponsorships | | | | | | |
| | 617.1 Cost of Food Sold | | | | | | |
| | 617.2 Cost of Merchandise Sold | | | | | | |
| | 617.3 Cost of Participation | | | | | | |
| | 617.4 Cost of Services Sold | | | | | | |
| | 622.1 Registration Fees | | | | | | |
| | 622.2 Entry Fees | | | | | | |
| | 623 Rental | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 11,925 |
| | 624 Travel | | 18,000 | 18,000 | 18,000 | 18,000 | 4,300 |
| | 625 Equipment/Durable Goods | 500 | 500 | 500 | 500 | 500 | 500 |
| | 626 Equipment - Capital | | | | | | |
| | 627 Insurance | | | | | | |
| | 628 Repairs and Maintenance | | | | | | |
| | 629 Utilities | | | | | | |
| 630 Penalties and Fines | | | | | | | |
| 631 Miscellaneous Expenses | | | | | | | |
| 633 Change Funds | | | | | | | |
| 640 Business Taxes | | | | | | | |
| 642 Wages - Student | 17,400 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | |
| 643 Wages - Non-Student | | | | | | | |
| 645 Wage Taxes - Non-Student | | | | | | | |
| Total Expenditures | | 111,970 | 115,570 | 115,570 | 120,570 | 114,920 | 154,907 |
| Revenues-Expenditures = Change in Fund Balance | | (5,970) | (10,070) | (10,070) | (15,070) | (9,420) | (154,407) |
| Fund Balance at Start of Year | | 88,094 | 31,941 | 82,124 | 21,871 | 72,054 | 62,634 |
| Fund Balance at End of Year | | 82,124 | 21,871 | 72,054 | 6,801 | 62,634 | (91,773) |

Dear SASFAC committee,

We, unfortunately, do not have minutes reflecting on the approval of the SASFAC budget. I figured it would make the most sense to explain to the committee the difficulty in submitting a budget on time this year. Due to unfortunate circumstances, the graduate student senate had their Treasurer and Activities Director resign within January. As third in line to try and fix a problematic situation, I tried to learn everything our organization would need to know to keep Tier II organizational funding alive. As the GSS President, I am vaguely familiar with financial policies and procedures. However, this is an area with which my Treasurer and Activities Director would have been most familiar. We were unaware that we needed a formal vote during this turmoil within our GSS executive board meetings. We will schedule to discuss this in our following meeting, but I worry it will not reach the committee in time. I ask the committee to understand the predicament GSS is in and have patience as we navigate this situation. If there are any inaccuracies or gray areas within our application, please reach out to me so I can either fix them myself or reach out to the person who would have the answer.

Thank you for understanding,
Porfirio Schiano Lomoriello
Graduate Student Senate President